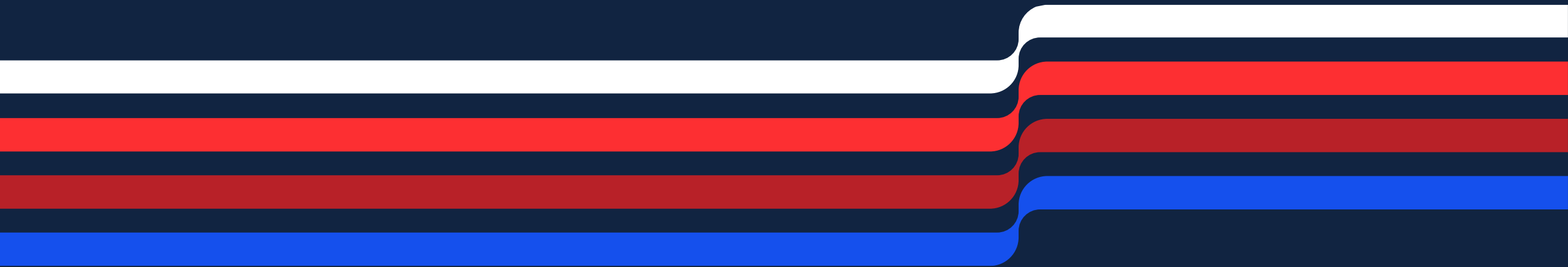


# Creating a Service Opportunity Listing in eGrants



# Login to eGrants

Cyber Alerts help

**AmeriCorps**

eGrants

Your browser appears to be using popup blocking. This may interfere with site operation, in particular the help buttons. You may wish to add this site to an allow list, if your browser supports selective blocking, or turn off popup blocking.

**LOGIN**

User Name  ?

Password  ?

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)

Enter in **User Name**  
and **Password**

Then click **Login to eGrants**

# Login to Portal Home

home my account help logout

**AmeriCorps**

**eGrants**

**eGRANTS MESSAGES**

Welcome to eGrants!

**VIEW MY GRANTS/APPLICATIONS**

- View All
- 6 Approved for Consideration/Funding
- 45 Awarded
- 151 Closed
- 6 Concept Papers
- 8 Grantee edit of application or report
- 2 Subapplicant edit of application
- 6 Under CNCS review

**VIEW MY AMERICORPS PORTAL**

- Portal Home

**Creating an Application**

- New
- Continuation/Renewal
- Amendment
- Concept Paper

**Managing My Account**

Click on the links below to access common account functions.

- My Account
- Commission Input on National Applicants
- Commission Competitive Subapplication Ranking

