GOAPPLY USER GUIDE

The Mary Morton
Parsons Foundation

A GUIDE FOR GOAPPLY VERSION 2 USERS (REVISED FEB 2024)

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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

Filling out a grant application can be stressful and time consuming. Please consider these helpful hints to assist in the grant applying process.

HELPFUL HINTS

- Give yourself adequate time to complete the GOapply application.
- It is best to use a personal computer (laptop or desktop) to complete your application. Avoid using smartphones and tablets. Be sure your cookies are enabled on your internet browser and use a strong internet signal.
- If you copy and paste text from another software (such as Microsoft Word), paste as plain text, not rich text.
- You will be required to upload or attach several documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application.
- Please remember to save often, especially after inputting a long answer. This will ensure you do not lose any of your work.
- All questions with an * are required.
- Upon receipt of your completed application, you will receive a confirmation email.
- Foundation staff may reach out to you for more information.
- Foundation Board meets in late May and late November to consider applications

IF THE GRANT APPLICATION IS APPROVED

- You will receive an email notification or personal phone call from the Executive Director after the Foundation Board meeting.

- You will receive written correspondence outlining the conditions of the award and next steps.

IF THE GRANT APPLICATION IS DENIED

- You will receive written notification via postal mail after the Foundation Board meeting.

- You must wait 12 months before submitting another grant application.

ADDITIONAL INFORMATION, SUGGESTIONS, AND TIPS

- You do not need to complete the application in one session. At the bottom of the screen is the option to 'Save' application.

- If you leave out required application information, the system will not allow you to submit without completing the missing section(s).

You do not need to send a hard copy of this application via postal mail

APPLICATION QUESTIONS

These are the questions you can expect in the application.

1. Organization Name.

2. Brief Description of the Organization including its History and Mission (1000 Characters Max).

3. Office Phone Number (Include Area Code).

4. Organization Website.

5. Executive Director/President of Organization Name.

6. Executive Director/President of Organization Phone Number.

7. Executive Director/President of Organization Address.

8. Has your organization earned a GuideStar Seal of Transparency?

9. Describe the current financial health of the organization (Tell us how you rate your finances, including strengths and challenges: ex. trends in revenue and expenses, budget comparisons, cash flows, debt management, reserves, endowment) (2000 Characters Max)

10. Describe the demographic make-up of the community members you serve (2000-character max) (e.g. gender, race, income level, age, sexual orientation, etc.)

11. In what ways do your Board and staff reflect the community your organization serves if they do not, what efforts do you take to address that difference? (2000-Characters Max)

12. How does the organization incorporate the values of diversity, equity, and inclusion in its operations? (2000 Characters Max)

13. How does the organization address diversity, equity, and inclusion as part of its strategic plan? (2000 Characters Max)

14. Name of Individual filing out application?

15. Brief project summary (1-2 Sentences up to 500 characters)

16. Project Narrative - Please provide a detailed description of your capital project including purpose and impact of the project, funding goals, timeline, other sources of funding, etc. (5000 Character Limit)

17. Which one of the six Mary Morton Parsons Foundation focus areas does the project most align?

18. Requested amount.

19. The total cost of the project.

20. Amount raised to date.

21. Estimate for post completion operating costs.

22. Financial plan for sustaining the project after the grant (2000 Character Max)

23. Uploads PDF:

    a. Cover Letter - The cover letter must be from an official of the organization stating that the organization has formally approved the proposed program.

    b. List of Organization's Current Governing Board and its Officers.

    c. Project Budget.

    d. Organization's Current Operating Budget.

    e. Recent Financial audit. Please include your most recent financial audit with your application.

    f. Recent IRS 990. Please include your most recent IRS 990 with your application.

    g. IRS Determination letter. The determination letter should include a copy of the organization's IRS certification indicating that the organization is exempt under Section 501(c)(3) and is not classified as a private foundation as defined in Section509(a).

    h. Other (photo, capital campaign brochure, etc.)

24. How long did it take to complete this application?

25. We would appreciate you sharing any feedback (good or bad) you have regarding the online application process. Please note, any feedback you provide will have no impact on your organization's funding decision.

GUIDELINES

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.

- Most 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.

REGISTER

You will need to create an account. Click The Mary Morton Parsons GOapply Portal to start. Once your organization is registered, you will be notified via email and will be provided access to GOapply. Thereafter, you can login and return to the application using your email and password.

REGISTER A NEW ACCOUNT

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 approved and logged 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

Eligibility Phase: You first complete and submit the Contact Form which will trigger a conversation with The Mary Morton Parsons Foundation's Executive Director. From there, it will be determined if you move to the next Phase of the application.

The first phase of the application is the "Contact Form" under the Opportunity of "Grant Application." Click "View" and "Apply" to start the application.

My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
VIEW		Grant Application	https://www.mmparsonsfoundation.org/guidelines/		

Grant Application

Contact Form   APPLY

Summary

The Mary Morton Parsons Foundation is pleased to accept your organization's application. Getting started: Please complete the application, so we may learn more about your organization and your funding request.

Please complete the entire Contact Form and submit this phase of the application. If Foundation Staff invites you to continue to the next phase of the application, you will receive an email to continue the process in GOapply.

Contact Form

Organization Information

Nonprofit Name *

Tax ID *

Address *

City *

State *

Zip Code *

Is this your first time applying for a grant with The Mary Morton Parsons Foundation?

No   Yes

Primary Contact Information

First Name *

Last Name *

Job Title *

Phone Number *

Email Address *

Project Title *

Total Cost of Project *   **Amount Raised to Date** *

Brief Project Description *

2000 characters remaining

SAVE DRAFT   < PREVIOUS   SUBMIT

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.

QUESTIONS

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