GRANT APPLICATION INSTRUCTIONS

*Inspire the Community*

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.**
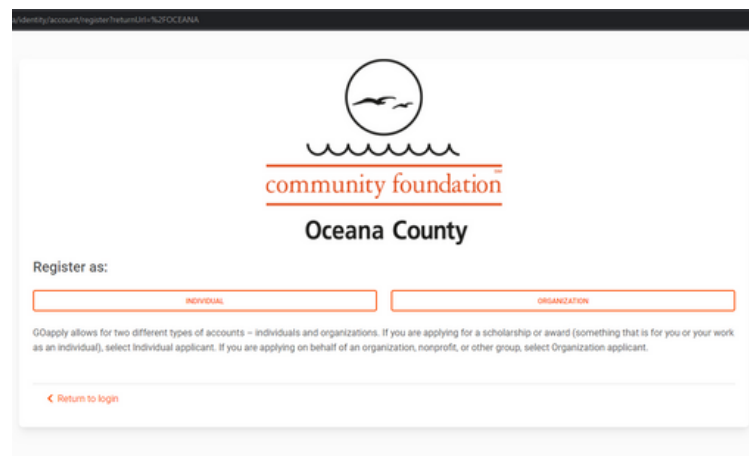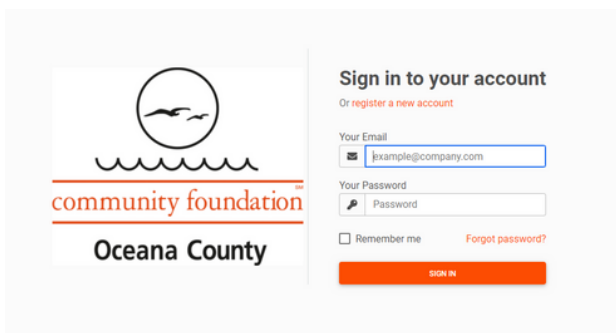
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Application of Intent

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.

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

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

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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.

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.
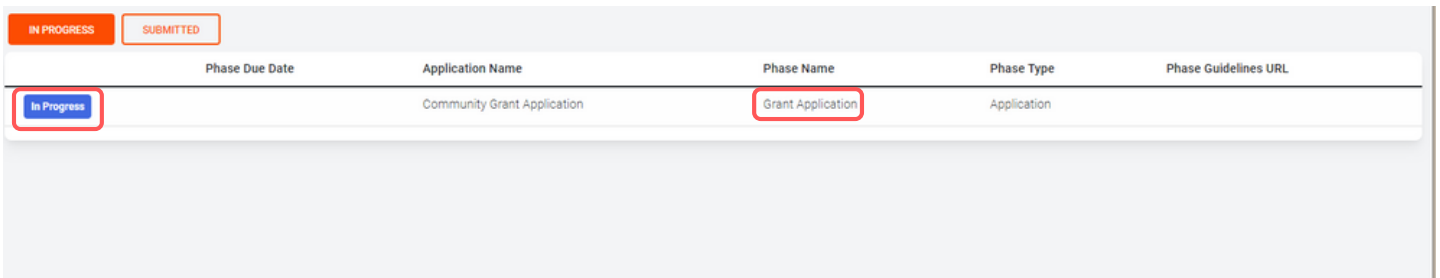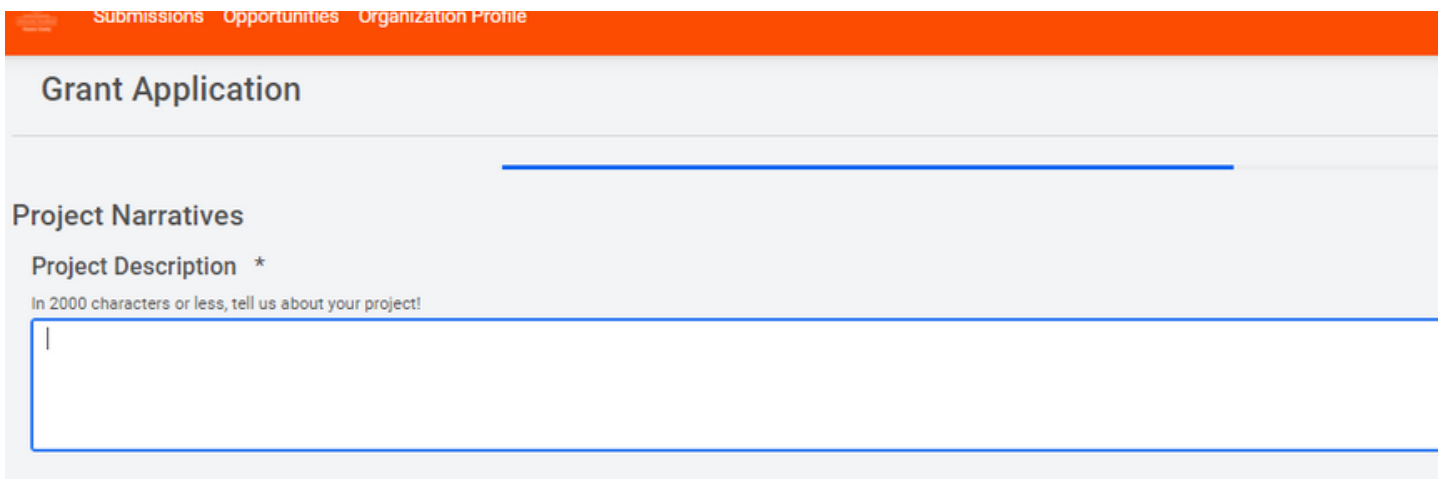
Starting the Grant Application

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.