**Reporting to CNCS**

- Financial Report
- Progress Report
- Progress Report Supplement

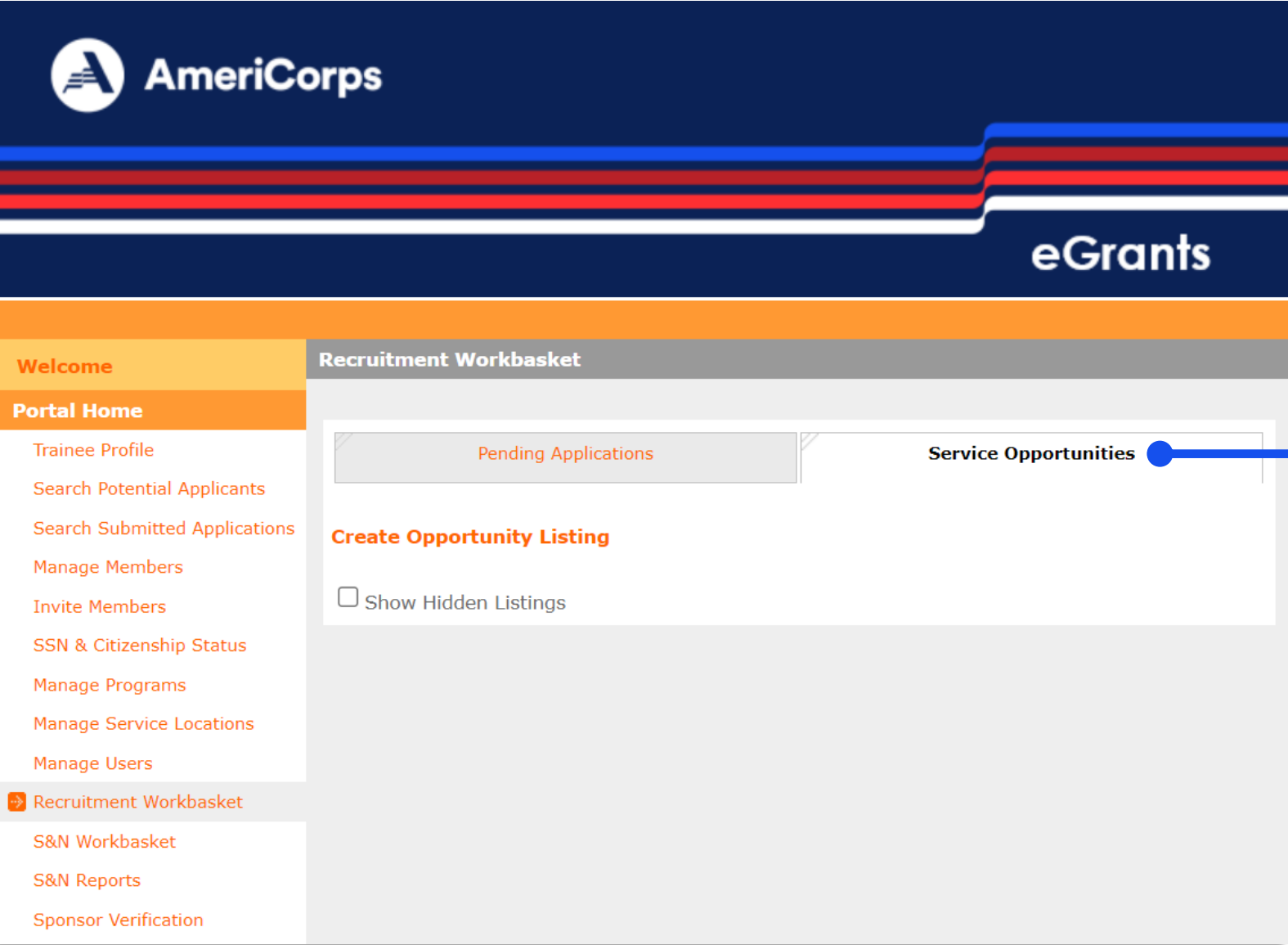
Click on the **Portal Home** link under View My AmeriCorps Portal

# Navigate to Recruitment Workbasket

The screenshot shows the AmeriCorps eGrants portal interface. At the top left is the AmeriCorps logo. The main header area contains the text "eGrants". Below this is a navigation menu with two sections: "Welcome" and "Portal Home". The "Portal Home" section is expanded, showing a list of menu items. The "Recruitment Workbasket" item is highlighted with a blue circle and a blue arrow pointing to the right. The main content area of the page is titled "Recruitment Workbasket" and contains two tabs: "Pending Applications" and "Service Opportunities". The "Pending Applications" tab is active and displays "No matches" and "Your search returned 0 results." Below this is a table with columns for "Applicant", "Listing", "Date Submitted", "Status", and "Date Available".

Click on the **Recruitment Workbasket** from **Portal Home** menu

# Navigate to Service Opportunities



Click on the **Service Opportunities** from the top tab selection

# Navigate to Create Opportunity Listing

The screenshot displays the AmeriCorps eGrants interface. At the top left is the AmeriCorps logo. The main header area is dark blue with the text 'eGrants' on the right. Below the header is an orange navigation bar with 'Welcome' and 'Portal Home' sections. The 'Portal Home' section contains a list of menu items: Trainee Profile, Search Potential Applicants, Search Submitted Applications, Manage Members, Invite Members, SSN & Citizenship Status, Manage Programs, Manage Service Locations, Manage Users, Recruitment Workbasket (highlighted with an orange arrow), S&N Workbasket, S&N Reports, and Sponsor Verification. The main content area is titled 'Recruitment Workbasket' and features two tabs: 'Pending Applications' and 'Service Opportunities'. The 'Service Opportunities' tab is active, showing a 'Create Opportunity Listing' link with a blue circle and a blue arrow pointing to it, and a 'Show Hidden Listings' checkbox below it.

