



**COMMUNITY FOUNDATION**  
of RANDOLPH COUNTY

BRINGING PEOPLE & RESOURCES TOGETHER



# Grant Application INSTRUCTIONS

# The Community Foundation of Randolph County Grants

The Community Foundation of Randolph County traditionally offers three (3) grant cycles:

- Women's Fund of Randolph County Grant Cycle
  - Organization must be based in Randolph County and provide services to women, children, and/or families
- Spring Grant Cycle\*
- Fall Grant Cycle\*
  - Organization must serve residents of Randolph County

\*An organization may only receive funding once per year through the Spring and Fall cycles.

## Dates to Remember

January 1, 2026

Women's Fund grant application available online at

February 13, 2026

**Women's Fund grant application due by 2:00pm**

February 23, 2026

Grant application for Spring Cycle available online at

March 31, 2026

**Application for Spring Cycle due by 4:00pm**

August 24, 2026

Grant application for Fall Cycle available online at

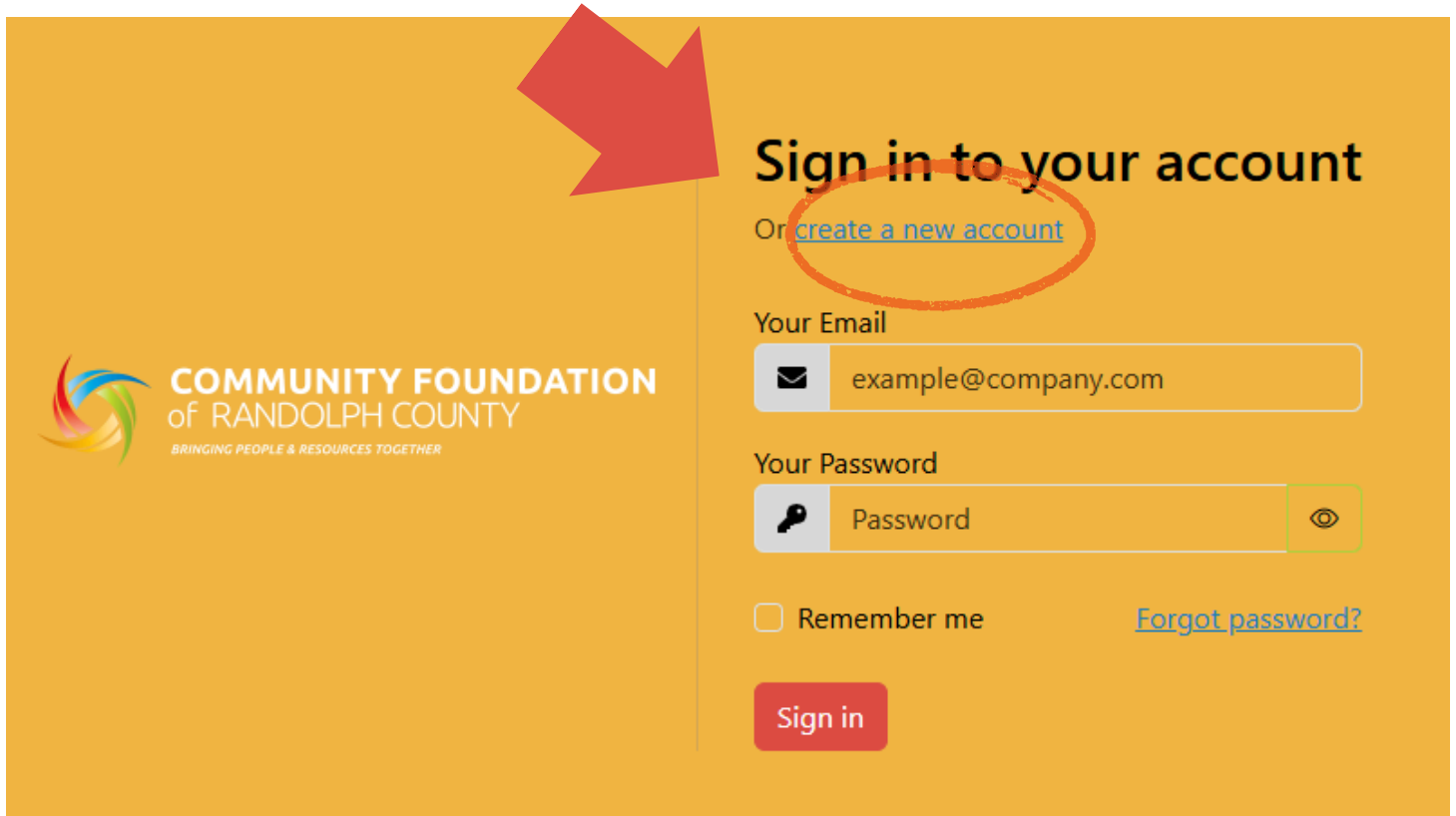
September 30, 2026

