

# Instructions for using the GOapply grant review portal

Contact: Tracy Russman

[trussman@ourcommunity.org](mailto:trussman@ourcommunity.org)

517-927-7729 cell

[Sign in - GOapply \(akoyago.com\)](#)

**Please note: The portal may not function as reliably on mobile devices such as cell phones or tablets.  
See page 2 for new features for 2026!**

**COMMUNITY FOUNDATION**  
Capital Region Community Foundation

Welcome to the Capital Region Community Foundation's grant portal **GOapply!** Feel free to view our [GOapply User Guide](#).

- [Are you a new user?](#) You'll need to register a new account.
- [Applying for a Grant?](#) Register as an organization.
- [Applying for a Scholarship?](#) Register as an Individual.
- [Registering as one of our Grant Reviewers?](#) Register as an Individual.

Questions? Tracy Russman 517-927-7729 [trussman@ourcommunity.org](mailto:trussman@ourcommunity.org)

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

Your Email

Your Password

Remember me [Forgot password?](#)

[Sign in](#)

**NEW USERS: Create a New Account** using your email address, create a password. (If you forget your password in the future, use the Forgot Password tool on this login page.) After you create your account, you won't be able to see the applications at first, until we add you to the review group. You will receive an email when you are able to begin. Next time you log in, you will see the Review Group(s) you have been assigned to.

**Navigate to the Review tab. Select VIEW on the appropriate Review Group.**

	Name	Due Date
<a href="#">View</a>	2026 Capacity Grant Review	3/16/2026 5:00 PM
<a href="#">View</a>	2026 Youth Grant Review	4/5/2026 11:59 PM

**You will see an alphabetical list of all applications in this review group. Select View to start on one.**

**You will see two windows** - the left window where the application is displayed, and the right window where you answer our questions. Each window scrolls up and down independently of each other, with a master full-page scrollbar on the far right. If you select the box **Mark For Conflict** – (Conflict of Interest), you will not be able to view the application at all. You may change this after the fact if you mark it by mistake.

Request#: 110236    Applicant: All of the Above Hip Hop Academy (AOTA)    Title: Capacity - Strategic Planning

[Application](#)   [Attachments](#)   [Reviewer Comments](#)   [Download Application PDF](#)   [Back to Applications](#)

**Submitted Application**

— Show   Single Page   Scroll View   — Previous   Next —   Page 1 of 15   Zoom Out   Zoom In   119%   Rotate Left

Rotate Right   Fit Width   100%

**CAPACITY GRANT APPLICATION 2026**

**APPLICANT INFORMATION**  
**Organization Name:** All of the Above Hip Hop Academy (AOTA) **City:** Lansing  
All of the Above Hip Hop Academy is a non-profit organization made up of artists, educators, and advocates that mentor youth, support artistic expression and serve communities as a Hip Hop Cultural resource for the purpose of youth development.  
**Founded:** 9/26/2017    **Website:** <https://www.alloftheabovehiphop.org>

**Review Criteria**

Mark for conflict

**Capacity Grant Review 2026**

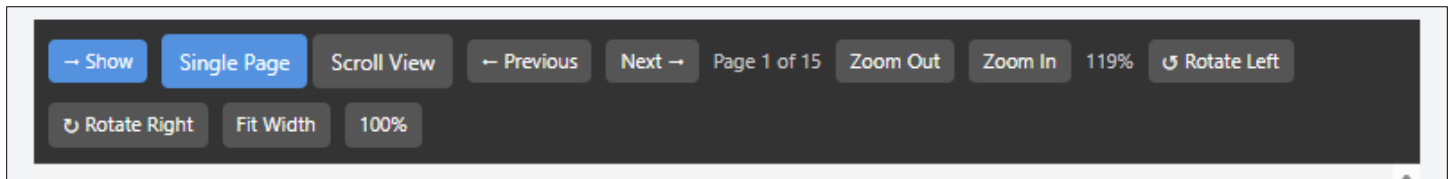
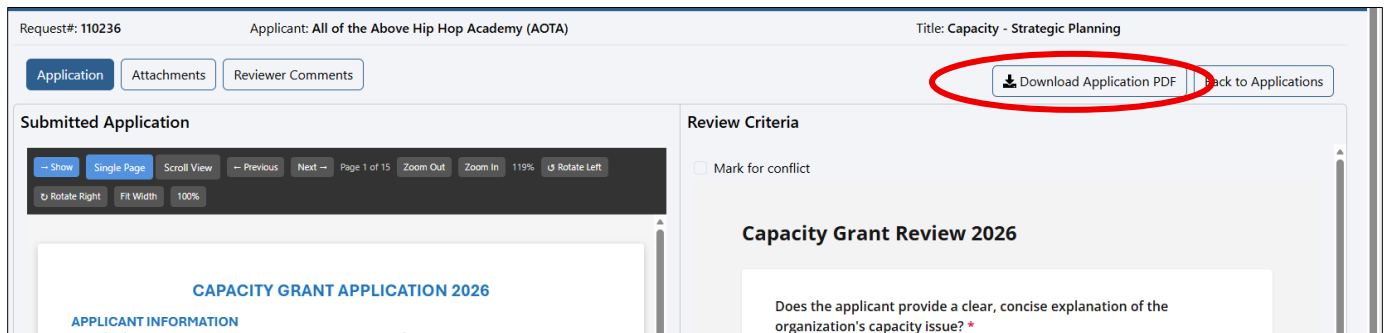
Does the applicant provide a clear, concise explanation of the organization's capacity issue? \*

Do they seem to understand their own organization's need or are they hoping to fit their issue into our funding guidelines? (We try and address this in the consultation!)

**\*\*\*NEW IN 2026: Please read!**

Navigation Tools are now available at the top of the left side window. This is a new feature that still needs some improvement – These are our tips for a better experience.

- 1) **First – We highly recommend you select Download Application PDF**, so you can view and navigate between the pages of the document more easily. This step will ensure you have the most up to date attachments and will also allow you to gain access to the live links in the application (their website or video). Unfortunately, the viewing window does NOT process live links reliably.
- 2) Please DO NOT use the Attachments function to view the attached documents. Many of the financial documents have been corrected or updated since submission, so please do not rely on the attachments window for these documents. Use the downloaded PDF.



- 3) **If you prefer not to download - For the best viewing experience in the left window, we highly recommend you take the following steps:**
  - a. **Select “Single Page”**. The Zoom In or Out tools will not work until you select Single Page first. You may then switch back to Scroll View if you prefer, and the zoom tool will function properly.
  - b. **Select Fit Width**, because it will automatically re-size all pages of the application to display within the viewing window. Some financial documents are more difficult to read in the viewing window, so here is where the downloaded PDF can be helpful.
  - c. If you need to zoom in further than the viewing window will allow, navigate over to **Attachments**, find the one you need and open it. You can view it, zoom in and out as needed; however you will not be able to download it.

**Submitting your review:** Answer the questions in the right-hand window, and then at the very bottom of the page, click **Save Draft** to return later, or **Submit** if you are ready. The next application will load automatically, or you may **Return to Applications** to continue to the next one of your choice. Once you submit your review, the status will change from In Progress to Complete – however, you can still edit and re-submit your review again if needed, and it will overwrite your former review.

**CONFIDENTIAL INFORMATION:** *Please delete or safely destroy any information you download or print from these applications, all information is confidential!*

THANK YOU for assisting with our grant review!