



BALL BROTHERS FOUNDATION APPLICANT GUIDE

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GOAPPLY INTRODUCTION

Ball Brothers Foundation is using a system called GoApply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

Please note, the screenshots in this guide are templates, GoApply or emails received may appear different due to formatting and branding, however the functionality remains.

GETTING STARTED

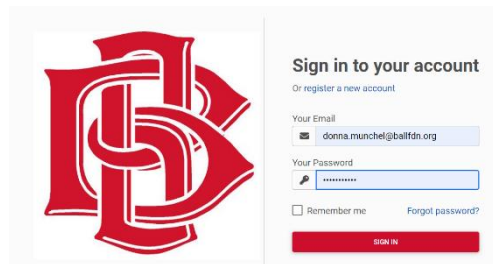
You will need to either create your account or migrate an old account. GoApply underwent major updates that require previous version 1.0 users to migrate to version 2.0.

MIGRATE YOUR ACCOUNT

Previous Ball Brothers Foundation GoApply version 1 accounts were automatically migrated to version 2. Using the new GoApply version 2 access link, <https://goapply2.akoyago.com/BALLBROS>, will take you to the new version. The first time accessing your account will require you to update your password.

HOME PAGE/LOGIN PAGE

The Login Page is the gateway for GoApply applicants. Access the Login Page using the URL: <https://goapply2.akoyago.com/BALLBROS>. Everyone must create an account before they can view or complete applications.

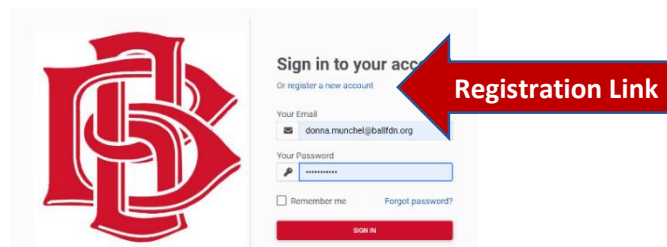


USER REGISTRATION

Ball Brothers Foundation does not award scholarships or funding to individuals so all accounts should be on behalf of an organization.

CREATING AN ACCOUNT

From the Login Page, click on the *Register New Account* link.



Click Organization

Register as:

INDIVIDUAL ORGANIZATION

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.

[← Return to login](#)

Select United States as your region (Ball Brothers Foundation does not award funding outside of the state of Indiana)

Search for your Organization

Choose your region: United States Canada

Search by Charity Employer Identification Number (EIN)

Every charity 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](#)

EIN / Tax ID

[Skip manually enter](#)

To register with Tax ID

Enter your EIN/Tax ID and click Search. GoApply will search for your organization and then ask you to confirm that it is correct on the next screen. If your organization is correctly displayed, click Select. **PLEASE NOTE: IF YOU ARE WITH AN ORGANIZATION THAT HAS MULTIPLE DEPARTMENTS LIKE A GOVERNMENTAL AGENCY OR UNIVERSITY, THERE MAY BE MULTIPLE OPTIONS TO CHOOSE FROM.** If you are unsure, go back and “skip manually enter” (see more info below).

You will then be taken to your Organization Profile. The organization’s information will autofill based on the EIN information on file with IRS Pub. 78. You will need to enter your contact information. The email address you enter will be used as your log in. Be sure your password has at least 10 characters. **EACH EMAIL ADDRESS MUST BE UNIQUE TO AN ORGANIZATION. IF YOU WILL BE SUBMITTING APPLICATIONS FOR MORE THAN ONE ORGANIZATION, PLEASE USE DIFFERENT EMAIL ADDRESSES FOR EACH ACCOUNT.**

Click Register. Ball Brothers Foundation will need to approve your registration. You will be notified by email when your access to GoApply has been approved.

Fill out this information to create your account

| | | |
|---|---|------------------------------------|
| * Organization Name | EIN / Tax ID | |
| <input type="text" value="Ball Brothers Foundation"/> | <input type="text" value="35-0682856"/> | |
| Address line 1 | | |
| <input type="text" value="222 S Mulberry Street"/> | | |
| Address line 2 | | |
| <input type="text" value="P.O. Box 1408"/> | | |
| * City | State | * Zip code |
| <input type="text" value="Muncie"/> | <input type="text" value="IN"/> | <input type="text" value="47308"/> |
| * First Name | | * Last Name |
| <input type="text"/> | | <input type="text"/> |
| * Email | | |
| <input type="text"/> | | |
| * Password | | * Confirm Password |
| <input type="password"/> | | <input type="password"/> |

To register manually

If you choose to register manually, you will be taken directly to your organization profile. Fill in the form with your organization's information and your contact information. The email address you enter will be used as your log in. Be sure your password has at least 10 characters. **EACH EMAIL ADDRESS MUST BE UNIQUE TO AN ORGANIZATION. IF YOU WILL BE SUBMITTING APPLICATIONS FOR MORE THAN ONE ORGANIZATION, PLEASE USE DIFFERENT EMAIL ADDRESSES FOR EACH ACCOUNT.**

PLEASE NOTE: IF YOU ARE WITH AN ORGANIZATION THAT HAS MULTIPLE DEPARTMENTS LIKE A GOVERNMENTAL AGENCY OR UNIVERSITY, PLEASE LEAVE THE EIN/TAX ID FIELD BLANK.


