



## A GUIDE FOR GRANT APPLICANTS

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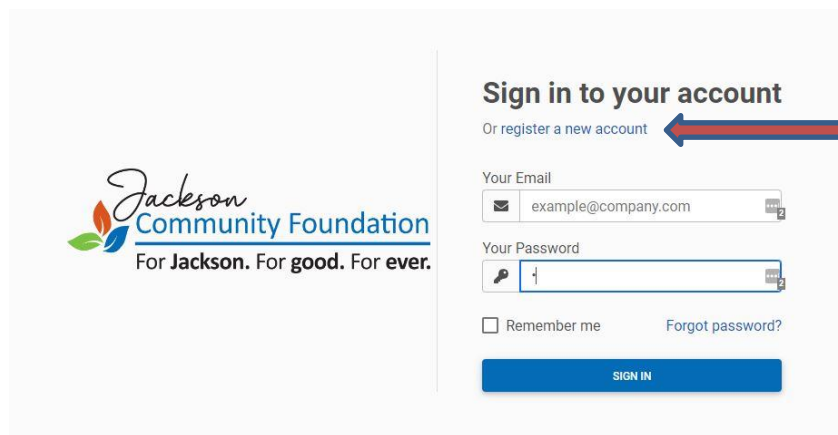
## INTRODUCTION

Jackson Community 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.

## REGISTER

If this is your first time using GOapply, you'll need to register your account at:  
<https://goapply2.akoyago.com/MIJACKS>.

Click on the application link and click on "register a new account."



**Sign in to your account**  
Or register a new account

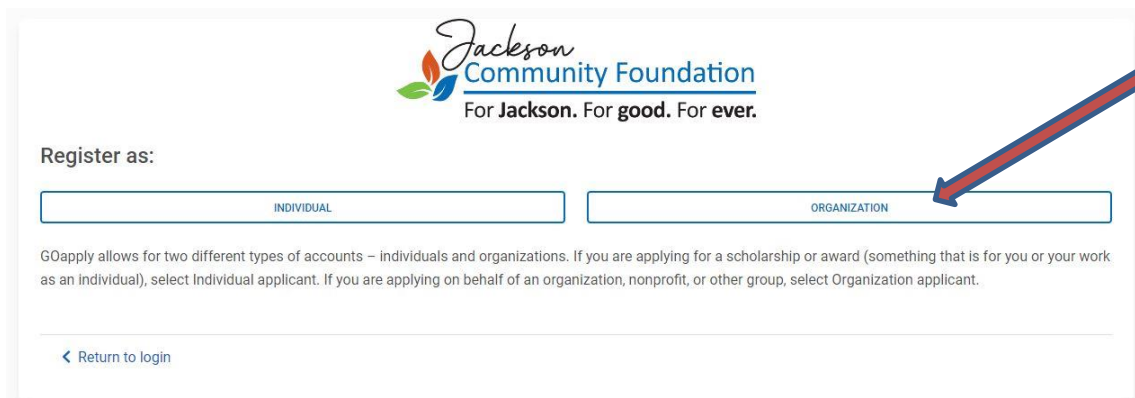
Your Email  
example@company.com

Your Password  
[password field]

Remember me    [Forgot password?](#)

**SIGN IN**

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



**Register as:**

INDIVIDUAL    ORGANIZATION

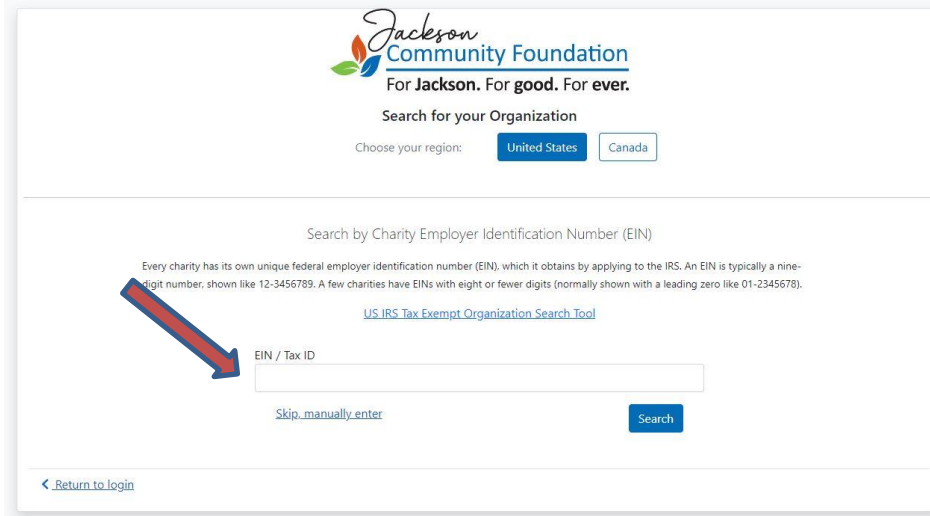
GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

