



GRANT APPLICATION INSTRUCTIONS



Inspire The Community

Discuss your grant application with the Foundation today, by calling 231-869-3377. You can e-mail Program Officer Hannah Naples at hannah@oceanafoundation.org.

GRANT APPLICATION INSTRUCTIONS

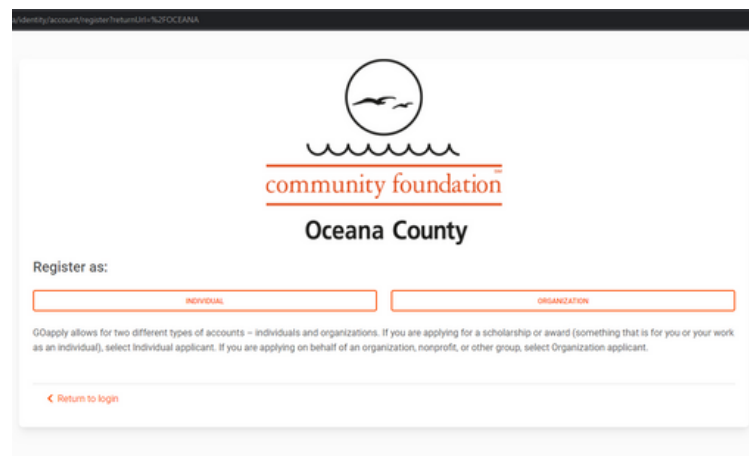
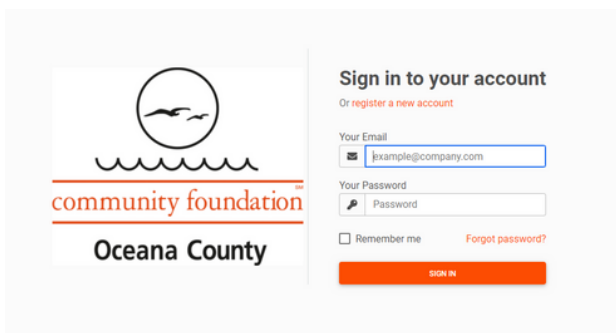
Creating an Application

1. Start at **oceanafoundation.org**. Click on Apply for a Grant under the Grants tab.



2. Scroll down the page to enter the GoApply portal. This is where you will submit your application. Create a new user profile and select Organization applicant. ***If you utilized your account in Fall 2021, you will need to reset your password using the password reset instructions found on our website above the GoApply portal.***

Community Grant Application opens Friday, March 11th 2022! Once you've read the directions, click below to enter the NI utilized your account in Fall 2021, you will need to reset your password using [these directions](#). All others, enter the por below.



GRANT APPLICATION INSTRUCTIONS

Application of Intent

3. Enter your EIN/Tax ID or click **Skip, manually enter**, to continue. **Register** your organization to continue to the grant site. You will still need to enter an EIN within the grant application.

The left screenshot shows the 'Oceana County community foundation' logo and a search bar. Below the search bar, there is a 'Skip, manually enter' button highlighted with a red box. The right screenshot shows the 'Fill out this information to create your account' page. It includes fields for Organization Name, EIN/Tax ID, Address line 1, Address line 2, City, State, Zip code, First Name, Last Name, Email, Password, and Confirm Password. A 'REGISTER' button is highlighted with a red box.

4. Upon logging in, the page will be directed to submissions. Click on **Opportunities** and then on **View** to view the Community Grant Application.

The screenshot shows the 'My Opportunities' page. The 'Opportunities' tab is selected. A table lists opportunities with columns: Fiscal Year, Application Name, and Guideline URL. The 'View' button for the 'Community Grant Application' is highlighted with a red box.

Fiscal Year	Application Name	Guideline URL
2021	Community Grant Application	https://oceanafoundation.org/grants/grant-guidelines/

5. To start the Application of Intent, click **Apply** on the right hand side of the screen.

The screenshot shows the 'Application of Intent' page. It includes a 'Due Date: 12/15/2021 7:00 AM' and a 'Contact' section. The 'Apply' button is highlighted with a red box.

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Application of Intent

6. Complete the Application of Intent. This gives your organization details and indication of your request for support. If approved, you will move on to the full grant application.