To create a new Service Opportunity Listing, click on **Create Opportunity Listing** at the top of the page

# Input information – page 1

**eGrants**

Welcome

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

Sponsor Verification

Create Listing

Enter Listing Details

Do you want to make this Listing to be available now ?  Yes  No

\*Project Name:

\*Project Type:

\*Program Code:

\*Start Date: (mm/dd/yyyy)

\*End Date: (mm/dd/yyyy)

\*Term of Service:  Full-Time  Part-Time  Summer

Contact Information

\*First Name \*Last Name:

\*Street Address1:

Street Address2:

\*City:

\*State:

\*Zip:

\*Contact Phone:

E-mail:

Fax Number:

Website: http://

In what states will you have members?\*

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

ALABAMA  
ALASKA  
AMERICAN SAMOA  
ARIZONA  
ARKANSAS

In what metropolitan area will you have members?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Atlanta  
Boston  
Chicago  
Cleveland/ Akron  
Dallas/Ft. Worth

cancel next

Input the following **required information**, as indicated by a **red asterisk\*** or by AmeriCorps policy:

- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default “Yes”)
- Metropolitan areas

Click **Next**

**Note:** Information **cannot** be saved until final submission

# Input information – page 2

**Welcome** **Create Listing**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket**
- SN Workbasket
- SN Reports
- Sponsor Verification

**Enter Listing Information**

Give a brief two(2) line description of the program (200 characters or less) \*:

200 characters left

Enter your program description (2000 characters or less) \*:

2000 characters left

Are you accepting applications now? \*  Yes  No

Accepting applications from:  (mm/dd/yyyy)

Application deadline:  (mm/dd/yyyy)

Do you accept AmeriCorps application? \*  Yes  No

If you require your own application, how do applicants get it?

Phone:

E-mail:

Website: http://

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Childcare assistance if eligible

Choice of Education Award or End of Service Stipend

Education award upon successful completion of service

Housing

Health Coverage

Other

Select the terms and conditions of member service that apply to your program?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Car recommended

Permits attendance at school during off hours

Permits working at another job during off hours

Prohibits paid work outside of the sponsoring agency at any time

Uniforms provided and required

Input the following **required information**, as indicated by a **red asterisk\*** or by AmeriCorps policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:

- Alternate application information
- Terms and conditions

Click **Next**



# Input information – page 3

**Welcome** **Create Listing**

**Portal Home**

Trainee Profile  
Search Potential Applicants  
Search Submitted Applications  
Manage Members  
Invite Members  
SSN & Citizenship Status  
Manage Programs  
Manage Service Locations  
Manage Users  
**Recruitment Workbasket**  
S&N Workbasket  
S&N Reports  
Sponsor Verification

**Enter Listing Information**

Minimum Age:

Maximum Age:

Desired Education Level:

**What skills would you like potential members to possess?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Counseling  
Architectural Planning  
Business/Entrepreneur  
Communications  
Community Organization  
Other:

**Do you have a language requirement?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Arabic  
American Sign Language  
Chinese  
Creole  
English  
Other:

**What will your AmeriCorps member(s) do? (1000 characters or less) \*:**

1000 characters left

**Define the field of service areas in which your members are serving?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Community and Economic Development  
Community Outreach  
Children/Youth  
Disaster Relief  
Education

**Submitted by :**

\*First Name \*Last Name:

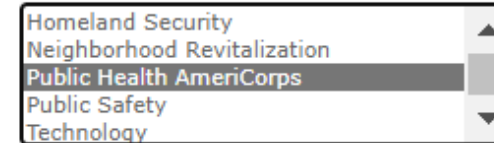
Your phone number:

Your E-mail address:

## Define the field of service areas in which your members are serving?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.



Input the following **required information**, as indicated by a **red asterisk\*** or by AmeriCorps policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to AmeriCorps

**ATTENTION** Public Health AmeriCorps Grantees:  
Select “Public Health AmeriCorps” in the Service areas information section

# View Service Opportunity Listing

The screenshot displays a web interface for viewing a service opportunity listing. On the left is a navigation menu with categories like 'Welcome', 'Portal Home', and 'Recruitment Workbasket'. The main content area is titled 'View Listing' and shows details for 'Super Awesome 'Corp'. The details are organized into sections: Member Duties, Program Benefits, Terms, Service Areas, Skills, and Service Description. A 'SUMMARY' sidebar on the right provides key information such as Program Type (AmeriCorps State / National), Program (Super Awesome 'Corp'), Program Start/End Date (06/05/2018 - 06/05/2019), Work Schedule (Full Time), Education level (Some college), Age Requirement (Minimum: 18 Maximum: 99), Program Locations (DISTRICT OF COLUMBIA, Washington/Baltimore), Languages (English), and Accepting Applications (From 06/05/2018 To 09/05/2018). Contact information for Dorothy McSmiles is also provided.