**Application for Fall Cycle due by 4:00pm**

# Account Creation for GOapply

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## Create an Account



The screenshot shows the login interface for the Community Foundation of Randolph County. On the left is the logo with the text "COMMUNITY FOUNDATION of RANDOLPH COUNTY" and the tagline "BRINGING PEOPLE & RESOURCES TOGETHER". On the right, the heading "Sign in to your account" is followed by the link "Or [create a new account](#)", which is circled in red. Below this are input fields for "Your Email" (containing "example@company.com") and "Your Password" (containing "Password" and a toggle icon). There is a "Remember me" checkbox and a "[Forgot password?](#)" link. A red arrow points to the "create a new account" link, and a red "Sign in" button is at the bottom.

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Sign in to your account  
Or [create a new account](#)

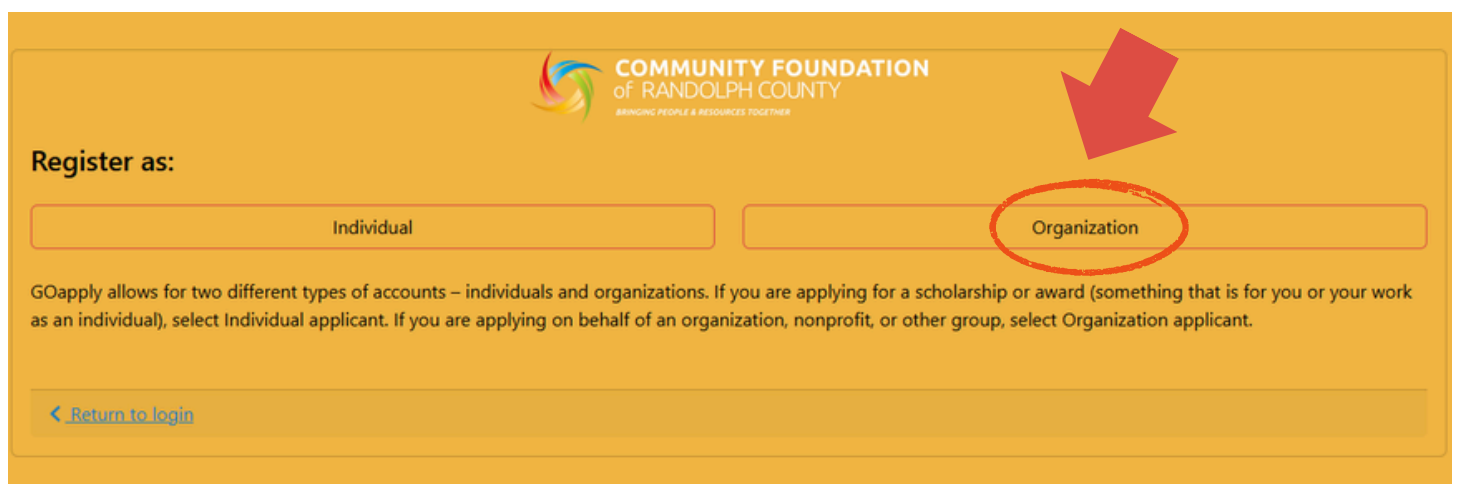
Your Email  
example@company.com

Your Password  
Password

☐ Remember me [Forgot password?](#)

