**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 **2020SCCApplication(ShortForm)-Final** 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).
   1. This will prompt you to resave the document.
      1. Re-save the document and proceed
   2. All submitted applications submitted without a signature will use email as confirmation of signature
2. The grant requested amount on Page 4 is automatically filled in, and based on the budget that is generated on page 5.
3. The application has mandatory fields that must be completed prior submitting an application.

**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.
   1. This should auto populate an email to [oycc.info@oregon.gov](mailto:oycc.info@oregon.gov) with your finished application
   2. 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
   1. Open your email and add/attach the completed application and submit your email.
3. Ensure your email is submitted to [oycc.info@oregon.gov](mailto: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 submitting the OYCC Grant Application or grant specific questions, please be sure to call or email:

|  |  |
| --- | --- |
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| Jeremy Ahola | Douglas Denning |
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