



Community Foundation Boulder County

Thank you for your interest in submitting a grant application. Community Foundation Boulder County transitioned to a new grantmaking system in 2023. In this user guide, the following aspects will be covered:

- Getting started: Create or confirm your account
- Starting and submitting a grant application
- Navigating the grant portal
- Account and password assistance

GETTING STARTED: CREATE OR CONFIRM YOUR ACCOUNT

Returning Users

Applicants who participated in 2023 should log in to confirm your user and password details.

A screenshot of the login page for Community Foundation Boulder County. The page is split into two columns. The left column contains the logo and text: "All applicants should register a new account upon first log in. Previous log on credentials from our former grant software (Foundant) will not work in the new grant system. On the next page, please register as an organization if you are submitting a grant application. If you are a volunteer grant reviewer, please register as an individual." The right column is titled "Sign in to your account" and includes a link "Or create a new account". Below this are input fields for "Your Email" (with the example "example@company.com") and "Your Password" (with the placeholder "Password"). A red error message "The Password field is required." is visible below the password field. There are also checkboxes for "Remember me" and a link for "Forgot password?". A dark blue "SIGN IN" button is at the bottom. A blue arrow points from the bottom of the page towards the "SIGN IN" button.

Go to <https://goapply2.akoyago.com/CFBC>. Enter your email address and password, then click **Sign In** on the log in screen. If you have forgotten your password, click **Forgot Password** from the log in screen and follow the steps to reset your password.

New Users

The first step for all new users is to create an account. All applicants should create a new account upon first log in. Previous log on credentials from our former grant software (Foundant) will not work in the new grant system.

Step 1: Go to <https://goapply2.akoyago.com/CFBC>. Click **create a new account** on the log in screen.

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All applicants should **register a new account** upon first log in. Previous log on credentials from our former grant software (Foundant) will not work in the new grant system.

On the next page, please register as an **organization** if you are submitting a grant application. If you are a volunteer grant reviewer, please register as an **individual**.

Sign in to your account
Or [create a new account](#)

Your Email
example@company.com

Your Password
Password
The Password field is required.

Remember me [Forgot password?](#)

SIGN IN

Step 2: Select **organization**. Please note: the individual selection does not provide access to the grant application portal. Therefore, all grant applicants should register as an **organization**.

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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](#)

Step 3: Identify the organization. There are two ways to identify the organization: 1) by Employer Identification Number (EIN) or 2) manual entry. Please note, if your organization or program has a fiscal sponsor, please select manually enter.

Option #1: Search by EIN Number

Enter your EIN / Tax ID, then click **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 EIN number, the 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**. If your search returns multiple organizations, please select the most applicable one.

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Search for your Organization

Choose your region: [United States](#) [Canada](#)

Search by Organization 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](#)

Name / EIN / Tax ID

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

[< Return to login](#)

You will 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**.

Option #2: Manual Entry: Click **Skip, manually enter**.

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Search for your Organization

Choose your region: [United States](#) [Canada](#)

Search by Organization 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](#)