Sign in

## Register as an Organization



The screenshot shows the registration page for the Community Foundation of Randolph County. At the top is the logo. Below it, the heading "Register as:" is followed by two buttons: "Individual" and "Organization". The "Organization" button is circled in red, with a red arrow pointing to it. Below the buttons is a paragraph explaining the two account types. At the bottom left is a "[Return to login](#)" link.

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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](#)

# Enter Your Organization's EIN and Search



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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

[Return to login](#)

## Select Your Organization



COMMUNITY FOUNDATION  
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BRINGING PEOPLE & RESOURCES TOGETHER

Organizations matching: 35-1903148

[Search again](#) [Skip manually enter](#)

COMMUNITY FOUNDATION OF RANDOLPH COUNTY INC

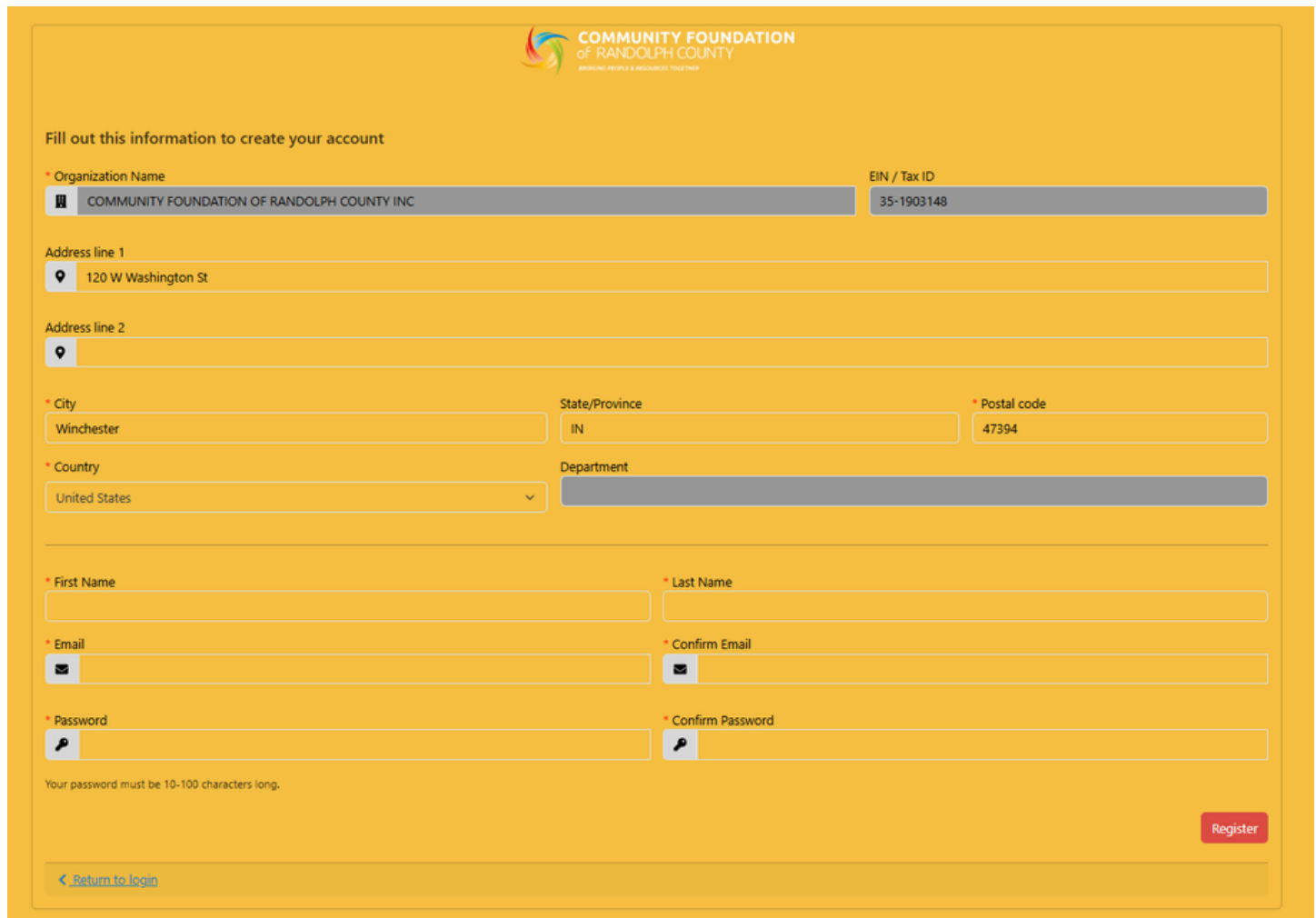
 120 W Washington St  
Winchester, IN 47394

