APPLICANT GUIDE

GOapply

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GOAPPLY 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 an application.
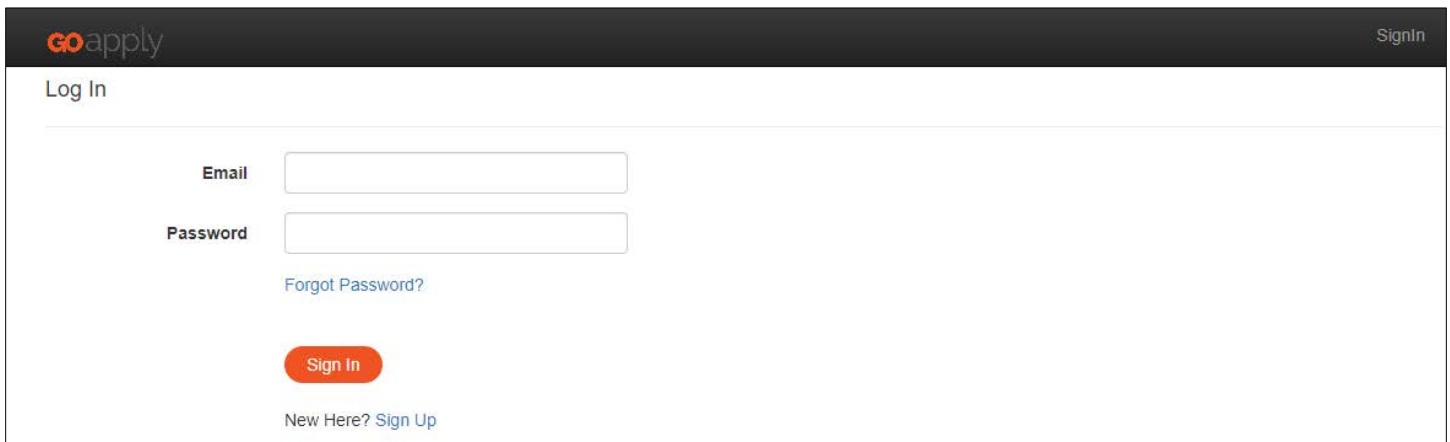
First, a brief overview of how applications are set up in GOapply. When you login to GOapply, you will see a list of applications. Once you've selected an application, you then can select the appropriate phase. Once a phase has been selected you will see the pages of the application and be able to navigate the pages of the application for which you are applying.

Please note, the screenshots in this guide are templates, GOapply or emails received may appear different due to formatting and branding, however the functionality remains.

GETTING STARTED

HOME PAGE/LOGIN PAGE

The Login Page is the gateway for GOapply applicants. Access the Login Page using the URL or link provided to you by your organization. Everyone must create an account before they can view applications or complete applications.

USER REGISTRATION

GOapply allows for two different types of accounts – individuals and organizations. 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.

CREATING AN ACCOUNT

From the Login Page, click on the registration link.

Click **Yourself** if applying as an Individual OR **Organization** if applying for an organization.

Important Note: *DO NOT use non-alphanumeric characters (quotes, commas, apostrophes, question marks, etc.) in your Organization Name or Login. If you do, your applications may not be processed correctly. Dashes or hyphens are okay.*

INDIVIDUAL REGISTRANT

Complete the information and click the Register button.

If your account is successfully created, you will receive this message.

If a registrant already exists using your email address, the screen will display the following message:

Error! This email address [email address] already exists in the system. Please sign in.