Name / EIN / Tax ID

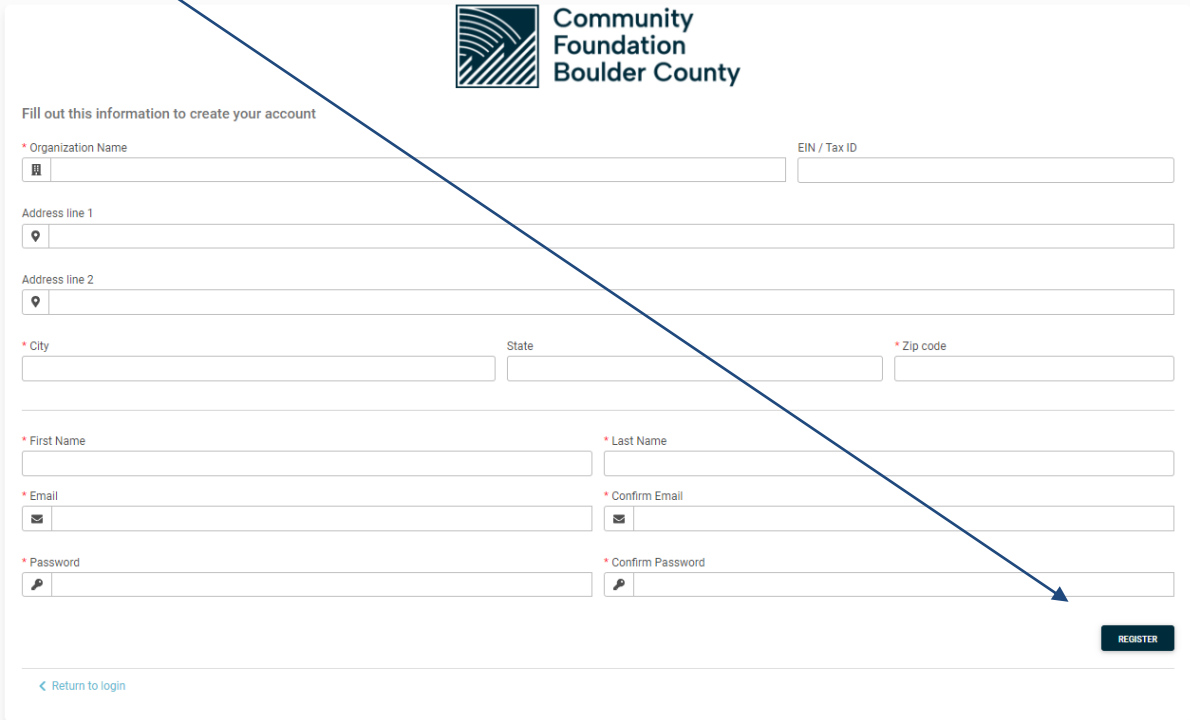
[Skip, manually enter](#) [Search](#)

[< Return to login](#)

We recommend using manual entry if your organization or program or organization has a fiscal sponsor. Fill in the form with the information for your organization or project along with your contact information. The email address you enter will be what you use to log in.

Important: Please do not enter your fiscal sponsor details at this step. Details about your fiscal sponsor will be asked for later in the application.

Click **Register**.



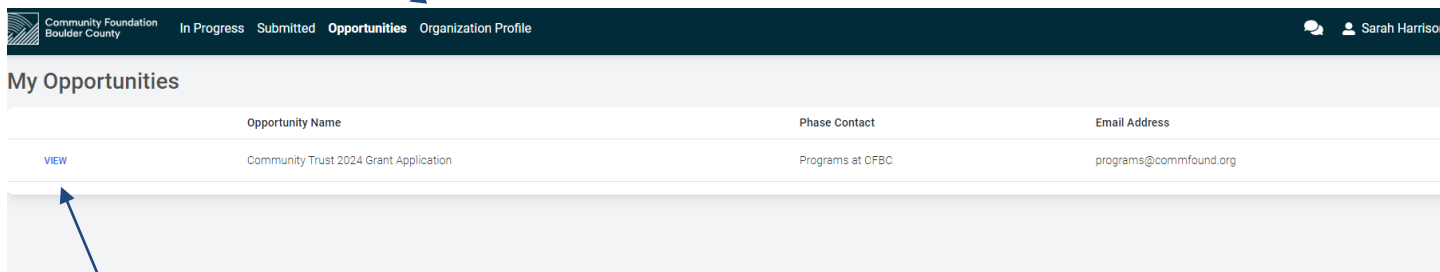
The registration form for Community Foundation Boulder County includes the following fields:

- Organization Name (with a dropdown icon) and EIN / Tax ID
- Address line 1 (with a location pin icon)
- Address line 2 (with a location pin icon)
- City, State, and Zip code
- First Name and Last Name
- Email and Confirm Email (with an envelope icon)
- Password and Confirm Password (with a key icon)

A blue arrow points from the text above to the REGISTER button at the bottom right of the form. A link for '< Return to login' is located at the bottom left.

STARTING AND SUBMITTING A GRANT APPLICATION

Starting an application: To begin, click on **Opportunities** to see available grant opportunities.



