



# GOAPPLY USER GUIDE

## INTRODUCTION

Thank you for your interest in applying for a grant from the Mathile Family Foundation! We recently switched to a new online application portal called GOapply to accept grant applications.

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

When you login to GOapply, you will see a list of applications (a.k.a Opportunities) that you are eligible to apply for.

- The **New Organization/Project Application Process** has *two* phases: the grant interest form and the full application. This is intended for organizations that have not previously received a grant from the Foundation or are a previous grantee applying for a new project. If you are invited to complete the full application, we will make the application phase available to you in your Applicant Dashboard and will notify you via email.
- The **Returning Grantee Process** is the one phase application. This is intended for organizations that have received a grant from the Foundation previously and are returning to apply for the same program/project.

If you are awarded a grant, this is also the portal where you will complete your report at the end of the grant period.

You will have the ability to see applications started and submitted by others in your organization and can work collaboratively to complete an application.

The following guide will take you through how to create an account, apply for grants, and navigate the portal.

**This link will take you to the new grant portal:** <https://goapply2.akoyago.com/mff/>

## CREATE AN ACCOUNT

If this is your first time using GOapply, you'll need to create and register an account. When you land on the sign in page, you will select **Register a New Account**.

A screenshot of the Mathile Family Foundation sign-in page. On the left is the logo. On the right, the heading "Sign in to your account" is followed by a red-bordered box containing the text "Or register a new account". Below this are input fields for "Your Email" and "Your Password", each with an icon (envelope and key respectively). There are checkboxes for "Remember me" and a link for "Forgot password?". A blue "SIGN IN" button is at the bottom.

You'll be asked to register as an Individual or an Organization. Choose **Organization**.

## You're New Here!

Register as:

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.

Depending on the Country selected, you will be prompted to enter a Tax ID/EIN (US).

### Search for your Organization

Choose your region:

#### 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](#)

Name / EIN / Tax ID

[Skip, manually enter](#)

Enter your Tax ID/EIN, then click **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: 31-1257219

[Search again](#)

[Skip, manually enter](#)

#### Mathile Family Foundation

 6450 Sand Lake Road  
Dayton, OH 45414-2645  
AKA:MFF

 03 : 501(c)(3) Charitable Organization

The next page will be your Organization Profile. Your organization's information will autofill, but you will need to enter some additional information including your name and the organization's budget. Click **Register**.

Fill out this information to create your account

* Organization Name	EIN / Tax ID
<input type="text" value="Mathile Family Foundation"/>	<input type="text" value="31-1257219"/>

Address line 1

Address line 2

* City	State	* Zip code
<input type="text" value="Dayton"/>	<input type="text" value="OH"/>	<input type="text" value="45414-2645"/>

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* First Name	* Last Name
<input type="text" value="Emily"/>	<input type="text" value="Hughes"/>

After clicking **Register** the system will log you out and you should see a screen like this:



Your registration should be automatically approved. You will receive an automated email that your registration has been approved and that you have access to GOapply. Once you receive that email, you will go back to your browser and click **Return to Login** to log in with your username and password.

## 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

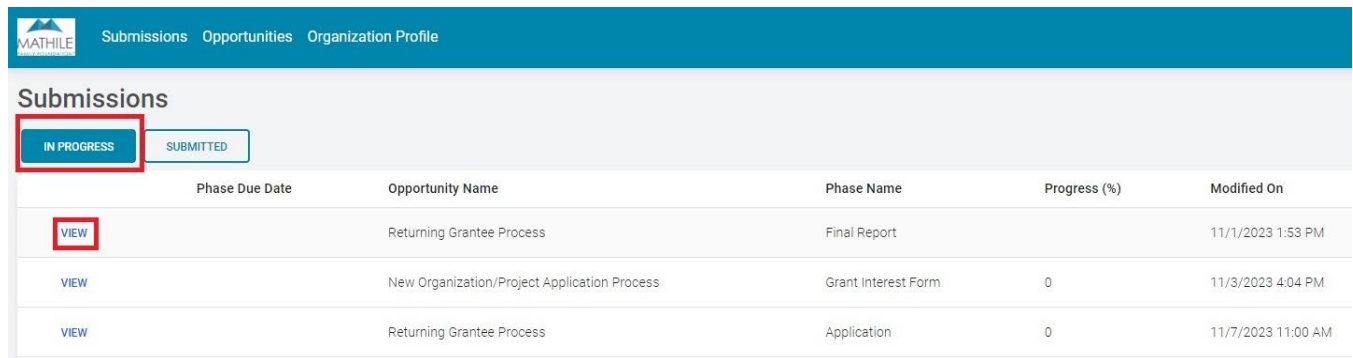
Once you are approved and logged into GOapply, you'll see three sections at the top of the page: Submissions, Opportunities, and Organization Profile.



