



**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\*
  - Organization must serve residents of Randolph County
- 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

## Create an Account



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

Your Email

Your Password  [Forgot password?](#)

Remember me

**Sign in**

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## Register as an 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](#)

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# Enter Your Organization's EIN and 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

[!\[\]\(aa53ad6fea213b8b2226d3077e30533a\_img.jpg\) Return to login](#)

## Select Your Organization



Organizations matching: 35-1903148

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

### COMMUNITY FOUNDATION OF RANDOLPH COUNTY INC

 120 W Washington St  
Winchester, IN 47394

Select

 501(c)(3) Charitable Organization

[!\[\]\(cbd8541a32dfc32f356f5c6c994b0a21\_img.jpg\) Return to login](#)

# Enter the Required Information and 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](#)

[Return to login](#)

## Verify Your Email

Please verify your GOapply account CRM:0262086

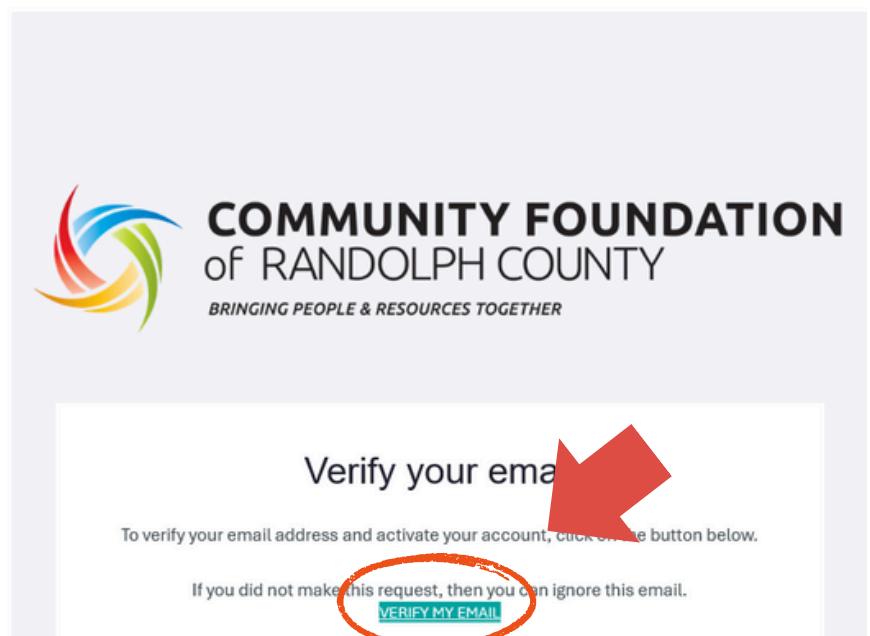