The screenshot shows the 'Opportunities' page with a navigation bar at the top containing 'In Progress', 'Submitted', 'Opportunities', and 'Organization Profile'. The user name 'Sarah Harrison' is visible in the top right. Below the navigation bar is the heading 'My Opportunities' and a table with the following data:

	Opportunity Name	Phase Contact	Email Address
VIEW	Community Trust 2024 Grant Application	Programs at CFBC	programs@commfound.org

A blue arrow points from the text above to the 'Opportunities' link in the navigation bar. Another blue arrow points from the text below to the 'VIEW' link in the table.

Click **View** to see details about the grant opportunity.

The Opportunities page contains the due date, a summary and a brief description, and the contact specific to the grant application.

To begin your grant application, click on **Apply**.

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 the information, and click **Submit Changes**. After your changes are saved, click **Back To Application** to continue the application.

Confirm organization information, is this correct? X

The Community Foundation

Tax ID : 84-1171836

1123 Spruce Street
Boulder, CO 80302

(303) 442-0436

EVERYTHING LOOKS FINE

I NEED TO FIX

On each page, you can either **Save Draft** or continue without saving.

No Yes

SAVE DRAFT

NEXT >

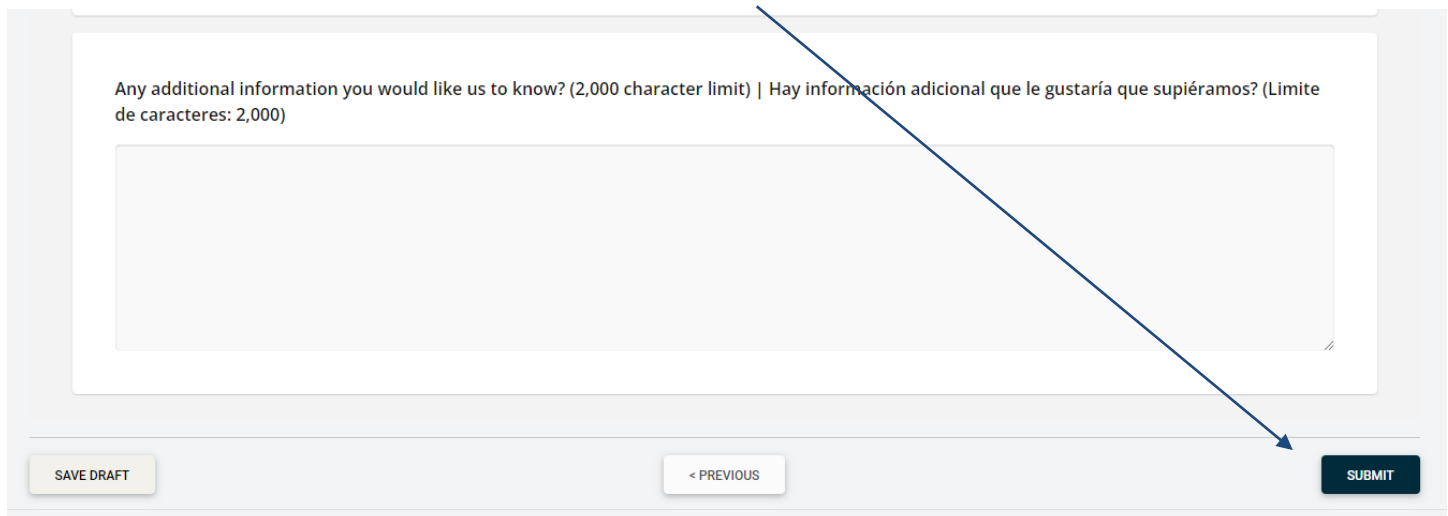
Select **In Progress** to return to a draft application.

Community Foundation Boulder County In Progress Submitted **Opportunities** Organization Profile Sarah Harrison

My Opportunities

	Opportunity Name	Phase Contact	Email Address
VIEW	Community Trust 2024 Grant Application	Programs at CFBC	programs@commfound.org

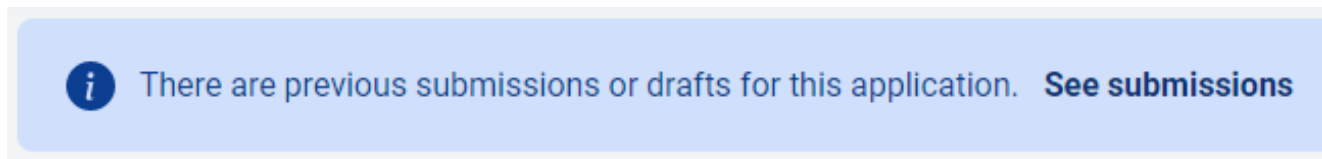
When you are finished with the application, click **Submit**.