After successful registration, you will receive an email at the address provided, prompting you to verify your account. (Check Junk email if not in inbox). Click the link in the email to verify your account.
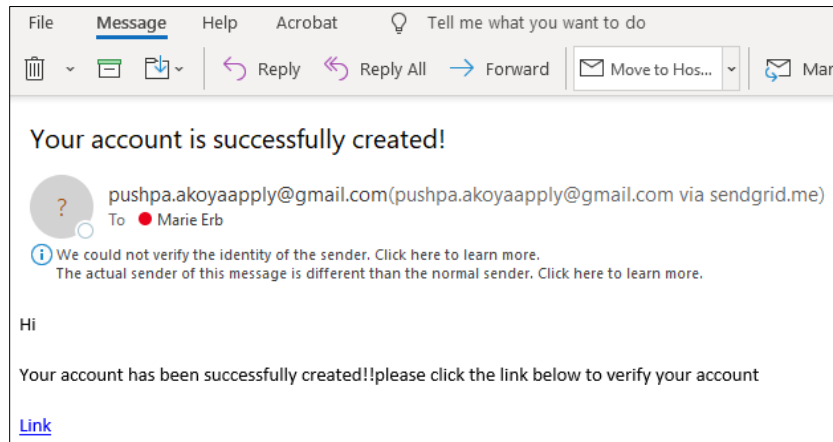
The following screen will appear. Click on the Login link to sign in.
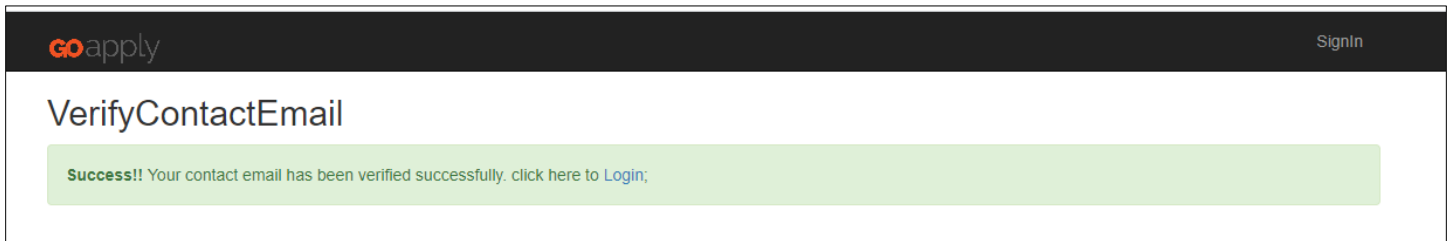
ORGANIZATION REGISTRANT

Enter the EIN/Tax ID of the organization and click the Submit button or click the **Continue without Taxid** link if Tax ID is not known. The number must be entered exactly as provided in the sample formats on the right-hand side (note the formatting difference for U.S. and Canada).

EIN/Tax ID Entered

The following screen will populate when the tax id has been verified by GOverify

If the information displaying is incorrect, click the Back link and re-enter the EIN or proceed without an EIN.

If the information displaying is correct, click the **Continue** link. Enter the following information:

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

Error! This email address [email address] already exists in the system. Please sign in.

Otherwise, a message indicating an email has been sent to approve your applicant status will appear.

If Approved, an email will be sent to the Registrant indicating applicant status has been approved.
If Denied, the Registrant can click back to re-enter EIN or proceed without an EIN and repeat steps.

Without Tax ID

If the registrant does not know the EIN, they can click on the **Continue Without Taxid** link:

The fields on this screen will need to be entered:

Then click the Register button

PASSWORD ASSISTANCE

If you've forgotten your password, click on the "Forgot Password?" link.

