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Hillsdale County

community foundationSM

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GOAPPLY INTRODUCTION

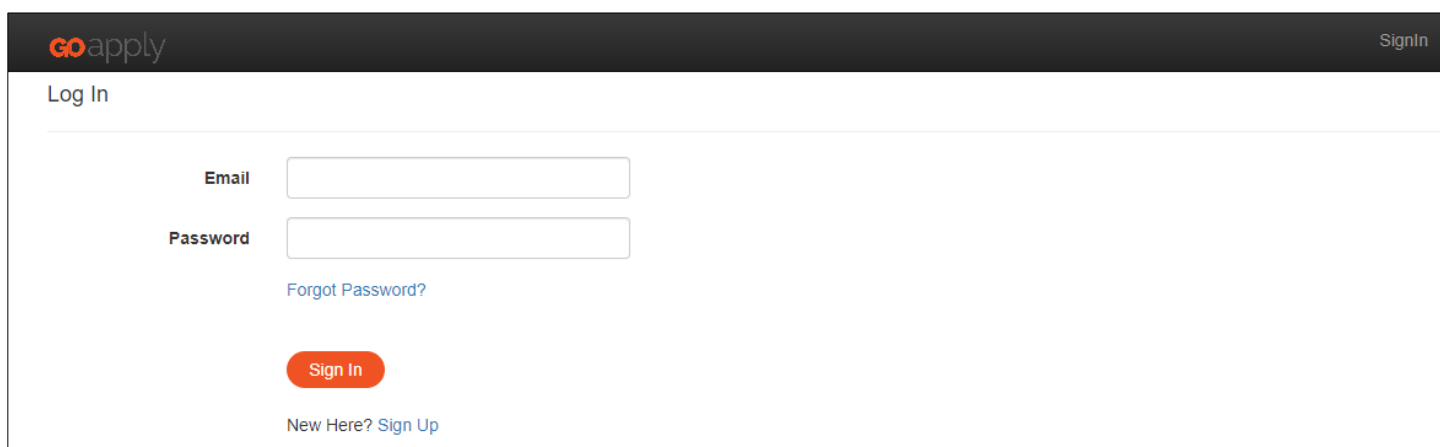
The Hillsdale County Community Foundation is using a system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

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 <https://goapply.akoyago.com/hillsdale>. Everyone must create an account before they can view applications or complete applications.



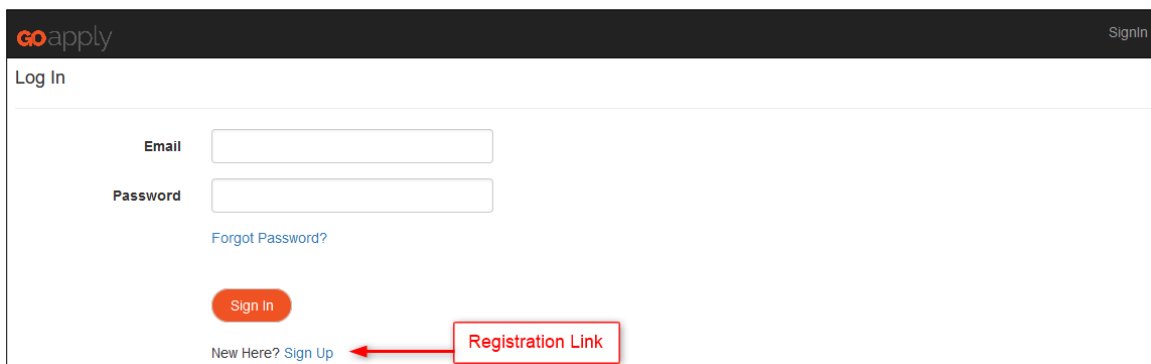
The screenshot shows the GOapply login interface. At the top left is the 'GOapply' logo, and at the top right is a 'SignIn' link. Below the logo is the heading 'Log In'. The form contains two input fields: 'Email' and 'Password'. Below the password field is a blue link for 'Forgot Password?'. At the bottom of the form is an orange 'Sign In' button. Below the button is the text 'New Here? Sign Up'.

USER REGISTRATION

GOapply allows for two different types of accounts – individuals and organizations. Since you are applying on behalf of an organization, nonprofit, or other group, please select [Organization](#) applicant.

CREATING AN INDIVIDUAL ACCOUNT

From the Login Page, click on the registration link (**Sign Up**).