Any additional information you would like us to know? (2,000 character limit) | Hay información adicional que le gustaría que supiéramos? (Limite de caracteres: 2,000)

SAVE DRAFT < PREVIOUS **SUBMIT**

If you access an application from your Opportunities dashboard and see the message below, it means you either already submitted or have a draft submission of the application to finish on your In Progress dashboard.



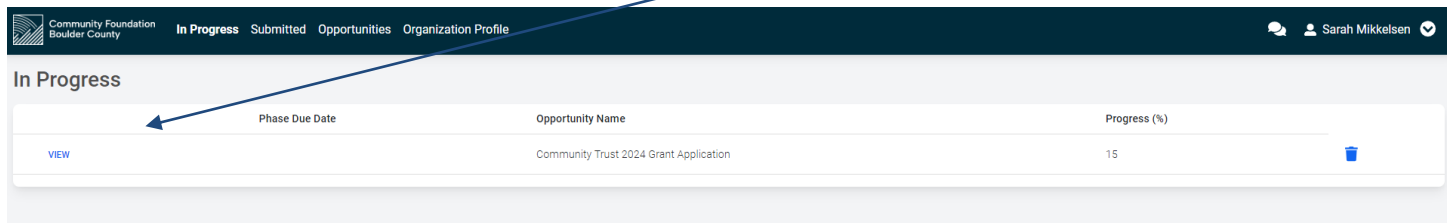
i There are previous submissions or drafts for this application. [See submissions](#)

Changes to an application cannot be made after submitting.

NAVIGATING THE GRANT PORTAL

You will have access to four dashboards in the grant portal: In Progress, Submitted, Opportunities, and Organization Profile.

In Progress: Click **In Progress** to continue working on an application. Click **View** to view the grant application(s) that have been started but not yet submitted.



Community Foundation Boulder County In Progress Submitted Opportunities Organization Profile Sarah Mikkelsen

In Progress

Phase Due Date	Opportunity Name	Progress (%)
VIEW	Community Trust 2024 Grant Application	15

Submitted: Click **Submitted** to view a listing of grant application(s) that have been submitted. Click **View** to see a submitted application or download a submitted application as a PDF file by clicking the download button on the right.

	Opportunity Name	Most Recent Submit Date	Request	Request Status	Grant Amount	Decision Date	
VIEW	Equity Funds 2023 Grant Application	9/25/2023 2:04 PM	20236340	Approved	\$100.00	11/30/2023	
VIEW	Community Trust 2024 Grant Application	3/18/2024 1:50 PM	20247547	Pending			

Opportunities: The **Opportunities** dashboard shows which grant applications are available to you. Click **View** to see details about the application. Click **Apply** to start working on the first phase.

	Opportunity Name	Phase Contact	Email Address
VIEW	Community Trust 2024 Grant Application	Programs at CFBC	programs@commfound.org

Organization Profile: Click Organization Profile to view or edit information about your organization. If you are using a fiscal sponsor, the organization profile information should specifically be related to your organization/program/initiative and not the fiscal sponsor unless the information is the same.

ORGANIZATION PROFILE
GOAPPLY USERS

Organization Name

Tax ID

Street 1

Street 2

City

State

Zip

Email
Organization Email

Phone
(XXX) XXX-XXXX

Website

ACCOUNT AND PASSWORD ASSISTANCE

Logout: To logout of the system click on the dropdown next to your name in the top right and select **Log off**. Please note that once you log out of the grant portal, it will take two hours for the system to reset. We recommend clearing your cache under your browser setting to assist with refreshing the system.

Forgot your password? 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 by clicking on the dropdown next to your name in the top right and going to **User Settings**.

If you need assistance with the application process, please reach out to programs@commfound.org.