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.

Go to [https://goapply2.akoyago.com/CFBC](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](https://goapply2.akoyago.com/CFBC). Click **create a new account** on the log in screen.

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**.

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.
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**.

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.

STARTING AND SUBMITTING A GRANT APPLICATION

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

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?](image)

The Community Foundation  
Tax ID: 84-1171836  
1123 Spruce Street  
Boulder, CO 80302  
(303) 442-0436

![ EVERYTHING LOOKS FINE | I NEED TO FIX ](buttons)

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

![No | Yes](radio_button)

![SAVE DRAFT | NEXT >](buttons)

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

![Community Foundation Boulder County In Progress Submitted Opportunities Organization Profile](image)

My Opportunities

<table>
<thead>
<tr>
<th>Opportunity Name</th>
<th>Phase Contact</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>view</td>
<td><a href="mailto:community.trust2044@coe.org">community.trust2044@coe.org</a></td>
<td><a href="mailto:program@org.com">program@org.com</a></td>
</tr>
</tbody>
</table>
When you are finished with the application, click **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.

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.
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.

![Submitted](image)

**Submitted**

<table>
<thead>
<tr>
<th>Opportunity Name</th>
<th>Most Recent Submit Date</th>
<th>Request</th>
<th>Request Status</th>
<th>Grant Amount</th>
<th>Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Funds 2023 Grant Application</td>
<td>4/25/2023 2:02 PM</td>
<td>20230503</td>
<td>Approved</td>
<td>$100.00</td>
<td>11/30/2023</td>
</tr>
<tr>
<td>Community Trust 2024 Grant Application</td>
<td>9/18/2024 1:50 PM</td>
<td>20241547</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Opportunities](image)

**Opportunities**

<table>
<thead>
<tr>
<th>Opportunity Name</th>
<th>Phase Contact</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>community Trust 2024 Grant Application</td>
<td>Programs@CPBC</td>
<td><a href="mailto:programs@commfound.org">programs@commfound.org</a></td>
</tr>
</tbody>
</table>

**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](image)

**Organization Profile**

- **Organization Name:** The Community Foundation
- **Tax ID:** 84-1171836
- **Street 1:** 1123 Spruce Street
- **City:** Boulder
- **State:** CO
- **Zip:** 80302
- **Email:** Organization Email
- **Phone:** (303) 442-6436
- **Website:** https://www.commfound.org
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.