# Hello!

Welcome to **GoApply**, the Asian Cultural Council's application and grants management portal. Below you will find instructions on how to:

**General Points**

- We recommend using the latest version of Google Chrome or Mozilla Firefox.

- Save the GoApply login page to the bookmarks bar for quick, easy access.

- Use a desktop computer or laptop. If necessary, our portal is compatible with mobile devices. However, for the best user experience, we recommend a desktop or laptop.

- Be sure to click "Save Draft" to save information on an application page or form.

- If you encounter technical issues or require support with GoApply, please email application@accny.org.

## Register to GoApply

- Navigate to the GoApply login page here: https://goapply2.akoyago.com/acc
- If you already have a GoApply account, please use your email and password for that account to log in.
- If you are new to GoApply, click the "Create a new account" link.



- **Register as an (1) Individual or (2) Organization.**

    - Please select **one** of the following options: Individual or Organization.
    - If you are applying for a New York Fellowship, Individual Fellowship, or Graduate Fellowship, select Individual.
    - If you are applying for an Organization Grant, select Organization.



- **For Individual applicants, complete the form that appears:** all fields with an asterisk (*) are required.

asian cultural council

**Fill out this information to create your account**

| | |
|---|---|
| * First Name | * Last Name |
| | |
| * Email | * Confirm Email |
| ✉ | ✉ |
| * Password | * Confirm Password |
| 🔑 | 🔑 |

Your password must be 10-100 characters long.

Register

- **For Organizations, complete this section only if applicable.**
  - If the applicant is <u>not an organization based in the U.S. or Canada</u>, please select the "Skip, manually enter" option to proceed to the next phase.

**Search for your Organization**

Choose your region:  United States   Canada

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

- **For Organizations, please complete the organization-specific form:**
  - All fields marked with a red asterisk (*) are required.
  - Include the Employer Identification Number (EIN) only if applicable.
  - Enter the organization's primary contact when inputting the first name, last name, email address.

## Reset a Forgotten Password

- Click "Forgot Password" available on the GoApply login page.



- Enter the user's email address.

- An automated email notification with instructions will be sent to the user's inbox. Please follow the instructions in the email notification to reset the password.

- **Reset a password while logged on to GoApply as a user:**
  - Click on the downward arrow icon next to the user's name in the top right-hand corner of GoApply.
  - Click on "User Settings"
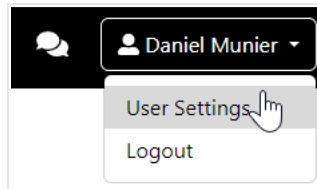


- Complete the fields on the "Change Password" page to complete the password reset.

## Navigate the GoApply Dashboard

- Once successfully registered, all GoApply users will have access to the GoApply dashboard.
- Users will be able to navigate to grant applications and access any in-progress grant administration forms.
- The three main tabs applicants will use are (1) In Progress, (2) Submitted, and (3) Opportunities.
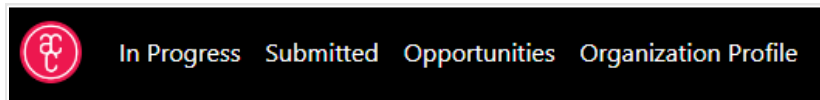


## "In Progress" Tab

- The **In Progress** tab will show an application that has not been submitted and is in draft form. Click "View" to access the application.

### In Progress

| | Phase Due Date | Opportunity Name | Phase Name | Progress (%) | Created On | GOapply Phase Name | |
|---|---|---|---|---|---|---|---|
| View | 11/18/2024 11:59 AM | 2025 Organization Grant Application (New) | 2025 ORG - Grant Application | 27 | 9/10/2024 1:20 PM | 2025 ORG - Grant Application | Delete |

## "Submitted" Tab

- The "submitted" tab displays and allows users to access submitted applications.
- Click "View" to view the submitted application.
- To download a submitted application, click the download button on the last column on the right.

### Submitted

| | Opportunity Name | Most Recent Submit Date (Dep.) | Phase Name | Request | Decision Date | GOapply Phase Name | |
|---|---|---|---|---|---|---|---|
| View | 2025 Organization Grant Application (New) | 9/4/2024 12:37 PM | 2025 ORG - Grant Application | 008317 | | 2025 ORG - Grant Application | Download |

Transcript/Recommendation Requests

| Daniel | Munier | dmunier@accny.org | Former professor | Recommendation | Completed | Edit | Resend Email |
|---|---|---|---|---|---|---|---|

## "Opportunities" Tab

- The opportunities tab displays all open applications: New York Fellowship, Individual Fellowship (Single and Joint), Graduate Fellowship, and Organization Grant.
- Click "View" next to each application type to access the application of your choice.
- On the next screen, click on the "Apply" button located on the right-side of the screen to access the application.
- When completing ACC applications through GoApply, please be sure to thoroughly review the guidelines available on the **ACC website**.
- ACC will only accept **one** application submission **per applicant** during each grant cycle, regardless of whether the applications are for different grant opportunities. ACC will only consider the first application submitted.

## My Opportunities

| | Fiscal Year | Opportunity Name | Opportunity Guideline URL | Phase Contact | Email Address |
|---|---|---|---|---|---|
| View | 2025 | 2025 New York Fellowship Application (New) | https://www.asianculturalcouncil.org/our-work/programs/fellowships-and-grants/new-york-fellowship | Asian Cultural Council | application@accny.org |