

# Navigating the GoApply Grant Dashboard

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J. J. KELLER FOUNDATION GRANT APPLICATION PLATFORM

J. J. Keller  
Foundation, Inc.

# Logging into the GoApply Account

Navigate to the [Apply for A Grant](#) webpage within J. J. Keller Foundations' website and click on 'Apply Now'.

(920) 720-7872 [jjkellerfoundation@jjkeller.com](mailto:jjkellerfoundation@jjkeller.com) 

J. J. Keller  
Foundation, Inc.

[Home](#) [Who We Are](#) [What We Fund](#) [Apply for a Grant](#) [How We Partner](#)

## Small Grants Monthly Review:

Grant requests \$25,000 and under are reviewed on a monthly basis. For a grant to be considered, please submit the application by the 10th of each month. A site tour and follow-up questions may be required following the grant request.

## Large Grant Review:

Grant requests over \$25,000 are reviewed by the J. J. Keller Foundation Board three times a year. To be considered for a grant, please submit your application by the following 2023 dates. **If you are submitting a Challenge Match grant, please use the same J. J. Keller General Grant Application in the link below.** A site tour may be required following the grant request. If you have a critical need that doesn't align with the 2023 application dates, please [contact us](#).

- April 1
- August 1
- November 1

## 3. GRANT DECISION

You will be notified of the funding decision. If you are selected to receive a grant, the funds will be wired to your organization's financial institution and a final report will be required before applying for a future grant.

APPLY NOW

After clicking 'Apply Now', you will automatically be directed to the GoApply Sign-In page.  
*We suggest bookmarking this login page for easy future reference.*

# J. J. Keller Foundation, Inc.

Welcome to the J. J. Keller Foundation: we look forward to reviewing your application.

## Sign in to your account

Or register a new account

Your Email

Your Password

The Password field is required.

Remember me

[Forgot password?](#)

SIGN IN

***If you are not able to login, you may need to reset your password. If a password reset email is not sent to your mailbox within the following hour, please contact the JJKF staff.***

# GoApply Dashboard

After logging in, you will automatically be directed to your organization's dashboard.

The top navigation bar includes:

- Submissions
- Opportunities
- Organizational Profile
- Your individual username/profile (located on the right side of the screen)

The screenshot shows the GoApply dashboard for J.J. Keller Foundation, Inc. The top navigation bar is maroon and contains the logo, navigation tabs for Submissions, Opportunities (highlighted in bold), and Organization Profile, and a user profile for Candice Olson. The main content area is titled 'My Opportunities' and contains a table with two rows of opportunities.

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
<a href="#">VIEW</a>	2023	JJ Keller General Grant Application		Candice Olson	colson1@jjkeller.com
<a href="#">VIEW</a>	2023	Matching Gifts Application (for JJK Associate Match Only)		Candice Olson	colson1@jjkeller.com

Please review the following definitions of each tab. *You will note what section of the dashboard you are in by the headers, either with bold text or maroon highlighting.*

# Organizational Dashboard

It is best practice to consistently review your organization's profile to ensure the information is correct and up to date. This profile includes organization name, address, Tax ID, contact information, and information for the primary contact (Executive Director) of the organization. **Please note, the Executive Director should always be listed on the Organization profile. There is an additional space within the application for a separate project contact.**



## Organization Profile

Organization Name

JJ Keller Foundation

Department (when applicable)

AKA (when applicable)

Tax ID

39-1683437

Street 1

# Opportunities Dashboard

Opportunities are the types of applications an organization can complete to request funding. Currently, the J. J. Keller Foundation has two:

- 1. J. J. Keller General Grant Application – this application is for all monetary requests for both small grants and board grant review, and for requesting Challenge Match Grant funds.
- 2. Matching Gifts Application (for JJK Associates Match Only) is for the internal JJK&A funding program. Organizations who use this application **will have been contacted by an associate** that there is an individual funding request needing to be matched. **If you have not previously been contacted by an associate, please do not use this application.**

