



USER GUIDE

A GUIDE FOR GOapply USERS (APPLICANTS)



INTRODUCTION

The Community Foundation of Chippewa County is using a system called GOapply to accept grant applications, grant contracts and progress reports. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

The Community Foundation of Chippewa County currently offers three different Grant Cycles.

GIVE CHIPPEWA COUNTY GRANT CYCLE (GCC)

Grants are available once per year, in July.

Funding is awarded in the Fall and ranges from \$750 - \$2,500.

- Your organization must be either a 501(c)(3) nonprofit organization, or a public charity as defined in section 170(b)(1)(A) of the Internal Revenue Code (IRC) (i.e. Churches, schools, and government entities may apply.)
- Your project must originate in Chippewa County and demonstrate strong volunteer involvement and build upon the strengths of the community.

COMMUNITY NEEDS GRANT CYCLE (CN)

Grants are available once per year, opening in August and closing in October.

Funding is awarded near the beginning of each calendar year and ranges from \$500 - \$6,500.

- Your organization must be either a 501(c)(3) nonprofit organization, or a public charity as defined in section 170(b)(1)(A) of the Internal Revenue Code (IRC) (i.e. Churches, schools, and government entities may apply.)
- Your project must benefit the people and communities of Chippewa County.

NORTHWESTERN BANK SCHOOL MINI-GRANT CYCLE (NB)

Grants are available once per year, opening in August and closing in October.

Funding is awarded in December with grants up to \$350.

- You must be a 3rd – 8th grade educator in a public or private school within Chippewa County.
- Grant money must be used for innovative learning and motivational activities or service-learning projects – ongoing and repeat projects may be considered.

This link will take you to the new grant Portal: [GOapply Grant Portal](#)

CREATING AN ACCOUNT

If this is your first time using GOapply, you will need to **Create a New Account**

COMMUNITY FOUNDATION of CHIPPEWA COUNTY

Sign in to your account

[create a new account](#)

Your Email

Your Password

Remember me [Forgot password?](#)

Enter your EIN # and 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](#)

If you do not know your EIN # you can click on the **US IRS Tax Exempt Organization Search Tool** to search the IRS database or **Skip to manually enter** to enter your organization information

***For Schools/Educators:** *Please select the "Skip, manually enter" option, and manually enter your school district as the organization.*

Once your organization is correctly displayed, click **Select**

Organizations matching: 39-2024542 [Search again](#) [Skip, manually enter](#)

Community Foundation of Chippewa County

404 1/2 N Bridge St
Chippewa Falls, WI 54729

03 : 501(c)(3) Charitable Organization

Enter your contact information

* First Name

* Last Name

* Email

* Confirm Email

* Password

* Confirm Password

Your password must be 10-100 characters long.

[< Return to login](#)

After clicking **Register**, the system will log you out and you will see the following message:

Community Foundation Of Chippewa County



Account Created Successfully

Please check your inbox for your registration confirmation

[RETURN TO LOGIN](#)

to **Log in** with your username and password.

You will receive an email that your registration has been approved. You may now login to GOapply to complete an application, check on the status of an application and review submitted applications.

PASSWORD ASSISTANCE

If you're unable to log in or forgot your password, click "**Forgot Password**" on the login screen and follow the prompts to reset your credentials. You can also update your password at any time by selecting "**User Settings**" from the dropdown menu in your online portal next to your name in the top right corner.

If the issue persists, please contact our office at 715-723-8125 for further assistance.



Sign in to your account

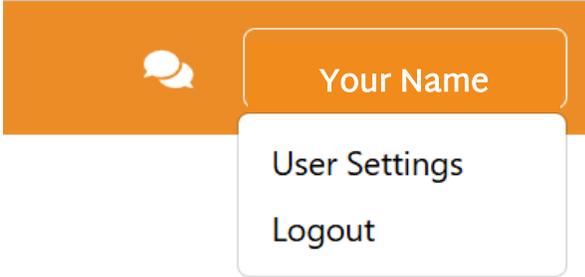
Or [create a new account](#)

Your Email

Your Password
 [Forgot password?](#)

Remember me

[Sign in](#)



 [Your Name](#)

- User Settings
- Logout



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. This information will automatically populate in your application, so you will not need to enter it each time you apply.

