# GOapply
# USER GUIDE

*A GUIDE FOR GOAPPLY USERS (APPLICANTS)*

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If you have any questions, please contact us at grants@conncf.org or 203.753.1315.

## INTRODUCTION

Connecticut Community Foundation is using a new 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 to be used for general reference, the appearance of GOapply or any related emails may be different due to formatting and branding, however the functionality remains the same.

## GETTING STARTED

All users will need to register a new account in 2023, even if your organization already has an account in eGrants.[1]  Registrants will need organizational and personal contact information to create a new account. All accounts will need to be approved by the GOapply Contact that is associated with an organization (typically the Executive Director or equivalent) or by Foundation staff. Read additional details about GOapply Contacts below.

Navigate to https://goapply2.akoyago.com/conncf to register and be sure to check out the resources and details available at https://conncf.org/supporting-nonprofits/apply-for-a-grant/.

Organizations can have multiple logins for users. Users will have access to the organization's profile and be able to share access to drafted and submitted applications and reports created on GOapply.
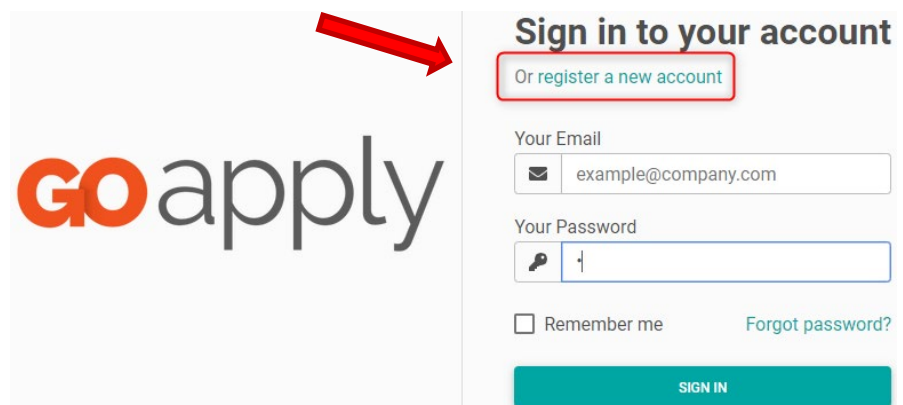
## REGISTER

If this is your first time using GOapply, you'll need to register your account.

Navigate to:
https://goapply2.akoyago.com/conncf

Click **register a new account**



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[1] Grant applications filed prior to 2023 will continue to be available for reference on eGrants (https://ccf.egrant.net/) for the time being.

If you have any questions, please contact us at grants@conncf.org or 203.753.1315.

## SELECT REGION AND ENTRY METHOD

Choose the United States as your Region.

Then search for your organization or manually enter details to complete registration. See below for additional details.

Note: If your organization will apply with fiscal sponsorship by another nonprofit, please click **Skip, manually enter** and proceed to enter details for your organization (not the organization providing fiscal sponsorship). See additional details below.

**GOapply**

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 organization's Employer Identification Number (EIN) / Tax ID then **Search**. If you don't know your Tax ID, click on the **US IRS Tax Exempt Organization Search Tool** on that page to find it. After inputting your Tax ID, GOapply will search for your organization then and ask you to confirm that it is correct on the next screen. If your organization is correctly displayed, click **Select**. Or you can click either **Search again** or **Skip, manually enter** to proceed with registration (see additional details about manual entry below).

**GOapply**

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

You'll then be taken to your Organization Profile. Your organization's information will autofill if it was found during the search process, but you'll need to enter your contact information. The email address you enter will be what you use to log in going forward. Click **Register**.

From there, the GOapply contact at your organization will need to approve your registration. You will be notified via email when you have access to GOapply.

## MANUAL ENTRY (FOR ORGANIZATIONS WITHOUT 501C3 STATUS, USING A FISCAL SPONSOR)

If you click **Skip, manually enter** you'll be taken directly to a new organization profile. Fill in the form with your sponsored organization's information and your contact information. The email address you enter will be what you use to log in. Click **Register**. The GOapply contact at your organization will need to approve your registration. You will be notified via email when you have access to GOapply.

Fiscal sponsor details are not needed during the registration process. Please do _not_ enter the EIN of a fiscal sponsor or another nonprofit during the registration process. Information about a fiscal sponsor for a grant application will be collected later in the application details.

If you have any questions, please contact us at grants@conncf.org or 203.753.1315.

## GOAPPLY CONTACT AND ACTIONS

Each organization has a GOapply contact, generally assigned to the Executive Director or equivalent of the organization. GOapply contacts were emailed instructions for managing your organization's registrations in early January 2023.

Questions about your organization's GOapply contact may be directed to grants@conncf.org.

If the GOapply contact needs to be updated or is unavailable, please contact our team with the relevant information and allow up to 2 business days for registration approval.

