



## GOAPPLY USER GUIDE

### INTRODUCTION

Your Grantmaker is using a system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting applications and reports.

When you login to GOapply, you will see a list of applications that you are eligible to apply for. Applications with *multiple* phases will be advanced by your Grantmaker. Once the next phase is available to you, you will see it in your Applicant Dashboard.

*(Please note - The screenshots in this guide are to be used for general reference, so they may appear different depending upon the Foundation to which you are applying, however the functionality remains the same.)*

### GETTING STARTED

#### HOME PAGE/LOGIN PAGE

The Login Page is the gateway for GOapply applicants. Access the Login Page by going to <https://goapply2.akoyago.com/hembar>. Everyone must create an account before they can view applications or complete applications.

A screenshot of the GOapply login page. On the left, the Hemenway & Barnes LLP logo is displayed above a button labeled "Click here for Applicant Guide". Below the button, there are instructions for "Scholarship Applicants" and "Grant Applicants". On the right, the "Sign in to your account" section includes a link to "Or register a new account", input fields for "Your Email" (containing "rrg@hembar.com") and "Your Password" (masked with dots), a "Remember me" checkbox, a "Forgot password?" link, and a green "SIGN IN" button.

Hemenway & Barnes LLP

[Click here for Applicant Guide](#)

**Scholarship Applicants:** Please choose "individual" when registering for an account.

**Grant Applicants:** Please choose "organization" when you register for a new account. We highly recommend that you use your tax ID number to select your exact organization, rather than manually entering the organization name.

Please [contact us](#) if you have any issues.

**Sign in to your account**  
Or [register a new account](#)

Your Email

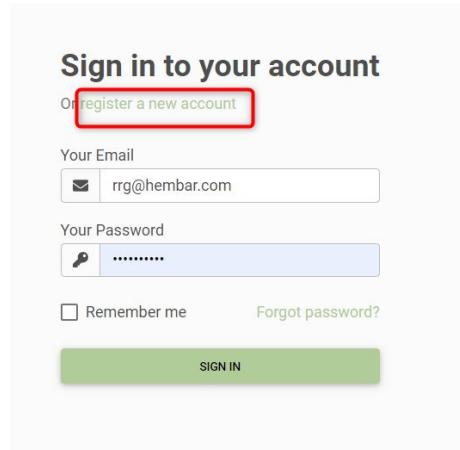
Your Password

☐ Remember me [Forgot password?](#)

[SIGN IN](#)

## USER REGISTRATION

If this is your first time using GOapply, you'll need to register your account. Access the link provided to you by your Grantmaker. Click the link to register a new account.

A screenshot of a 'Sign in to your account' form. At the top, the title 'Sign in to your account' is in bold. Below it, the text 'Or' is followed by a link 'register a new account' which is highlighted with a red rectangular box. The form includes two input fields: 'Your Email' with the value 'rrg@hembar.com' and 'Your Password' with masked characters. Below the password field are two links: 'Remember me' with an unchecked checkbox and 'Forgot password?'. At the bottom is a green button labeled 'SIGN IN'.

You will have the option of registering as an individual or an organization. If you are applying for a scholarship, select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

Register as:

Two rectangular buttons with green borders. The left button is labeled 'INDIVIDUAL' and the right button is labeled 'ORGANIZATION'.

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

### Individual Registration

Fill in the form with your information. The email address you enter will be what you use to log in. Click Register.



Fill out this information to create your account

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email	* Confirm Email
<input type="text"/>	<input type="text"/>
* Password	* Confirm Password
<input type="password"/>	<input type="password"/>

REGISTER

## Organization Registration

Click “Register a new account” on the login screen and select Organization. Depending on the Country selected, you will be prompted to enter a Tax ID/EIN.



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](#)

Name / EIN / Tax ID

[Skip, manually enter](#)

Search

### *With Tax ID*

Enter your Tax ID/EIN, then the **Search** button. If you do not know your Tax ID, click on the [US IRS Tax Exempt Organization Search](#) Tool to find it. If you have a Fiscal Sponsor or different payee, please do not enter a Tax ID/EIN, instead click “Skip, manually enter.”

