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**.

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

You're New Here!

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.

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

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

Name / EIN / Tax ID

Skip, manually enter   Search

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

Select

🏷 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
🏢 Mathile Family Foundation

EIN / Tax ID
31-1257219

Address line 1
📍 6450 Sand Lake Road

Address line 2
📍

* City
Dayton

State
OH

* Zip code
45414-2645

* First Name
Emily

* Last Name
Hughes

REGISTER

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

Registration completed successfully

Please check your inbox for your registration confirmation

RETURN TO LOGIN

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."
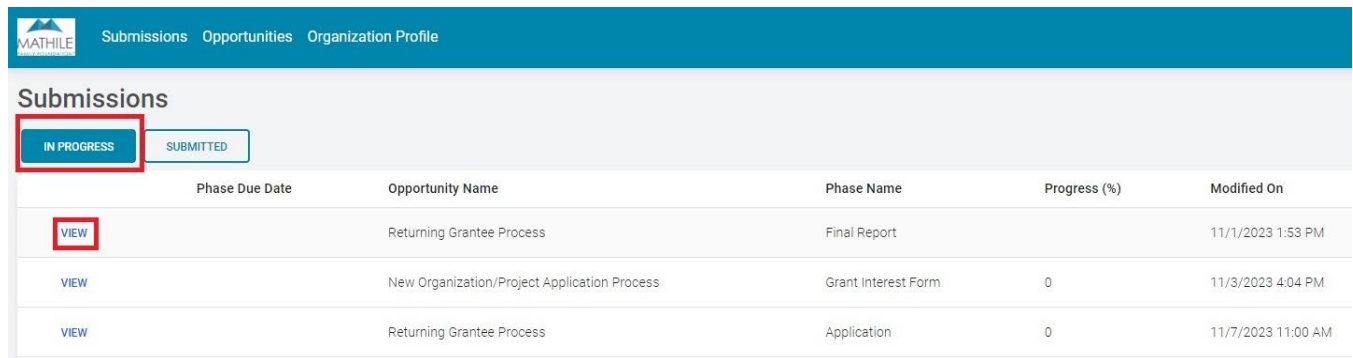
DASHBOARDS

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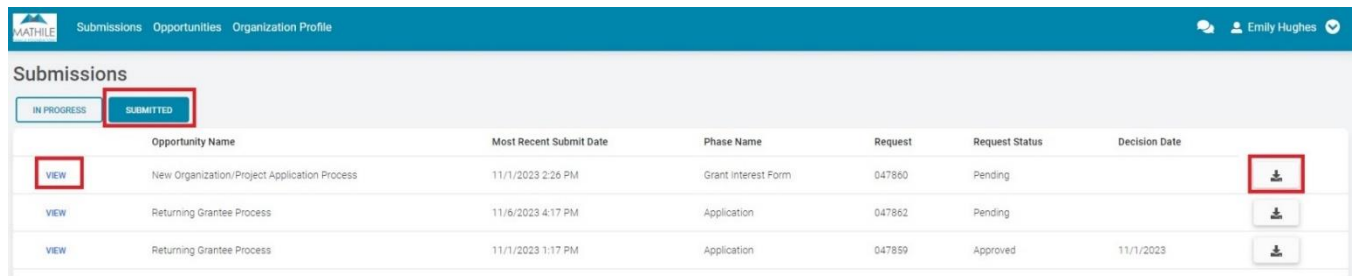

Submissions

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.

- **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.

Opportunities

The Opportunities dashboard shows which applications are available to you.
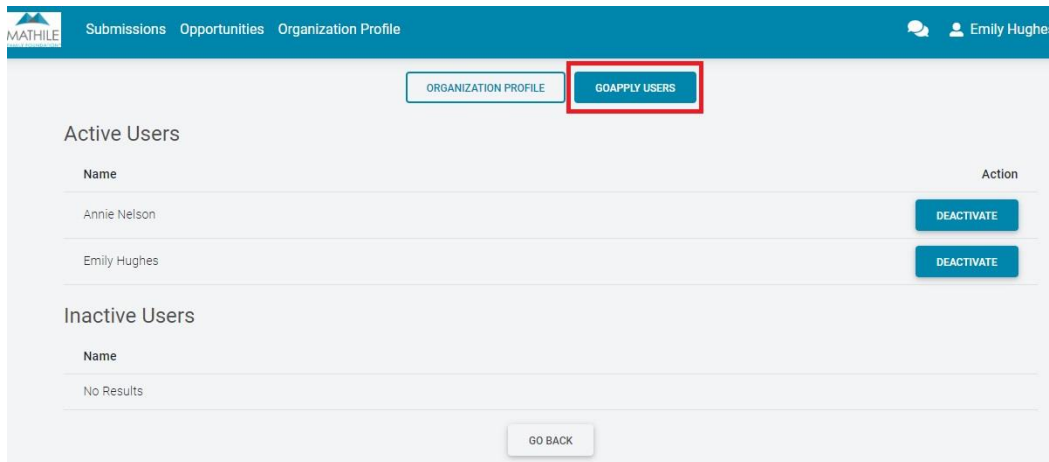
Organization Profile

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.

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).

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.

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".
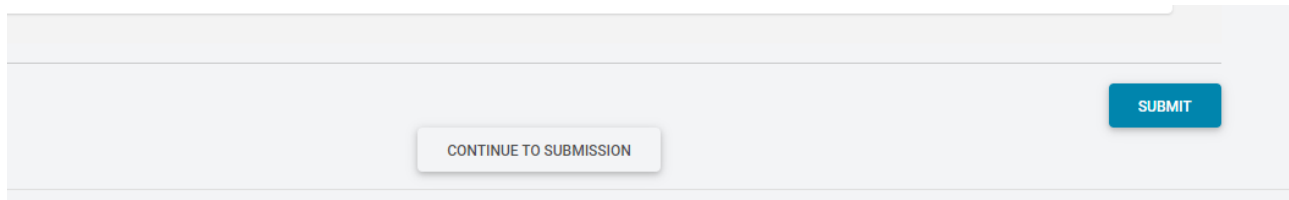

After your changes are saved, click **Continue To Submission** to continue to the application.

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.

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 contact info@mathilefamilyfoundation.org and a member of our staff will assist you.