Grant Application Guide

A Guide for Springfield Foundation Applicants

GETTING STARTED

1. Visit Springfield Foundation's website at www.springfieldfoundation.org/grants
2. Click on "Apply Now"
3. You will be redirected to our grants management system.

REGISTER FOR YOUR ACCOUNT

If this is your first time applying, you'll need to register your account. Click register a new account on the log in screen and select Organization. You will then need to choose United States and apply either with a Tax ID or through manual data entry.

ENTER YOUR 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, our system 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.

PROFILE

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 Select.

Organizations matching: 31-6030764   Search again   Skip, manually enter

Springfield Foundation

📍 333 North Limestone Street
   Suite 201
   Springfield, OH 45503

🏷 03 : 501(c)(3) Public Charity

Select

When your registration is complete, you will see a green checkmark appear. An email will also be sent to the address provided confirming submission.

Registration completed successfully

Please check your inbox for your registration confirmation

RETURN TO LOGIN

YOUR ACCOUNT

Submissions   Opportunities   Organization Profile

Once you are logged into your account, you'll see three pages, Submissions, Opportunities, and Organizational Profile.

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.
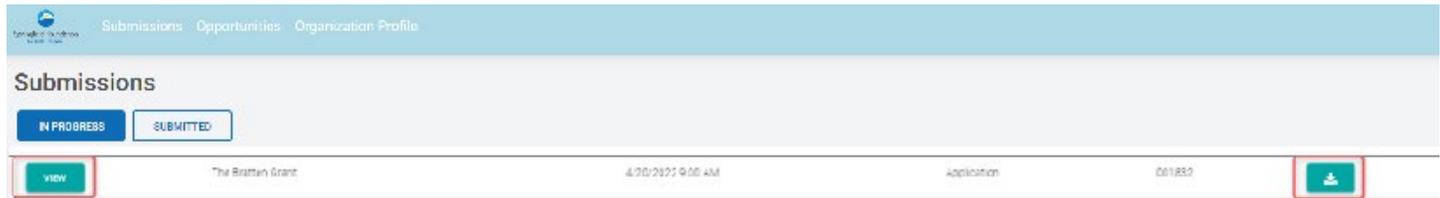
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STARTING AN APPLICATION

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.

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.
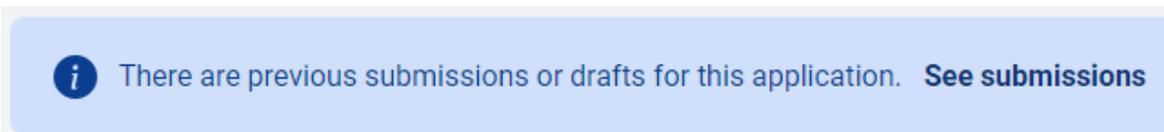
PASSWORD HELP

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.

AFTER YOU'RE DONE

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**
- **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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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.

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.

Contact Lori@SpringfieldFoundation.org or 937-324-8773 with questions.