Click Register. Ball Brothers Foundation will need to approve your registration. You will be notified by email when your access to GoApply has been approved.

Fill out this information to create your account

| | | |
|--------------------------|----------------------|--------------------------|
| * Organization Name | EIN / Tax ID | |
| <input type="text"/> | <input type="text"/> | |
| Address line 1 | | |
| <input type="text"/> | | |
| Address line 2 | | |
| <input type="text"/> | | |
| * City | State | * Zip code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * First Name | | * Last Name |
| <input type="text"/> | | <input type="text"/> |
| * Email | | |
| <input type="text"/> | | |
| * Password | | * Confirm Password |
| <input type="password"/> | | <input type="password"/> |

PASSWORD ASSISTANCE

If you forget your password, click the Forgot Password link from the log in screen and follow the steps to reset.



Sign in to your account
Or register a new account

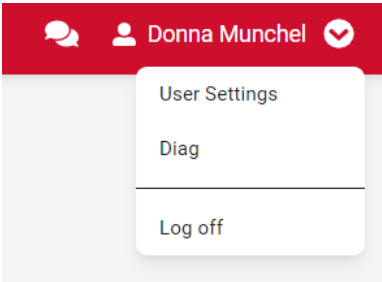
Your Email

Your Password

Remember me [Forgot password?](#)

← Password Reset Link

You can also reset your password at any time when logged into your account by clicking on the dropdown next to your name in the top right and going to User Settings.



Donna Munchel

- User Settings
- Diag
- Log off

Change Password

| | | |
|--------------------------|--------------------------|--------------------------|
| * CurrentPassword | * Password | * Confirm Password |
| <input type="password"/> | <input type="password"/> | <input type="password"/> |

DASHBOARDS

Once you are approved and logged into GOApply, you will see three options, Submissions, Opportunities and Organization Profile.

Submissions Opportunities Organization Profile

Submissions: The submissions dashboard shows applications that are currently *In Progress* (drafts) or that have been *Submitted*.

Submissions

| IN PROGRESS | SUBMITTED | | | | | | |
|-------------|-----------|-------------|----------------|------------------|------------|------------|----------------------|
| ID | Request # | Modified On | Phase Due Date | Application Name | Phase Name | Phase Type | Phase Guidelines URL |
| No Results | | | | | | | |

From the In Progress screen, you can click View to access a draft application.



Submissions

| IN PROGRESS | SUBMITTED | | | | | | |
|-------------|-----------|-------------|-------------------|---------------------------------|-------------|-------------|--|
| ID | Request # | Modified On | Phase Due Date | Application Name | Phase Name | Phase Type | Phase Guidelines URL |
| VIEW | 0001606 | 00004310 | 8/15/2022 3:40 PM | Excellence in Teaching Award V2 | Application | Application | https://www.ballfdn.org/excellence-in-teaching-award |

View Button

From the Submitted screen, you can click View to view your submitted applications or download a copy of a submitted application in PDF form by clicking the download button on the right.

Submissions

| IN PROGRESS | SUBMITTED | | | | | |
|------------------|---------------------------------|--------------------|-------------|----------------|--------------|---|
| Application Name | Most Recent Submit Date | Phase Name | Request | Request Status | Grant Amount | Decision D |
| VIEW | Excellence in Teaching Award V2 | 8/12/2022 12:58 PM | Application | 00004310 | Pending |  |
| VIEW | Excellence in Teaching Award V2 | 8/11/2022 10:46 AM | Application | 00004307 | Pending |  |

Download Button

Opportunities: The Opportunities dashboard shows which applications are available to you for submission.

