



GOAPPLY USER GUIDE

A guide for organizations using GOapply to apply for grants from the Lawyers Trust Fund.

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I. INTRODUCTION

INTRODUCTION

The **Lawyers Trust Fund of Illinois** is using a system called GOapply to accept grant applications. This guide will take you through the process of creating a GOapply account, starting an application, and applying for a grant.

When you login to the [GOapply](#) system, you will see a list of grant opportunities that are currently open.

GETTING STARTED

You will need to create an account to submit an application, such as for an Annual Grant or to request a Waiver of One-Attorney Requirement.

II. ESTABLISHING A USER ACCOUNT

REGISTERING AS AN ORGANIZATION

Click “Create a new account” on the [GOapply login screen](#) (depicted on the next page). You will be prompted to enter a Tax ID/EIN. You can register either with your Tax ID or through Manual Entry (if you do not have your Tax ID/EIN available).

For CY 2025, every organization applying for a grant must create a new account. (User accounts have not been imported from LTF’s former grants management system.) You should create one user account per organization. Other organization contacts will be collected by LTF as part of the application.

LAWYERS TRUST FUND *of* ILLINOIS

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

With Tax ID

Enter your Tax ID/EIN, then Search. If you do not know your Tax ID, click on the [US IRS Tax Exempt Organization Search Tool](#) to find it.

After inputting your Tax ID, GOapply will search for your organization. If your organization is correctly displayed, click Select. If not, you can choose to Search Again. (Clicking "Skip" will bring you to the Manual Entry option.)

(The organization information in the example below is included for illustration purposes only.)



Organizations matching: 36-6110299 [Search again](#) [Skip manually enter](#)

AMERICAN BAR ASSOCIATION FUND FOR JUSTICE AND EDUCATION

321 N Clark St
Chicago, IL 60654

501(c)(3) Educational Organization

Select

The next page will be your Organization Profile. Your organization's information will autofill, but you will need to enter contact information. The email address you enter will be used to log in. Click Register.

You will be notified via email when your registration is complete and you have access to GOapply.

Manual Entry

If you choose to register manually, you will be taken directly to your Organization Profile. Fill in the form with the organization's information and main contact information. The email address you enter will be used to log in. Click Register.

You will be notified via email when your registration is complete and you have access to GOapply. Please note that it may take a few minutes for the GOapply registration to complete, or for your information to update.

PASSWORD ASSISTANCE

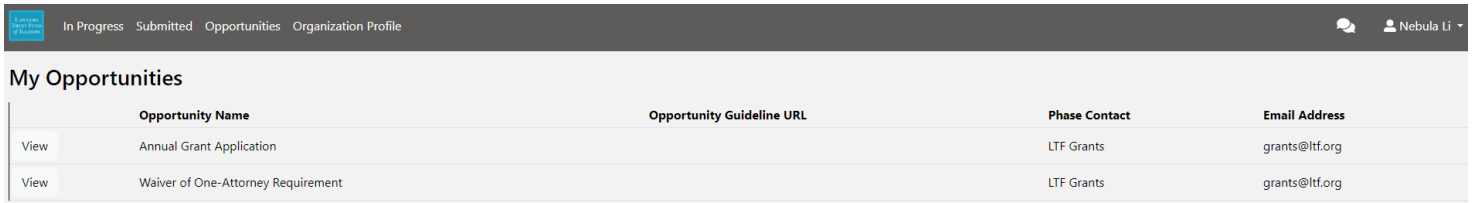
If you forget your password, click Forgot Password from the log in screen and follow the steps to reset.

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

III. GOapply PAGES AND NAVIGATION

PAGES

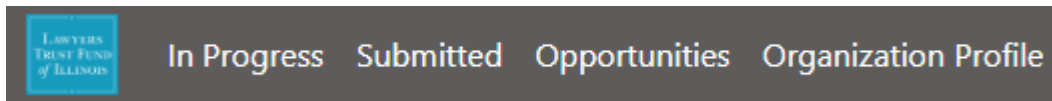
Once your registration is complete and you are logged into GOapply, you will be on the home page, which is titled **My Opportunities**.