After inputting your Tax ID, GOapply will search for your organization. If your organization is correctly displayed, click **Select**. If not, you can choose to Search Again. (Clicking “Skip” will bring you to the Manual Entry option.)

Organizations matching: 04-2457605

[Search again](#) [Skip manually enter](#)**Philanthropy Massachusetts**

Philanthropy Massachusetts, formerly Associated Grant Makers (AGM), was founded in 1969 as a regional association of grant makers with over 125 members in Massachusetts, New Hampshire, and Rhode Island. Philanthropy Massachusetts's mission is to support the practice and expansion of effective philanthropic giving. They provide education, training, convening, networking, leadership for funder collaboratives and public policy education. It also provides programs and services to nonprofits to facilitate grantmaker and nonprofit exchange. Leadership and finance: Philanthropy Massachusetts's 22-member board consists of staff and trustees from member organizations, chaired by Ray Considine of the Charles H. Hood Foundation. Cox staff Kathy McHugh serves as Vice Chair. Ron Ancrum became AGM's president in 2001. He leads 11 staff members in program and member services, information services, and administration. FY01 audit: revenues \$2.9 million; expenses \$2.4 million; net assets \$2 million (\$1.3 million temporarily restricted). Proposed 2003 operating budget is \$xxx.



133 Federal Street, Suite 802  
Boston, MA 02110

**AKA: AGM, Associated Grant Makers**



03 : 501(c)(3) Educational Organization

[Select](#)

The next page will be your Organization Profile. Your organization's information will autofill, but you will need to enter contact information. Enter the user's first name, last name, email and password twice. **The email address you enter will be used to log in.** Click **Register**.

### Manual Entry

If you register manually, you will be taken directly to your Organization Profile. Fill in the form with the organization's information and main contact information. The email address you enter will be used to log in. Click Register. Note: You should only register manually if your Organization does not have a Tax ID, are using a Fiscal Sponsor, or have a different payee (as in the case of Sponsored Research or University funding). You will be prompted to enter your Fiscal Sponsor information in the application.

If a registrant already exists with that email, at the top of the screen will display the following message:

*Username [email address] is already taken.*

Otherwise, a message indicating registration completed successfully will appear.



Registration completed successfully

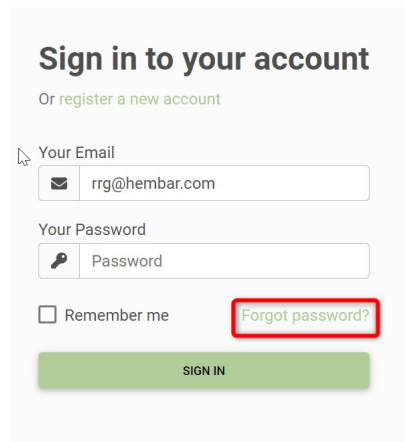
Your registration is under review, once complete we'll send you an update.

[RETURN TO LOGIN](#)

You will receive an email indicating you have been approved with Submitter permissions. Once you receive the email, you can login.

## Password Assistance

If you forgot your password, click Forgot Password from the log in screen and follow the steps to reset.



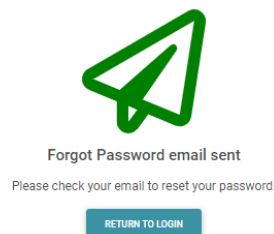
The image shows a 'Sign in to your account' form. It has a title 'Sign in to your account' and a link 'Or register a new account'. Below the title are two input fields: 'Your Email' with the value 'rrg@hembar.com' and 'Your Password' with the value 'Password'. There is a checkbox for 'Remember me' and a link 'Forgot password?' which is highlighted with a red rectangle. At the bottom is a green 'SIGN IN' button.

Enter your email address and Click the RESET PASSWORD button.

