

GOapply User Guide

Erie Community Foundation



INTRODUCTION

Erie Community Foundation is using a system called GOapply to accept scholarship 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 log in to GOapply, you will see a list of applications that you are eligible to apply for online. Applications with multiple phases will be advanced by the foundation. 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.

Use [this link](#) to open the registration page.



Sign in to your account

Or [create 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”.

We’ll walk through each option below.

You will then need to choose your country and apply either with a Tax ID or Business Number or through manual data entry.

THE ERIE COMMUNITY FOUNDATION

Search for your Organization

Choose your region:

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](#)

[< Return to login](#)

The Password must be at least 10 and at most 100 characters long. The email address you enter will be what you use to log in. (*Erie Community Foundation requires using a unique email address for each person applying on behalf of each organization.*)

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”. You may also choose to “Search again” or click “Skip, manually enter”.




Organizations matching: 37-1235999

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

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

 3776 N Ashley Ct
Decatur, IL 62526

 501(c)(4) Social Welfare Organization

Select

[Return to login](#)

Once you have chosen your organization, you'll 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. Once finished, click, "Register".

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 an organization profile form. 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. Once finished, click, "Register".

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.

ACCOUNT PROTECTION POLICY

We require donors to create secure accounts with strong passwords. You are responsible for maintaining the confidentiality of your login information.

DATA PRIVACY POLICY

We collect only the information necessary to manage your account, process your applications, and communicate with you. We do not sell or share your personal information with third parties except where required for due diligence processing or as mandated by law.

ENCRYPTION POLICY

All applicant information is encrypted when transmitted to and from the portal. Sensitive data is stored in secure, encrypted systems.

ACCEPTABLE USE POLICY

Users agree not to:

- Attempt to access restricted areas
- Provide username or password to any other person
- Interfere with the performance or security of the portal
- Use automated tools (bots, scrapers) without permission
- Upload harmful or malicious content

Violation of these terms may result in portal account suspension.

COMMUNICATION & NOTIFICATIONS POLICY

We will notify users of material changes to our security practices or privacy policy. In the unlikely event of a data incident affecting your information, we will contact you promptly using our incident notification procedures.

COOKIE & TRACKING POLICY

The portal uses cookies to maintain secure sessions and improve user experience. You may adjust browser settings to control cookie use, but certain features may not function without them.

SUSPICIOUS ACTIVITY REPORTING POLICY

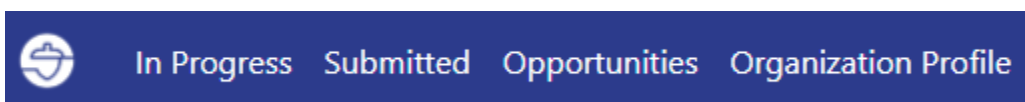
If you believe your account has been accessed without your authorization, or if you encounter suspicious activity, notify our support team immediately. We will assist you in securing your account and verifying activity.

TROUBLESHOOTING

If you have any questions or you are having trouble with any of the items listed above, please contact ci@eriecommunityfoundation.org for support.

DASHBOARDS

Once you are approved and logged in to GOapply, you will see 3 page headings: “In Progress”, “Submitted” and “Opportunities”. Organizational applicants will see a fourth page heading for their “Organizational Profile”.



In Progress: The “In Progress” dashboard shows which applications you have in progress. Click “View” to continue working on the application.

In Progress

		Due Date	Opportunity Name	Phase Name	Created On	
View		5/26/2026 2:00 PM	2026 Event Sponsorship Request	Invoice	3/26/2026 2:00 PM	Delete
View		12/31/2026 11:59 PM	2026 Event Sponsorship Request	2026 Event Sponsorship Request	1/16/2026 12:28 PM	Delete
View		12/31/2026 11:59 PM	2026 Event Sponsorship Request - Josh's Copy	2026 Event Sponsorship Request	1/13/2026 3:40 PM	Delete
View		10/15/2026 11:30 PM	Outputs and Activities	Phase 1 Test	12/3/2025 3:00 PM	Delete

Submitted: The “Submitted” dashboard allows you to view your submitted applications. 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.