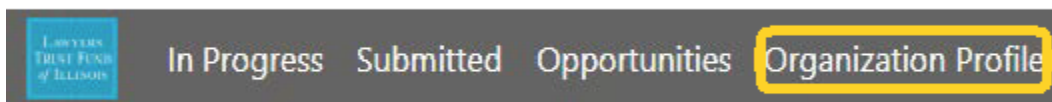
The screenshot shows the top navigation bar with tabs: In Progress, Submitted, Opportunities, and Organization Profile. Below the navigation bar is the 'My Opportunities' section, which contains a table with the following data:

	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
View	Annual Grant Application		LTF Grants	grants@ltf.org
View	Waiver of One-Attorney Requirement		LTF Grants	grants@ltf.org

At the top of the page you will see a header with four tabs: **In Progress**, **Submitted**, **Opportunities**, and **Organization Profile**.



Organization Profile



On the **Organization Profile** page, your Organization Name, Tax ID, and address will automatically fill in based upon the information you entered when you registered. Please add the rest of the required information. This is where you can view or edit information about your organization.

You will need to complete the rest of your **Organization Profile** page before submitting an application.

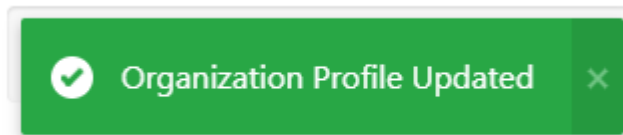
Note: If you are applying on behalf of a legal aid program that is a distinct sub-unit or program of a larger organization (such as a social service provider), add the program's name in Program Name, and the year the program was established in Year Founded.

(When responding to questions about service delivery and organizational capacity, and in the data collection pages, you should focus primarily on providing information about the legal program.)

Organization Profile

<p>Organization Name</p> <p>American Bar Association Fund For Justice And Education</p>	<p>Program Name</p> <p>If different from Organization Name</p> <p>Legal Services Program</p>
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Click Submit once you have completed this step. You will receive the pop-up confirmation (pictured below) in your web browser that the addition was accepted.



Opportunities

The **Opportunities** page shows which applications are available to you. Click View to see details about the application, including a summary, description, and contact information.

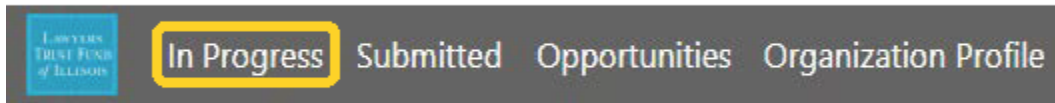
	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
View	Annual Grant Application		LTF Grants	grants@ltf.org
View	Waiver of One-Attorney Requirement		LTF Grants	grants@ltf.org

To apply for a **CY 2025 Annual Grant**, you will need to visit the **Opportunities** page and click on View for the **Annual Grant Application**.

To apply for the **Waiver of One-Attorney Requirement**, you will need to visit the **Opportunities** page and click on View for the **Waiver of One-Attorney Requirement**. Applying for a waiver is applicable only to organizations that do not meet LTF's eligibility requirement regarding attorney staffing (employ at least one (1) paid, full-time equivalent staff attorney who has been licensed to practice for a minimum of three (3) years). If your organization does not currently meet the requirement you may opt to submit a pre-application request for a temporary, one-year waiver of that requirement. See the [Grant Guidelines & Instructions for CY 2025](#) for additional details.