Opportunities

The Opportunities dashboard shows which grant cycles are currently open and accepting applications. Click **View** to choose the application you wish to apply for.

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
View	2025	Give Chippewa County Grant Cycle		CFCC Grants Help Desk	grants@yourlegacyforever.org

Give Chippewa County Grant Cycle 2025

Give Chippewa County Grant Application

Due Date: 7/25/2025 11:59 PM America/Chicago

Print Blank Apply

Summary

GRANT GUIDELINES

Give Chippewa County favors grant proposals that:

- Originate in Chippewa County and demonstrate strong volunteer involvement
- Promote collaboration and reduce service duplication
- Help people help themselves
- Build upon the strengths of the communities
- Make a tangible difference in meeting an important community need
- Demonstrate a high level of sustainability

Generally, grants will not be funded for routine operating expenses, annual campaigns and/or endowments, re-granting by another organization, direct support of individuals, lobbying or political organizations and ongoing/repeat grants to the same project. Grants are typically awarded between \$750 - \$2,500.

Submission of application does not guarantee funding (see description below)

Once you click “View”, you will be taken to a page that provides a brief description of the opportunity you have chosen.

Click on **Apply** in the upper right-hand corner to start the application for that opportunity or **Print Blank** to get a hard copy.

If you see the below message, it means you have either previously submitted an application or you have a draft of the current application in progress. If your application has a status of “Draft” click on the View button to continue editing or go to the “In-Progress” dashboard and click on the View button to complete it.

i There are previous submissions or drafts for this application. [See submissions](#)

Confirm that your Organization Profile information is correct. If anything is missing or inaccurate, click “I Need to Fix”, edit information, and click “Submit Changes”, Otherwise select “Everything looks fine”.

Confirm organization information, is this correct? ✕

Community Foundation of Chippewa County
Tax ID : 39-2024542

 404 1/2 N Bridge St
Chippewa Falls, WI 54729

 (715)723-8125

Filling out the application

Each grant cycle will have different sets of questions that will need to be answered. You can move from field to field by using the tab key or clicking in the field with your mouse. If a question has a red asterisk, it is a required field and will need to be filled in before you can move to the next page or submit an application.

Each page will have a **Save Draft** button and **<Previous>** and **<Next>** page buttons on it. An application saved as a draft will appear in your “In-Progress” dashboard and you can come back in any time, up until the application deadline, and continue where you left off.

When you’re finished with the application, click the **Submit** button. You must complete all required fields (*) to submit your application. This includes any required attachments.

Please note that **changes to an application cannot be made after you click submit!** Double check your application is complete prior to clicking the Submit button.

After submitting your application, you will receive a popup message that your submission was successful. You should also receive an email confirmation.

Your submission is processing and may take several minutes.

Please check your email for confirmation of this submission.

You can close this page.

In Progress

The In Progress dashboard shows grant applications that are currently in progress but have not yet been submitted. Click **View** to open the application and continue editing. All previously entered data will be saved.