Submissions Opportunities Organization Profile	
Application of Intent	
Organization and Project Information	
Mission and Goals *	
<input type="text"/>	
History *	
<input type="text"/>	
Programs and Activities *	
<input type="text"/>	
Project Name *	
<input type="text"/>	
Project Start Date *	
<input type="text" value="mm/dd/yyyy"/>	
Project End Date *	
<input type="text" value="mm/dd/yyyy"/>	
Amount Requested *	
<input type="text"/>	
Total Project Cost *	
<input type="text"/>	

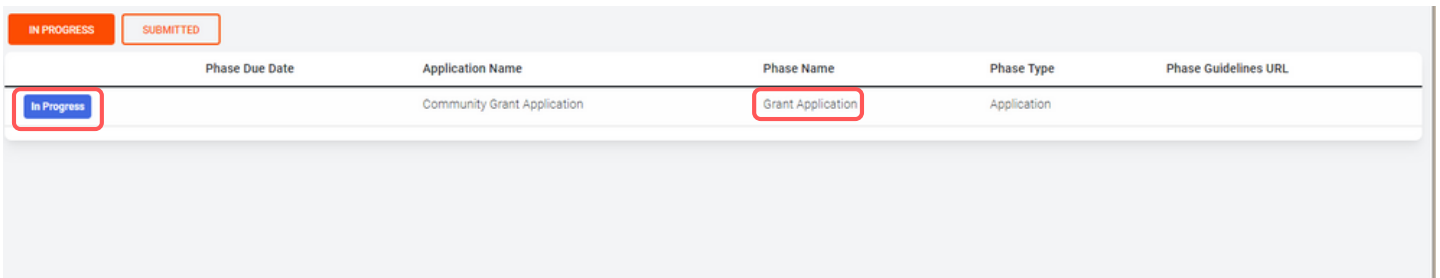
When the application of intent is successfully submitted you will see the below message and your submission will be viewable under the submitted tab of the login page.

Submissions Opportunities Organization Profile	
Application of Intent	
Thank you for completing the application submission	

GRANT APPLICATION INSTRUCTIONS

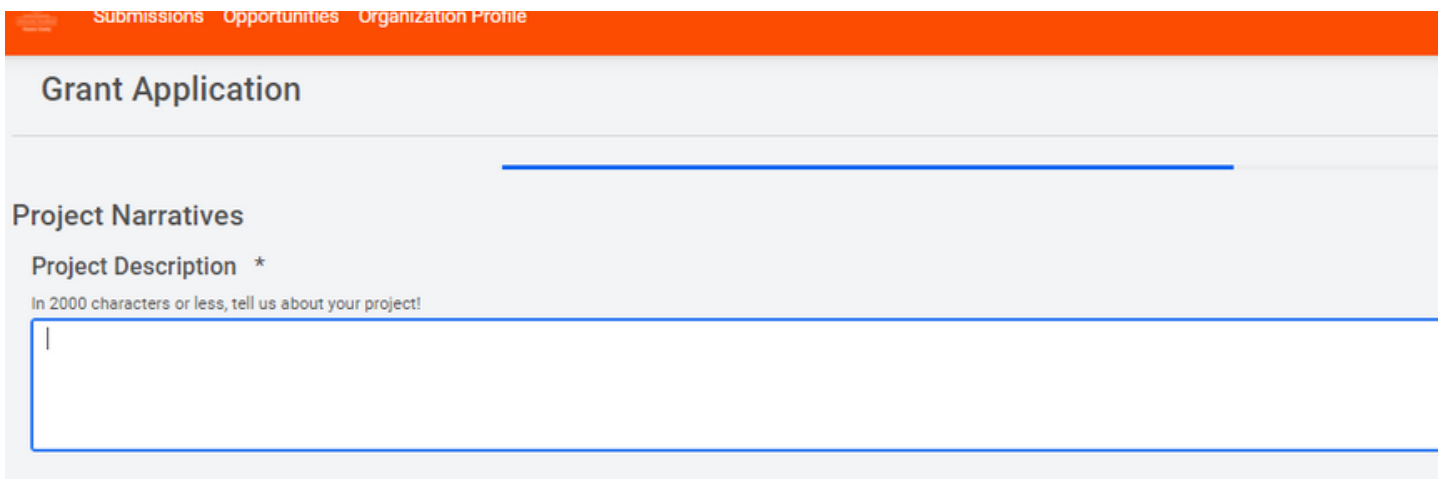
Starting the Grant Application

7. You will receive an email from Danielle within 2-3 business days notifying you of the status of your Application of Intent. If approved, the full grant application will appear under **IN PROGRESS** on the login page. Click the blue **In Progress** button to continue to the grant application.

