GOAPPLY V2 USER GUIDE

A guide for Organizations utilizing GOapply.

NTRODUCTION

The Muskingum County Community Foundation is using a system called GOapply to accept CYF Youth Grant Competition applications. The following guide will take you through the process of creating an account, starting an application, and applying.

First, a brief overview of how applications are set up in GOapply:
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.

GETTING STARTED

You will need to create an account -or- login to an existing account.

REGISTERING AS AN ORGANIZATION

If this is your first time using GOapply, you'll need to **create a new account**. For the Youth Grant Competition, you will register as an organization.

This is the link to the login page: mccf.org/YouthGrants

Spring Grant Applicant Guide
Spring Scholarship Applicant
Guide
CYF Youth Grant Applicant
Guide

Sign in to your account
Or create a new account

Your Email
app@org.org

Your Password
•••••••••••••

☐ Remember me   Forgot password?

SIGN IN

If you receive an error message or are taken back to the login screen, try opening an Incognito window (in Chrome) or an InPrivate Window (in Microsoft Edge) and typing in mccf.org/springgrants to get to the login page.

Click "**create a new account**" on the login screen and select Organization.

Register as:

INDIVIDUAL	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.

Make sure United States is selected as your region and 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

EIN / Tax ID

Skip, manually enter   Search

With Tax ID

Enter your Tax ID/EIN, then Search. If you do not know your Tax ID, click on the *US IRS Tax Exempt Organization Search* Tool to find it.

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: 37-1235999   Search again   Skip, manually enter

American Association of University Women

📍 Argenta, IL 62521   Select

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

The next page will be your Organization Profile. Your organization's information will autofill, but you will need to enter contact information. The email address you enter will be used to log in. Click Register.

You will be notified via email when you have access to GOapply.

Manual Entry

If you choose to 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.

You will be notified via email when you have access to GOapply.

PASSWORD ASSISTANCE

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

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 approved and logged into GOapply, you'll see three pages, In Progress, Submissions and Opportunities. Organizational applicants will see a third page for their Organizational Profile.

In Progress   Submitted   **Opportunities**   Organization Profile
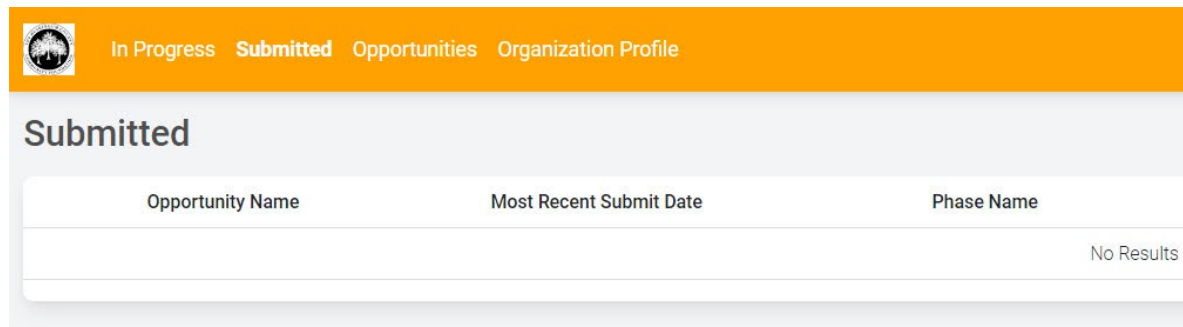
Opportunities

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

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

The In Progress dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress**: Click VIEW to continue working on your application.

Submissions

The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **Submitted**: Click View to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

Messages: If your Grantmaker sends you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click there to view your messages.

APPLICATIONS

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

Starting an application

The application homepage is where you can find the due date, summary, brief description, and the contact for that application.
(If you need assistance with the application, please reach out to the application contact.)

Upon clicking Apply, you will be asked to confirm that your Organization Profile information is correct. A pop-up window will ask you to verify or edit if needed. If anything is missing or inaccurate, click I Need to Fix, edit information, and click Submit Changes.

Confirm your organization information
Is this correct?

A Better Way Services Inc.
Tax ID : 35-0868081

📍 2669 Pheasant Run
Decatur, IL 62521

✉ ▓▓▓▓▓▓▓▓▓▓▓▓▓

📞 6127676710

[EVERYTHING LOOKS FINE] [I NEED TO FIX]

[SUBMIT CHANGES] [BACK TO APPLICATION]

After your changes are saved, click "Back To Application" to continue the application.

On each page, you can choose to Save a Draft or Continue without Saving. Drafts will appear in your In-Progress dashboard. When you're finished with the phase, click Submit.

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**

Submitting

You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please reach out to your application contact.