



GOapply User Experience

South Dakota Community Foundation has moved to a new grant portal called GOapply. This document will assist users with their experience in accessing and navigating GOapply to submit successful grant documents.

Creating a new Account

Upon entering GOapply, applicants will be directed to the sign in page. Applicants using GOapply *for the first time* will need to click on create a new account. A primary contact should be determined and one account per organization.



Sign in to your account

Or [create a new account](#)

Your Email



example@company.com

Your Password



.....

Remember me

[Forgot password?](#)

Sign in

Next, choose your region – US. Then you can search for your organization by Name/EIN/Tax ID, or you can manually enter your information. We encourage nonprofits to use their Tax ID number if they have one.

When using the search feature, the user will enter their Tax ID number and click search. The user will see a list of organizations matching that Tax ID number. Users should click Select next to their organization.

When typing in your organization Name, use only a few words from your name to accurately find your organization. Additionally, an applicant can choose to manually enter in their organization's information.

If you are unsure of your Tax ID number you can click on the [US IRS Tax Exempt Organization Search Tool](#) and search for your organization by clicking on the blue box.

The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status and filings.

[Search for Tax Exempt Organizations](#)



Search for your Organization

Choose your region:

[United States](#)

[Canada](#)

Search by Organization Employer Identification Number (EIN)

Every organization 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](#)

[Return to login](#)

If the Tax ID matches more than one organization, users will be shown all that match the Tax ID and will be able to choose from the list. In this case, you will also see the description, AKA, and department to help make the right choice.

Next, a form will appear with your organization information filled in. The Organization Name and Tax ID fields will be locked.

At the bottom of the form, users will enter their information and set a password (10 character minimum, 100 character maximum).

Fill out this information to create your account

* Organization Name EIN / Tax ID

Address line 1

Address line 2

* City State/Province * Postal code

* Country

* First Name * Last Name

* Email * Confirm Email

* Password * Confirm Password

Your password must be 10-100 characters long.

[Register](#)



Next, users will see a screen that the Account created successfully. Your registration is under review, once complete we'll send you an update. Once approved you can return to the login page.



Account created successfully

Your registration is under review, once complete we'll send you an update.

[Return to login](#)

Navigating GOapply

In GOapply, users can find submitted application(s), any in-progress applications, opportunities (applications that are open), and organization profile.



In progress: the in-progress dashboard shows which phases have started but not submitted. This is also where new phases will appear. Users will see the phase due date, the name of the opportunity and phase, and the percentage of the phase that you have completed. There is also a trash can icon to the far right if the user wishes to delete this partially completed phase. Please be aware if you delete an item from the in-progress dashboard, you will need to completely start over with the phase.

Submitted: the submitted dashboard shows users all the phases that have been submitted. You can also see the phase and opportunity name, the date it was submitted, the request number associated with that submission, the status of that request, the grant amount (if applicable), and the decision date on the request.

Opportunities: the opportunities dashboard shows all opportunities that a user is eligible for. Only opportunities that are open will appear.

Organization Profile: users can see the information about their organization.

Submitting Applications

To begin an application, users should click View next to the grant program they wish to apply to on the Opportunities dashboard.

Users will be taken to the application “home” page wherein they will find general information about that specific grant program. You will also see an option to Print Blank button for a Letter of Inquiry, Application or Evaluation or to go ahead and start that phase by clicking on the Apply button.

Confirm organization information, is this correct? X

A Way to Care Inc.
Tax ID : 26-3088420

79 Mosinee Avenue
Ste. 601
Sherwood, MN 55408

apeetermannri@vistaprint.com

217-413-3902

EVERYTHING LOOKS FINE I NEED TO FIX

When clicking Apply, the user will see a message regarding their organization profile. This allows you to edit any details before beginning the application. To edit, click I need to fix, to continue to the application, click Everything looks fine.

Next, the user will fill in the application. At the bottom of each page, you will see a Save Draft button. When you are ready to submit, click Submit on the last page of the Letter of Inquiry, Application or Evaluation.

Save Draft

< Previous

Next >

Submit

Confirmation email

After each phase is submitted, the user that submitted will receive an email confirming the submission.

Advance to next phase

The user experience for advancing to a subsequent phase is that the new phase will appear in the in-progress dashboard. Applicants will complete and submit subsequent phases in the same described above.

Questions

All questions related to GOapply should be directed to our Grants Team:

Ginger Niemann
Senior Program Officer
gniemann@sdcommunityfoundation.org

Stephanie Harmon
Program Assistant
sharmon@sdcommunityfoundation.org

605-224-1025
800-888-1842