

MATHILE FAMILY FOUNDATION

APPLICANT GUIDE

INTRODUCTION

Thank you for your interest in applying for a grant from the Mathile Family Foundation! We use an online application portal called GOapply to accept grant requests.

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

When you log into GOapply, you will see “Opportunities” at the top. This dashboard will show applications that are currently open and accepting submissions.

After completing Organization and Contact Information, you will be asked additional questions about your organization and funding request. Based on your responses, the application will guide you to either the **Grant Interest Form** or the **Returning Application**.

- If you are directed to the **Grant Interest Form**, this is the first stage of a two-stage application process. Grant Interest Forms are accepted and reviewed on a rolling basis. It can take several weeks for us to respond with feedback from the Grant Committee. If invited to apply, the full application will be available to you in GOapply in the “In Progress” dashboard.
- If you are directed to the **Returning Application**, this is a single-stage application process and does not require the completion of a Grant Interest Form. Applications are accepted according to the published deadlines.

If you are awarded a grant, this is also the portal where you will complete your Final Report at the end of the grant period.

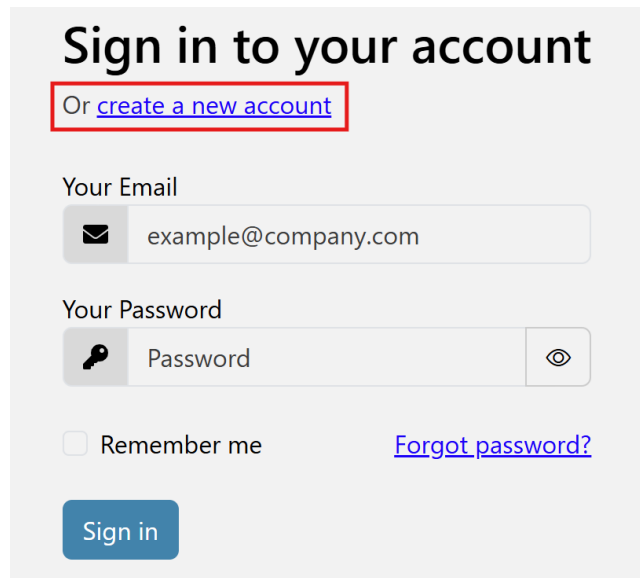
You will have the ability to see applications started and submitted by others in your organization and can work collaboratively to complete an application.

The following user guide will take you through how to create an account, apply for grants, and navigate the portal.

This link will take you to the online portal:
<https://goapply2.akoyago.com/mff/>

CREATE AN ACCOUNT

If this is your first time using GOapply, you'll need to create and register an account. When you land on the sign in page, you will select **Create a New Account**.



Sign in to your account

Or [create a new account](#)

Your Email

 example@company.com

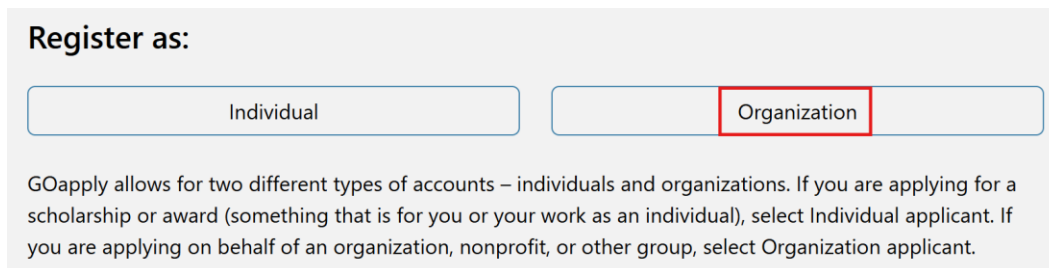
Your Password

 Password 

☐ Remember me [Forgot password?](#)

Sign in

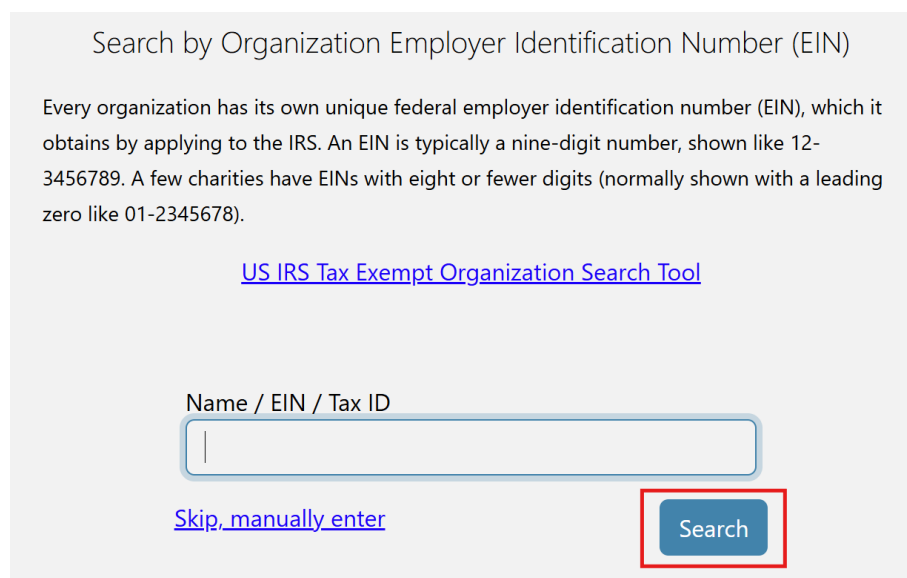
You'll be asked to register as an Individual or an Organization. Choose **Organization**.