Enter your email address and Click the Submit button.
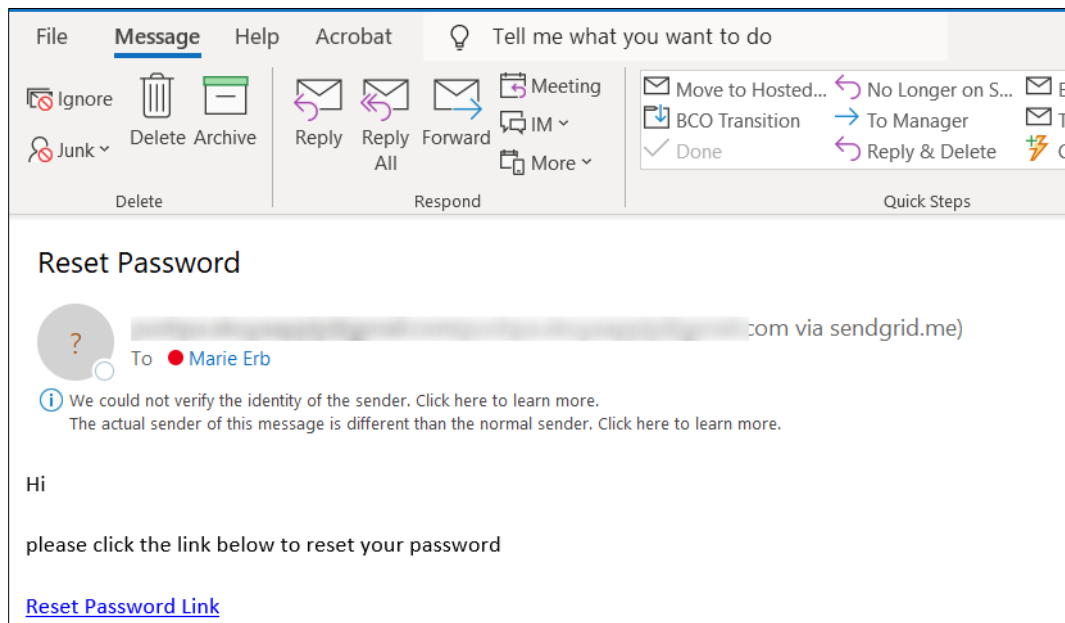
A message will appear indicating the reset password link has been sent to the email:

After clicking on the link, you will be prompted to enter a new password. Confirm the password entry and click "Create" to reset your password.
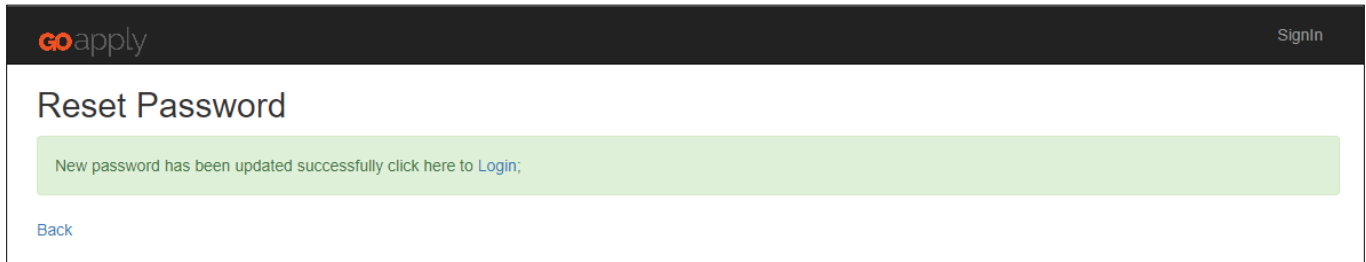
A message will appear indicating the password has been reset. The user can then click the **Back** link to sign in

COMPLETING APPLICATIONS

After logging into GOapply, a dashboard will appear that displays available, draft and submitted applications.

