

25-27 Oregon Youth Corps Application - Technical Guidance Document

Link to grant application:


https://oregonhecc.smapply.us/prog/25-27_oregon_youth_corps_-_request_for_applications

New Users

For individuals using SurveyMonkey Apply for the first time, please see the following steps for creating an account.

1. After selecting the “**Apply**” option on the grant webpage, or after directly accessing the log-in page, select the “**REGISTER**” button in the upper right-hand corner.

[Return to Higher Education Coordinating Commission](#) Don't have a SurveyMonkey Apply account? **REGISTER**



Log in with

ftG


OR

Email

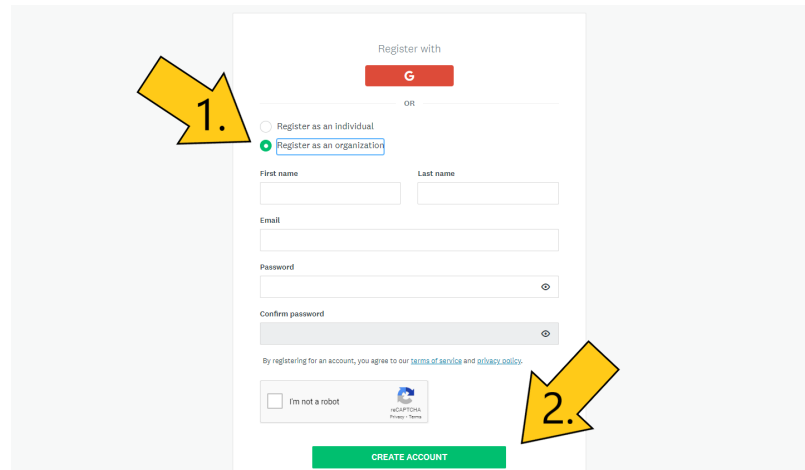
Password 👁

[Forgot your password?](#)

LOG IN

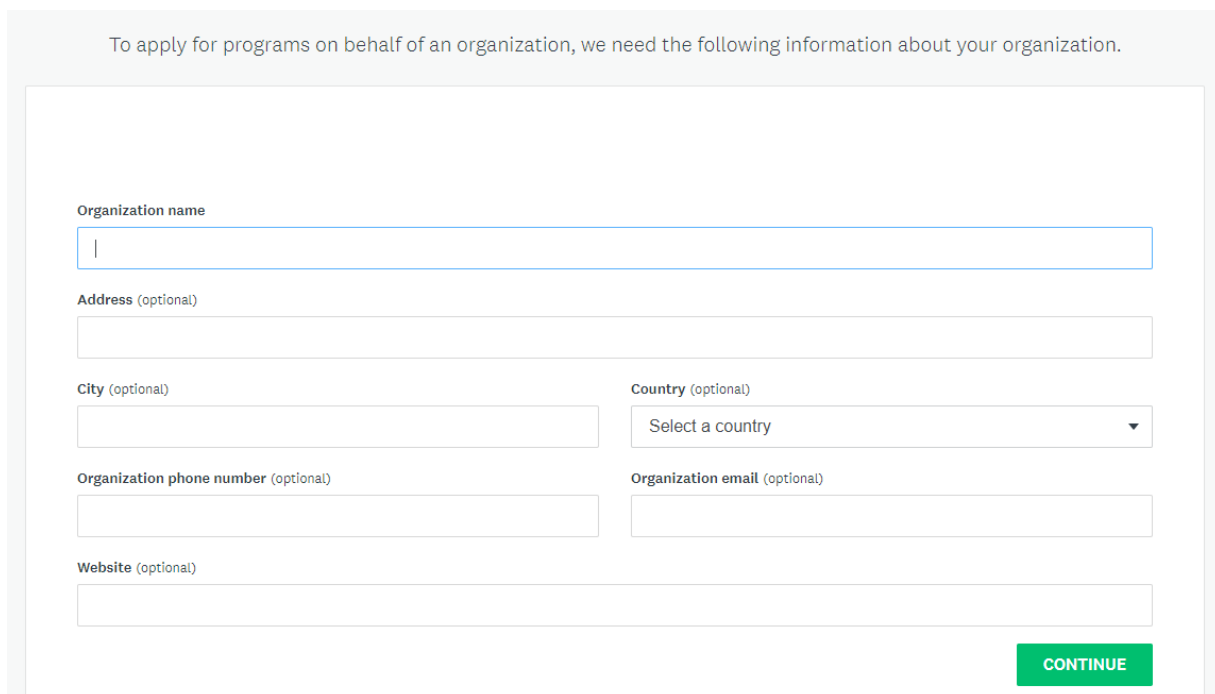


2. To be eligible to apply to the 25-27 Oregon Youth Corps Application, select the “**Register as an individual**” or the “**Register as an organization**” and fill out the fields using your first and last name, email and password. Once done, select “**Create Account**”.