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.
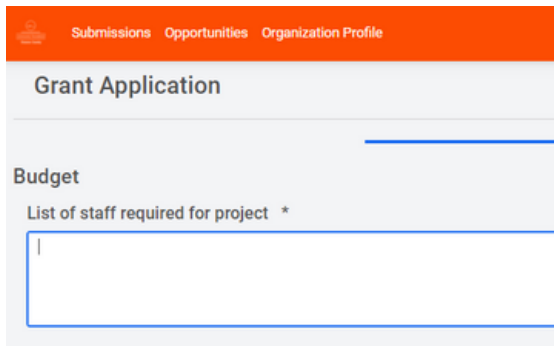

**Save often, at least after each page!
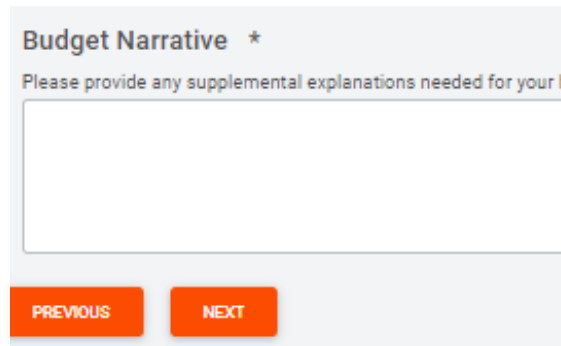
The Grant Application

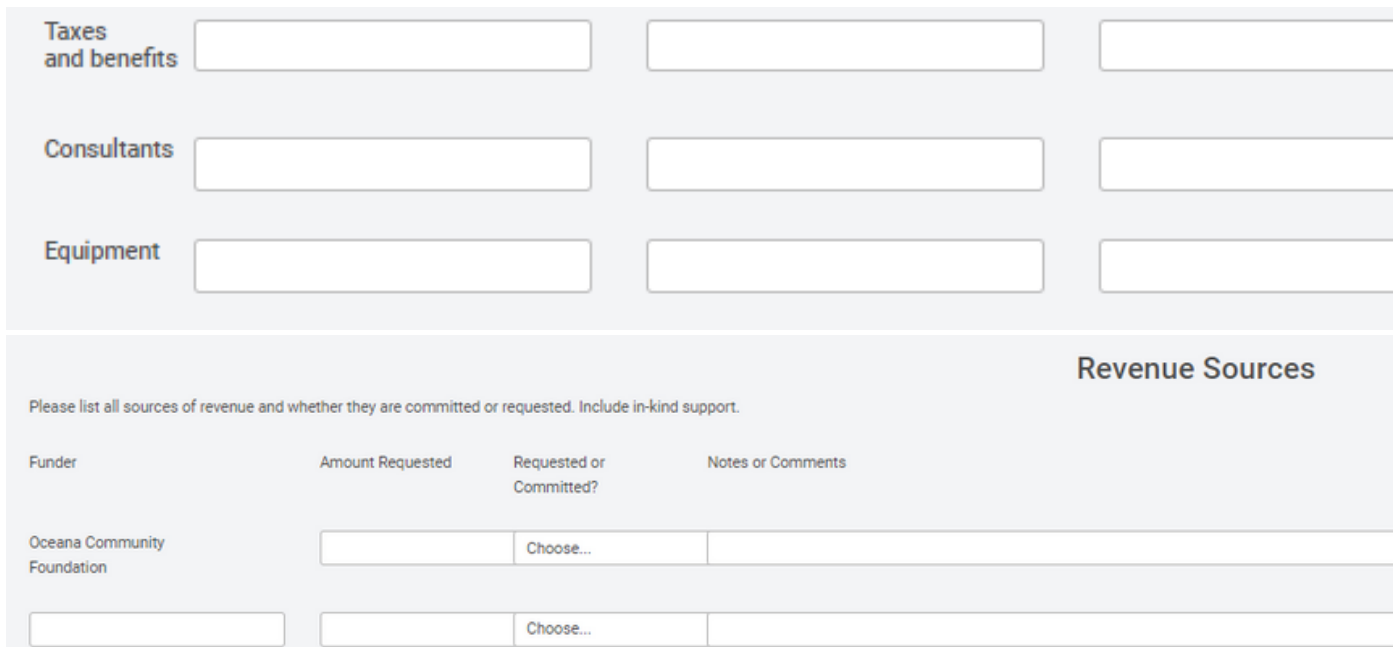**9.** Complete the **Budget** and **Budget Narrative** as it pertains to the grant request.

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

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.**

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