 501(c)(3) Charitable Organization

Select

[Return to login](#)

# Enter the Required Information and Register



COMMUNITY FOUNDATION  
of RANDOLPH COUNTY  
BRINGING PEOPLE & RESOURCES TOGETHER

Fill out this information to create your account

\* Organization Name EIN / Tax ID  
COMMUNITY FOUNDATION OF RANDOLPH COUNTY INC 35-1903148

Address line 1  
120 W Washington St

Address line 2

\* City State/Province \* Postal code  
Winchester IN 47394

\* Country Department  
United States

\* First Name \* Last Name

\* Email \* Confirm Email

\* Password \* Confirm Password

Your password must be 10-100 characters long.

[Return to login](#) Register

## Verify Your Email

Please verify your GOapply account CRM:0262086

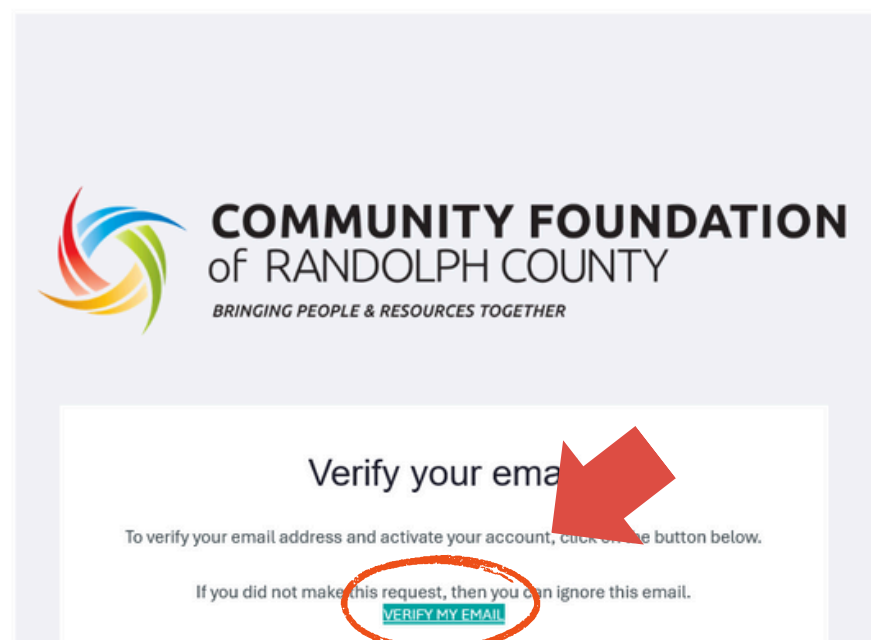


Grant Cox

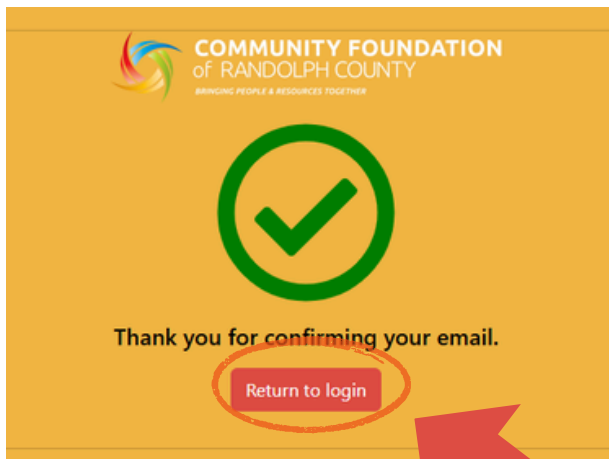