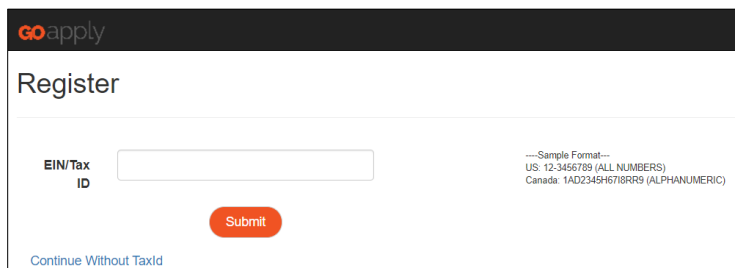
This screenshot is identical to the previous one, but it includes a red arrow pointing from a red-bordered box labeled 'Registration Link' to the 'Sign Up' link in the 'New Here? Sign Up' text.

Click **Organization** since you are 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.

ORGANIZATION REGISTRANT

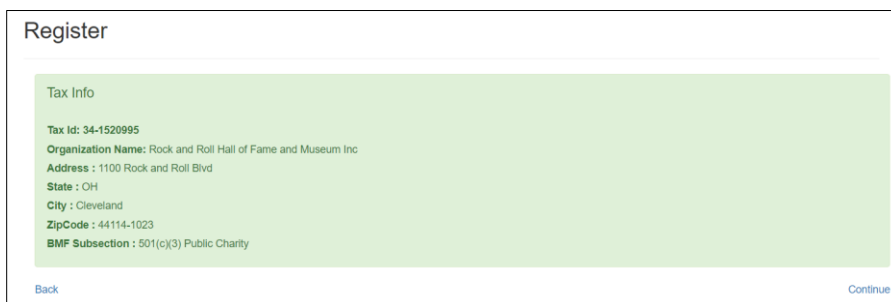
Enter the EIN/Tax ID of the organization and click the Submit button or click the **Continue without Taxid** link if Tax ID is not known. The number must be entered exactly as provided in the sample formats on the right-hand side (i.e. 12-3456789).



The screenshot shows the 'GOapply Register' page. It features a text input field for 'EIN/Tax ID' and a red 'Submit' button. To the right of the input field, there is a sample format: '---Sample Format---', 'US: 12-3456789 (ALL NUMBERS)', and 'Canada: 1AD2345H678RR9 (ALPHANUMERIC)'. At the bottom left, there is a blue link that says 'Continue Without Taxid'.

EIN/Tax ID Entered

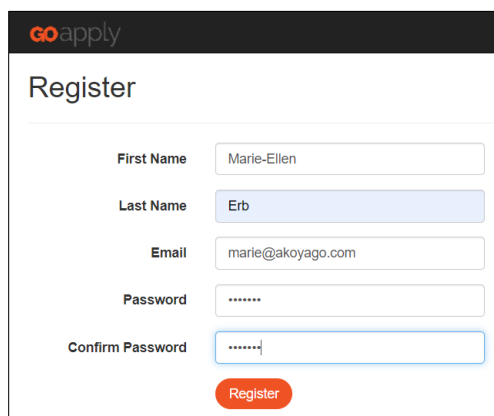
The following screen will populate when the tax id has been verified by GOverify



The screenshot shows the 'GOapply Register' page with the 'Tax Info' section highlighted in green. The information displayed is: 'Tax id: 34-1520995', 'Organization Name: Rock and Roll Hall of Fame and Museum Inc', 'Address: 1100 Rock and Roll Blvd', 'State: OH', 'City: Cleveland', 'ZipCode: 44114-1023', and 'BMF Subsection: 501(c)(3) Public Charity'. There are 'Back' and 'Continue' links at the bottom.

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 your first and last name, email address, and password:



The screenshot shows the 'GOapply Register' page with the following fields filled: 'First Name' (Marie-Ellen), 'Last Name' (Erb), 'Email' (marie@akoyago.com), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A red 'Register' button is at the bottom.

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.

Success! Thanks, an email has been sent to the Foundation to approve your applicant status. You will receive an email once approved.

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 screenshot shows the 'Register' page with a header for 'GO apply'. Below the header is the title 'Register'. There is an input field for 'EIN/Tax ID' with a 'Submit' button to its right. To the right of the input field, there is a 'Sample Format' section: 'US: 123456789 (ALL NUMBERS)' and 'Canada: 1AD2345678RRR (ALPHANUMERIC)'. Below the input field and button is a horizontal bar with the text 'Continue Without Taxid' and a red arrow pointing to it.