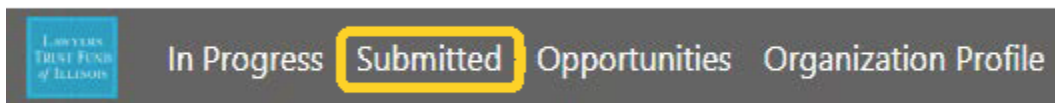
In Progress & Submitted

- **In Progress:** This page shows you which application you have in progress and allows you to view your drafted application before submission. Click In Progress to view applications in progress to continue working on the application.



Phase Due Date	Opportunity Name	Phase Name	Created On	
View	Waiver of One-Attorney Requirement	Request for Waiver	6/24/2024 6:43 PM	Delete

- **Submitted:** This page shows you your submitted applications. Click Submitted to view your submitted application in GOapply or download the submitted application in PDF by clicking the download button all the way to the right.



Opportunity Name	Most Recent Submit Date (Dep.)	Phase Name	Request	Request Status	Grant Amount	Decision Date	
View	Waiver of One-Attorney Requirement	6/27/2024 3:44 PM	Request for Waiver	001676	Pending		Download

IV. STARTING AN APPLICATION

APPLICATIONS

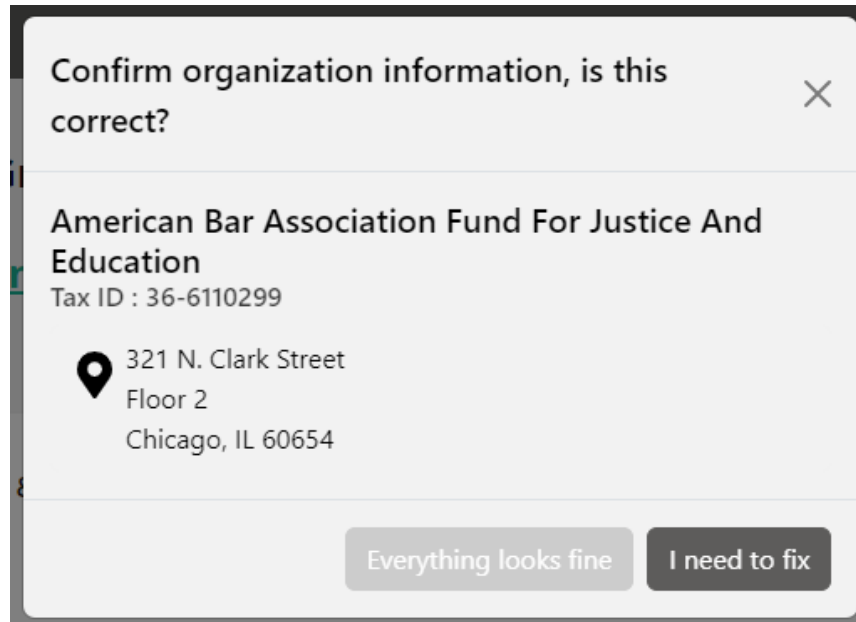
To begin, after completing your Organization Profile, choose an application from your Opportunities page. From the application home page, click View, then Apply.

Starting an application

The application home page is where you can find the due date, summary, brief description, and the contact for that application.

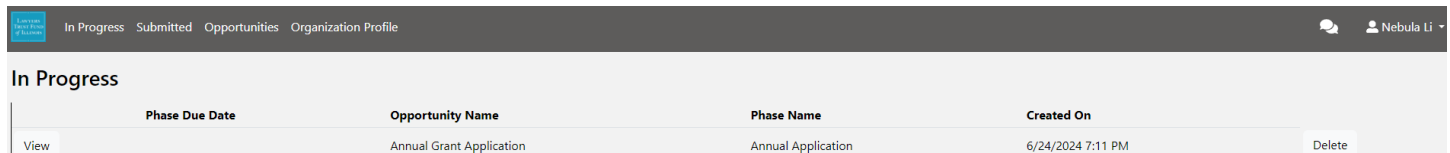
(If you need assistance with the application, please reach out to Nebula Li, Program Officer for Legal Services at nebula@lhf.org or 312-938-2106, or David Holtermann, Deputy Executive Director for Grants & Legal Affairs at david@lhf.org or 312-938-3076.)