Grant Cox

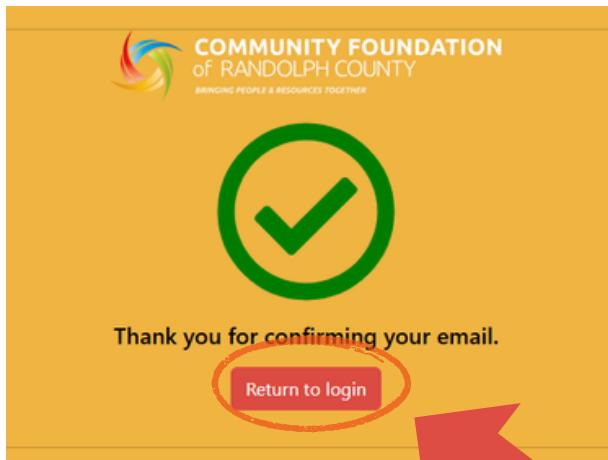
To

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

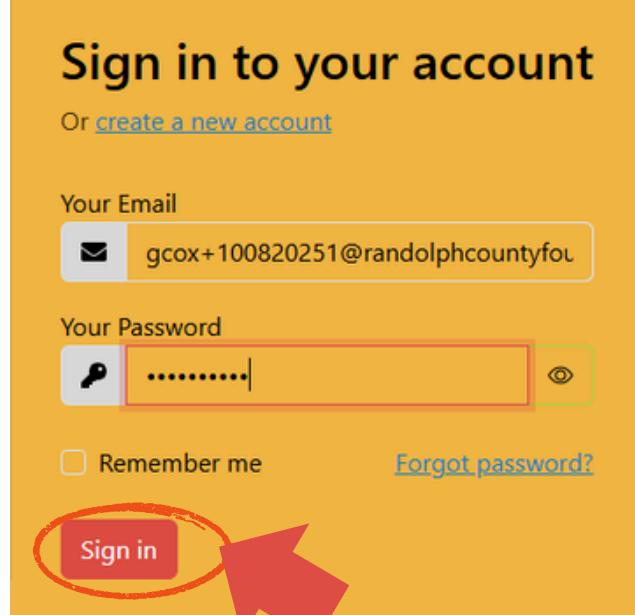
After clicking "Register",  
you'll receive an  
automated email asking to  
verify your GOapply  
account. Find that email  
and click "VERIFY MY EMAIL."



# 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".

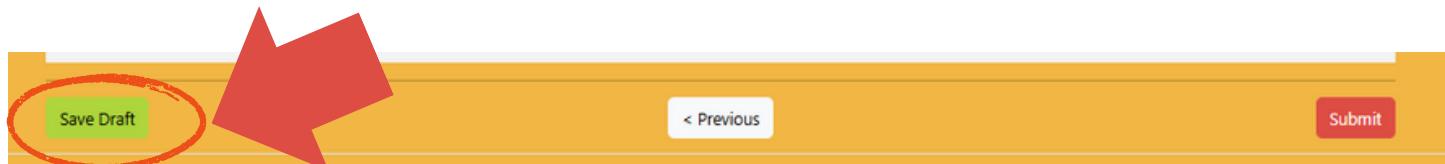
My Opportunities					
	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
<a href="#">View</a>	2026	Women's Fund Grant			

Click "Apply"



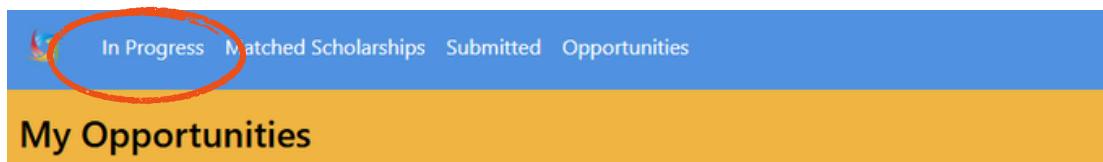
# Can I start the application today but finish later? YES!

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!

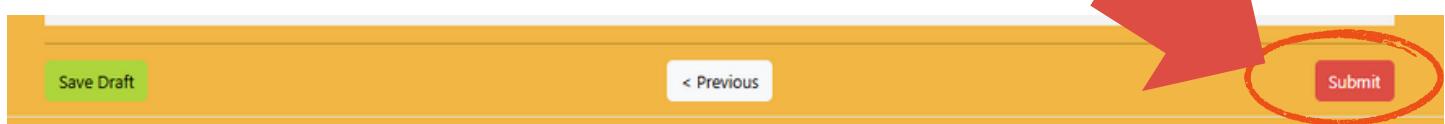
To continue your application, you will find it in the “In Progress” tab.

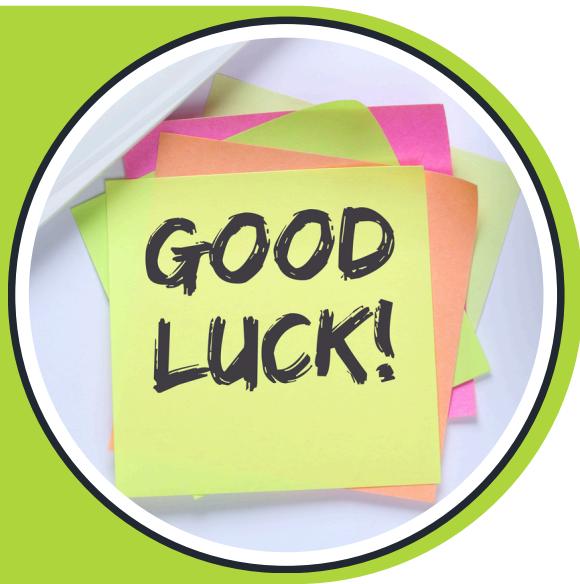


You'll see your application is “In Progress.” Click “View” to pick up your application where you left off.

In Progress				
	Due Date	Opportunity Name	Phase Name	Progress (%)
<a href="#">View</a> 		Scholarship Application	Scholarship Application	15

## 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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