[Return to login](#)

You will then need to choose to apply either with or without a Tax ID/Employer Identification Number (EIN).

## WITH TAX ID – PREFERRED METHOD

Enter your Tax ID then Search. Or, if you don't know your Tax ID, click on the US IRS Tax Exempt Organization Search Tool to find it.

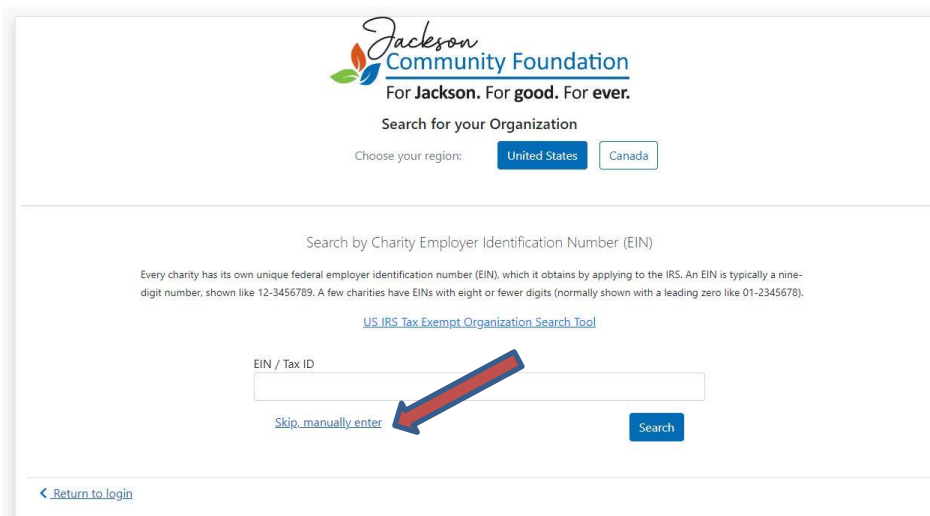


The screenshot shows the Jackson Community Foundation search interface. At the top, the logo and tagline "For Jackson. For good. For ever." are displayed. Below this, there are buttons for "United States" and "Canada" to select a region. The main heading is "Search for your Organization". A section titled "Search by Charity Employer Identification Number (EIN)" contains explanatory text and a link to the "US IRS Tax Exempt Organization Search Tool". A text input field labeled "EIN / Tax ID" is present, with a red arrow pointing to it from the left. Below the input field are links for "Skip manually enter" and a "Search" button. At the bottom left, there is a link for "Return to login".

After inputting your Tax ID, GOapply will search for your organization within the Jackson Community Foundation's database and will ask you to confirm that the name of your organization is correct. If your organization is correctly displayed, click 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.