Upon clicking Start Request, 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 the information is correct, click Everything looks fine and continue working on the application.

If anything is missing or inaccurate, click I need to fix. You will be brought to the **Organization Profile** page. Edit your information and click Submit. Return to your application by clicking the **In Progress** tab at the top of the screen. Click the View button for the application you are working on. You will be taken back to the draft application.

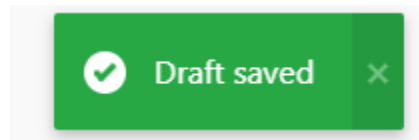


On each page, make sure to click Save Draft at the bottom left of each page before clicking Next to ensure your responses are saved. Clicking Save Draft at the bottom of

each page is important for saving your work and ensuring the system advances to the next appropriate application page based on your responses.

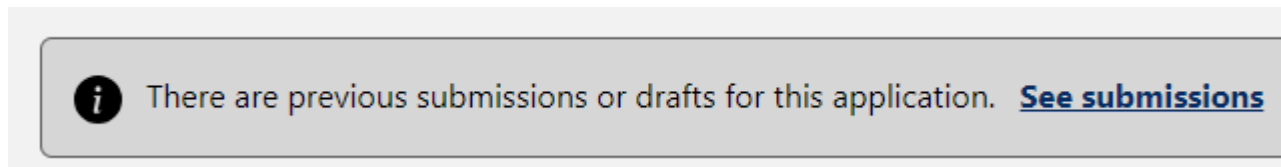


You will receive confirmation (pictured below) that the responses were saved.



Navigate through the application using “Back” and “Next” to move between pages. Do not use your web browser controls to navigate back and forth through the application pages.

If you access an application from the **Opportunities** page and see the below message, it means you either already submitted an application or have a draft submission of the application, which can be finished from the **In Progress** page.



Submitting

When you’re finished with the application, click Submit.

IMPORTANT NOTE: Please review your application before clicking Submit. You cannot update your application via GOapply after clicking Submit.

You will receive an email confirmation of the submission. You can view the submitted application and download a copy on the **Submitted** page.

V. COMPLETING THE APPLICATION

ANNUAL GRANT APPLICATION

The Annual Grant Application consists of the following:

- General and narrative questions;
- Data collection pages related to case data (including zip codes), staff and board demographics, client demographics, and organizational financial information (including the revenue and budget);
- Document requests including:
 - Documents supplementing narrative answers;
 - Required documents listed on the **Supporting Documents** page;
 - Optional documents; and
 - Required Excel document (the [Zip Code Data Report](#)) for providing zip codes for cases on the **Data Collection: Zip Codes** page.

IMPORTANT NOTE: We strongly recommend you review the requested data in advance of completing your application in GOapply so that you are able to budget sufficient time to complete the application.

The [Annual Grant Application Questions and Data Requests PDF](#) and the [Data Collection Help Document](#) may be especially helpful to review early in the process so that once you have collected the necessary data, you are ready to submit your application. Additional resources can be found at the [Applicant Support webpage](#).

General and Narrative Questions

There are nine (9) pages of general and narrative questions, with two (2) additional pages that are required only for applicants that do not meet LTF's one-attorney eligibility requirement.

- **General Questions with a Yes/No toggle**

General questions may require that you select Yes or No. Before selection, you will see both No and Yes options.

Example: LTF Guidelines and Scope of Grant Request (before making a selection).

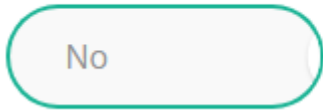
Did your program receive an Annual Grant from the Lawyers Trust Fund for the current year (CY 2024)? *

No Yes

When you make a selection, the toggle will be outlined in green.