The screenshot shows a registration form titled "Register with". At the top, there is a red button with a white "G" logo. Below this, the text "or" is centered. There are two radio button options: "Register as an individual" (unselected) and "Register as an organization" (selected). A yellow arrow labeled "1." points to the "Register as an organization" option. Below the radio buttons are input fields for "First name" and "Last name", followed by "Email", "Password", and "Confirm password". At the bottom, there is a checkbox for "I'm not a robot" and a CAPTCHA icon. A green button labeled "CREATE ACCOUNT" is at the bottom right. A yellow arrow labeled "2." points to the "CREATE ACCOUNT" button.

3. **If you registered as an organization**, on the following page, you will be prompted to provide basic identifying information about your organization. Please note: Other than “Organization Name,” all information you choose to provide for your account is optional, and you will be prompted to enter this information in the actual application whether you enter it here or not. Once done, select “Continue”.

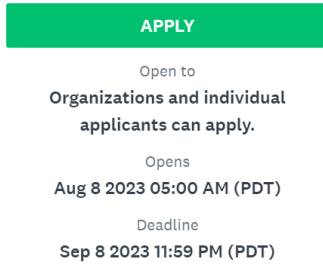


The screenshot shows a form titled "To apply for programs on behalf of an organization, we need the following information about your organization." The form contains several input fields: "Organization name", "Address (optional)", "City (optional)", "Country (optional)" (a dropdown menu with "Select a country" selected), "Organization phone number (optional)", "Organization email (optional)", and "Website (optional)". A green button labeled "CONTINUE" is located at the bottom right of the form.

4. You should be greeted by a welcome page, click through to “**Continue to Site**”. If you have accessed the account registration from the “Apply” option, you will be prompted to begin an application. If you created an account without clicking the “Apply” option, you will be prompted to select “**View Programs**” and then select “**25-27 Oregon Youth Corps - Request for Applications**”

Existing and Returning Users

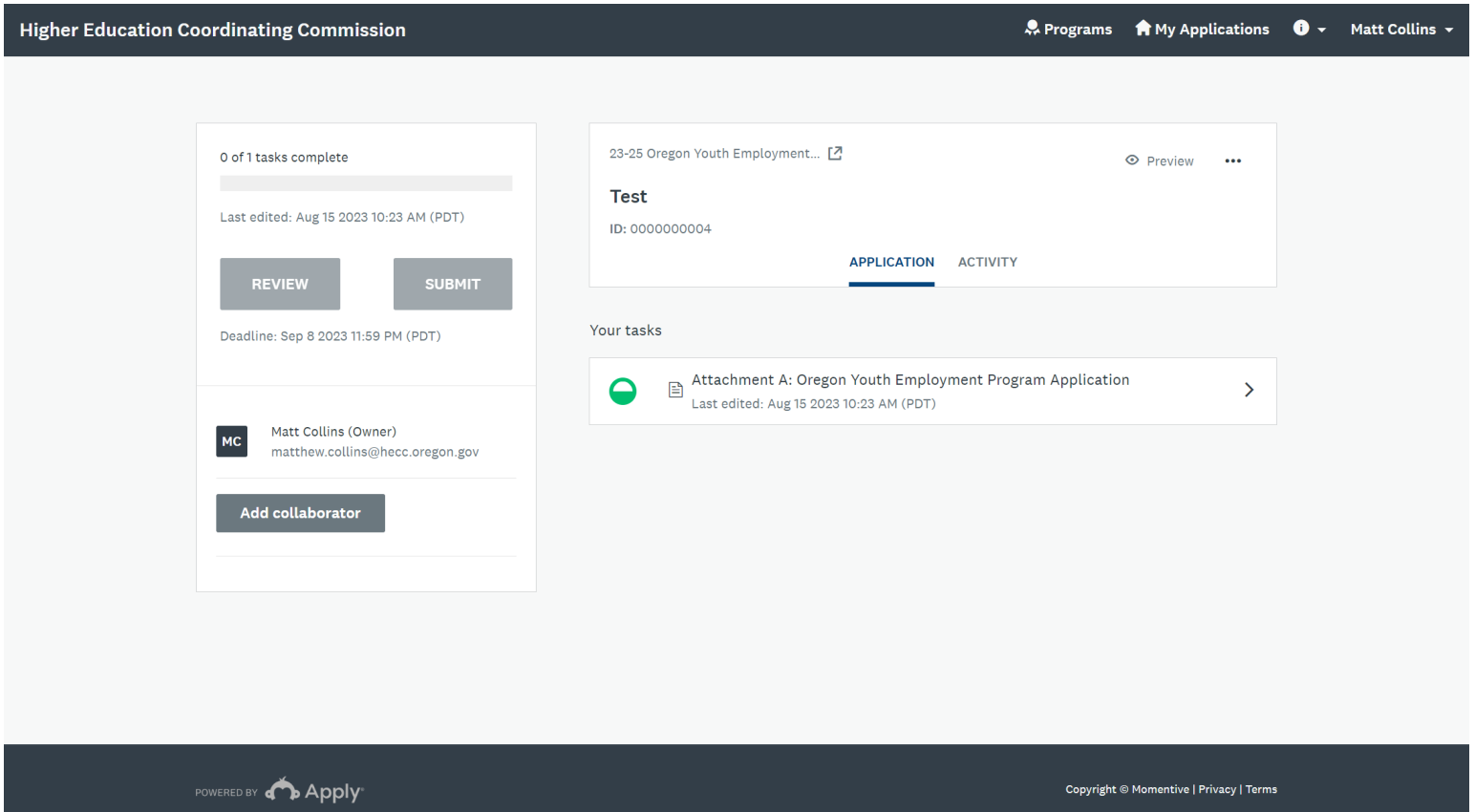
To start a new application, select the “**Apply**” button on the Application Homepage. (see link at the top of the document)