Submitted

	Opportunity Name	GOapply Applicant Organization	GOapply User	Most Recent Submission Date/Time	Phase Name	Request Request	Request Status	Denial Reason	Grant Amount	
View	2026 Event Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	3/24/2026 4:17 PM	2026 Event Sponsorship Request	20265640	In Review			Download
View	2026 Event Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	3/24/2026 4:10 PM	2026 Event Sponsorship Request	20265638	In Review			Download
View	2026 Event Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	3/24/2026 4:07 PM	2026 Event Sponsorship Request	20265635	In Review			Download
View	2026 Event Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	3/24/2026 4:05 PM	2026 Event Sponsorship Request	20265634	In Review			Download
View	2026 Event Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	3/24/2026 3:57 PM	2026 Event Sponsorship Request	20265630	Approved		\$1.00	Download
View	2024 Sponsorship Request	Erie Community Foundation	josh.jaeger@gmail.com	2/6/2026 11:26 AM	2024 Sponsorship Request	20264291	Pending			Download

Opportunities: The Opportunities Dashboard shows which applications are available to you. Click “View” to see details about the application.

My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Internal Phase Contact	Primary Email
View	2026	2026 Acorn Grant		Rachel Cacchione	rcacchione@eriecommunityfoundation.org
View	2026	2026 Community Impact Sponsorship Request		Rachel Cacchione	rcacchione@eriecommunityfoundation.org
View	2026	2026 Emerging Erie Fund Grant Opportunity		Olivia Burgess	oburgess@eriecommunityfoundation.org
View	2026	2026 Event Sponsorship Request			

Click “Apply” to start working on the first phase.

2026 Acorn Grant 2026

Acorn Grant LOI

Print Blank

Apply

Due Date: 9/30/2026 8:00 AM America/New York

Summary

The Acorn Grants program, facilitated by the Erie Community Foundation, is designed to empower emerging nonprofits in Erie County, enabling them to advance to the next stage of growth and establish sustainable financial frameworks. The Foundation’s aim is to support smaller, grassroots organizations playing a role within their respective systems, positioning themselves as collaborative partners, ensuring financial stability, and making meaningful impacts on the communities they serve.

Acorn Grants can serve as fundamental building blocks within the Foundation’s grantmaking framework. Recognizing that technical assistance and nonprofit management guidance are often overlooked as early-stage organizations strive to maximize their resources, we prioritize capacity building and encourage an early focus on planning and assessing organizational sustainability efforts. Grants are a maximum of \$10,000 and have one year to be expensed.

Applications will be reviewed quarterly, in conjunction with Helping Today deadlines.

Description

Applications will be reviewed quarterly, in conjunction with Helping Today deadlines.

Eligibility:

COMPLETING APPLICATIONS

Applying: To begin, choose an application from your Opportunities dashboard. Click “View”, then either “Print Blank” (if you want to print a blank copy to complete ahead of time) or “Apply” from the application home page.

Upon clicking “Apply”, you will be presented with a dialogue asking you to confirm that your organization profile is complete and up to date. **You will be unable to submit your application if this profile is not completed.**

Once you begin your application, 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”.

In each application, you have the option to save your progress by clicking the “Save Draft” button. Once you have completed your responses to each question in each application, click the “Submit” button to submit your application.


IMPORTANT NOTE:

Clicking “Submit” official submits the application. This action cannot be undone. Please be sure that you have fully completed responses to **each** question in the applications to which you are applying before clicking “Submit”.

This will bring up a submission confirmation page, and you will receive an email confirming receipt of your submitted application.

Note:

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.

 There are previous submissions or drafts for this application. [See submissions](#)

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 “Submitted”. 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 Submitted dashboard. Changes to an application cannot be made after submitting.