To: [intern-3456@randolphcountyfoundation.org](mailto:intern-3456@randolphcountyfoundation.org)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

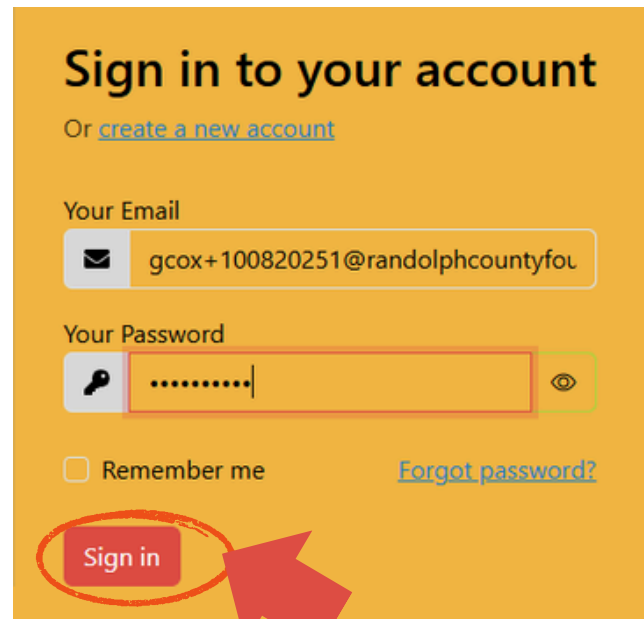
After clicking "Register", you'll receive an automated email asking to verify your GOapply account. Find that email and click "VERIFY MY EMAIL."



# Confirm Email Verification & Sign In

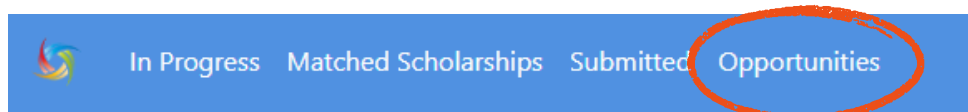


After clicking "VERIFY MY EMAIL", you'll follow that link and click "Return to login"



You'll then sign in using the email and password you just created.

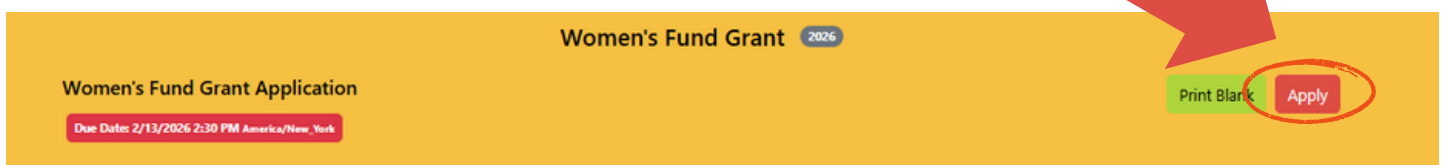
## Select the Appropriate Grant Opportunity



After you sign in, you'll click on Opportunities at the top of the page. Within "My Opportunities", you'll find the grant application. Click "View".