A green rectangular button with the word "APPLY" in white capital letters. Below the button, the text reads: "Open to Organizations and individual applicants can apply." followed by "Opens Aug 8 2023 05:00 AM (PDT)" and "Deadline Sep 8 2023 11:59 PM (PDT)".

**Dates in above image are not reflective of this application*

1. After selecting “**Apply**”, you will be prompted to enter your account information. Once logged in, you should see an overview of your applicant dashboard.



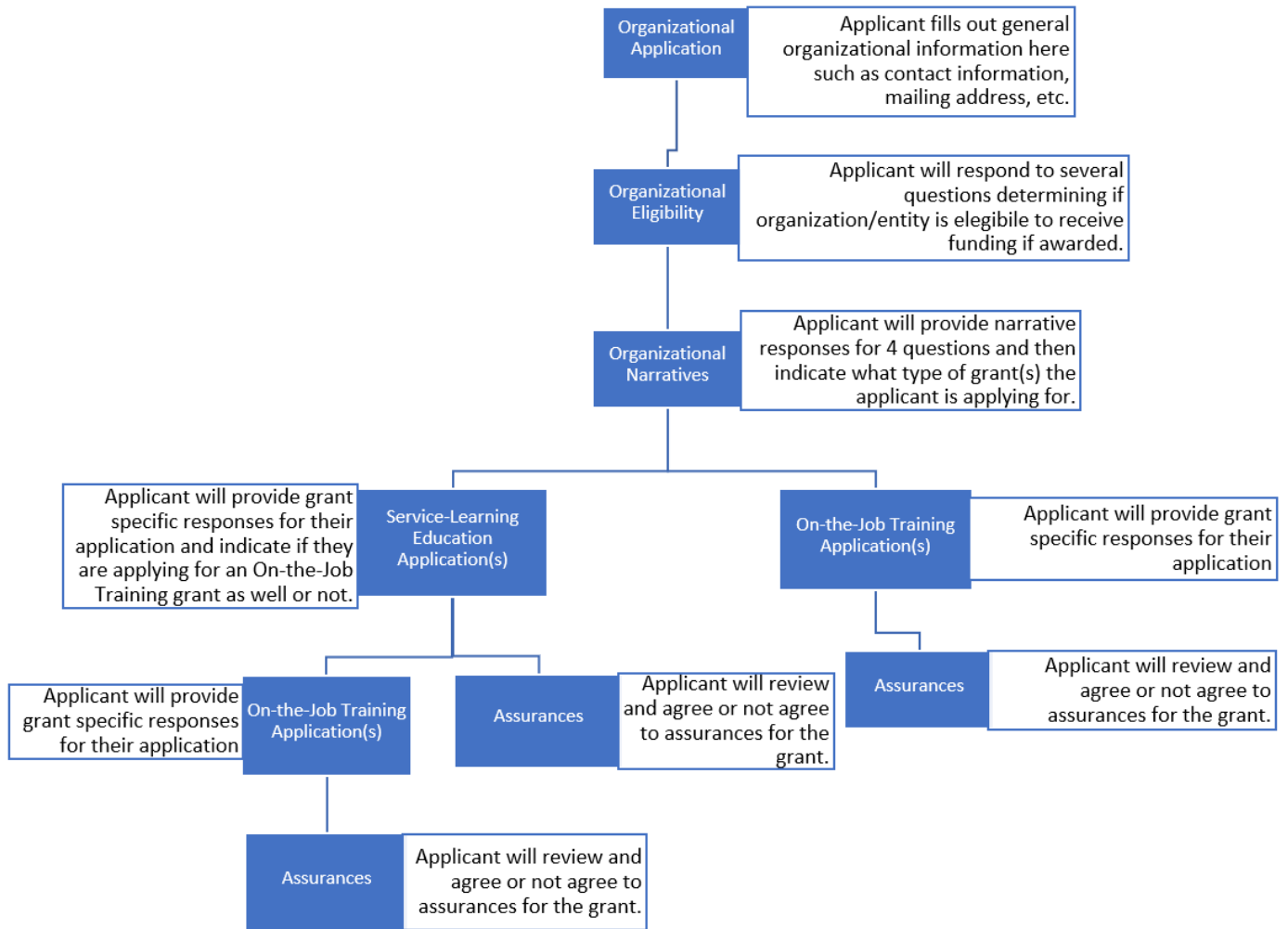
The screenshot shows the user interface of the Higher Education Coordinating Commission. At the top, there is a dark navigation bar with the text "Higher Education Coordinating Commission" on the left and "Programs My Applications" with a user profile icon and name "Matt Collins" on the right. The main content area is divided into two columns. The left column shows a progress indicator "0 of 1 tasks complete", a "REVIEW" button, a "SUBMIT" button, and a deadline "Sep 8 2023 11:59 PM (PDT)". Below this is the user's profile information for "Matt Collins (Owner)" with an "Add collaborator" button. The right column displays a task titled "23-25 Oregon Youth Employment..." with a "Preview" link and a "Test" section with ID "0000000004". Below the task is a "Your tasks" section with a task card for "Attachment A: Oregon Youth Employment Program Application" with a right-pointing arrow. At the bottom of the page, there is a dark footer with "POWERED BY Apply" on the left and "Copyright © Momentive | Privacy | Terms" on the right.