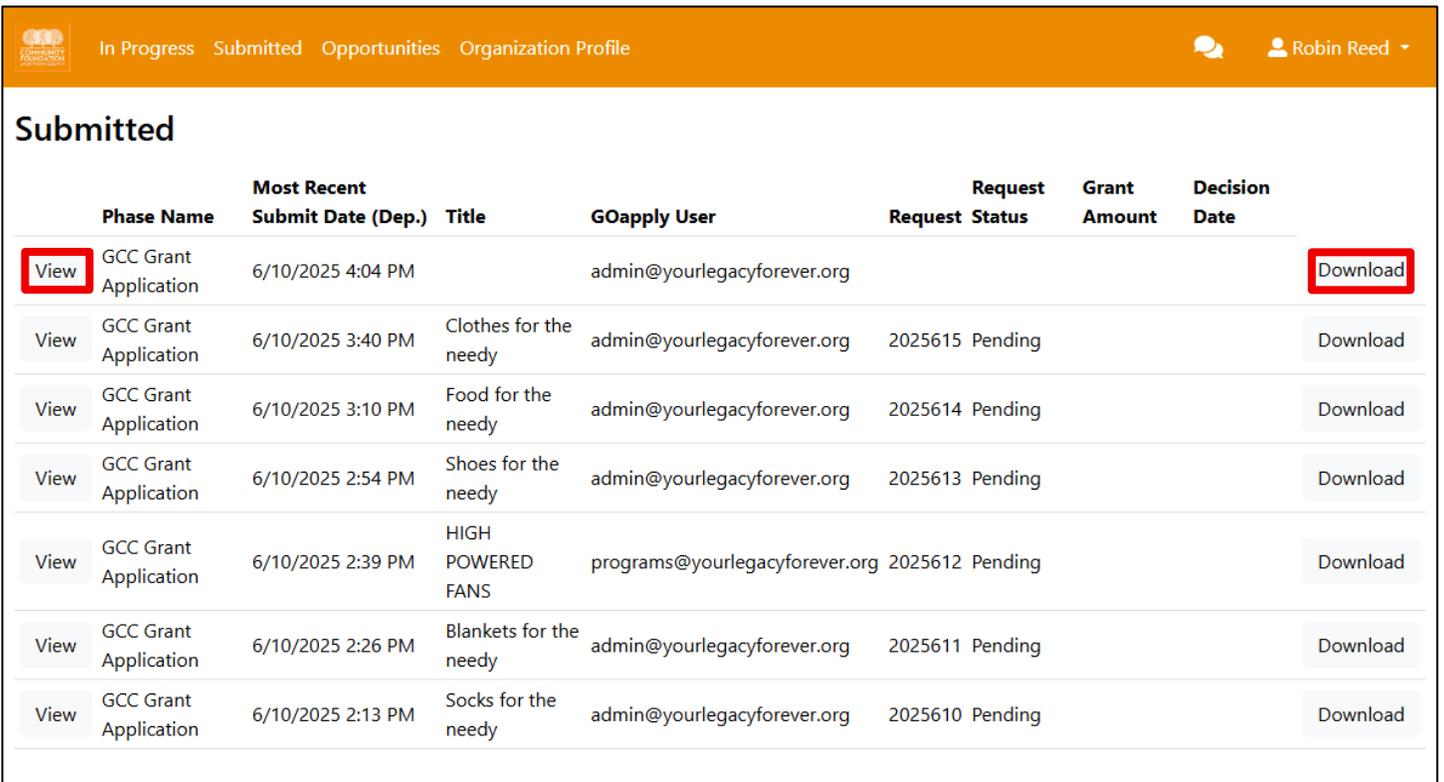


	Phase Due Date	Opportunity Name	Phase Name	Progress (%)	Created On	
View	7/25/2025 11:59 PM	Give Chippewa County (GCC) Grant Cycle	GCC Grant Application	58	6/11/2025 9:51 AM	Delete

Click the **Delete** button to delete the entire application and start over.

Submitted

The Submitted dashboard shows applications, grant contracts and progress reports that have previously been submitted by your organization. Click **View** to open the document or **Download** to download a PDF copy for your records. Please note, these documents can only be viewed and cannot be changed!



	Phase Name	Most Recent Submit Date (Dep.)	Title	GOapply User	Request Status	Grant Amount	Decision Date	
View	GCC Grant Application	6/10/2025 4:04 PM		admin@yourlegacyforever.org				Download
View	GCC Grant Application	6/10/2025 3:40 PM	Clothes for the needy	admin@yourlegacyforever.org	2025615 Pending			Download
View	GCC Grant Application	6/10/2025 3:10 PM	Food for the needy	admin@yourlegacyforever.org	2025614 Pending			Download
View	GCC Grant Application	6/10/2025 2:54 PM	Shoes for the needy	admin@yourlegacyforever.org	2025613 Pending			Download
View	GCC Grant Application	6/10/2025 2:39 PM	HIGH POWERED FANS	programs@yourlegacyforever.org	2025612 Pending			Download
View	GCC Grant Application	6/10/2025 2:26 PM	Blankets for the needy	admin@yourlegacyforever.org	2025611 Pending			Download
View	GCC Grant Application	6/10/2025 2:13 PM	Socks for the needy	admin@yourlegacyforever.org	2025610 Pending			Download

If you are awarded a grant, you will use the GOapply portal to submit your grant contract and progress report. They will be available in the InProgress Dashboard

If you have any questions, please contact grants@yourlegacyforever.org and a member of our staff will assist you.