

Accessing the application:

Download the PDF Application to your computer (Desktop, Network Drive, Etc.) If you attempt to complete your application directly using only the webpage, some of the features of the application won't be enabled. Please browse to where you saved the **Application Form Community Stewardship Corps 2019-2020** and open it with either Adobe Reader DC or Adobe Acrobat Professional.

1. Once the web application is open, you will need to save the application to your desktop.
2. If Adobe Reader DC isn't your default PDF viewer, right click the saved document and choose open with Adobe Acrobat Reader DC.

Filling out the application:

Please ensure that your application is complete and all mandatory fields are filled out prior to submitting.

1. Double click the Signature line to access the digital signature feature (Page 2).
 - a. This will prompt you to resave the document.
 - i. Re-save the document and proceed
 - b. All submitted applications submitted without a signature will use email as confirmation of signature
2. Check the accuracy of the OYCC submitted budget (Page 6) and make sure the amount at the bottom of the OYCC budget section matches the grant amount requested (Page 5)

Submitting the application:

1. If you are using mail client based email program (Microsoft Outlook, Mozilla, Windows Mail, Etc.) push the submit button at the end of the application.
 - a. This should auto populate an email to oycc.info@oregon.gov with your finished application
 - b. No attachments are needed
2. If you are using an online cloud based email application (ie. Gmail, Yahoo, etc), you will need to save your completed application
 - a. Open your email and add/attach the completed application and submit your email.
3. Ensure your email is submitted to oycc.info@oregon.gov
4. You should receive an automatic response email, however, it is a good idea to call or email to ensure your application was received/delivered.

If are having issues or questions about filling out or submitting the OYCC Grant Application, please be sure to call or email:

Jeremy Ahola, OYCC Program Analyst
503-947-2446
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Or:

Douglas Denning, OYCC Program Director
503-947-2420
Douglas.c.denning@oregon.gov