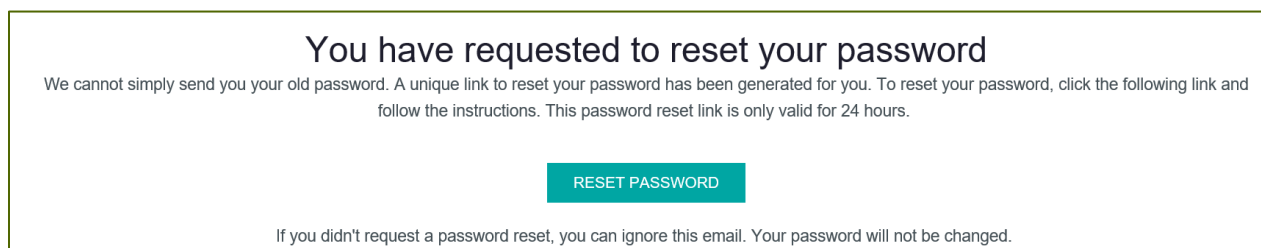


The image shows a 'Reset password' form. It has a title 'Enter your email' and a link '\* Email'. Below the title is a long input field for the email address. At the bottom right is a blue 'RESET PASSWORD' button.

A message will appear indicating the reset password link has been sent to the email:



You will receive an email with the following message:



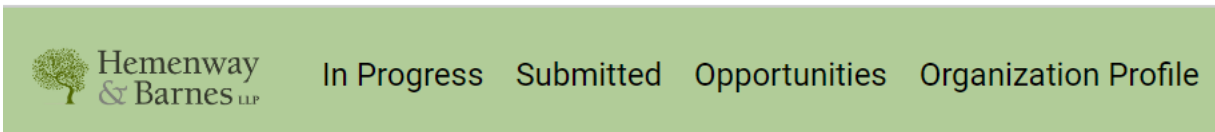
The image shows an email message box. It has a title 'You have requested to reset your password' and a paragraph of text: 'We cannot simply send you your old password. A unique link to reset your password has been generated for you. To reset your password, click the following link and follow the instructions. This password reset link is only valid for 24 hours.' Below the text is a blue 'RESET PASSWORD' button. At the bottom is a line of text: 'If you didn't request a password reset, you can ignore this email. Your password will not be changed.'

After clicking on the **RESET PASSWORD** link, you will be prompted to enter your email address and a new password twice. Click RESET PASSWORD. A message will appear indicating the password has been reset. The user can then click the link **Please click here to login**.

After you login, you can also reset your password at any time by clicking on the dropdown next to your name in the top right and going to User Settings.

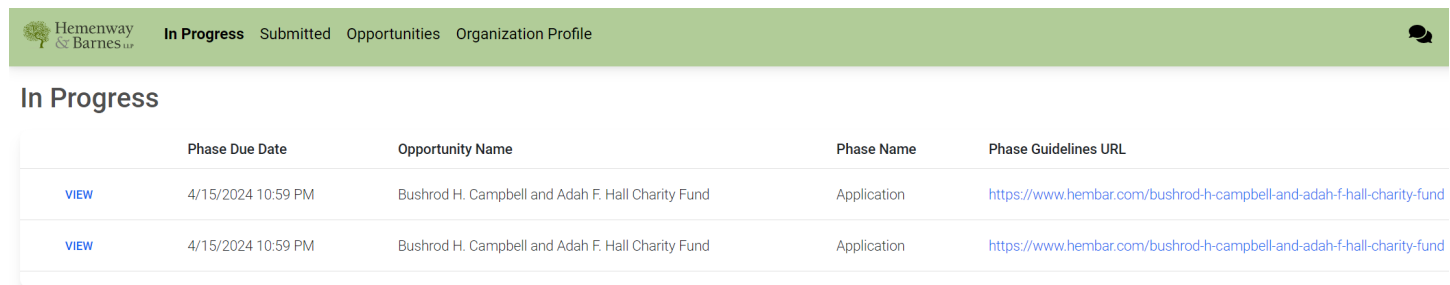
## DASHBOARDS

Once you are logged into GOapply, you'll see three links at the top of the page, In Progress, Submissions and Opportunities. Organizational applicants will see a fourth link for their Organizational Profile.



