



Hillsdale County

community foundationSM

For **good.** For **ever.**[®]

Online GRANT Applications

Hillsdale County Community Foundation

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PO Box 276

Hillsdale, MI 49242

517-439-5101

Tips for using the online application.

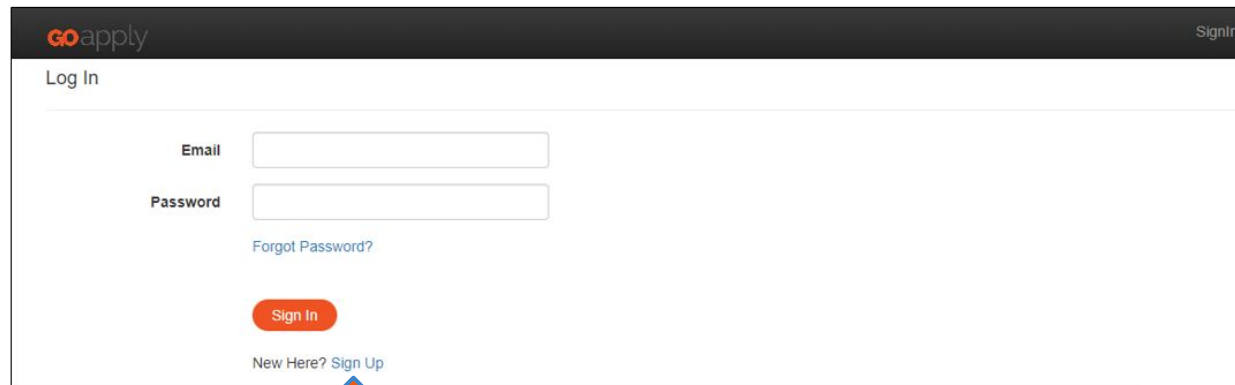


- You can click ***Save & Continue*** or click the ***Pages*** drop down to move to another page.
- To navigate back to the main menu, click ***Applicant*** at the top of the screen.
- **A red asterisk (*) indicates a required field.** Applicants will be able to move from page to page without filling 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.

https://goapply.akoyago.com/HILLSDALE

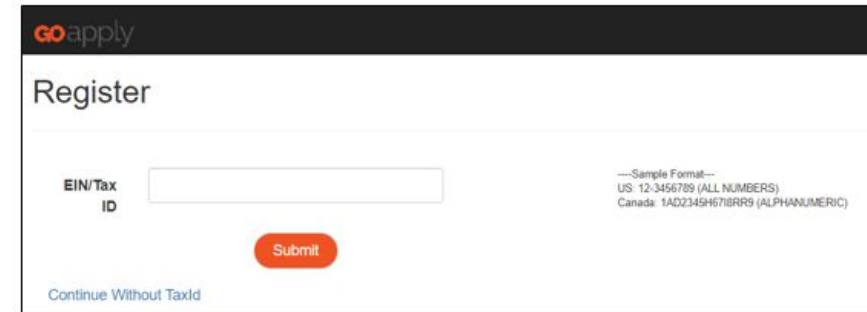
HOME PAGE/LOGIN PAGE

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.

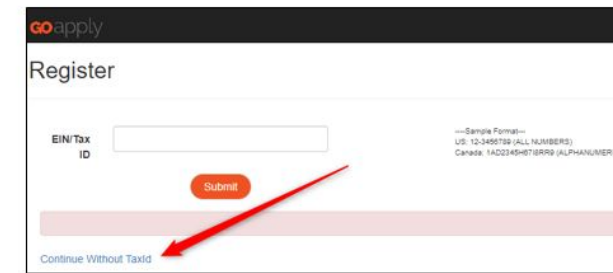


The screenshot shows the GOapply login interface. At the top left is the GOapply logo, and at the top right is a 'SignIn' link. Below the logo is a 'Log In' heading. The main area contains two input fields: 'Email' and 'Password'. Below the password field is a 'Forgot Password?' link. A red 'Sign In' button is positioned below the password field. At the bottom, there is a link that says 'New Here? Sign Up'.

**Click SIGN UP
to create an
account.**



The screenshot shows the GOapply registration page for users with an EIN/Tax ID. It features the GOapply logo and a 'Register' heading. There is a single input field labeled 'EIN/Tax ID'. To the right of the field, sample formats are provided: 'US: 12-3456789 (ALL NUMBERS)' and 'Canada: 1A2D345H678RR9 (ALPHANUMERIC)'. A red 'Submit' button is located below the input field. At the bottom left, there is a link that says 'Continue Without TaxId'.