## WITHOUT TAX ID - NOT THE PREFERRED METHOD

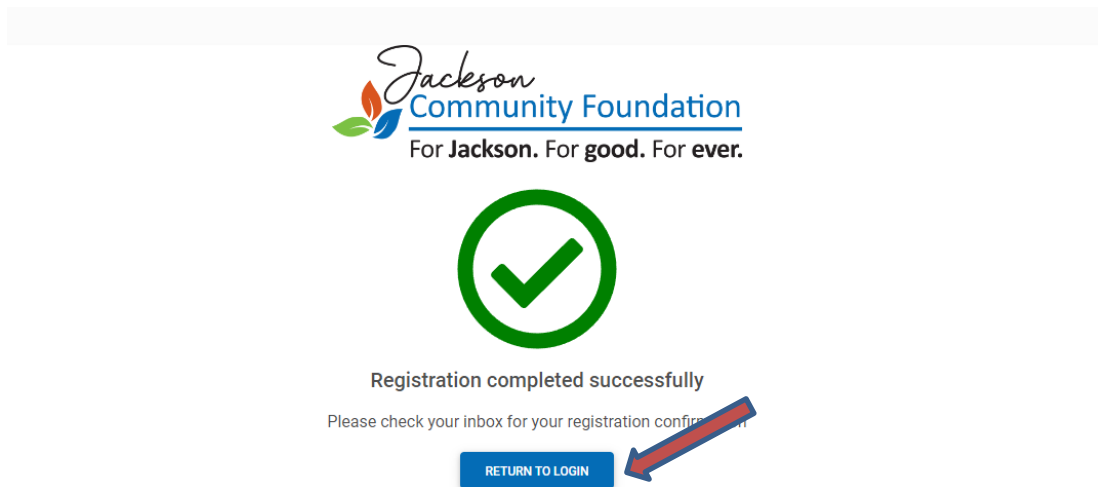
If you choose to register without a Tax ID, click "Skip, manually enter." You'll be taken directly to your organization profile within the Jackson Community Foundation's database. Fill in the form with your organization's information and your contact information. **The email address you enter will be what you use to log in.** Click Register.



This screenshot is identical to the one above, showing the same search interface. However, a red arrow points to the "Skip manually enter" link located below the "EIN / Tax ID" input field.

## LOGGING IN AFTER REGISTERING

After registering, you will receive a message on the screen. Click “Return to Log-In” to access your account. **To log in, use the email address you entered when you registered.**



You will also receive an email notification indicating that you have been approved to submit grant applications.

From: **Dana Ashlock**

Subject: **Your Foundation grant portal access has changed!**

Your status has changed in the Jackson Community Foundation's online grant/scholarship portal for [Name of Organization].

Your new status is: **Approved**

- Pending = We are awaiting review of your registration.
- Approved = You now have access to the system and will receive an email to set your password.
- Blocked = You no longer have access to the system.

Permission: **Submitter**

- Contributor = You have access to contribute but not submit applications.
- Submitter = You have access to contribute and submit applications.
- None = You no longer have access to see or edit applications.

Sincerely,

Dana Ashlock  
Program Director  
Jackson Community Foundation

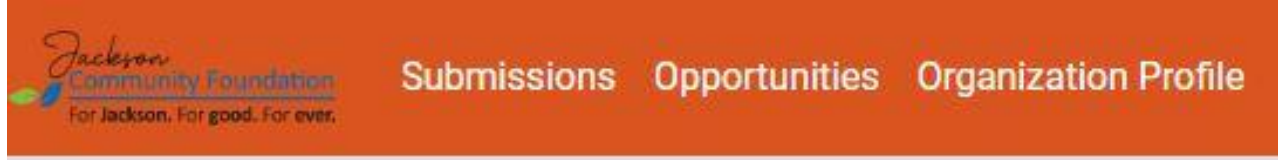
## PASSWORD ASSISTANCE FOR ALL APPLICANTS

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.

## GRANT DASHBOARD

Once you are logged into GOapply, you'll see three tabs: Submissions, Opportunities, and Organizational Profile. This is the **Grant Dashboard**.



## STARTING AN APPLICATION

**Opportunities:** On the Grant Dashboard, the Opportunities tab shows which applications are available to you. Click View to see details about the application, and then click Apply to start working on the application.

	Fiscal Year	Application Name	Guideline URL	Phase Contact	Email Address
<a href="#">VIEW</a>	2022	2022 YAC Application		Cindy Bellew	cbellew@jacksoncf.org

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 Jackson Community Foundation contact.