### In Progress

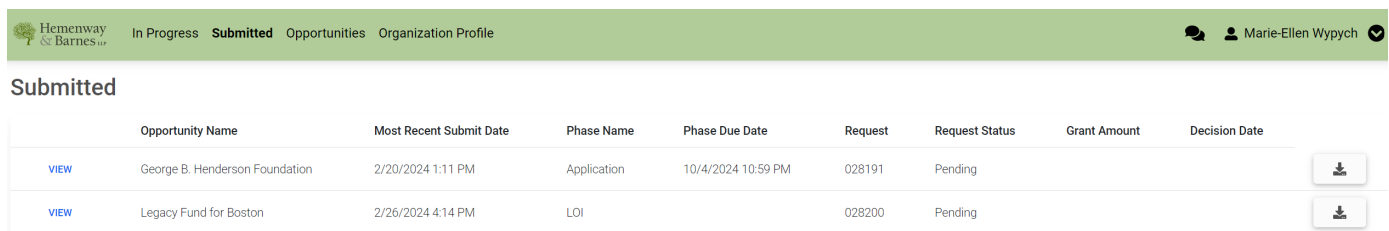
The *In Progress* dashboard shows which applications you have in progress.





	Phase Due Date	Opportunity Name	Phase Name	Phase Guidelines URL
<a href="#">VIEW</a>	4/15/2024 10:59 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Application	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>
<a href="#">VIEW</a>	4/15/2024 10:59 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Application	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>

### Submitted





The *Submitted* dashboard allows you to view your submitted applications. Click the [View](#) link to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right. Changes to an application cannot be made after submitting.



	Opportunity Name	Most Recent Submit Date	Phase Name	Phase Due Date	Request	Request Status	Grant Amount	Decision Date	
<a href="#">VIEW</a>	George B. Henderson Foundation	2/20/2024 1:11 PM	Application	10/4/2024 10:59 PM	028191	Pending			
<a href="#">VIEW</a>	Legacy Fund for Boston	2/26/2024 4:14 PM	LOI		028200	Pending			


# Opportunities

The *Opportunities* Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase.

	<a href="#">In Progress</a>	<a href="#">Submitted</a>	<b><a href="#">Opportunities</a></b>	<a href="#">Organization Profile</a>	  Marie-Ellen Wypych 
<b>My Opportunities</b>					
	<b>Fiscal Year</b>	<b>Opportunity Name</b>	<b>Opportunity Guideline URL</b>		
<a href="#">VIEW</a>	2024	Bushrod H. Campbell and Adah F. Hall Charity Fund	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>		
<a href="#">VIEW</a>	2024	Mary W.B. Curtis Trust	<a href="https://www.hembar.com/mary-w-b-curtis-trust">https://www.hembar.com/mary-w-b-curtis-trust</a>		

# Organization Profile

For Organization users (if you registered as an organization), this is where you can view or edit information about your organization.



[In Progress](#) [Submitted](#) [Opportunities](#) **[Organization Profile](#)**

ORGANIZATION PROFILE

GO APPLY USER

**Organization Profile**

Organization Name \*

Massachusetts Coalition for the Homeless, Inc.

Department (when applicable)

Tax ID

22-2599662

Mailing Address:

Please provide your preferred mailing address.

73 Buffum Street

City \*

Lynn

State \*

MA

Postal Code \*

01902

## APPLICATIONS

To begin, choose an application from your Opportunities dashboard. Click View, then Apply from the application home page.

### Starting an application

If your application is by **Invitation Only**, click the **In Progress** link at the top of the page. The application homepage is where you can find the due date, summary, brief description, and the guidelines for that application. Then, click on the **VIEW** link for the corresponding opportunity for which you would like to apply.

	Phase Due Date	Opportunity Name	Phase Name	Phase Guidelines URL
<a href="#">VIEW</a>	4/15/2024 10:59 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Application	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>
<a href="#">VIEW</a>	4/15/2024 10:59 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Application	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>

Otherwise, click on **Opportunities**. Then, click on the **VIEW** link for the corresponding opportunity for which you would like to apply.

	Fiscal Year	Opportunity Name	Opportunity Guideline URL
<a href="#">VIEW</a>	2024	Bushrod H. Campbell and Adah F. Hall Charity Fund	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>
<a href="#">VIEW</a>	2024	Mary W.B. Curtis Trust	<a href="https://www.hembar.com/mary-w-b-curtis-trust">https://www.hembar.com/mary-w-b-curtis-trust</a>


If you access an application from your Opportunities dashboard and see the below message, it means you either already submitted or have a Draft submission of the application, which can be finished from the In-Progress dashboard.



