

## Service Opportunity Listing Template

Use this optional template to draft your service opportunity listing prior to inputting the information into eGrants. Service opportunity listings cannot be partially saved throughout the input process; thus, this template provides the option to work on a service opportunity listing at your own pace.

Portions of the service opportunity listing are required either by the eGrants system or AmeriCorps State and National policy, while some areas are optional. For more information on the required and optional portions of the service opportunity listing and best practices when writing service opportunity listings, please refer to the ASN Service Opportunity Listing Requirements Guide.

### Service Opportunity Listing: eGrants Page One

Required?	eGrants Prompt	Additional Context (if applicable)	Your Response
Yes	Do you want to make this listing to be available now?		
Yes	Project Name		
Yes	Project Type	Select AmeriCorps State and National.	
Yes	Program Code	Select your associated grant number.	
Yes	Service Start Date		
Yes	Service End Date		
Yes	Term of Service	Select full-time, part-time, or summer. One option can be selected.	
Yes	Contact First and Last Name		
Yes	Contact Street Address 1		
No	Contact Street Address 2		
Yes	Contact City, State, and ZIP Code	ZIP + 4-digit code will be required.	



Required?	eGrants Prompt	Additional Context (if applicable)	Your Response
Yes	Contact Phone Number		
No	Contact Email		
No	Contact Fax Number		
No	Contact Website		
Yes	In what states will you have members?	Multiple U.S. states and territories can be selected if needed.	
No	In what metropolitan area will you have members?	Multiple metropolitan areas can be selected if needed. 16 options.	

### Service Opportunity Listing: eGrants Page Two

Required?	eGrants Prompt	Additional Context (if applicable)	Your Response
Yes	Give a brief two-line description of the program	Maximum 200 characters.	
Yes	Enter your program description	Maximum 2000 characters.	
Yes	Are you accepting applications now?		
Yes	Accepting Applications Start Date		
Yes	Accepting Applications End Date		
Yes	Do you accept AmeriCorps application?		
No	Alternative Application Contact Phone		
No	Alternative Application Email		
No	Alternative Application Website		



Required?	eGrants Prompt	Additional Context (if applicable)	Your Response
Yes, partially	What benefits does your program offer?	<p><b>Required for Full Time</b></p> <ul style="list-style-type: none"> <li>• Living allowance.</li> <li>• Education award upon successful completion of service.</li> <li>• Health coverage.</li> <li>• Childcare assistance if eligible.</li> </ul> <p>For Education Award Only programs, living allowance and health coverage benefits are not required.</p> <p>For Professional Corps programs, living allowance health coverage, and childcare assistance benefits are not required.</p> <p><b>Optional for Full Time</b></p> <ul style="list-style-type: none"> <li>• Housing.</li> <li>• Relocation Allowance.</li> <li>• Training.</li> <li>• Other - fill in the blank.</li> </ul> <p><b>Required for Part Time and Summer</b></p> <ul style="list-style-type: none"> <li>• Education award upon successful completion of service.</li> </ul> <p><b>Optional Part Time and Summer</b></p> <ul style="list-style-type: none"> <li>• Living Allowance.</li> <li>• Health Coverage.</li> <li>• Childcare Assistance.</li> <li>• Housing.</li> <li>• Relocation Allowance.</li> <li>• Training.</li> <li>• Other - fill in the blank.</li> </ul> <p><b>Unallowable for Full Time, Part Time, and Summer</b></p> <ul style="list-style-type: none"> <li>• End of Service Stipend</li> </ul>	
	Select the terms and conditions of member service that apply to your program?	<p>Multiple conditions can be selected if needed. 5 options:</p> <p>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.</p>	



## Service Opportunity Listing: eGrants Page Three

Required?	eGrants Prompt	Additional Context (if applicable)	Your Response
Yes	Member Minimum Age	Follow member eligibility regulations. Generally minimum age should be 17 or above; there are exceptions for approved opportunity youth programs.	
Yes	Member Max Age	Follow anti-discrimination laws. Generally minimum age should be 17 or above; there are exceptions for approved opportunity youth programs.	
No	Desired Education Level	One level can be selected. 7 options: Associate's Degree; College Graduate; Some College; Graduate Degree; High School Diploma/GED; Less than High School; Technical School/Apprenticeship/Vocational.	
No	What skills would you like potential members to possess?	Multiple skills can be selected if needed. 29 options: Counseling; Architectural Planning; Business/Entrepreneur; Communications; Community Organization; Computers/technology; Conflict Resolution; Education; Fine Arts/Crafts First Aid; Fundraising/Grant Writing; Law; Leadership; Medicine; Public Health; Public Speaking; Recruitment; Teaching/Tutoring; Trade/ Construction; Writing/Editing; Youth Development; General Skills; Environment; Non-Profit Management; Social Service; Urban Planning; Disaster Services Veterans; Teamwork.	
No	Do you have a language requirement?	Multiple languages can be selected if needed. 21 options: Arabic; American Sign Language; Chinese; Creole; English; French; German; Greek; Hmong; Ilocano; Italian; Japanese; Korean; Other; Polish; Portuguese; Russian; Spanish; Tagalog; Thai; Vietnamese.	
Yes	What will your AmeriCorps member(s) do?	Max 1000 characters.	
No	Define the field of service areas in which your members are serving?	Multiple fields can be selected if needed. 22 options: Community and Economic Development; Community Outreach; Children/Youth; Disaster Relief; Education; Entrepreneur/Business; Elder Care; Ex-Offender Reentry; Environment; Health; Hunger; Hurricane Katrina; Homelessness; Housing; Homeland Security; Neighborhood Revitalization; Public Health AmeriCorps; Public Safety; Technology; Tribal; Veterans.	
Yes	Submitter First and Last Name		
No	Submitter Phone Number		
No	Submitter Email		