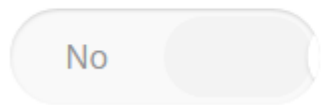
If you click **Yes**, the toggle will move to the right (selecting Yes). Due to a glitch, the word Yes may not be visible on your screen after you select it.

Have you reviewed the Grant Guidelines & Instructions for CY 2025? *



When you click anywhere else on the page, the green outline will disappear.

Have you reviewed the Grant Guidelines & Instructions for CY 2025? *



If you click **No**, the toggle will move to the left and the question will be highlighted in green (selecting No).

- **Narrative Questions**

Pages with narrative questions will present the question, provide additional instructions about the details sought in response to the question, and provide a text box for your response. You can compose your response in the box or draft it elsewhere and paste it in the box.

Character limits (including spaces) appear when you click your cursor into the text field. On average, there are about six characters per word. The estimates below show the word counts that correspond to some of the character limits in the application.

10,000 characters = 1,600 words

7,000 characters = 1,200 words

5,000 characters = 800 words

Example: Executive Summary

Executive Summary

Instructions

Please provide an executive summary of your application for CY 2025, including your responses to the major questions in this application, including:

- A brief overview of the legal services your organization or program provides, including who you serve, the types of legal work your organization does, and how you provide services.
- Major developments in the past year and/or plans for the coming year related to delivering legal services.
- Major developments in the past year and/or plans for the coming year related to organizational development and capacity.
- Your case for a funding increase for CY 2025 (if you are seeking one) or (for new applicants) your case for a first-time grant from LTF.

Executive Summary *

0/7500

Document Upload Questions

Some pages with general and narrative questions require or request document uploads. In addition, there is one (1) Supporting Documents page.

The system will accept only one upload per question. If you have multiple documents, combine them into a single document (e.g., one PDF) and upload.

Example: Supporting Documents

Supporting Documents

Please follow the upload prompts on this page to submit the requested documents.

Required documents:

- Annual budget for your organization or program showing income and expenses for the current year
- List of board members
- List or roster of program staff and, if available, organizational chart
- Income eligibility standards
- Audited financial statements for the most recently completed fiscal year
- Fee schedule (if your organization charges fees)

If available, please submit any of the following documents:

- Case acceptance guidelines or statement of priorities
- Strategic planning documents adopted since July 2023

Other documents:

The final question in this section allows you to upload any additional information (e.g., annual report, client brochure) related to your grant request.

Annual Budget *

Attach a copy of your organization or program budget showing income and expenses for the current fiscal year.

File Size Limit: 1 MB

Drag and drop a file here or click the button below to select a file to upload.

 Select File

Data Collection Questions

There are seven (7) pages for reporting data. As you prepare to respond to these pages, you may find it helpful to maximize or minimize the view in your web browser to see more questions on the same page. Below are instructions for some of the more complicated data requests.

Data Collection: Case Data

On this page, in the first and largest table, you will report the number of closed cases by the different categories of law (as indicated in the first column). For each category of law, you will report whether the cases were closed by a staff member or a volunteer

(as indicated in the second column). For each closed case, you will report the level of service. Your options are listed in the third through sixth columns (Brief Service, Representation without Litigation, Administrative Hearing, or Full Representation). The seventh column (which is locked and automatically fills in) adds the total number of cases in each row.

For example, let's say that in the past Data Reporting Period, your organization closed 15 family law cases. Ten (10) were completed by a staff attorney, and five (5) were completed by a volunteer attorney. For level of service, the staff attorney provided full representation for each of her 10 cases, and the volunteer attorney provided legal advice and counsel for each of their five cases (Brief Services).

You would locate the category of law (family) in the first column. Since you did not complete any other type of case, you would fill in "0" for all other data fields.

