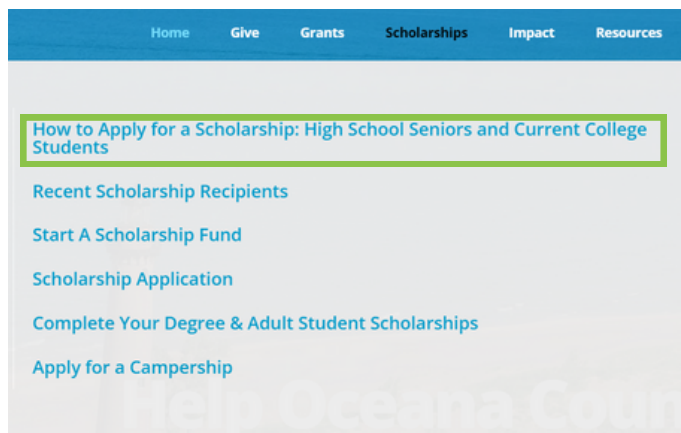


SCHOLARSHIP APPLICATION INSTRUCTIONS

1. Start at **oceanafoundation.org**. Click on *How to Apply* under the *Scholarships* tab.

2. After reading through all the instructions, scroll down the page to enter the GoApply portal where you will submit your grant application.



3. You will need to use the "register a new account" button

A screenshot of the Oceana Community Foundation login and registration form. On the left is the Oceana Community Foundation logo, which features a stylized green leaf and a blue and orange circular graphic. On the right, the text 'Sign in to your account' is displayed in bold. Below it, the link 'Or register a new account' is highlighted with a green box. The form includes two input fields: 'Your Email' with a placeholder 'example@company.com' and 'Your Password' with a placeholder 'Password'. There is a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom is a dark blue 'SIGN IN' button.

SCHOLARSHIP APPLICATION INSTRUCTIONS


4. If registering as a new user, be sure to register as an individual.

Register as:

☐ INDIVIDUAL

☐ ORGANIZATION

5. After logging in or registering your new account, the screen will automatically open to the "Submissions" page, this page will show your "In Progress" applications and your "Submitted Applications". Please refer to this page when you need to work on your applications that you saved as a draft, or to look at your submitted applications.

 Submissions Opportunities

IN PROGRESS SUBMITTED

6. To access the application, click on "Opportunities" in the top navigation bar.

7. To open the application, click "VIEW"

My Opportunities		
	Fiscal Year	Opportunity Name
VIEW		2024 Scholarship Application
VIEW	2023	Community Grant Application - Fall 2023

8. Next you click, "Apply" to start the application.

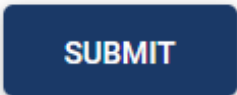
APPLY

SCHOLARSHIP APPLICATION INSTRUCTIONS

To save a draft of an application, click "Save Draft" after each page to save your work. You will be able to come back to an "In Progress" application after hitting "Save Draft". **When complete**, you will click "Submit" and keep your browser open until you are prompted that your application has been submitted. If you do not keep your browser open for the appropriate amount of time, then your application may not submit.

A light blue rectangular button with rounded corners and a subtle drop shadow, containing the text "SAVE DRAFT" in white, uppercase, sans-serif font.

SAVE DRAFT

A dark blue rectangular button with rounded corners and a subtle drop shadow, containing the text "SUBMIT" in white, uppercase, sans-serif font.

SUBMIT

**Please contact Hannah Naples if you need any assistance
at (231) 869-3377 or hannah@oceanafoundation.org**

A large, stylized graphic in the background featuring a light green plant stem with a leaf and several concentric, curved lines in light blue, grey, and peach tones.