The fields on this screen will need to be entered:

Then click the Register button

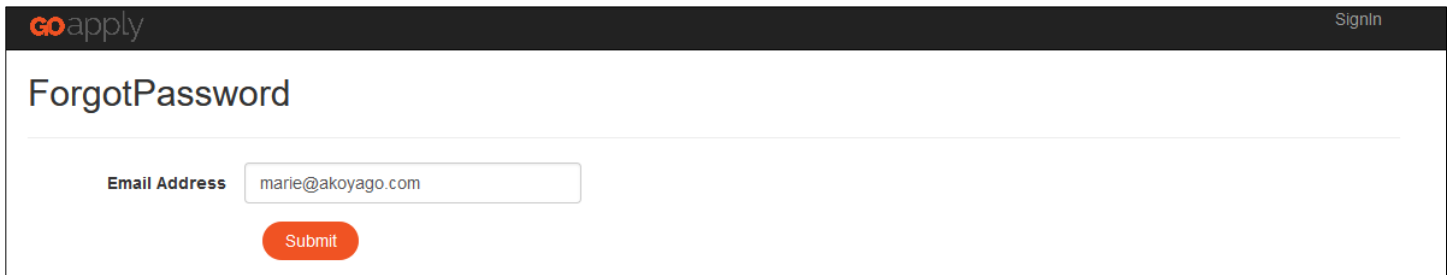
The screenshot shows the 'Register' page with a header for 'GO apply'. Below the header is the title 'Register'. The page contains several input fields, each with a red error message below it: 'First Name' (First Name is required), 'Last Name' (Last Name is required), 'Email' (Email is required), 'Password' (Password is required), 'Confirm Password', 'Organization Name' (Organization Name is required), 'State/Province', 'City' (City is required), and 'ZipCode' (Zip Code is required). At the bottom right is a red 'Register' button.

PASSWORD ASSISTANCE

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

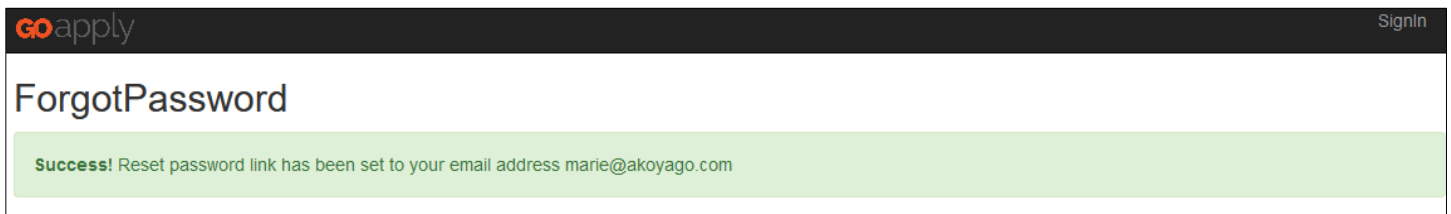
The screenshot shows the 'Log In' page with a header for 'GO apply' and 'SignIn'. Below the header is the title 'Log In'. There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue link 'Forgot Password?'. A red box with the text 'Password Assistance' has a red arrow pointing to the 'Forgot Password?' link. Below the 'Forgot Password?' link is a red 'Sign In' button. At the bottom is the text 'New Here? Sign Up'.

Enter your email address and Click the Submit button.

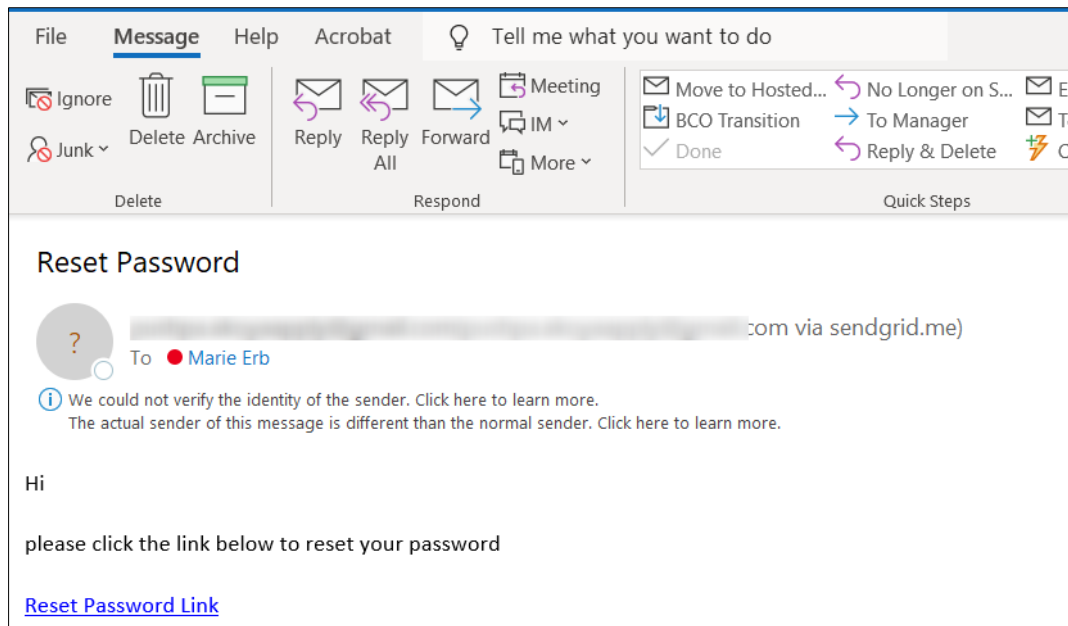


The screenshot shows the 'Forgot Password' page on the GOapply website. At the top left is the 'GOapply' logo, and at the top right is a 'SignIn' link. The main heading is 'Forgot Password'. Below this is a text input field labeled 'Email Address' containing the text 'marie@akoyago.com'. Below the input field is a red 'Submit' button.