GOapply contacts will receive an email notification to approve each new registration. These notifications will include the username and details, and options to provide/block the user's access:

Block – Denies access

Contributor – Allows access to the organization's applications/reports, but not submissions

Submitters - Have full access

**From:** grants
**Sent:** Monday, October 17, 2022 2:07 PM
**To:** grants <grants@conncf.org>
**Subject:** New Registration for Approval in GOapply! CRM:0021055
**Importance:** High

Dear Connecticut Community Foundation,

You have received a request to access to GOapply (your online grant applicat them access.
Registration: USER NAME
Registrant email: USER EMAIL
Organization: ORGANIZATION NAME
Tax ID/ EIN data: ORGANIZATION EIN

You have received this email because: You are receiving this email because t GOapply contact.

You have the following options:

Block Access: this denies them access and prevents them from entering the a
BLOCK

Contributor Access: this allows them to contribute to applicants but not subr
CONTRIBUTOR

Submitter Access: this grants them full access to create, modify and submit a
SUBMITTER

If you would like to modify the record directly click here: GOapply Applicant

## 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**.

If you have any questions, please contact us at grants@conncf.org or 203.753.1315.

Once you are approved and logged into GOapply, you'll see three pages: Submissions, Opportunities and Organizational Profile.
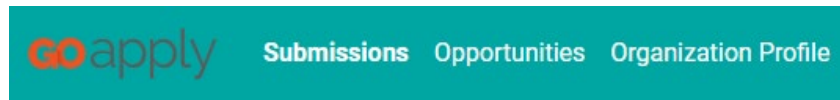


**Submissions**: The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress**: Click **In Progress** to continue working on the application



- **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.



**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.

**Organization Profile:** This is where you can view information about your organization. Updates and changes may be submitted through your grant application or by contacting us at grants@conncf.org.

**Messages:** If Connecticut Community Foundation 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.
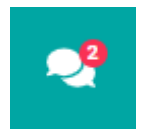


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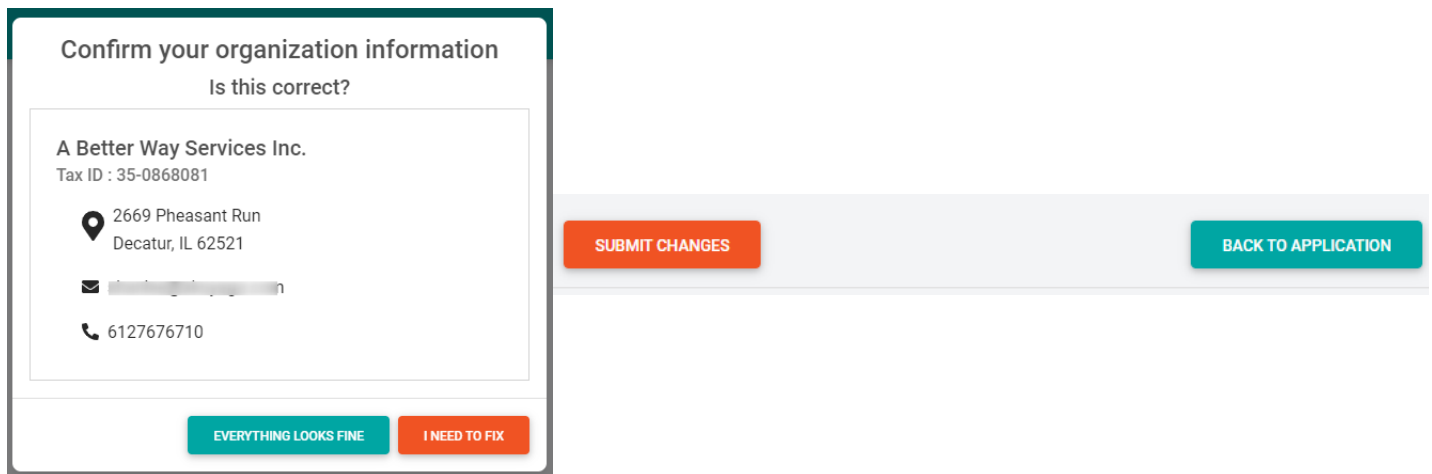
**Starting an application:** To begin, choose an application from your Opportunities dashboard. Click **View**, then Apply from the application home page.

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

**Please Note:** For almost all specific grant areas (e.g. Arts and Culture, Building Equitable Opportunity, Health and Environmental Justice, etc.) applicants will use the General Application Form. Within that application there will be an opportunity to note the specific funding program that you are applying for. A few grant areas use a separate application (e.g. Grassroots, Whittemore Travel, Women's Giving Circle).

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. You can change the number of employees directly in the portal by clicking **I Need To Fix**, edit information, and click **Submit Changes**. After your changes are saved, click **Back To Application** to continue the application. Additional updates and changes may be made through the application.



On each page, you can either 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 that you can finish from your In-Progress dashboard.
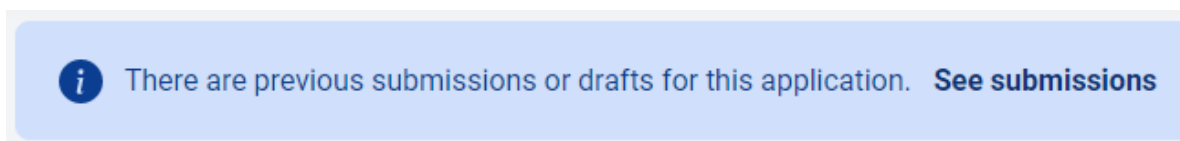


**Submitting:** You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

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