

# GOAPPLY USER GUIDE

A GUIDE FOR GOAPPLY VERSION 2 USERS (APPLICANTS)



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## INTRODUCTION

Austin Area 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.

First, a brief overview of how applications are set up in GOapply. When you login to GOapply, you will see a list of applications that you are eligible to apply for. Applications with multiple phases will be advanced by your Grantmaker. Once the next phase is available to you, you will see it in your Applicant Dashboard.

Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

## GETTING STARTED

You will need to create your account.

## REGISTER

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

## AS AN ORGANIZATION

Click register a new account on the log in screen and select Organization. You will then need to choose your country and apply either with a Tax ID or Business Number or through manual data entry.

We'll walk through each option below.



### 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

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Enter your Tax ID then Search. If you don't 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 then ask you to confirm that it is correct on the next screen. If your organization is correctly displayed, click Select. Or you could Search Again or click Skip, manually enter.




Organizations matching: 37-1235999

[Search again](#) [Skip, manually enter](#)

American Association of University Women

 Argenta, IL 62521

 This organization is a 501(c)(4) Public Charity

[Select](#)

You'll then be taken to your Organization Profile. Your organization's information will autofill, but you'll need to enter your contact information. The email address you enter will be what you use to log in. Click Register.

From there, Austin Area Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.

## MANUAL ENTRY

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If you choose to register manually, you'll be taken directly to your organization profile. Fill in the form with your organization's information and your contact information. The email address you enter will be what you use to log in. Click Register. Austin Area Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.

## 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 two pages, Submissions and Opportunities. Organizational applicants will see a third page for their 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

goapply Submissions Opportunities Organization Profile Review Submissions Shanlee Bratten

### Submissions

IN PROGRESS SUBMITTED



Phase Due Date	Application Name	Phase Name	Phase Type	Phase Guidelines URL	Created On
IN PROGRESS	The Bratten Grant	Phase 2 - Report	Final Report		3/31/2022 3:44 PM
IN PROGRESS	The Bratten Grant	Application	Application	<a href="https://www.google.com">https://www.google.com</a>	4/4/2022 11:33 AM

- **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.

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### Submissions

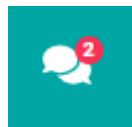
IN PROGRESS SUBMITTED

Application Name	Most Recent Submit Date	Phase Name	Request
VIEW The Bratten Grant	4/20/2022 9:00 AM	Application	001832 
VIEW Fife Foundation Annual Grant	1/17/2022 4:49 PM	Letter of Intent	001552 

**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:** for Organization users (if you registered as an organization), this is where you can view or edit information about your organization.

**Messages:** If your Grantmaker 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.



## COMPLETING APPLICATIONS

**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.


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 Back To Application to continue the application.


### Confirm your organization information

Is this correct?

**A Better Way Services Inc.**  
Tax ID : 35-0868081

 2669 Pheasant Run  
Decatur, IL 62521

 [REDACTED]

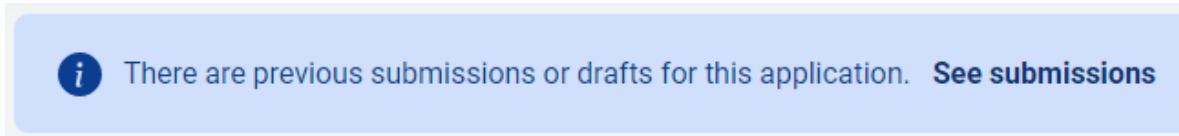
 6127676710

[EVERYTHING LOOKS FINE](#) [I NEED TO FIX](#)

[SUBMIT CHANGES](#) [BACK TO 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.



**Advancing to the next phase:** When the next phase is available, it will appear in your In-Progress dashboard. If you'd like to reference information you submitted in the previous phase, look in Submissions. You'll complete each phase as it becomes available, with the option to save a draft on each page.

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