**Welcome**

**View Listing**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users

**Recruitment Workbasket**

- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

**Super Awesome 'Corp**

**Member Duties :** Members will provide the following: Provide outreach and recruit community members, pair community members to partnering art organizations, and report enrollment.

**Program Benefits :** Stipend , Education award upon successful completion of service , Childcare assistance if eligible , Health Coverage .

**Terms :** None

**Service Areas :** Education .

**Skills :** Communications , Community Organization , Fine Arts/Crafts , Education .

**Service Description :** The Super Awesome 'Corp program was founded in May 2018 to help the Washington, DC community learn to find their inner awesomeness and smiling ability. The Super Awesome 'Corp serves youth and adults through connecting them with free and fun art and culture education activities throughout DC proper where the smiling is free, but the memories are priceless. Note: Members do not participate in any prohibited activities as outlined by AmeriCorps.

**SUMMARY**

**Program Type:**  
AmeriCorps State / National

**Program**  
Super Awesome 'Corp

**Program Start/End Date**  
06/05/2018 - 06/05/2019

**Work Schedule**  
Full Time

**Education level**  
Some college

**Age Requirement**  
Minimum: 18 Maximum: 99

**Program Locations**  
DISTRICT OF COLUMBIA  
Washington/Baltimore

**Languages**  
English

**Accepting Applications**  
From 06/05/2018 To  
09/05/2018

**Contact**  
Dorothy  
McSmiles  
250 E St SW  
Washington DC 20024  
555-555-5555

After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing

Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit

# View Submission Status

The screenshot shows a web interface for 'Recruitment Workbasket'. On the left is a navigation menu with options like 'Trainee Profile', 'Search Potential Applicants', and 'Recruitment Workbasket'. The main content area has tabs for 'Pending Applications', 'Service Opportunities', and 'VADs'. Under 'Service Opportunities', there is a 'Create Opportunity Listing' section with a 'Show Hidden Listings' checkbox. Below this is a table of listings with columns for ID, Name, Type, Start Date, Location, Status, and a 'view/edit' link.

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	<a href="#">view/edit</a>
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	<a href="#">view/edit</a>
75495	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	09/01/2017	Chicago	Approved	<a href="#">view/edit</a>
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	<a href="#">view/edit</a>
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	<a href="#">view/edit</a>
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	<a href="#">view/edit</a>
68831	Literacy Volunteers of Illinois - VOCAL* AmeriCorps	SN	02/10/2016	Chicago	Approved	<a href="#">view/edit</a>
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	<a href="#">view/edit</a>

## Service Opportunity Listings Status:

- **Pending** – awaiting to be viewed by AmeriCorps.
- **Approved** – viewed by AmeriCorps and approved submission. Listing is now viewable, if indicated by submitter.
- **Denied** – viewed by AmeriCorps and disapproved submission. Listing needs to be edited and resubmitted.

**Note:** Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by AmeriCorps. If you do not wish to edit and adjust the timestamp, select **view**.



## Resources

Resources for drafting compliant Service Opportunity Listings are available at:

[americorps.gov/grantees-sponsors](https://americorps.gov/grantees-sponsors)

# Suggested listing language

- **Suggested listing language**

Gain valuable professional experience or help an organization expand its capacity, while making an impact in your community. [ORGANIZATION] is looking for [X] [FULL-TIME/PART-TIME] AmeriCorps member(s) with a passion for public health to serve on our team. You'll support with [PROJECT TASK, e.g., pandemic relief, improving health equity, increasing access to mental health services]. Apply today to help strengthen your local community through national service with Public Health AmeriCorps, a joint partnership between AmeriCorps and the Centers for Disease Control and Prevention.

- The more specifics you can provide about the type of activities your members will be supporting, the better. That said, be conciseness and to the point in outlining member duties so applicants don't have to read through big blocks of text.
- Avoid using 'job' as a way to talk about your service opportunities, and be sure the living allowance isn't confused with a salary. This helps manage expectations for potential members.
- Be sure to list your organization's PHA point of contact so that prospective applicants can get in touch for more information.