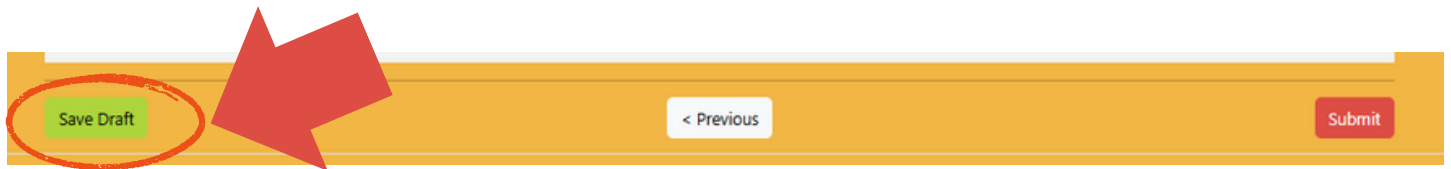
My Opportunities					
	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
<a href="#">View</a>	2026	Women's Fund Grant			

Click "Apply"



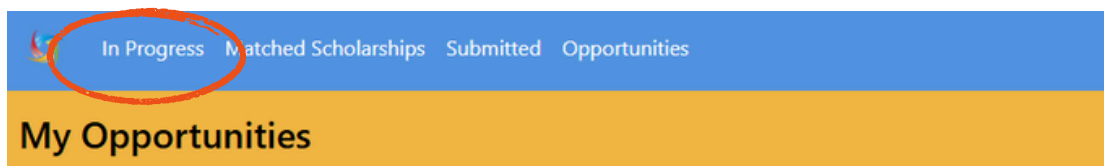
# Can I start the application today but finish later? YES!

At any point during the application, you can click the “Save Draft” button




Return to the Sign In page, enter your email and password, and pick up your application where you left off!

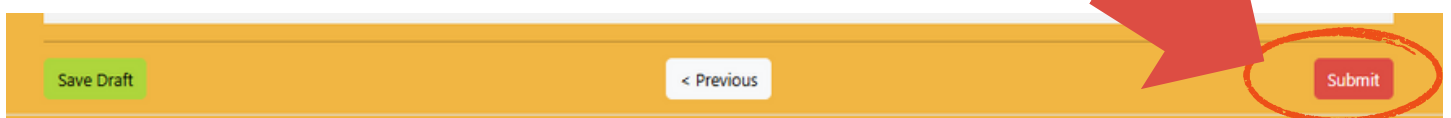
To continue your application, you will find it in the “In Progress” tab.

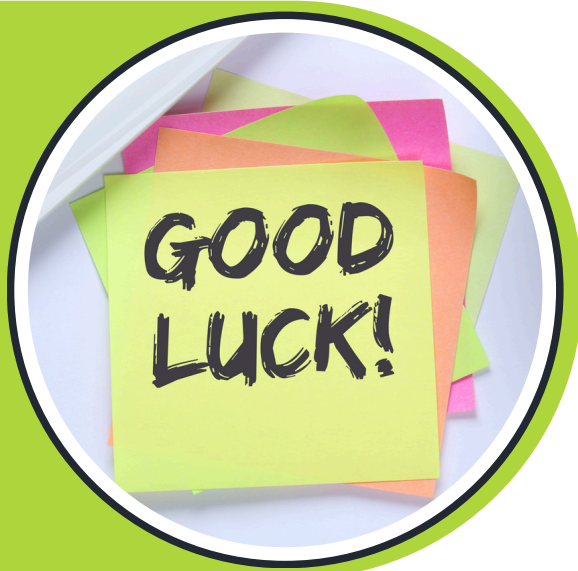


You’ll see your application is “In Progress.” Click “View” to pick up your application where you left off.

In Progress					
	Due Date	Opportunity Name	Phase Name	Progress (%)	Create
		Scholarship Application	Scholarship Application	15	10/10/

## When You’ve Finished the Application, Click “Submit”





## You're Done!

Thank you for applying, and good luck!



120 W. Washington St. | Winchester, IN 47394



765.584.9077



765.584.7710



[randolphcountyfoundation.org](http://randolphcountyfoundation.org)



[facebook.com/RandolphCountyFoundation](https://facebook.com/RandolphCountyFoundation)



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