GOAPPLY USER GUIDE

A GUIDE FOR GOAPPLY VERSION 2 USERS

TABLE OF CONTENTS

INTRODUCTION

The Mary Morton Parsons Foundation awards grants to organizations that are exempt under IRS Section 501(c)(3), not classified as a private foundation as defined in Section 509(a), and either located in the greater Richmond region or having a direct impact in the Commonwealth of Virginia. Please ensure that you meet these criteria before submitting a grant application.

The Mary Morton Parsons Foundation uses a system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

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 an account. Click The Mary Morton Parsons GOapply Portal to start.   Once your organization is registered, you can login and return to application using your email and password.

REGISTER A NEW ACCOUNT

The Mary Morton
Parsons Foundation

Sign in to your account

Or register a new account

Your Email

✉ example@company.com

Your Password

🔑 •

☐ Remember me   Forgot password?

SIGN IN

Choose United States as your Region.

The Mary Morton Parsons Foundation

Search for your Organization

Choose your region: [United States] [Canada]

Search by Charity 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

EIN / Tax ID

Skip, manually enter   [Search]

REGISTER WITH TAX ID

Enter your 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 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. Or you could Search Again or click Skip, manually enter.

The Mary Morton Parsons Foundation

Organizations matching: 37-1235999   Search again   Skip, manually enter

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

📍 416 Fairmont Dr
   Decatur, IL 62526   [Select]

🏷 501(c)(4) Public Charity

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 Register.

The Mary Morton Parsons Foundation

Fill out this information to create your account

* Organization Name	EIN / Tax ID
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN	37-1235999

Address line 1

416 Fairmont Dr

Address line 2

* City	State	* Zip code
Decatur	IL	62526

* First Name	* Last Name

[REGISTER]

From there, The Mary Morton Parsons Foundation will send a verification email when you have access to GOapply. Please check your SPAM folder if you do not receive it in your in-box.

The Mary Morton Parsons Foundation

Registration completed successfully

Please check your inbox for your registration confirmation

RETURN TO LOGIN

REGISTER MANUAL ENTRY

If you choose to register manually, you'll be taken directly to your organization profile. 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. Click Register. The Mary Morton Parsons Foundation will notify you via email when you have access to GOapply. Please check your SPAM folder if you do not receive it in your in-box.

PASSWORD ASSISTANCE

If you forgot your password, click "Forgot Password" from the log in screen and follow the steps to reset.

The Mary Morton Parsons Foundation

Sign in to your account

Or register a new account

Your Email

support@akoyago.com

Your Password

⬤⬤⬤⬤⬤⬤⬤⬤⬤⬤⬤⬤⬤

☐ Remember me   Forgot password?

SIGN IN

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.

DASHBOARDS

Once you are registered and logged back into GOapply, you'll see three page options at the top, Submissions, Opportunities, and Organizational Profile.

The Mary Morton Parsons Foundation   Submissions Opportunities Organization Profile   💬   👤 Linda Tibbetts ⌄

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.

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.

APPLYING

Starting an application: To begin, choose an application from your Opportunities dashboard. Click View, then click Apply from the application home page.

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.

Confirm organization information, is this correct? ✕

American Association Of University Women
Tax ID : 37-1235999

📍 P.O. Box 51
16090 St. Croix Trail North
Decatur, Il 62526

EVERYTHING LOOKS FINE   I NEED TO FIX

Please Note: Must have a login code to complete eligibility quiz (see picture below). You will receive the login code after completing a Contact Form and having a conversation with The Mary Morton Parsons Foundation's Executive Director.

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. Before advancing to the next page or Phase, all <u>required</u> information needs to be filled in.

Welcome to the grant application portal for those seeking funding from The Mary Morton Parsons Foundation.

The Mary Morton Parsons Foundation enriches communities across the Commonwealth by providing capital support to cultural arts institutions, historic preservation sites, environment and conservation initiatives, community development efforts, education infrastructure, and the social services sector. Charitable organizations that are interested in being considered for Mary Morton Parsons Foundation grant funding should complete the eligibility quiz before proceeding to the application form.

1. Is your organization exempt under IRS Section 501(c)(3) and located in the Commonwealth of Virginia?

No ⬤ Yes

2. Is your request for a capital project that aligns with the six focus areas of the Mary Morton Parsons Foundation? (Arts and Culture, Civic & Community Needs, Education, Environment, Conservation, Historic Preservation, Social Services & Welfare)

No ⬤ Yes

3. Has it been at least 5 years since your organization has received grant funding from the Mary Morton Parsons Foundation or at least one year since a request for funding has been denied?

No ⬤ Yes

4. Have you submitted a Contact Form to the Executive Director of the Foundation, discussed the proposed capital project and received verbal approval and login code to submit an application for the current grant cycle?

No ⬤ Yes

Here is the link to the Contact Form if needed.

SAVE DRAFT   NEXT >

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.

Submitting: You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

GUIDELINES AND QUESTIONS

Application Deadline Information: Applications must be completed online by 5 pm EST on the following dates: Spring Cycle: March 15 (Foundation response Early June) and Fall Cycle: September 15 (Foundation response Early December). If these dates fall on a weekend or holiday, applications will be accepted until 5:00pm on the first business day following.

Grant Basics: Please be aware of the following before you begin your application:

- Typically, grants fund no more than 1/3 of a project's cost.

- Grant awards are made on a challenge or matching basis.

- Grantees must meet all conditions stated in our award letter within 12 months of approval and failing to do so may result in grant withdrawal.

- In the case of a construction grant, we will likely require the commencement of construction before we fund the grant.

- As a condition of funding, the Board of The Mary Morton Parsons Foundation expects that 100% of the grantee's organizational board be contributing to the organization.

Before You Begin Your Grant Application: The following information will be needed to successfully complete the online application.

Document Checklist:
Cover Letter
List of the Organization's Current Governing Board and its Officers
IRS Determination letter
Project Budget
Organization's Current Operating Budget
Recent Financial audit
Recent IRS 990

Questions Include:
Contact Information
Organizational Details
The demographic makeup of your board and the community members you serve
Project Description
A detailed financial plan for the project
Highest Level Seal of Transparency earned from GuideStar by Candid (if applicable)

Questions: If you have any questions, please contact info@mmparsonsfoundation.org.