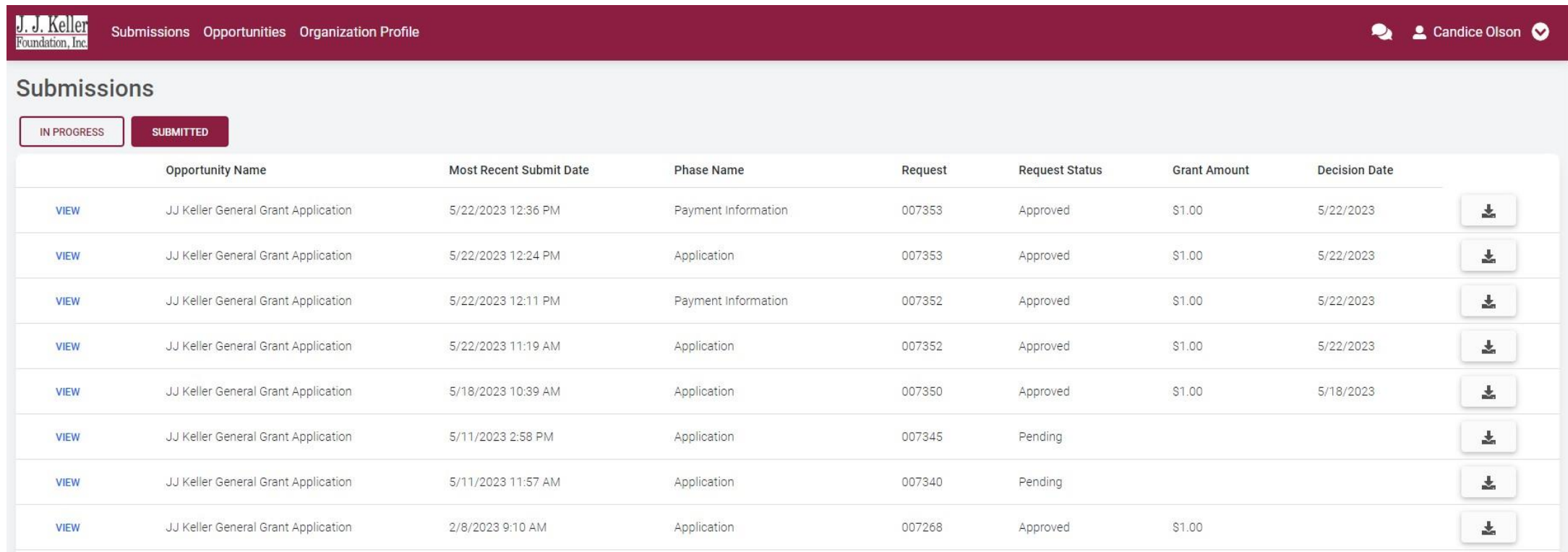
	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
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# Submissions Dashboard – In Progress

The submissions tab houses all the applications, both finished and draft versions, the organization has worked on for the J. J. Keller Foundation. The submissions tab houses 2 options:

1. In-Progress: Click on the in-progress tab to view what applications are currently saved as DRAFTS. These applications have not been submitted in the system for the JJKF team to review.

**When an application does get approved, the payment phase needed to gather financial information for a wire transfer will also be housed under In-Progress.**



	Opportunity Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision Date	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/22/2023 12:36 PM	Payment Information	007353	Approved	\$1.00	5/22/2023	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/22/2023 12:24 PM	Application	007353	Approved	\$1.00	5/22/2023	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/22/2023 12:11 PM	Payment Information	007352	Approved	\$1.00	5/22/2023	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/22/2023 11:19 AM	Application	007352	Approved	\$1.00	5/22/2023	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/18/2023 10:39 AM	Application	007350	Approved	\$1.00	5/18/2023	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/11/2023 2:58 PM	Application	007345	Pending			
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/11/2023 11:57 AM	Application	007340	Pending			
<a href="#">VIEW</a>	JJ Keller General Grant Application	2/8/2023 9:10 AM	Application	007268	Approved	\$1.00		

# Submissions Dashboard – Submitted

Submitted: All the applications that have been submitted to date for your organizations are in the submitted tab. These are in order from newest to oldest.

J. J. Keller Foundation, Inc. Submissions Opportunities Organization Profile								🗨️ Candice Olson
Submissions								
IN PROGRESS	SUBMITTED							
	Opportunity Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision Date	
<a href="#">VIEW</a>	JJ Keller General Grant Application	5/22/2023 12:36 PM	Payment Information	007353	Approved	\$1.00	5/22/2023	
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<a href="#">VIEW</a>	JJ Keller General Grant Application	2/8/2023 9:10 AM	Application	007268	Approved	\$1.00		
<a href="#">VIEW</a>	JJ Keller General Grant Application	1/3/2023 1:31 PM	Application	007247	Approved	\$1.00		
<a href="#">VIEW</a>	JJ Keller General Grant Application	12/29/2022 4:36 PM	Application					
<a href="#">VIEW</a>	JJ Keller General Grant Application	12/29/2022 11:24 AM	Application					



# General Best Practice Tips

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1. Do not copy and paste text into boxes of the application. While we recognize this creates additional work from our partners, it is currently a defect of the system and will turn the text into symbols, therefore having to redo the application.
2. To see any change (ie: an application moves from in-progress tab to submitted tab, for a payment phase to appear under in-progress) there may be a delay in time. Please refresh your screen as necessary and the change should appear shortly.