### Submissions

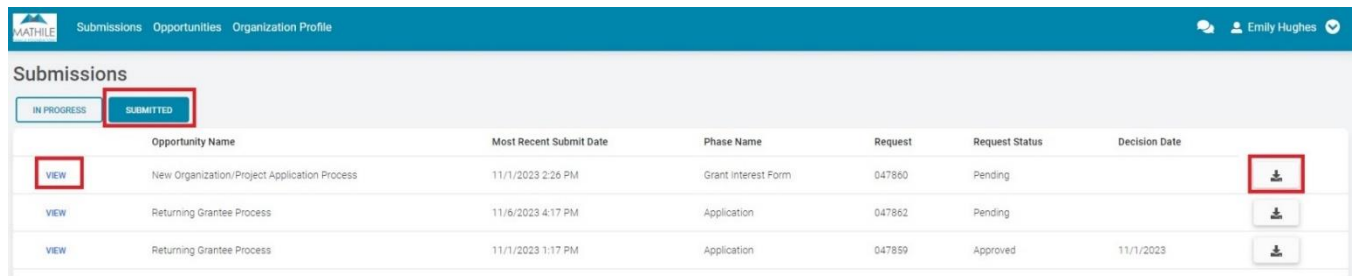
The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress:** Click “In Progress” to see a list of your in-progress applications or reports. You can click “View” to get back into any in progress applications or reports.



	Phase Due Date	Opportunity Name	Phase Name	Progress (%)	Modified On
<a href="#">VIEW</a>		Returning Grantee Process	Final Report		11/1/2023 1:53 PM
<a href="#">VIEW</a>		New Organization/Project Application Process	Grant Interest Form	0	11/3/2023 4:04 PM
<a href="#">VIEW</a>		Returning Grantee Process	Application	0	11/7/2023 11:00 AM

- **Submitted:** Click the “Submitted” tab and then click “View” to view your submitted application or download the submitted application in PDF by clicking the download button on the right.



	Opportunity Name	Most Recent Submit Date	Phase Name	Request	Request Status	Decision Date	
<a href="#">VIEW</a>	New Organization/Project Application Process	11/1/2023 2:26 PM	Grant Interest Form	047860	Pending		<a href="#">Download</a>
<a href="#">VIEW</a>	Returning Grantee Process	11/6/2023 4:17 PM	Application	047862	Pending		<a href="#">Download</a>
<a href="#">VIEW</a>	Returning Grantee Process	11/1/2023 1:17 PM	Application	047859	Approved	11/1/2023	<a href="#">Download</a>

### Opportunities

The Opportunities dashboard shows which applications are available to you.

### Organization Profile

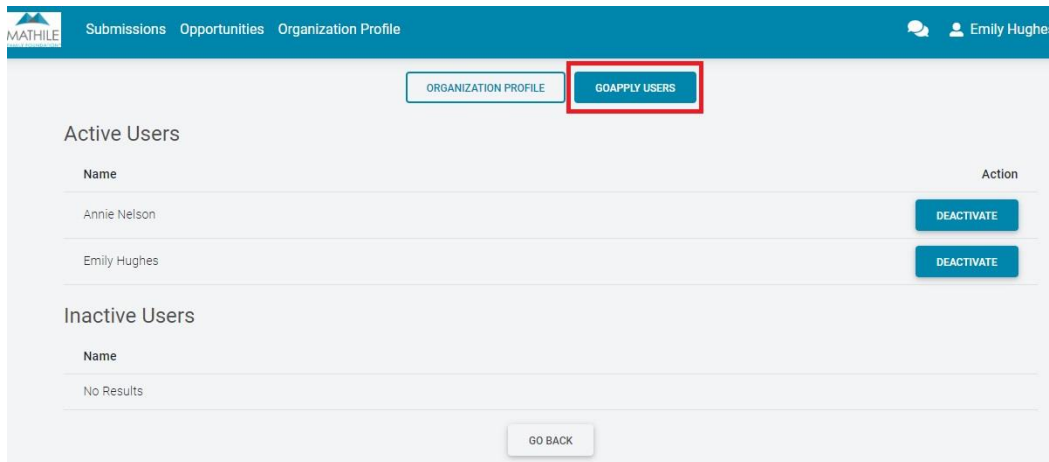
The Organization Profile dashboard is where you can view or edit information about your organization. This profile is shared between accounts linked to your organization.

This information will automatically populate in your application, so you will not need to enter it each time you apply.

## COLLABORATING ON AN APPLICATION

If more than one person in your organization would like to work on an application collaboratively, you can each register for an account and input your organization's Tax ID when registering. This allows you to work on the same application form together and review anything previously submitted by your organization.

You can see a complete list of users from your organization by going to the "Organization Profile" and clicking on "GOapply Users". You can also deactivate users if someone in your organization is no longer at your organization or using their account.