**2022 YAC Application** 2022

**YAC Application** APPLY

**Due Date:** 9/26/2022 5:00 PM

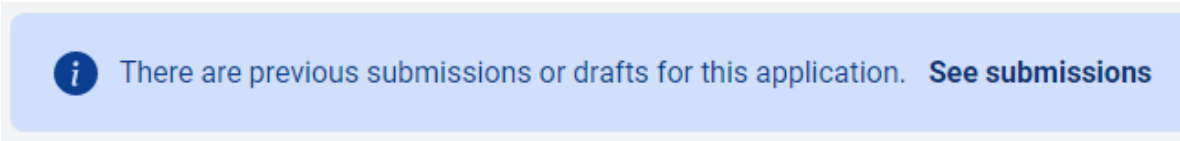
**Summary**

The Jackson Community Foundation's Youth Advisory Committee is seeking grant applications for programs/projects that benefit youth in Jackson County, Michigan. Please limit requests to \$3,000.00. The deadline is by 5 PM on XXX, 2022. All applicants will be notified by email no later than XXX, 2022.

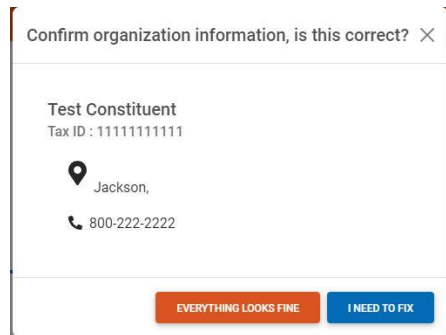
**Contact**

Cindy Bellew

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.



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.



## SAVING A DRAFT OF AN APPLICATION

On each page of the application, you can either save a draft by clicking "Save Draft" at the bottom of the screen or click "Next" to continue without saving.

A screenshot of an application form. At the top, there is a green notification box with a checkmark and the text "Draft saved". The form fields include: "Project Summary" (with a sub-note "Limit to two sentences." and a text area containing "I"), "Total Number of Youth Impacted" (input field with "50"), "Amount Requested" (input field with "2,999.99"), "Total Project Expenses" (input field with "2,000.00"), "Will you accept partial funding?" (toggle switch set to "Yes"), "Program/Project Beginning Date" (calendar icon), and "Program/Project End Date" (calendar icon). At the bottom, there is a red arrow pointing to a "SAVE DRAFT" button, and "PREVIOUS" and "NEXT" buttons.

## SUBMITTING AN APPLICATION

When you're finished, click Submit. The system will email a confirmation to you.

From: **Dana Ashlock**  
Subject: **Application Submission Confirmation**

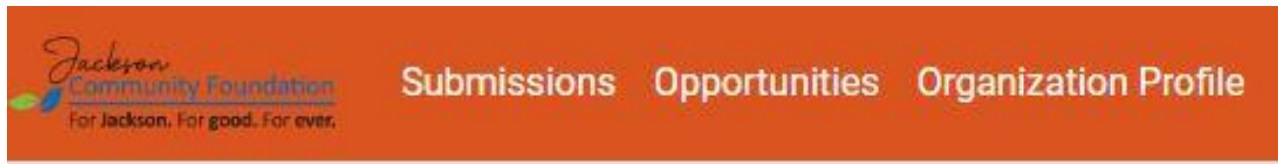
Dear [Contact],

This email serves as a notification that your grant/scholarship application to the Jackson Community Foundation has been successfully submitted. Thank you.