To Start the application process, click one of the available applications under Applications
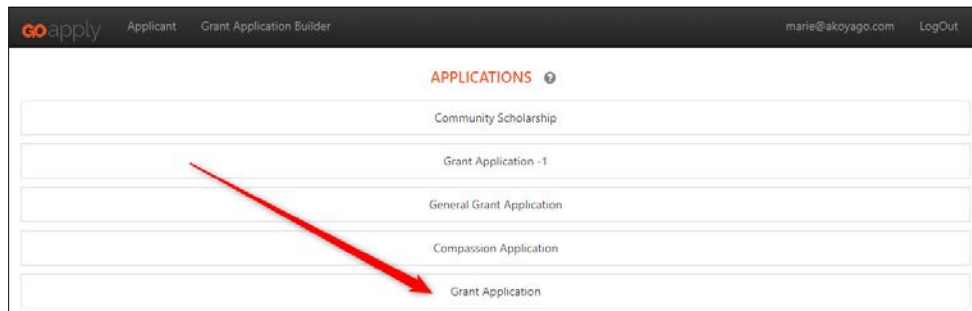
1.   Click on the grant phase. You will have access to all previously submitted phases as well as the current phase.
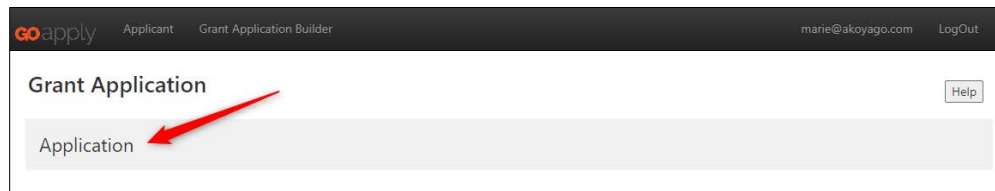
2.   If necessary, you can click on the Help button to contact the staff member responsible for the application.

3.   You can then begin completing the application questions. Remember to always save your work by clicking the Save or Save & Continue buttons at the bottom of your screen. Save will save the page and you will remain on it. Save & Continue will save the current page and move you to the next one. A red asterisk (*) indicates a required field


4.   Click the **Submit** button in the bottom right-hand corner to submit the application or report. Applicants will not be able to submit applications if the due date has passed or if all required fields have not been entered. If data is missing from a required field a dialog box will populate after clicking the Submit button indicating which fields have not been entered. If you receive this message, click ok and navigate to the necessary pages to add or correct information.

5.   On submit, the following page will display.
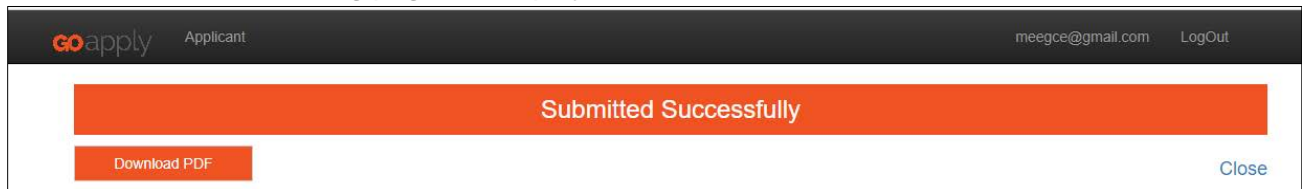
6.   You can download a PDF copy of your completed application for your records by clicking the "Download PDF" button.

Application

Applicant Information

Please complete the following information and click on Save & Continue to move to the next page. Fields with red asterisks are required fields. Hover over a question mark next to a field to obtain more information about what should be entered in that field.

Organization Name	Cheers for Careers
EIN	31-1655877
Contact First Name	Marie
Contact Last Name	Wypych
Contact Email Address	meegee@gmail.com
Address	125 Union Avenue
City	Akron
State	OH
Zip	44308

Project Information

Purpose of Request	tools for success program materials
Amount of Request	10000
Project Objectives	To create curricula and materials for new program.
Project Begin Date	2021-03-01
Project End Date	2021-03-31
Type of Request	Project/Program
Number of Individuals to be Served	50

Financial and Attachments Page

Most Recent Audited Statement	—
Board List	—
Project Budget	—

Click the Submit button at the bottom of the page. A box will appear indicating either you have not entered required fields OR your request was submitted successfully. You will receive an email once the request has been submitted. Our staff will contact you if there are additional questions. Contact Marie Erb at marie@akcryago.com if you have any questions.

7. You will receive a confirmation email confirming your successful submission.

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, a box will appear indicating any required fields that were not filled in.
- 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
- If you need assistance at any time during the application process, please contact Rita Goldberg, Grants Manager at rgoldberg@hembar.com or 617/557-9766