**Note: Attachment A will indicate 25-27 Oregon Youth Corps Application*

- a) If you registered as an organization, the **Organization Name** will appear at the top left below Higher Education Coordinating Commission and is where you can switch between you organization and individual account information. This does not appear for accounts registered as an individual.
- b) If you registered as an organization, **Manage Organization** will appear at the top right below your account name and allows you to update the organization info associated with an organization account. Note: This information is requested of you in the application form. You do not need to have this updated on the account as the contact information provided in the actual application is what the Higher Education Coordinating Commission will refer to.
- c) The **User Toolbar** allows you to:
 - a. Browse through other programs offered by the Higher Education Coordinating Commission
 - b. See all applications you or your organization has created and/or submitting
 - c. View information and tutorials as provided by the SurveyMonkey Application
- d) The **Preview & Ellipsis Button** will allow you to preview your application or download a copy.
- e) **Your Tasks** indicate the processes required to submit an application. As you work through each task, the grey circle will be replaced with a green checkmark, indicating completion.
- f) **Activity** will show the latest changes made on your application, as well as which user made the changes listed.
- g) The **Progress Bar** on the left-hand side will indicate how many tasks have been completed as well as when the last time the application was last edited.
- h) **Review & Submit Buttons** allow you to view your application in its entirety and submit your application to the Higher Education Coordinating Commission. **Please Note:** once your application has been submitted, you will not be able to edit or make changes to your application. Please be sure all items are completed as requested in the RFA.

General Application Info

1. The structure of the application is found below:



The above visual is to demonstrate that a single organizational application may include one, or multiple grant-specific applications. SM Apply utilizes branching questions and paths to assist applicants in submitting a full, completed application with guided prompts.

Applicants may have the ability to apply for multiple Service-Learning Education or On-the-Job Training grants.


- 2. The application will be found here:

<https://www.oregon.gov/highered/about/pages/grants-contracts.aspx>


Grant and Contract Opportunities


HECC Agency Offices and Programs - Home

About the HECC Agency 

Executive Director and Operations 


Research and Data 

Financial Aid and Access Programs - OSAC 

Postsecondary Finance and Capital 

Community Colleges and Workforce Development 

Public University Coordination 

Transfer 


The Higher Education Coordinating Commission (HECC) supports numerous services and strategic initiatives through grants and contracts. All current HECC grant and contract requests for proposals and applications are listed below. We welcome new applicants for grant and contract opportunities.