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



The screenshot shows the 'Forgot Password' page with a green success message banner. The banner text reads: 'Success! Reset password link has been set to your email address marie@akoyago.com'. The rest of the page content is the same as the previous screenshot.



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.

GOapply SignIn

Reset Password

Reset Password

NewPassword

ConfirmPassword

[Create](#)

A message will appear indicating the password has been reset. The user can then click the **Back** link to sign in

GOapply SignIn

Reset Password

New password has been updated successfully click here to [Login](#);

[Back](#)

COMPLETING APPLICATIONS

Before you Begin:

- Read the HCCF Grant Policy & Procedures.
- Ensure your request falls within the guidelines.
- Is your project reasonable in process and amount?
- Did you call (517-439-5101) the Foundation to talk about your request?

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

GOapply Applicant Grant Application Builder marie@akoyago.com LogOut

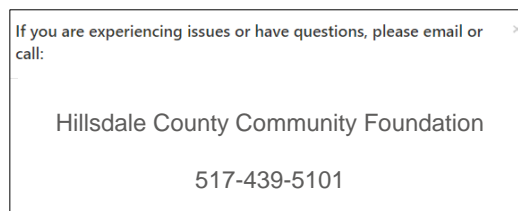
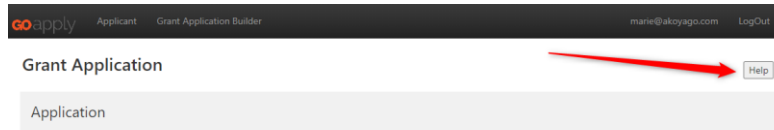
APPLICATIONS

- Community Scholarship
- Grant Application -1
- General Grant Application
- Compassion Application
- Grant Application

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

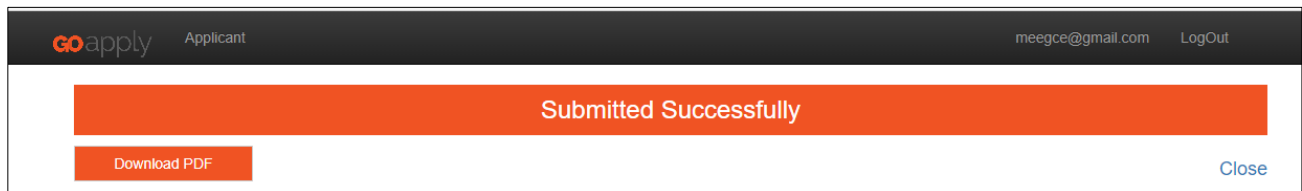
A screenshot of a form titled 'Applicant'. The form contains several fields with labels and values. The fields are: Organization Name (Cheers for Careers), Organization Description (empty text area), Date Founded (01/01/2010), Board of Directors (Choose File | No file chosen), County (Cuyahoga County), Amount Requested (10,000.00), Email address (meege@gmail.com), Telephone Number (123-456-7890), and Number Served (10.25). Red asterisks (*) are placed to the right of the Organization Name, County, Amount Requested, Telephone Number, and Number Served fields. At the bottom right, there are two buttons: 'Save' and 'Save & Continue'. A page indicator '1 / 2' is visible at the bottom center.

Things to Include in Your Summary

- Who – Who are you going to serve?
- What – What activity/project /purchased item(s) is going to help you achieve the goal? Is an item – What do we need to know?
- How – How are you going to implement the project or where are you going to purchase item(s)? Process? Quotes?
- Why – What are you doing this and what will happen if you don't?
- Who Cares – What are your outcomes? Can you articulate impact? Who else is involved? Letters of Support needed?

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.

On submit, the following page will display.



5. You can download a PDF copy of your completed application for your records by clicking the "Download PDF" button.

Application	
Applicant Information	
<small>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.</small>	
Organization Name	Cheers for Careers
EIN	31-1655877
Contact First Name	Marie
Contact Last Name	Wypych
Contact Email Address	meegce@gmail.com
Address	125 Union Avenue
City	Alton
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	----
<small>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@skoyago.com if you have any questions.</small>	

6. 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 the Hillsdale County Community Foundation at 517-439-5101.