Register as:

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

Enter your Tax ID/EIN, then click **Search**.



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**

If your organization is not found, you can “Search again” and use the [US IRS Tax Exempt Organization Search Tool](#) or “Skip, manually enter” and manually input your organization’s information.

Organizations matching: 35-4151431 [Search again](#) [Skip, manually enter](#)

No Results

If your organization is found and is correctly displayed, click **Select**. If the organization is not correct, you can choose to “Search again” or “Skip, manually enter” and manually input your organization’s information.

Organizations matching: 31-1257219 [Search again](#) [Skip, manually enter](#)

Mathile Family Foundation
Mission: Transforming the lives of those in need through meaningful collaborations that create hope and opportunity. Vision: A Family Foundation forever committed to learning and growing together by sharing God’s blessings in service of those most in need.

431 E. Third Street
Suite 200
Dayton, OH 45402
AKA: MFF

03 : 501(c)(3) Charitable Organization

Select

The next page will be your Organization Profile. Your organization’s information will autofill, but you will need to enter some additional information including your name and email address. You will also create a password for your account. Once complete, click **Register**.

Fill out this information to create your account

* Organization Name EIN / Tax ID

Address line 1

Address line 2

* City State/Province * Postal code

* Country Department

* First Name * Last Name

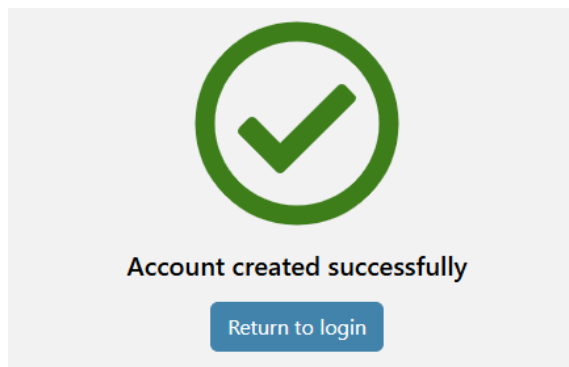
* Email * Confirm Email

* Password * Confirm Password

Your password must be 10-100 characters long.

Register

After clicking **Register** the system will log you out and you should see a screen like this:



Your registration should be automatically approved. You will receive an automated email that your registration has been approved and that you have access to GOapply. Once you receive that email, you will go back to your browser and click **Return to Login** to log in with your username and password.

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 approved and logged into GOapply, you will see four sections at the top of the page:

In Progress Submitted Opportunities Organization Profile

In Progress

The In Progress Dashboard shows phases that have been started (or have been advanced to) but have not been submitted. This is also where new phases will appear when the Foundation gives the organization access to them (such as Electronic Payment Information forms and Final Reports).

- Click "View" to open the phase

In Progress				
		Opportunity Name	Phase Name	Modified On
View		New Organization/Project Process	Grant Interest Form	9/30/2026 2:03 PM
View		Returning Grantee Process	Application	4/29/2025 10:29 AM
View		Capacity Building Grant Process	Application	4/23/2025 1:44 PM

Submitted

The Submitted Dashboard displays all submitted phases.

- Click “View” to view your submitted application
- Click “Download” to download the submitted application as a PDF

Submitted				
	Opportunity Name	Most Recent Submit Date (Dep.)	Phase Name	Request
View	Returning Grantee Process	11/1/2024 1:48 PM	Application	Download
View	New Organization/Project Process	9/3/2024 11:38 AM	Grant Interest Form	Download
View	Returning Grantee Process	3/14/2024 11:12 AM	Final Report	Download

Opportunities

The Opportunities dashboard shows applications that are currently open and accepting submissions.

- Click “View” to start an application

My Opportunities		
	Fiscal Year	Opportunity Name
View	2027	Grantee Application Process

Organization Profile

The Organization Profile dashboard is where you can view or edit information about your organization. This profile is shared between accounts linked to your organization.

COLLABORATE ON A REQUEST

If more than one person in your organization would like to work on an application collaboratively, you can each register for an account and input your organization’s Tax ID when registering. This allows you to work on the same application form together and review anything previously submitted by your organization.

You can see a complete list of users from your organization by going to the “Organization Profile” and clicking on “GOapply Users”. You can also deactivate users if someone in your organization is no longer at your organization or using their account.

		ORGANIZATION PROFILE	GOAPPLY USERS
Active Users			
Name			Action
Annie Nelson			DEACTIVATE
Emily Hughes			DEACTIVATE

REQUESTS

Click **View** next to the opportunity name that you would like to apply for.

My Opportunities

	Fiscal Year	Opportunity Name
View	2027	Grantee Application Process

Once you click “View”, you will be taken to a page that provides a brief description about the opportunity you have chosen. Click on **Apply** to start the application for that opportunity.

Grant Application

Grantee Application Process 2027

Apply

Starting A Request

Upon clicking Apply, you will be asked to review your Organization Profile information and confirm it is correct. Once you have reviewed the information and made any necessary updates, click **Continue to Submission** to proceed to the application

Filling Out A Request

On each page, you can choose to “Save Draft”. Drafts will appear in your “In Progress” dashboard. When you’re finished with the phase, click **Submit**. You must complete all required fields to submit your request. This includes the required attachments. If you do not have a requested attachment, please upload a document indicating that you do not have this document and why.

If you access a request from your “Opportunities” dashboard and see the below message, it means you or another user in your organization 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](#)

Submitting A Request

You can view all your submitted phases in your “Submissions” dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please contact Annie Nelson at (937) 264-4600 or info@mathilefamilyfoundation.org.