A screenshot of a web application interface. At the top, there are two buttons: 'IN PROGRESS' (highlighted with a red box) and 'SUBMITTED'. Below these is a table with five columns: 'Phase Due Date', 'Application Name', 'Phase Name', 'Phase Type', and 'Phase Guidelines URL'. The first row of the table has 'In Progress' in the first column (highlighted with a red box), 'Community Grant Application' in the second, 'Grant Application' in the third (highlighted with a red box), 'Application' in the fourth, and a blank space in the fifth.

IN PROGRESS	SUBMITTED			
Phase Due Date	Application Name	Phase Name	Phase Type	Phase Guidelines URL
In Progress	Community Grant Application	Grant Application	Application	

8. Start the Grant Application. There are multiple narratives to complete. Please limit your response to the character limits provided and carefully proofread your answers.

A screenshot of the 'Grant Application' form. At the top, there is a navigation bar with 'Submissions', 'Opportunities', and 'Organization Profile'. Below this is a header 'Grant Application'. The main section is titled 'Project Narratives' and contains a form for 'Project Description *'. The form has a text area with a blue border and a placeholder text: 'In 2000 characters or less, tell us about your project!'.

Submissions Opportunities Organization Profile

Grant Application

Project Narratives

Project Description *

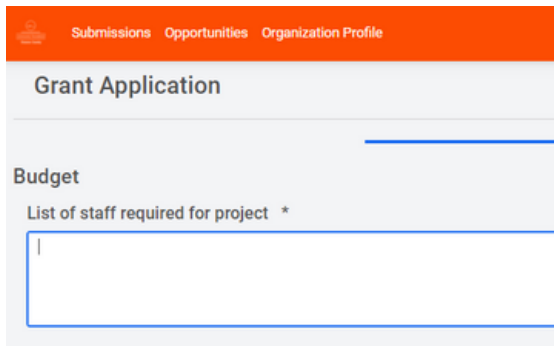
In 2000 characters or less, tell us about your project!

