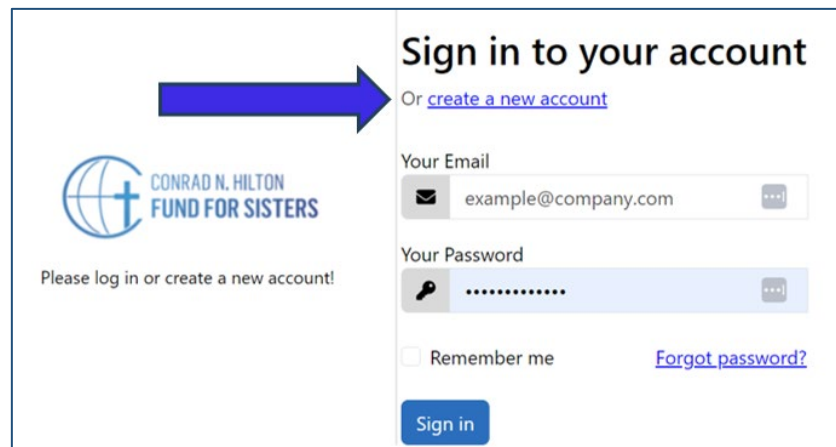


GOAPPLY APPLICANT INSTRUCTIONS:

STEP 1: Creating a GOapply Account.

- a. Go to the GOapply platform: <https://goapply2.akoyago.com/hiltonsis>
- b. Click on “[create a new account](#)”

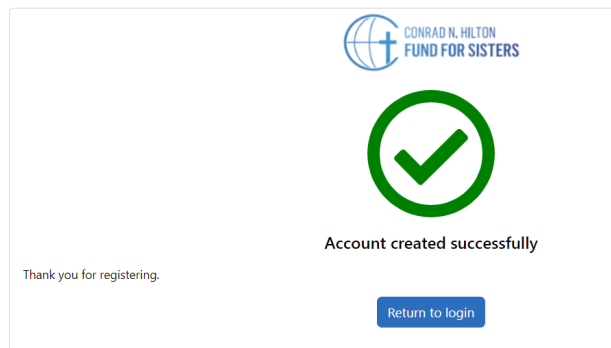


- c. Add the applicant’s name and email, and create a password.

Login ID: This is the applicant’s email address – (Applicants can only have one GOapply account.)

Password: Create a unique password (please keep this information secure as you will need it until the end of the grant process).

- d. Click on “Register,” and you will see this confirmation screen.



- e. You will receive an email to verify your email address. This is very important; your account will not be approved until you verify it. **For security reasons, you only have 24 hours to verify your email.**



Verify your email

To **verify** your email address, and activate your account, click on the button below.

If you did not make this request, then you can ignore this email.

[VERIFY MY EMAIL](#)

Note: This link is only valid for 24 hours. If the link has expired please reply to this email to request a new verification link.

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Thank you for confirming your email.

[Return to login](#)

- f. Once it is verified, you will be able to open the account and begin the grant process.

STEP 2: Creating an Application.

1. Go to the GOapply platform: <https://goapply2.akoyago.com/hiltontsis>
2. Go to "Opportunities."
3. Select the application by clicking on the box "View."
4. You will see the following:

Regular Grant

Application

Due Date: 2/1/2025 11:59 PM [View Application Page](#)



Apply

Summary

Regular grant applications are provided only to vowed members of officially recognized Roman Catholic congregations of women religious.

Please do not use this application form for emergency or conference requests. These types of requests are invitation-only and require prior approval. Please contact your Program Officer for more information.

Description

Please provide all of your responses and required documents in ENGLISH.

To begin the process:

1. Select Application.
2. While working on your application, make sure to click on the "Save" button at the bottom of each page.
3. If you are unable to finish, you may access this application at any time. Log in and continue your application.
4. You will no longer have access to your application after it is submitted.
5. Once you have completed all of the pages, click on **SUBMIT** on the very last page to send your application to HFS.
6. HFS program officers review applications in the order they are received.
7. Submitting an application does NOT guarantee funding. Our Board meets three (3) times a year to review applications. You will be notified of the Board's decision approximately five (5) months after the submission deadline dates.

DEADLINES: February 1, June 1, and October 1

5. Click on "Apply."
6. Begin the application
7. **IMPORTANT: GOapply generates the grant number only when the application is submitted. Please use GOapply login information on the letter of support and the monitor letter.**
8. Complete every page up to the end and submit.

If you need further instructions, email the program officer in your region. **Be sure to include the email login and the name used to create the account so she can identify it.**