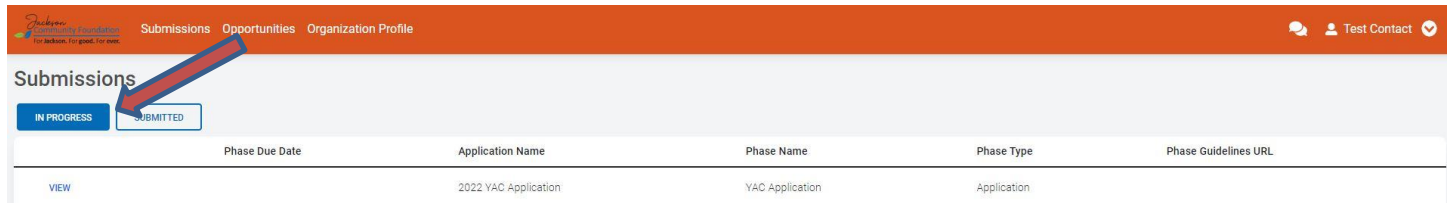
Sincerely,

Dana Ashlock  
Program Director  
Jackson Community Foundation

## ACCESSING DRAFTS / IN-PROGRESS APPLICATIONS

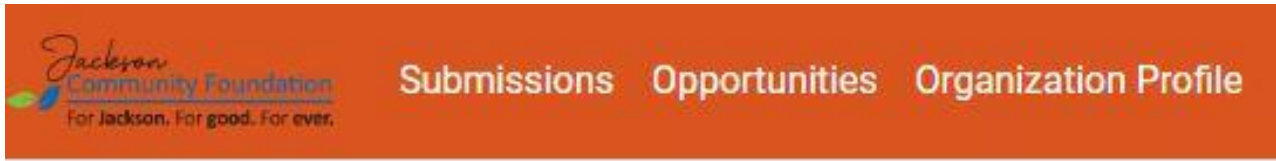


To log-in again, go to <https://goapply2.akoyago.com/MIJACKS>. On the Grant Dashboard, the Submissions tab shows which applications you have in progress. Saved drafts will appear in the In-Progress tab in the Submissions tab on the Grant Dashboard. Click In Progress to continue working on an application.

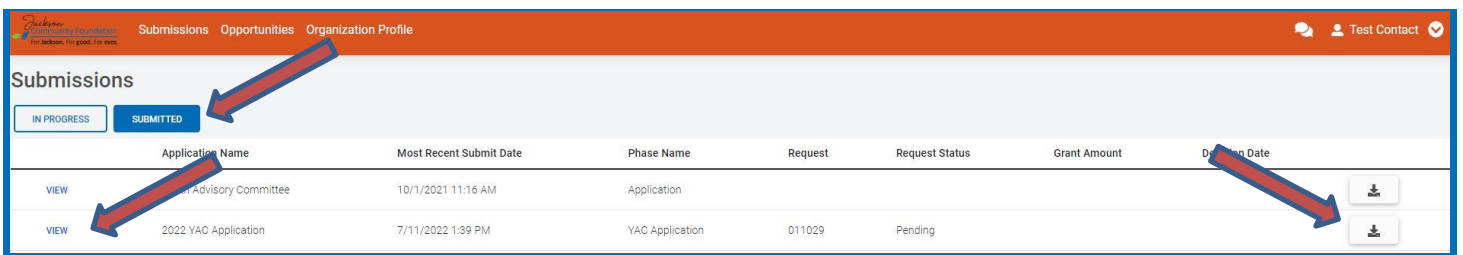




If multiple drafts have been saved, the last file in the list is the most recent version.

## ACCESSING A SUBMITTED APPLICATION

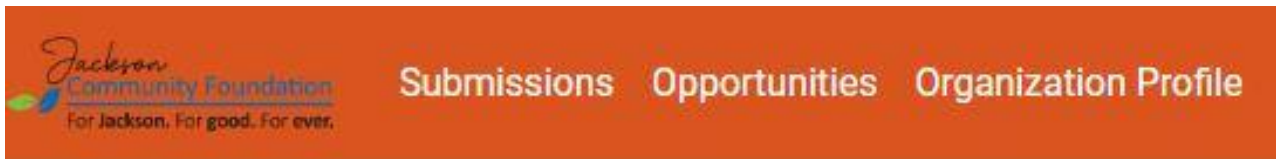


To log-in again, go to <https://goapply2.akoyago.com/MIJACKS>. On the Grant Dashboard, the Submissions tab shows which applications have been submitted. To view submitted applications, click View on the left **OR** download the PDF by clicking the download button all the way to the right. **Changes to an application cannot be made after submitting.**



	Application Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Deadline Date	
VIEW	Advisory Committee	10/1/2021 11:16 AM	Application					
VIEW	2022 YAC Application	7/11/2022 1:39 PM	YAC Application	011029	Pending			

## UPDATING AN ORGANIZATION PROFILE



In the Grant Dashboard, the Organization Profile tab Organization is where you can view or edit information about your organization.

## QUESTIONS?

If you have any questions, please contact Dana Ashlock, [dashlock@jacksoncf.org](mailto:dashlock@jacksoncf.org).