****Save often, at least after each page!**

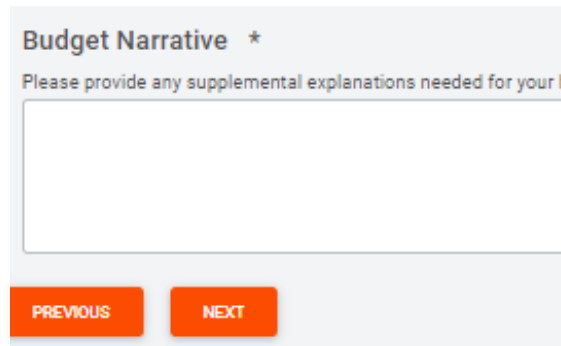
GRANT APPLICATION INSTRUCTIONS

The Grant Application

9. Complete the **Budget** and **Budget Narrative** as it pertains to the grant request.

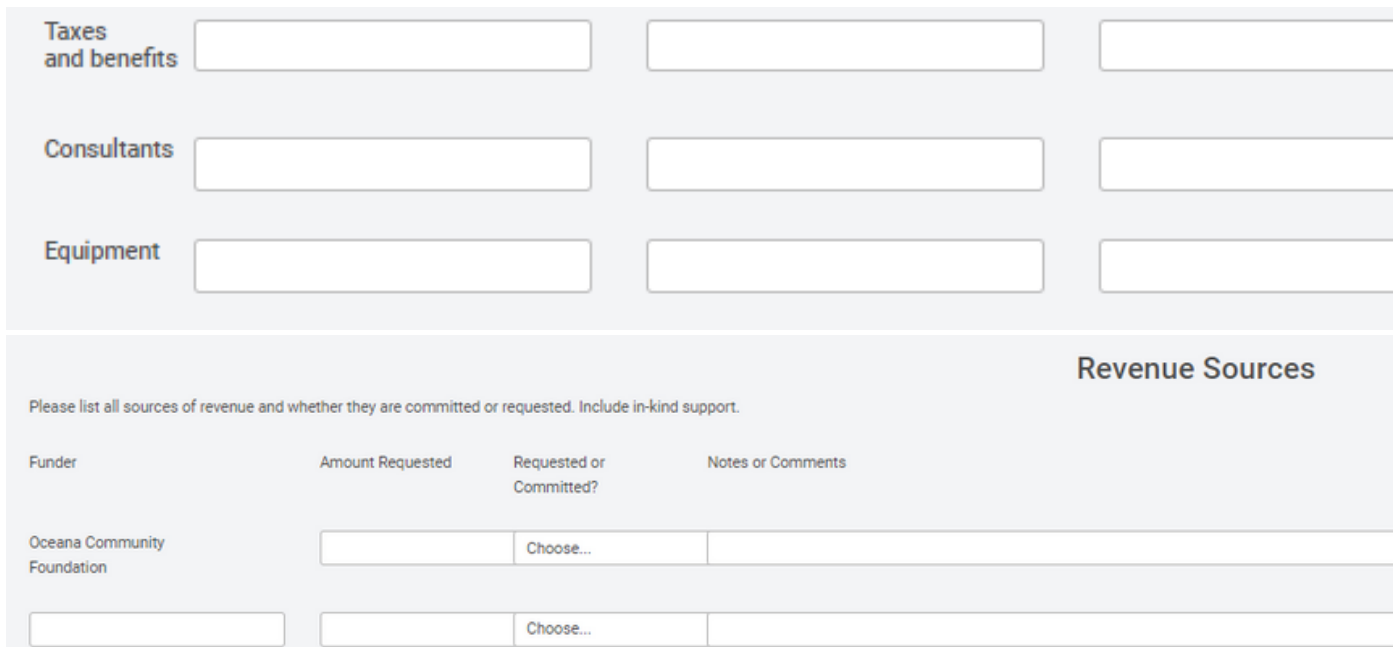


The screenshot shows a web interface with a top navigation bar containing 'Submissions', 'Opportunities', and 'Organization Profile'. Below this is a 'Grant Application' section. Under the 'Budget' heading, there is a label 'List of staff required for project *' followed by a large, empty text input field.



The screenshot shows a 'Budget Narrative' section with a title and an asterisk. Below the title is a prompt: 'Please provide any supplemental explanations needed for your'. This is followed by a large, empty text input field. At the bottom of the form are two orange buttons labeled 'PREVIOUS' and 'NEXT'.

10. Enter the full expense and revenue list for your proposal. Your project expenses should be equal to your revenue sources.



The screenshot displays a form for entering expenses and revenue. The top section, titled 'Taxes and benefits', 'Consultants', and 'Equipment', contains three rows of input fields. The bottom section, titled 'Revenue Sources', includes a prompt: 'Please list all sources of revenue and whether they are committed or requested. Include in-kind support.' Below this is a table with four columns: 'Funder', 'Amount Requested', 'Requested or Committed?', and 'Notes or Comments'. The first row of the table has 'Oceana Community Foundation' in the 'Funder' column, an empty input field in 'Amount Requested', a dropdown menu with 'Choose...' in 'Requested or Committed?', and an empty input field in 'Notes or Comments'. A second row is partially visible below it.

Funder	Amount Requested	Requested or Committed?	Notes or Comments
Oceana Community Foundation	<input type="text"/>	Choose...	<input type="text"/>
<input type="text"/>	<input type="text"/>	Choose...	<input type="text"/>

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The Grant Application

11. Click submit once the Grant Application is complete. You will then be directed to this page. Both the Application of Intent and the Grant Application will be available for view under **Submissions**.

Grant Application

Thank you for completing the application submission

Submissions

IN PROGRESS

SUBMITTED

	Application Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision Date
View	Community Grant Application	3/3/2022 2:55 PM	Application of Intent	003651	Pending		
View	Community Grant Application	3/3/2022 3:35 PM	Grant Application	003651	Pending		

Applications are reviewed by a subcommittee of the Foundation's Board of Trustees. You will receive notification of the decision via E-Mail.