GOapply USER GUIDE

INTRODUCTION

The Community Foundation is using a system called GOapply to accept grant applications. This platform is based in Microsoft and is relatively new. Occasionally you may get an error message when trying to navigate in GOapply. This can be caused by clicking too quickly between pages. If this occurs, please exit, refresh your screen and try again. While you are working in GOapply, we recommend you save your draft frequently. Contact Tracy Russman for assistance: trussman@ourcommunity.org or cell 517-927-7729.

FIRST TIME USERS

If this is your first using GOapply, you will first need to register a new account from the login page.

REGISTER YOUR ORGANIZATION – USING TAX ID

1. Select "Register a new account" on the log in screen. Your email is your GOapply username.

2. Select **Organization, please do NOT select Individual.**

3. Enter the organization's Tax ID then **Search**. If you don't know your Tax ID, click on the US IRS Tax Exempt Organization Search Tool to search for your organization using the organization name.

Sign in to your account

Or register a new account

Your Email

example@company.com

Your Password

Password

The Password field is required.

☐ Remember me   Forgot password?

SIGN IN

GOapply

Search for your Organization

Choose your region: [United States] [Canada]

Search by Charity Employer Identification Number (EIN)

Every charity has its own unique federal employer identification number (EIN), which it obtains by applying to the IRS. An EIN is typically a nine-digit number, shown like 12-3456789. A few charities have EINs with eight or fewer digits (normally shown with a leading zero like 01-2345678).

US IRS Tax Exempt Organization Search Tool

EIN / Tax ID

Skip, manually enter   [Search]

4. After inputting your Tax ID, GOapply will search for your organization then ask you to confirm that it is correct. If your organization is correctly displayed, click **Select.**

5. If you cannot find your organization, you may select "**Skip, manually enter**" and complete your Org Profile.

6. Click **Register**. **You will receive an email verifying that your registration status is Approved.** Then you should be able to immediately login to your new account using the email address and password you entered on your registration.

GOapply

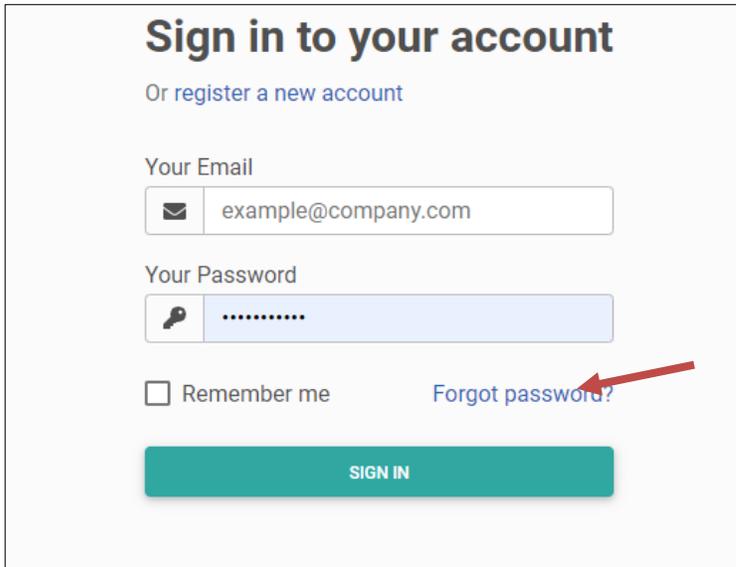**Organizations matching: 37-1235999**   Search again   Skip, manually enter

American Association of University Women

📍 Argenta, IL 62521

🏷 This organization is a 501(c)(4) Public Charity   [Select]

EXISTING USERS: PASSWORD ASSISTANCE

If you already have a GOapply account but you have forgotten your password, click Forgot Password from the log in screen and follow the steps to reset. Users who access GOapply on behalf of more than one organization need to have a separate account for each organization.
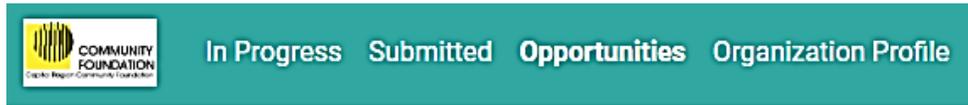