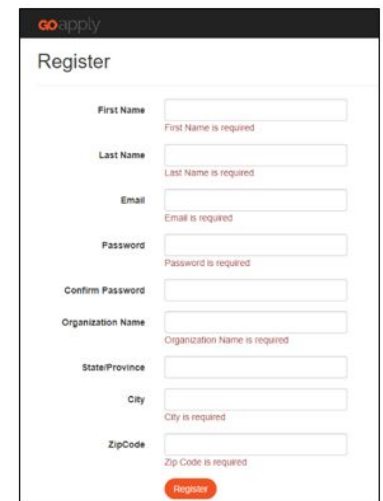


This screenshot shows the second step of the GOapply registration process. It includes the GOapply logo and a 'Register' heading. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Password', 'Confirm Password', 'Organization Name', 'State/Province', 'City', and 'ZipCode'. Each field has a red text prompt indicating it is required (e.g., 'First Name is required'). A red 'Submit' button is located above the 'Continue Without TaxId' link at the bottom left. A red arrow points from the 'Continue Without TaxId' link in the previous screenshot to this one.

The fields on this screen will need to be entered:

Then click the Register button

**You may sign
up *with or
without* your
EIN/Tax ID.**



This is another view of the GOapply registration page for personal information. It shows the same set of required fields as the previous screenshot: 'First Name', 'Last Name', 'Email', 'Password', 'Confirm Password', 'Organization Name', 'State/Province', 'City', and 'ZipCode'. Each field is marked as required. A red 'Register' button is located at the bottom right of the form.

Before you begin:



- ☐ **Have you read the HCCF Grant Policy & Procedures?**
- ☐ **Does your request fall within the guidelines?**
- ☐ **Is your project reasonable in process and amount?**
- ☐ **HAVE YOU CALLED THE FOUNDATION TO TALK ABOUT YOUR REQUEST?**

Enter or update your organization's information.



Organization Information

Legal name of applying organization:	<input type="text"/>
Organization's common name (if different than above):	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<div>Select</div>
Zip Code:	<input type="text"/>
Organization Phone:	<input type="text"/>
Organization Email:	<input type="text"/>
Website:	<input type="text"/>
Organization EIN #:	<input type="text"/>
Chief Executive Officer First Name:	<input type="text"/>
Chief Executive Officer Last Name:	<input type="text"/>
CEO Email:	<input type="text"/>
Grant Contact First Name:	<input type="text"/>
Grant Contact Last Name:	<input type="text"/>
Grant Contact Phone Number:	<input type="text"/>
Grant Contact Email:	<input type="text"/>
Grant Contact Job Title:	<input type="text"/>
Has your governing board formally approved this project and authorized the application?	<div>Select</div>
Date approved by board (if applicable):	<div>mm/dd/yyyy</div>

Enter your project information.



Application

Program/Project Information

Program/Project Title:

Amount Requested:

Total Project Cost:

Project Start Date:

Project End Date:

Geographic area served by this project:

Estimated # direct recipients this project will serve:

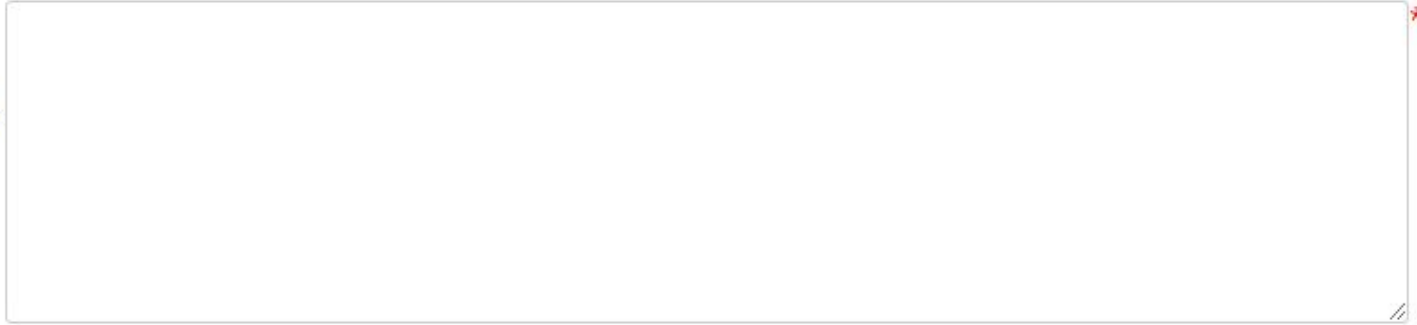
Who are the direct recipients? Explain: (no more than one sentence)