If you are interested in becoming a supplier of goods or services for the State of Oregon, you can register through [OregonBuys](#). The HECC contract opportunities that are listed below are also listed in OregonBuys, the state's e-procurement system. HECC grant opportunities only appear on this page. Click on each grant and contract topic below to find more information on eligibility requirements and how to apply.

Please click on the name of the grant or contract opportunity below to find more information on the scope of work, eligibility requirements, and more. It is important to review all requirements in the document/s provided.

Request for Applications: 24-048-RFA Oregon Conservation Corps Grant Program 2025-27 

Deadline: 02/28/2025 at 11:59 p.m. PST

Request for Proposals (RFP): 24-073 RFP National Career Readiness Certificate Study 

November 15, 2024, at 3:00 p.m. PST

- In the yellow highlighted sections is where the Request for Application: Oregon Youth Corps grant opportunity will appear.
 - Upon clicking onto it, additional information and resources will appear for the grant opportunity.

Please note: The Oregon Youth Corps grant opportunity is not live at the time of this document creation, and therefore example images do not show Oregon Youth Corps-specific information. The images used in this section do not contain information that reflects the Oregon Youth Corps grant opportunity and the images' sole purpose is to provide context on how to navigate to the application.

Information on the grant opportunity will appear, similar to the below information.

Request for Applications: 24-048-RFA Oregon Conservation Corps Grant Program 2025-27



Deadline: 02/28/2025 at 11:59 p.m. PST

Name of Grant or Contract Request for Applications: 24-048-RFA Oregon Conservation Corps Grant Program 2025-27


OregonBuys number N/A

Due date 2/28/2025

Summary of Work The Oregon Conservation Corps (OCC) Program provides grant funding to reduce the risk wildfires pose to communities and critical infrastructure, create fire-adapted communities, and engage youth and young adults in workforce training to develop the next generation of land managers. Fuels mitigation treatments are to take place within the Wildland Urban Interface and are prioritized for areas identified as high and moderate hazard zones. Program participants are youth between 16-26 years old, who engage in training and earn industry-recognized credentials while completing fuels mitigation treatments. Applicants should consider strategies that reflect effective integration of services with other partner agencies, and proactive strategies to involve employers in design of service strategies and implementation of the program.

Deadline to Apply Deadline: 02/28/2025 at 11:59 p.m. PST

Review all Requirements Review all requirements in the following documents:

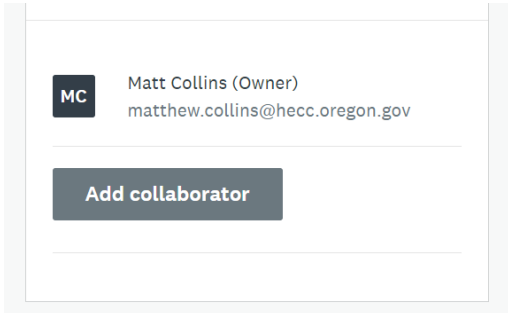
- [24-048-RFA Oregon Conservation Corps 2025-27](#) 
- [Link to Recorded Pre-Application Webinar](#)
- [Link to Pre-Application PowerPoint \(S:\Office of Workforce Investments\Oregon Youth Works\Oregon Conservation Corps \(SB762\)\OCC 2025-2027\Pre-Application PPT.pptx\)](#)
- [Link to SMAppl](#)

Resources such as FAQ documents and video assistance will appear in the **Review all Requirements** section.

Additionally, click on **Link to SMAppl** to be directed to the SM Apply website where you can login or create an account with the steps found at the beginning of this document.

3. You can add collaborators to assist in contributing or viewing your application.

At the initial screen after inputting your organization name, this option will be on the left-hand side.



You may then provide an email and optional message to add additional collaborators.

Collaborators

A form titled 'Collaborators' with the instruction 'Add collaborators to view or contribute to your application'. It features a text input field for 'Email address of collaborators' with a note 'Separate addresses by commas'. Below this is a 'Type of access' section with two radio buttons: 'View & edit' (which is selected) and 'View only'. At the bottom is a text input field for 'Message (optional)'. The form has a light grey background and rounded corners.

4. Applicant Eligibility

There are several questions within the application that will verify if the applicant is eligible to receive a grant and funding. If any applicant answers are deemed ineligible, the applicant will be taken to a non-eligibility page that gives detail about why the applicant is not eligible.

If the applicant wishes to correct their response, they can use the **PREVIOUS** button to return to a prior section in their application and correct any responses that led to ineligibility.



Technical Questions with SM Apply?

Please feel welcome to reach out to us at:

HECC.OregonYouthWorks@hecc.oregon.gov