Category of Law	Staff or Volunteer	Brief Service *	Representation without Litigation *	Administrative Hearing *	Full Representation *	Total
Consumer/Utility	Staff	0	0	0	0	0
Consumer/Utility	Volunteer	0	0	0	0	0
Education	Staff	0	0	0	0	0
Education	Volunteer	0	0	0	0	0
Employment	Staff	0	0	0	0	0
Employment	Volunteer	0	0	0	0	0
Family	Staff	0	0	0	10	10
Family	Volunteer	5	0	0	0	5

You would report whether the case was closed by a staff member or volunteer in the second column.

Family	Staff	0	0	0	10	10
Family	Volunteer	5	0	0	0	5

You would enter the level of service in the third through sixth columns.

Family	Staff	0	0	0	10	10
Family	Volunteer	5	0	0	0	5

A few data fields automatically add up case totals and are locked, so you do not have to fill them in.

The last column on the right automatically adds up the total number of closed cases (by staff member or volunteer) and is locked.

Category of Law	Staff or Volunteer	Brief Service *	Representation without Litigation *	Administrative Hearing *	Full Representation *	Total
Consumer/Utility	Staff	0	0	0	0	0
Consumer/Utility	Volunteer	0	0	0	0	0
Education	Staff	0	0	0	0	0
Education	Volunteer	0	0	0	0	0
Employment	Staff	0	0	0	0	0
Employment	Volunteer	0	0	0	0	0
Family	Staff	0	0	0	10	10
Family	Volunteer	5	0	0	0	5

The next three smaller tables automatically fill in and are locked based upon your entries to the first table with the total number of cases closed by staff, volunteers, then all cases, respectively.

Category of Law	Staff or Volunteer	Brief Service	Representation without Litigation	Administrative Hearing	Full Representation	Total
Total	Staff	0	0	0	10	10

Category of Law	Staff or Volunteer	Brief Service	Representation without Litigation	Administrative Hearing	Full Representation	Total
Total	Volunteer	5	0	0	0	5

Category of Law	Staff or Volunteer	Brief Service	Representation without Litigation	Administrative Hearing	Full Representation	Total
Total	Total	5	0	0	10	15

For definitions of LTF case categories and levels of service, look for the [Data Collection Help Document](#) on the Applicant Support webpage.

Data Collection: Zip Codes

Data collection regarding zip codes (for clients served by your organization) is the one instance where you will report data outside of the GOapply system. Zip code reporting is accomplished using an Excel spreadsheet that you will then upload using the prompts in the Data Collection: Zip Codes page in GOapply. To report this data, download the blank [Zip Code Data Report](#) spreadsheet on the Applicant Support webpage and add your data. Save a local copy of the completed document, and then upload it.

Data Collection: Staff and Board Data

Detailed instructions to complete this page are included on the [Data Collection Help Document](#). For the staff data table, there are seven (7) roles to choose from. The # of

New Hires column should report every staff member, full-time or part-time, who was hired from July 1, 2023 - June 30, 2024, by role.

For example, if there is one full-time executive director, and 1 part-time paralegal who was hired on June 15, 2024 (a new hire), below is how that data would be reported in this table. The paralegal would be included in the first, second, and third column.

Category	Role	Total # Staff Members (include both full-time and part-time) *	# Part-Time Staff Members *	# New Hires (July 1 - June 30) *
Staff	Executive Director/CEO/Director of Legal Aid Project	1	0	0
Staff	Senior Management Staff	0	0	0
Staff	Managing/Supervising Attorney	0	0	0
Staff	Staff Attorney/Senior Staff Attorney	0	0	0
Staff	Paralegal/Legal Advocate	1	1	1
Staff	Operational/Administrative	0	0	0
Staff	Other Staff	0	0	0
		2	1	1

Data Collection: Staff and Board Demographic Data

Detailed instructions to complete this page are included on the [Data Collection Help Document](#).

Each demographic topic (e.g., Racial/Ethnic Identity) is listed in the first column with its corresponding demographic categories (e.g., Asian/Asian American) in the second column. For the following columns, you must report one data point for each board member and staff member (note that you can report more than one data point for each board and staff member for Racial/Ethnic Identity), and the staff member must be

categorized into one of the seven roles listed in the previous page (e.g., Executive Director/CEO/Director of Legal Aid Project).

