



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 Danielle Siegel at danielle@oceanafoundation.org.

GRANT APPLICATION INSTRUCTIONS

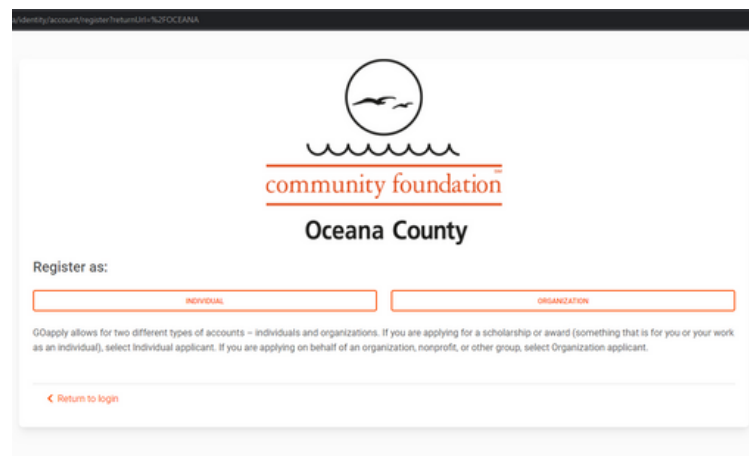
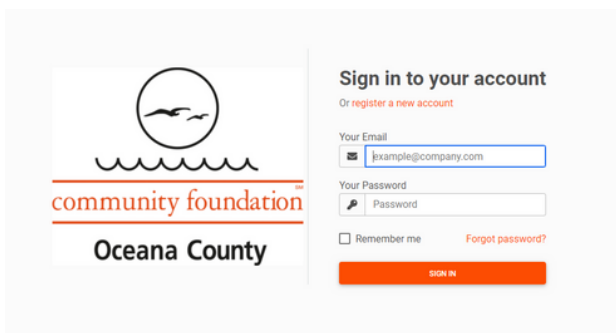
Creating an Application

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 the 'Community Grant Application' for the '2021' fiscal year. A 'View' button is highlighted with a red box.

	Fiscal Year	Application Name	Guideline URL
View	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. The 'Apply' button is highlighted with a red box.