My Opportunities

| | Fiscal Year | Application Name | Guideline URL | Phase Contact | Email Address |
|------|-------------|-------------------------|--|---------------|---------------------------|
| VIEW | 2022 | Fisher Governance Award | https://static1.squarespace.com/static/5dcd62c79b5eac7b7a325b40/t/61b375df979eb82367b82a2e/1639151071384/FGA+GoApply+Guide+12-10-21+.pdf | Donna Munchel | donna.munchel@ballfdn.org |
| VIEW | 2022 | General Grant | https://static1.squarespace.com/static/5dcd62c79b5eac7b7a325b40/t/61ae6ad95834787173bf58c5/1638820569611/Preliminary+App+GOApply+Guide+11-8-21.pdf | Donna Munchel | donna.munchel@ballfdn.org |
| VIEW | 2022 | Rapid Grant | https://static1.squarespace.com/static/5dcd62c79b5eac7b7a325b40/t/61ae6dd6a1755e581b51d55a/1638821334235/Rapid+Grant+GoApply+Guide+11-8-21.pdf | Donna Munchel | donna.munchel@ballfdn.org |

Click View to see details about the application. Click Apply to start a new application.

Submissions Opportunities Organization Profile Review

Fisher Governance Award 2022

Application

APPLY

Contact

Donna Munchel

<https://static1.squarespace.com/static/5dcd62c79b5eac7b7a325b40/t/61b375df979eb82367b82a2e/1639151071384/FGA+GoApply+Guide+12-10-21+.pdf>

Organization Profile: This is where you can view or edit information about your organization.

Organization Profile

| | | |
|--|--|------------------------------------|
| Organization Name | Tax Id | |
| <input type="text" value="Ball Brothers Foundation"/> | <input type="text" value="35-0882856"/> | |
| Description/Mission | | |
| <input type="text" value="Ball Brothers Foundation is dedicated to the stewardship legacy of the Ball brothers and to the pursuit of improving the quality of life in Muncie, Delaware County, East Central Indiana, and Indiana through philanthropy and leadership."/> | | |
| Phone | Website | |
| <input type="text" value="765-741-5500"/> | <input type="text" value="www.ballfdn.org"/> | |
| General Email | Founded | No. Of Employees |
| <input type="text" value="info@ballfdn.org"/> | <input type="text" value="11/19/1926"/> | <input type="text" value="5"/> |
| Street 1 | | |
| <input type="text" value="222 S Mulberry Street"/> | | |
| Street 2 | | |
| <input type="text" value="P.O. Box 1408"/> | | |
| City | State | Zip |
| <input type="text" value="Muncie"/> | <input type="text" value="IN"/> | <input type="text" value="47308"/> |
| County | Country | |

COMPLETING APPLICATIONS

Starting an application: Begin by clicking View next to an application type on your Opportunities dashboard. Click Apply from the application home page.

Submissions Opportunities Organization Profile Review

Fisher Governance Award 2022

Application

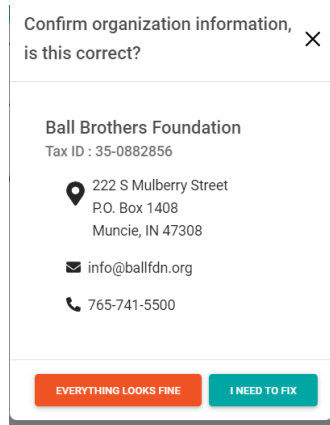
APPLY

Contact

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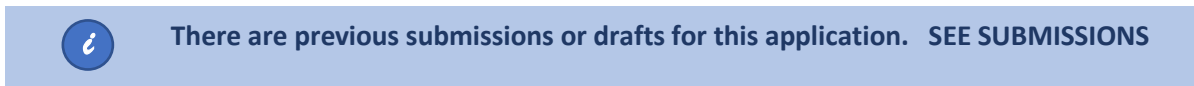
<https://static1.squarespace.com/static/5dcd62c79b5eac7b7a325b40/t/61b375df979eb82367b82a2e/1639151071384/FGA+GoApply+Guide+12-10-21+.pdf>

Upon clicking Apply, you will be asked to confirm that your Organization Profile information is correct. A pop-up window will ask you to verify or edit if needed. If anything is missing or inaccurate, click I Need to Fix, edit the information and click Submit Changes. After your changes are saved, click Back to Application to continue the application.



On each page of the application, you can either save a draft or continue without saving. Drafts will appear in your In Progress dashboard. When you are finished with the application, click Submit.

If you access an application from your Opportunities dashboard and see the below message, it means you either already submitted or have a draft submission of the same application type in your Submissions dashboard. **This is simply informational. It does not mean you cannot submit another application of the same type.**



Additional application phases: When the next phase of an application is available (full proposal, final report, etc.), it will appear in your In Progress dashboard.

PLEASE NOTE: NO CHANGES CAN BE MADE TO AN APPLICATION PHASE ONCE IT HAS BEEN SUBMITTED.

If you have any questions, please contact the foundation at info@ballfdn.org.