



FPW GOApply Grants Portal User Guide

Introduction

FPW is using 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 applying.

First, a brief overview of how applications are set up in GOapply:

When you log in to GOapply, you will see a list of applications that you are eligible to apply for on the **Opportunities** tab. Applications with *multiple* phases will be advanced by your Grantmaker.

The term “**phase**” refers to the step in the grant process, like LOI, full proposal, grant agreement, or final report.

Once the next phase is available to you, you will see it on your **In Progress** tab.

Getting Started

If this is your first time using FPW’s GOapply system, you’ll need to register your account. You will register as an individual user connected to an organization.

1) Visit the Registration Page

Go to: <https://goapply.akoyago.com/fpwgrants>



Welcome to the Foundation for Pennsylvania Watershed's Grant Applicant Portal (NEW)

This is a NEW system. All first-time users are considered "New Users" and will need to create a new account. User names and passwords from the old grants portal will not work.

New Users: Click on the "Create New Account" button to complete the registration process and create your login credentials.

Existing Users: Enter your credentials and log in. If you forgot your password, please use the "Forgot Your Password?" link to reset your password.

Questions? Email us at grants@thefpw.org.

Sign in to your account

Or [create a new account](#)

Your Email



example@company.com

Your Password



Password



Remember me

[Forgot password?](#)

Sign in

2) Click "Create a New Account"

Everyone will need to create a new account whether you have applied for a FPW grant in the past or not.

3) Register your Organization

- Search for your organization using your Tax ID (EIN) or select to enter the information manually.
- We recommend using your EIN — the system can automatically pull in your organization's information and easily match you in our system.
- If there are multiple entities using the same EIN, you may see multiple options. Please select the organization that is applying for the grant regardless of fiscal sponsorship.



Search by Organization Employer Identification Number (EIN)

Every organization 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](#)

Note: If the information displayed under your organization is not correct (like address or phone number) you will have the option to update this after registration is complete.

4) Complete the Registration Form

- Confirm or fill in your organization's details and your contact information.
 - Each individual should complete the registration form using their own contact information. All users registered to the same organization will see all of that organization's information and grants.
- Set a password (minimum 10 characters).
- Click Register.

Important Note: Once your account has been created, you will receive an email confirming that your grant portal access has been updated. This email will confirm that your account has been "Approved" and that your permission updated to "Submitter." There's no action needed from you. If you have any issues logging into the system, we recommend giving it a few minutes before you log back in. If the issue persists, please contact FPW staff.

5) Log In and Get Started

Now you can log in anytime to view open opportunities, start applications, complete required reporting, and track your submissions.

Password Assistance

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 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 logged into GOapply, you'll see four links at the top of the page: **In Progress**, **Submissions**, **Opportunities**, and **Organizational Profile**.



[In Progress](#) [Submitted](#) [Opportunities](#) [Organization Profile](#)

The **In Progress** dashboard shows which applications you have in progress. This includes applications and upcoming reports.

The **Submitted** dashboard allows you to view your submitted applications and reports. Click the **View** link to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right. Changes to an application cannot be made after submitting.

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.

The **Organization Profile** tab is where you can view or edit information about your organization.

Applications

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

Starting an Application

The application homepage is where you can find the due date, summary, brief description, and the contact for that application.

(If you need assistance with the application, please reach out to the application contact.)

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.

On each page, you can choose to Save a Draft or Continue without Saving. Drafts will appear in your In Progress dashboard. When you’re finished with the phase, 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, which can be finished from the In Progress dashboard.



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

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 Submitted.

You will 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 Submitted dashboard. Changes to an application cannot be made after submitting.

Contact

If you have any questions, please contact FPW's grants program administrator Maggie Anderson at manderson@thefpw.org.