GRANT APPLICATION INSTRUCTIONS

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 *

History *

Programs and Activities *

Project Name *

Project Start Date *
mm/dd/yyyy

Project End Date *
mm/dd/yyyy

Amount Requested *

Total Project Cost *

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

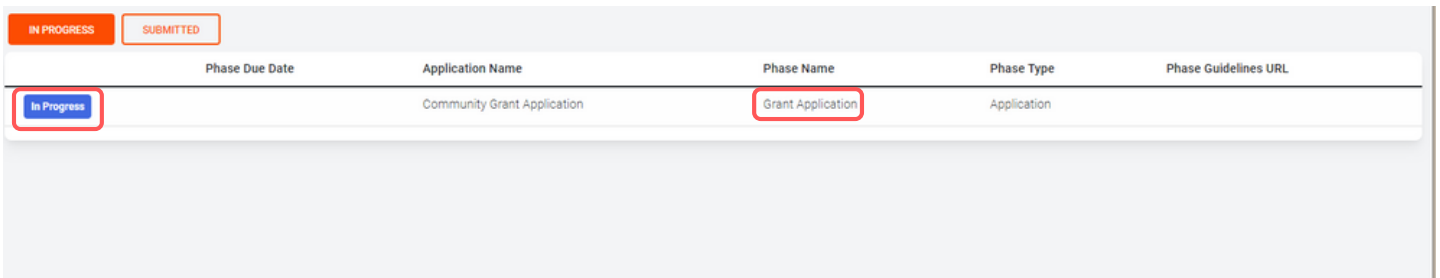
Application of Intent

Thank you for completing the application submission

GRANT APPLICATION INSTRUCTIONS

Starting the Grant Application

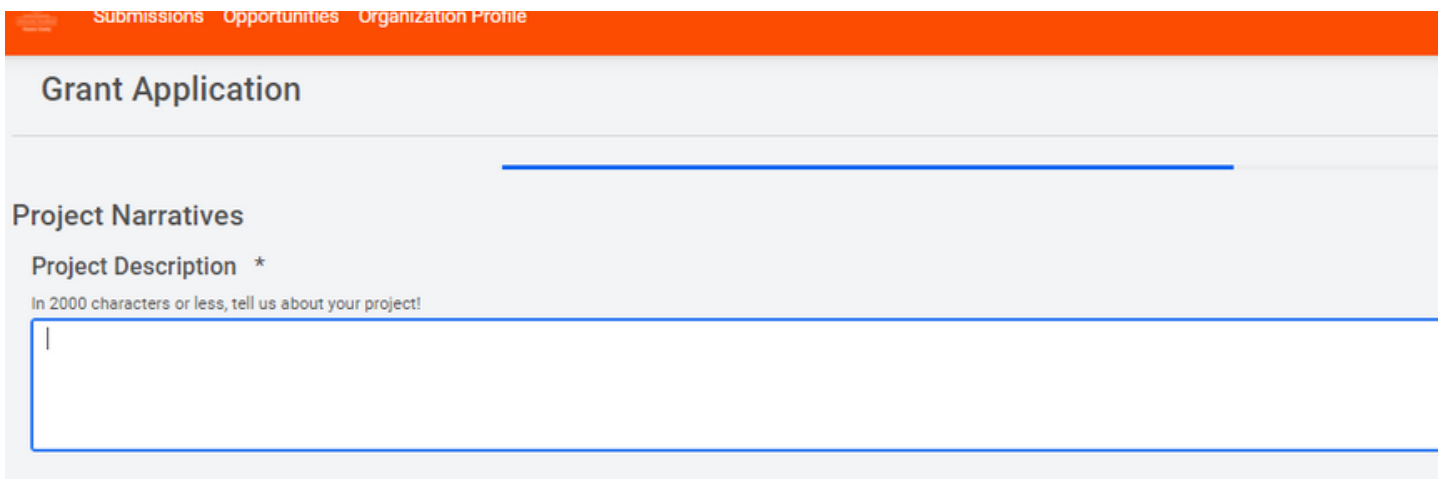
7. You will receive an email from Danielle within 2-3 business days notifying you of the status of your Application of Intent. If approved, the full grant application will appear under **IN PROGRESS** on the login page. Click the blue **In Progress** button to continue to the grant application.



A screenshot of a web application interface showing a table of application statuses. 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 'Phase Due Date' column (highlighted with a red box), 'Community Grant Application' in the 'Application Name' column, 'Grant Application' in the 'Phase Name' column (highlighted with a red box), and 'Application' in the 'Phase Type' column.

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.



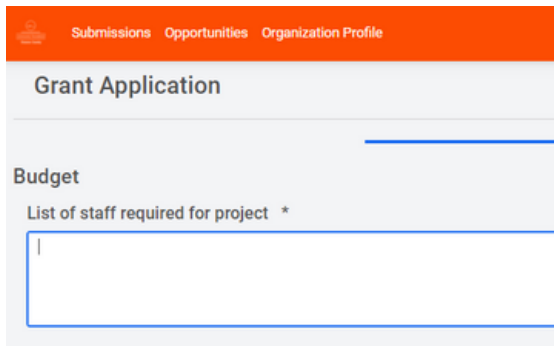
A screenshot of the 'Grant Application' form. At the top, there is a navigation bar with 'Submissions', 'Opportunities', and 'Organization Profile'. Below this is a header section titled 'Grant Application'. The main content area is titled 'Project Narratives' and contains a section for 'Project Description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

