

GOAPPLY USER GUIDE

A GUIDE FOR GOAPPLY APPLICANTS



Fond du Lac Area
FOUNDATION

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This Application Portal is used for all grants available through the following organizations and grant cycles:



For Support:

Call

- (920) 921-2215 (Office)
- (920) 539-7151 (Tech Support – Aaron’s Phone)

Email

- aaron@fdlareafoundation.com

INTRODUCTION

Fond du Lac 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.

Grant Application for ALL Grants from the following Foundations and Grant Programs!

COMPEER FINANCIAL Rural Vitality Grants 2023

BEAVER DAM Area Community FOUNDATION

Fond du Lac Area FOUNDATION

Sign in to your account

[Or register a new account](#)

Your Email

Your Password

Remember me [Forgot password?](#)

SIGN IN

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.



Fond du Lac Area FOUNDATION

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

D

WITH TAX ID

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.




Fond du Lac Area FOUNDATION

Organizations matching: 37-1235999

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

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

 416 Fairmont Dr
Decatur, IL 62526

 501(c)(4) Social Welfare Organization

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, Fond du Lac Area Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.

MANUAL ENTRY

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. Fond du Lac Area Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.



Fond du Lac Area FOUNDATION

Fill out this information to create your account

* Organization Name		EIN / Tax ID
<input type="text"/>		<input type="text"/>
Address line 1		
<input type="text"/>		
Address line 2		
<input type="text"/>		
* City	State	* Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>
* First Name		* Last Name
<input type="text"/>		<input type="text"/>
* Email	* Confirm Email	
<input type="text"/>	<input type="text"/>	
* Password	* Confirm Password	
<input type="text"/>	<input type="text"/>	

[REGISTER](#)

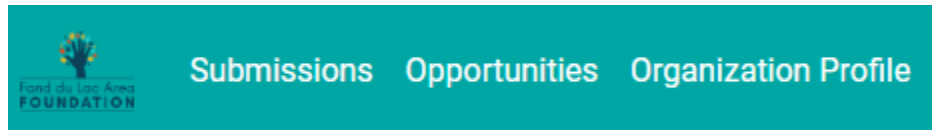
PASSWORD ASSISTANCE

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 [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 continue working on the application

A screenshot of the Submissions dashboard. The top navigation bar includes "Submissions", "Opportunities", and "Organization Profile". A user profile dropdown shows "Bromelkamp Support". Below the navigation, there are two tabs: "IN PROGRESS" (selected) and "SUBMITTED". A table lists one application with the following details:

	Phase Due Date	Opportunity Name	Phase Name	Progress (%)	
VIEW	7/31/2023 11:59 PM	July - Summer 2023 Grant Cycle Application	Application	59	

- **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.

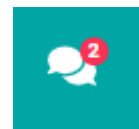
A screenshot of the Submissions dashboard. The top navigation bar includes "GOapply", "Submissions", "Opportunities", "Organization Profile", and "Review Submissions". A user profile dropdown shows "Shanlee Bratten". Below the navigation, there are two tabs: "IN PROGRESS" and "SUBMITTED" (selected). A table lists two applications with the following details:

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

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.