You can also reset your password at any time while you are logged in by accessing the dropdown next to your name in the top right corner and selecting User Settings.
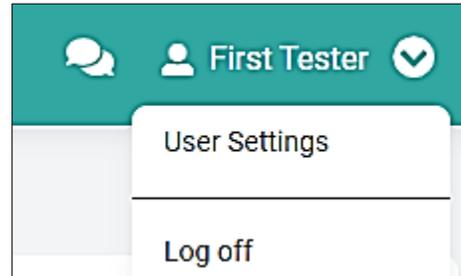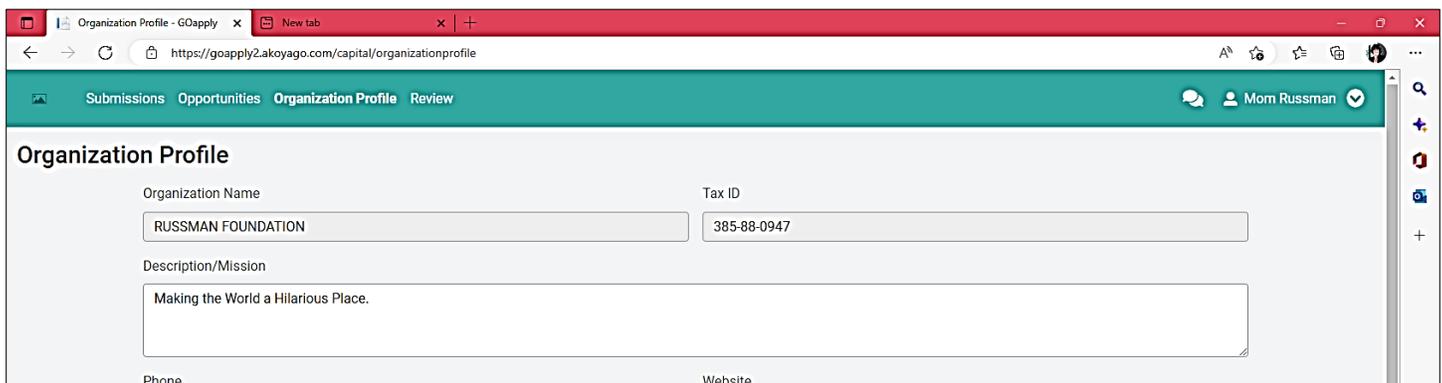

DASHBOARDS

Once you are logged into GOapply, you'll see four dashboard tabs at the top: In Progress, Submitted, Opportunities and Organization Profile.

Organization Profile. Please update your Org Profile at least once a year. We appreciate your assistance in collecting as much data as possible about the nonprofits we serve. At any time, you may review the information in your Organization Profile. Whenever you edit your profile, select "Submit" and the data will update in our database. Please note: the screen may not change, you may need to select "Opportunities" again to continue.

In Progress: The In-Progress dashboard contains all applications that you have started in the past but have not yet been submitted. Select VIEW to continue working on a draft. Please try to avoid having more than one open draft at a time, to avoid confusion and submitting the wrong version.

Submitted: Select View to view your submission history. From here you may view or download the files.

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Click **View** to access the homepage for each application.

Application Homepage: This is where you can find the due date, some instructions and a brief description, and the contact information if you need assistance. You can also choose to print a blank application from here.

STARTING AN APPLICATION

Please be sure to review our **Grant Guidelines** before you begin! Select "**Begin Application**" from the application homepage to open the application form. Once you click Begin Application, a draft will be created in your In Progress dashboard, and will be saved there until submitted.

Confirm your Organization: Upon selecting Begin Application, a pop-up window will ask you to verify your organization info again or edit if needed. If you recently created or updated your profile, you may select "Looks Ok". If you want to check the full profile, select "I Need To Fix", edit the information as needed, and **Submit**.

Then you can continue with the application, which will prompt you through each of the pages. Mandatory questions will be marked with an asterisk*. **SAVE DRAFTS OFTEN!**

SUBMITTING THE APPLICATION

When you're finished with the application, click **Submit**. You will see a brief screen message and then you will receive an email verifying that your application was received. *If you do not receive this email then your application was not received! Visit your In Progress dashboard to try again.*

Submit early! No applications will be accepted after the deadline!

We are happy to help – however we cannot guarantee that assistance will be readily available on the deadline day due to the volume of applicants. Please submit early to allow time to handle potential submission errors. We are unable to accept any applications that are not fully received by the deadline.

Tracy Russman trussman@ourcommunity.org or 517-927-7729 cell.