The screenshot shows the MATHILE Organization Profile page. The navigation bar includes "Submissions", "Opportunities", and "Organization Profile". The user is logged in as "Emily Hughes". Two buttons are visible: "ORGANIZATION PROFILE" and "GOAPPLY USERS", with the latter highlighted by a red box. Below the buttons, there are two sections: "Active Users" and "Inactive Users".

Name	Action
Annie Nelson	DEACTIVATE
Emily Hughes	DEACTIVATE

The "Inactive Users" section shows "No Results". A "GO BACK" button is located at the bottom of the page.

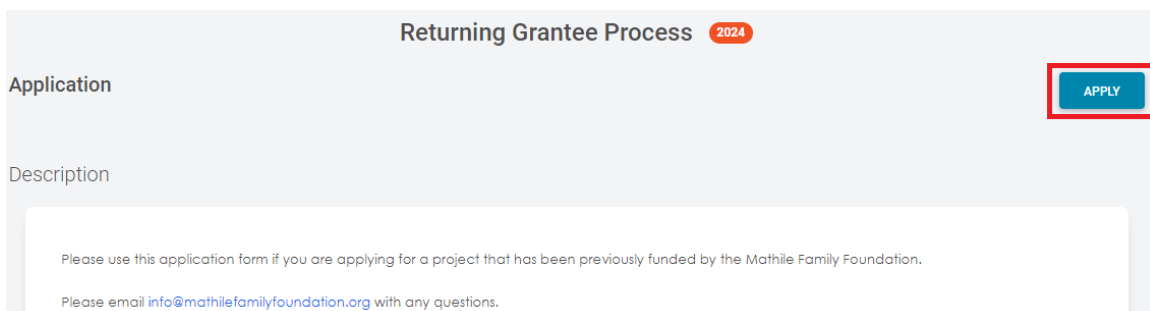
## APPLICATIONS

Click **View** next to the opportunity name that best fits the grant you would like to apply for (i.e., if you have received a grant from the Foundation previously, you would click "View" next to Returning Grantee Process).

### My Opportunities

	Fiscal Year	Opportunity Name
<a href="#">VIEW</a>	2024	New Organization/Project Application Process
<a href="#">VIEW</a>	2024	Returning Grantee Process

Once you click "View", you will be taken to a page that provides a brief description about the opportunity you have chosen. Click on **Apply** to start the application for that opportunity.



The screenshot shows the "Returning Grantee Process" application page for the year 2024. The page title is "Returning Grantee Process" with a "2024" tag. There are two main sections: "Application" and "Description". The "Application" section contains an "APPLY" button, which is highlighted by a red box. The "Description" section contains the following text:

Please use this application form if you are applying for a project that has been previously funded by the Mathile Family Foundation.

Please email [info@mathilefamilyfoundation.org](mailto:info@mathilefamilyfoundation.org) with any questions.

## Starting An Application

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”.

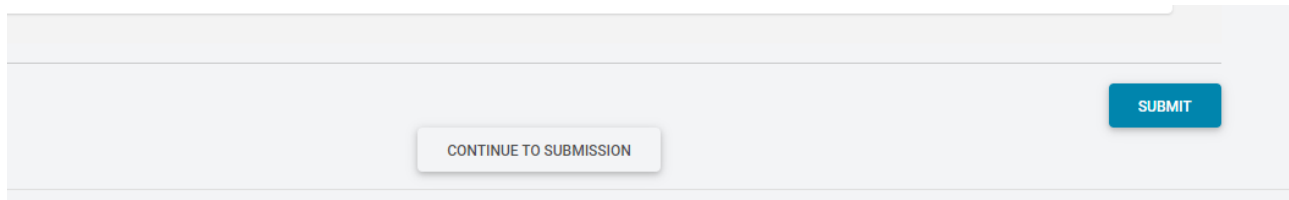


A confirmation pop-up window titled "Confirm organization information, is this correct?" with a close button (X) in the top right corner. The window displays the following information:

- Mathile Family Foundation**
- Tax ID : 31-1257219
- 6450 Sand Lake Road  
Dayton, OH 45414
- info@mathilefamilyfoundation.org
- 937-264-4600

At the bottom of the window, there are two buttons: "EVERYTHING LOOKS FINE" (orange) and "I NEED TO FIX" (blue).

After your changes are saved, click **Continue To Submission** to continue to the application.




A horizontal bar containing two buttons: "CONTINUE TO SUBMISSION" (light gray) and "SUBMIT" (blue).

## Filling out 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**. You must complete all required fields to submit your application. This includes the required attachments. If you do not have a requested attachment, please upload a document indicating that you do not have this document and why.

If you access an application from your “Opportunities” dashboard and see the below message, it means you or another user in your organization 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](#)

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## 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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If you have any questions, please contact [info@mathilefamilyfoundation.org](mailto:info@mathilefamilyfoundation.org) and a member of our staff will assist you.