There are previous submissions or drafts for this application. [See submissions](#)



Upon clicking Apply, you will be asked to confirm that your Organization Profile information is correct.



Bushrod H. Campbell and Adah F. Hall Charity Fund 2024

Application

Due Date: 4/15/2024

Summary

Important Deadlines:

January 15 for the February meeting; April 15 for the May meeting; August 15 for the September meeting; October 15 for the November meeting. In case of a weekend or holiday, the deadline is the next regular business day.

Please visit our [website](#) for more information.


APPLY

A pop-up window will ask you to verify or edit Organization information, if applicable. If anything is missing or inaccurate, click I Need to Fix, edit information, and click Submit Changes.


Confirm organization information, is this correct? X

Hemenway & Barnes, LLP

Tax ID : 01-2345678



75 State Street, 16th floor  
Boston, MA 02109



617-557-9766

EVERYTHING LOOKS FINE

I NEED TO FIX

Click the green **SUBMIT** button at the bottom of the page to save your changes. Then click the white **CONTINUE TO SUBMISSION** button to continue the application.

CONTINUE TO SUBMISSION

SUBMIT

You can then begin entering information on the application form. An red asterisk (\*) indicates a required field. If data is missing from a required field a dialog box will populate after clicking the Next (or Submit) button indicating a response is required. At the bottom of each page, choose **SAVE DRAFT** to save your changes and remain on the page. Click **NEXT** to save your changes and go to next page. Remember to always save your work by clicking the SAVE DRAFT button. When you're finished with the phase, click Submit.

You will receive a confirmation email confirming your successful submission, and a pdf document of your application will be attached to the email. You can also download a PDF copy of your completed application for your records by

1. Clicking on Submitted in the top bar
2. Clicking on Download Submitted PDF icon

**Submitted**

	Opportunity Name	Most Recent Submit Date	Phase Name	Phase Due Date	Request	Request Status	Grant Amount	Decision Date
<a href="#">VIEW</a>	One Hive Foundation	8/22/2023 12:29 PM	LOI	10/6/2023 10:59 PM				

## Next Phase of the Application Process

If the application has multiple phase (e.g., Letter of Inquiry>Application>Report), the Foundation will make the next phase is available, and it will appear in your In-Progress dashboard. You will receive an email notification when the next phase becomes available. Click on the [VIEW](#) link to open the corresponding Phase form to complete.

**In Progress**

	Phase Due Date	Opportunity Name	Phase Name	Phase Guidelines URL
<a href="#">VIEW</a>		Legacy Fund for Boston	LOI	
<a href="#">VIEW</a>	4/15/2024 10:59 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Application	<a href="https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund">https://www.hembar.com/bushrod-h-campbell-and-adah-f-hall-charity-fund</a>
<a href="#">VIEW</a>	4/15/2024 4:00 PM	Bushrod H. Campbell and Adah F. Hall Charity Fund	Final Report	

There is only one page with one field for reports. Click on the link to download the report template, complete the questions, upload the document, save it in the portal and submit the report.

## TIPS ON NAVIGATING PAGES AND ENTERING DATA

- You can also click the Pages drop-down to move to another page.
- To navigate back to the main menu, click Applicant at the top of the screen
- Tool Tips - When available, applicant can hover over the question mark next to each question to gain more information on how to answer the question.
- A red asterisk (\*) indicates a required field. Applicants will be able to move from page to page without filling in a required field; however, they will be unable to submit an application until all the required fields

are filled in. When Applicants click the submit button, you will be taken to the first required field that was not entered.

- We recommend not entering unique symbols such as &,\*%,or #. While they can be entered and will not be a problem with application submission, they may render different on the .pdf report.
- Inactivity: If you have not saved any information for 60 minutes and then try to save or enter information, you will get a page error. Any unsaved information will be lost. Simply click the back button and sign in.

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If you need assistance at any time during the application process, please contact Rita Goldberg, Senior Grants Manager at [rrg@hembar.com](mailto:rrg@hembar.com) or 617-557-9766