

## **Weekend Assistance**

### Application Submissions on MyOCF

When the Community Grants application deadline falls on a weekend or a holiday, please keep the following in mind:

- 1) The system can get overloaded at the deadline as there is a higher volume of applicants accessing the application all at once.**

If you experience any system slowness, please be patient and try again. If the problem persists, contact OCF staff at [grants@oregoncf.org](mailto:grants@oregoncf.org). Please explain the specific issue you are having (and on what date and time), as this helps us communicate the issue to our database provider.

- 2) OCF staff are available Monday through Friday, 8:30am – 5pm, to answer your questions.**

Please consider starting your application during the work week, even if you intend to submit it during out-of-office hours.

- 3) If you make attempts to submit your application before the deadline, but experience technical difficulties in doing so, we will accept a late submission.**

Please send us an email at [grants@oregoncf.org](mailto:grants@oregoncf.org) explaining the situation and we will work with you when we return to the office to get it resolved.

*Please note: applications must be started in the system **before the deadline** to be considered for late submission.*