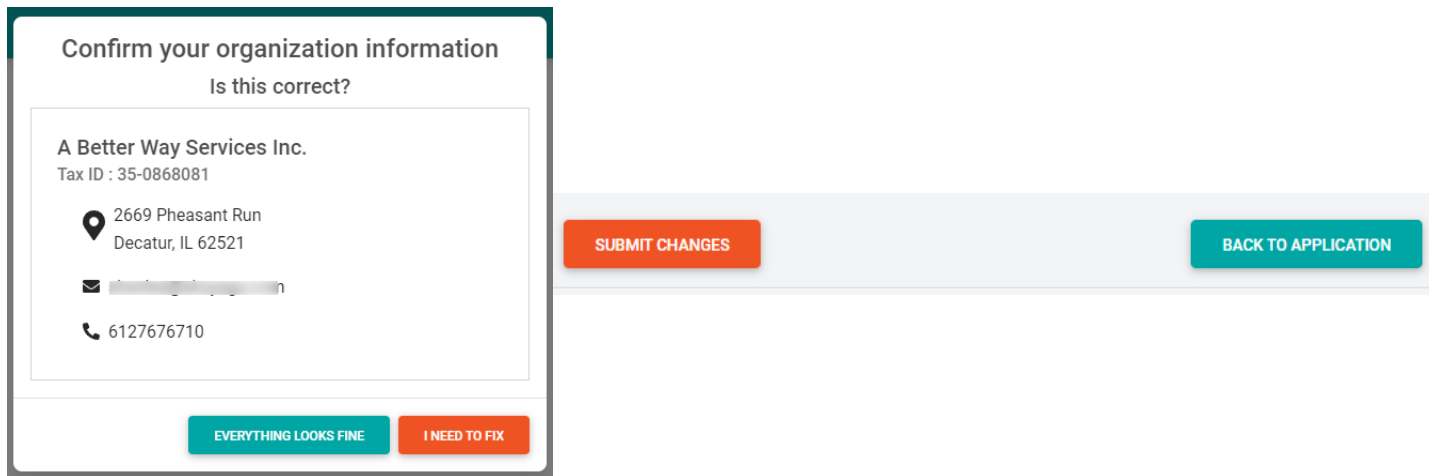


COMPLETING APPLICATIONS

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.

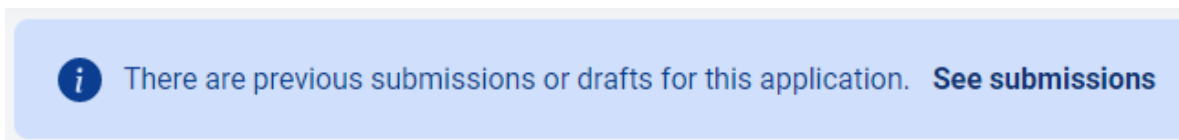
Upon clicking Apply, you will be asked to confirm that your Organization Profile information is correct. A pop-up window will ask you to verify or edit if needed. If anything is missing or inaccurate, click I Need To Fix, edit information, and click Submit Changes. After your changes are saved, click Back To Application to continue the application.



The screenshot shows a pop-up window titled "Confirm your organization information" with the question "Is this correct?". The organization details listed are: "A Better Way Services Inc.", Tax ID: 35-0868081, address "2669 Pheasant Run, Decatur, IL 62521", a redacted email address, and phone number "6127676710". At the bottom of the pop-up are two buttons: "EVERYTHING LOOKS FINE" (green) and "I NEED TO FIX" (orange). To the right of the pop-up, on a light gray background, are two buttons: "SUBMIT CHANGES" (orange) and "BACK TO APPLICATION" (green).

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.

KEYS TO SUCCESS WHEN ENTERING A GRANT ON GOAPPLY!

Here are some tips and thoughts to make the grant applying process online successful. If you have any problems or questions – do not hesitate to contact the Fond du Lac Area Foundation:

(920) 921-2215 (Office)

(920) 539-7151 (Tech Support – Aaron’s Phone)

- Give yourself adequate time to complete the GOapply Grant Application.
- Visit Fond du Lac Area Foundation’s website to be certain your request is covered/included in their guidelines.
- Read ALL instructions from Fond du Lac Area Foundation to be certain you will have all the information needed gathered and ready before starting the grant application process.
- It is best to use a personal computer (laptop or desktop) to complete your application. Avoid using smartphones and tablets.
- Be sure your cookies are enabled on your internet browser.
- Use a strong internet signal.
- If you copy and paste text from outside GOapply, paste as plain text (not rich text).
- Enter all requested information; use application Tooltips to help guide response formats.
- Save your work often; also, you can save, log out and return to the portal as needed to finish.
- You will be required to upload or attach several documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application.
- Avoid applying on the deadline day. Early account registration and application submission will ensure time for Grantmaker to respond to questions.
- Be Patient! The system may take a moment to register and save your answers.
- When you submit, be patient and do not close your browser until you receive the Submission Confirmation Email.