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

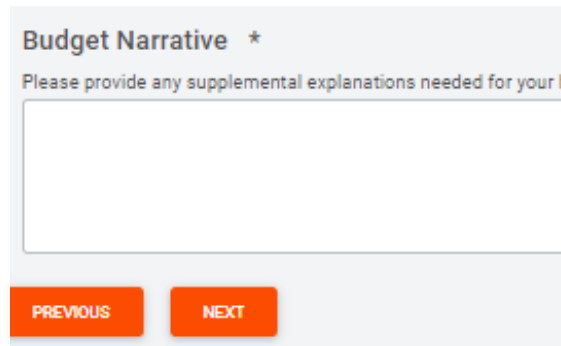
GRANT APPLICATION INSTRUCTIONS

The Grant Application

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

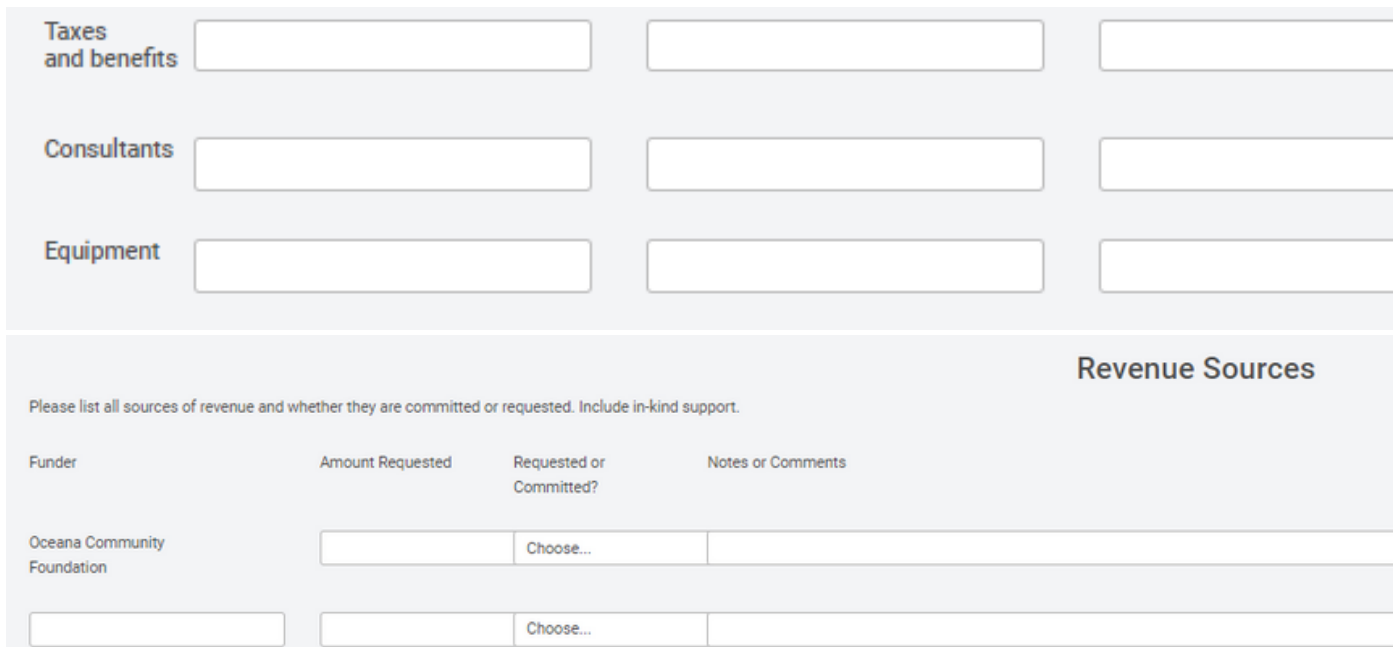


The screenshot shows the 'Grant Application' form with a navigation bar at the top containing 'Submissions', 'Opportunities', and 'Organization Profile'. The 'Budget' section is highlighted, showing a label 'List of staff required for project *' and a text input field.



The screenshot shows the 'Budget Narrative' form with a title 'Budget Narrative *' and a prompt 'Please provide any supplemental explanations needed for your'. Below the prompt is a large text area and two 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 shows the 'Expense and Revenue Sources' form. It has two main sections: 'Expenses' and 'Revenue Sources'. The 'Expenses' section has three rows for 'Taxes and benefits', 'Consultants', and 'Equipment', each with three input fields. The 'Revenue Sources' section has a title 'Revenue Sources' and 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 table has two rows, one for 'Oceana Community Foundation' and one for an empty row.

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

GRANT APPLICATION INSTRUCTIONS

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.