Estimated # indirect recipients this project will serve:

Who are the indirect recipients? Explain: (no more than one sentence)

Program/Project Summary

Provide a brief program/project overview answering the following: What is the project, why is it necessary, who is coordinating the efforts, where is the project located, who will the project impact, and what impact will the project have on the community.



Program/Project Summary:

**What is your project? Why is it necessary?
Who will be coordinating the efforts? Who
will it impact? What impact will it have on
our community?**

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?

General Grant Application

Application

Budget Information

Please attach the following:

Most recent IRS 990:

No file chosen

Applicant's most current organizational operating budget:

No file chosen

Most recent year-to-date financial statement:

No file chosen

Documentation substantiating project expenses (quotes, bids, etc.):

No file chosen

Additional Files

No file chosen

If you are part of a **LARGE** organization, please upload your department budget in lieu of the entire 990.



Upload your budget information files:

IRS 990 Form

Operating Budget

Financial Statement

Documents with project expenses (quotes, bids, etc.)

Create a Zero-Based Budget

Revenues = Expenses

General Grant Application

Application

Revenues for Project

Funding Source 1:	<input type="text" value="Ticket Sales"/>
Amount:	<input type="text" value="5000.00"/>
Funding Source Status:	<input type="text" value="Pending"/>
Funding Source 2:	<input type="text" value="Auction items"/>
Amount:	<input type="text" value="5000.00"/>
Funding Source Status:	<input type="text" value="Pending"/>
Funding Source 3:	<input type="text" value="HCCF"/>
Amount:	<input type="text" value="20000.00"/>
Funding Source Status:	<input type="text" value="Pending"/>
Funding Source 4:	<input type="text"/>
Amount:	<input type="text"/>
Funding Source Status:	<input type="text" value="Select"/>
Funding Source 5:	<input type="text"/>
Amount:	<input type="text"/>

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General Grant Application

Application

Expenses for Program/Project

Item 1:	<input type="text"/>
Estimated costs:	<input type="text"/>
Item 2:	<input type="text"/>
Estimated costs:	<input type="text"/>
Item 3:	<input type="text"/>
Estimated costs:	<input type="text"/>
Item 4:	<input type="text"/>
Estimated costs:	<input type="text"/>
Item 5:	<input type="text"/>
Estimated costs:	<input type="text"/>
Item 6:	<input type="text"/>
Estimated costs:	<input type="text"/>
Total program/project expenses:	<input type="text"/>

General Grant Application

Application

Budget Questions

How will funding from the Hillsdale County Community Foundation be used? Explain specific items and/or areas of the program/project that HCCF funds would support.

How would this program/project be impacted if awarded partial grant funding from HCCF? How would this program/project be impacted if not awarded any grant funding from HCCF?

Describe the amount and source of any internal funds dedicated to this project. Have you secured or do you plan on securing additional funds to support this program/project? Who have you contacted or plan on contacting?

**Answer the
budget
questions:**

Grant Writing Tips



Present a logical solution to your problem:

It's important to think of your proposal as a story with a beginning (problem or opportunity), middle (solution is your program), and the end (results are your outcomes).

Tell the same story in the budget and proposal narrative:

The project budget is another opportunity to tell your story! Many funders say that the budget is the first thing they read.

Convince the funder you know what you're doing:

The proposal should show that you're aware of the need in your community and a strong response. After reading the proposal, the funder should feel confident that your organization would be a responsible recipient of the funds.

Additional Information



- Grant Period is **One Year**
(or 90 days following the end of the project)
- Check your Grant Agreement for **approved expenses**.
- IF your plans/project changes, please give us a call.
- Expenditure Responsibility is required. **Save your receipts!**
- Grant expenses must be after approval date.
- One (1) approved application every 18 months.

Grant Application Due Dates



Youth

Due Dates

April 1

November 1

General

Due Dates

May 1

November 1

Mini

Due Dates

1/1, 2/1, 3/1,

5/1, 9/1,

10/1, 12/1