Since there are seven (7) types of staff roles, each demographic category has a pair of data tables. The first table reports data for board members and the first three staff roles, and the second reports data for the last four staff roles.

Each demographic category includes the option for “not disclosed.” Each demographic category also includes a data confirmation section to ensure that you report on each board and staff member.

The following example is how an organization with four (4) board members, one (1) executive director, and one (1) paralegal could report its racial/ethnic identity data.

Required Data

Demographic Topic	Demographic Category	Board Members *	Executive Director/CEO/Director of Legal Aid Project *	Senior Management Staff *	Managing/Supervising Attorney *
Racial/Ethnic Identity	Asian/Asian American	0	0	0	0
Racial/Ethnic Identity	Black/African American	1	1	0	0
Racial/Ethnic Identity	Hispanic/Latino/Latina/Latinx	0	0	0	0
Racial/Ethnic Identity	Native American/Alaska Native/Hawaiian/Indigenous	0	0	0	0
Racial/Ethnic Identity	Middle Eastern/North African	1	0	0	0
Racial/Ethnic Identity	Caucasian/White	2	0	0	0
Racial/Ethnic Identity	Multi-racial/Multi-ethnic	0	0	0	0
Racial/Ethnic Identity	Racial/Ethnic identity not listed	0	0	0	0
Racial/Ethnic Identity	Not disclosed	0	0	0	0
		4 ✓	1 ✓	0	0

Demographic Topic	Demographic Category	Staff Attorney/Senior Staff Attorney *	Paralegal/Legal Advocate *	Operational/Administrative *	Other Staff *
Racial/Ethnic Identity	Asian/Asian American	0	0	0	0
Racial/Ethnic Identity	Black/African American	0	0	0	0
Racial/Ethnic Identity	Hispanic/Latino/Latina/Latinx	0	1	0	0
Racial/Ethnic Identity	Native American/Alaska Native/Hawaiian/Indigenous	0	0	0	0
Racial/Ethnic Identity	Middle Eastern/North African	0	0	0	0
Racial/Ethnic Identity	Caucasian/White	0	0	0	0
Racial/Ethnic Identity	Multi-racial/Multi-ethnic	0	0	0	0
Racial/Ethnic Identity	Racial/Ethnic identity not listed	0	0	0	0
Racial/Ethnic Identity	Not disclosed	0	0	0	0
		0	1 ✓	0	0

You provided data for the following total number of staff and board members:

6 ✓

You indicated on the Staff & Board Data page that you have the following total number of staff and board members:

6 ✓

Did you provide at least one data point for each staff and board member?

Yes ✓

No

If the number of data points for the data confirmation section and the Staff & Board data page do not meet the data confirmation requirements, review your data and update it accordingly.

Data Collection: Financial Data

Detailed instructions to complete this page are included on the [Data Collection Help Document](#).

WAIVER OF ONE-ATTORNEY REQUIREMENT APPLICATION

If your organization does not meet LTF's eligibility requirement regarding attorney staffing (employ at least one (1) paid, full-time equivalent staff attorney who has been licensed to practice for a minimum of three (3) years), you may choose to submit a pre-application request for a temporary, one-year waiver of that requirement. See the [Grant Guidelines & Instructions for CY 2025](#) for additional details and [this PDF of the waiver application questions](#). Current CY 2024 grantees that do not meet the attorney requirement should contact David Holtermann (david@ltf.org / 312-938-3076) before proceeding with a waiver application.

If you have any questions about GOapply or completing the application, please contact us:

- *David Holtermann, Deputy Executive Director for Grants & Legal Affairs at david@ltf.org or 312-938-3076*
- *Nebula Li, Program Officer for Legal Services, at nebula@ltf.org or 312-938-2106.*