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

- Getting started: registering an account
- Starting and submitting a grant application
- Navigating the grant portal
- Account and password assistance

GETTING STARTED: REGISTER AN ACCOUNT

The first step for all users is to register for an account. 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.

Step 1:

Go to [https://goapply2.akoyago.com/CFBC](https://goapply2.akoyago.com/CFBC) Click register 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**.

![Organization Selection](image)

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: BY EIN:**

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, the system will search for your organization then ask you to confirm that it is correctly displayed, click **Select**. Or you can Search Again or click Skip, manually enter.

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: BY MANUAL ENTRY:**

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 program and your contact information. The email address you enter will be what you use to log in.

Click Register.

Please note: Information on your fiscal sponsor will be provided later within the grant application.
STARTING AND SUBMITTING A GRANT APPLICATION

Starting an application: To begin, choose an application from the Opportunities dashboard.

Click View to see details about the grant opportunity.

The Opportunity 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.

On each page, you can either save a draft or continue without saving. Drafts will appear in your In-Progress dashboard under Submissions. When you are finished with the application, 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 to finish on your In Progress dashboard.

**Submitting:** You can view all your submitted applications in your Submissions dashboard. Changes to an application cannot be made after submitting.
NAVIGATING THE GRANT PORTAL

Once you are approved and logged in, you will see three dashboards: Submissions, Opportunities, and Organizational Profile.

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 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 the submitted application in PDF by clicking the download button on the right.

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.
**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.

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**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.