

GOapply Portal Guidance

Clean Air Fund uses akoyaGO – a grants management system – to process and monitor applications. Attached to this is the GOapply portal, allowing external applicants to develop and submit proposals. This guidance explains how to create a GOapply account, navigate the portal, and submit an application to a Clean Air Fund funding opportunity.

Setting up an account

Create an account

Step 1: Visit the Clean Air Fund GOapply site using the following link -

<https://goapply2.akoyago.com/cleanairfund/identity/account/login>

Step 2: Create and register a new account with the lead organisation's name and address

Note: Multiple users can create accounts under the same organisation. All users linked to that organisation will be able to view its applications. To ensure users are correctly linked, please use the organisation's official name and details consistently.

Step 3: Verify your account via the verification email sent to you

Note: Once you have verified your account it may take a few minutes before you are able to log into the portal.

Step 4: Log into your account

Navigating the site

On the site you will see a number of tabs at the top of the page.

Tab Name	What you can find here
'In Progress'	Draft applications that have been started but not submitted
'Submitted'	Applications that have already been submitted
'Opportunities'	All currently open funding opportunities and RfPs
'Organisation Profile'	View and update your organisation details and manage organisation users

Submitting an application

Submitting an Expression of Interest

Step 1: Navigate to the 'Opportunities' tab on the GOapply portal. This will show all live opportunities including RfPs

Step 2: Find the relevant RfP using the listed Opportunity Name

Step 3: Start your application by clicking on 'Apply'

Note: You can download a blank PDF version of the application by selecting 'Print Blank' to view offline.

Step 4: Check organisation details before continuing to submission

Step 5: Complete the eligibility questions to confirm your organisation is eligible to apply

Note: You will not be able to proceed to submission unless you meet the required criteria.

Step 6: Fill in the application with the relevant information for each section

Note: Applications can be saved and continued later. Once saved it will be found in the 'In Progress' tab.

Step 7: Submit application. You will receive an email confirming successful submission

Note: Once submitted, applications cannot be amended. Please review carefully before submitting. Applications may take a few minutes to appear in the 'Submitted' tab.

Step 8: Applicant decision notification

Note: All applicants will be notified of the outcome of their application. The level of feedback provided may vary by opportunity and we may not be able to provide detailed feedback to all applicants. Indicative decision timelines will be included in the relevant RfP where available.

Please note:

- The GOapply link directs you to the main portal. Once logged in, navigate to the relevant opportunity from the 'Opportunities' tab
- In some cases, you may receive an automated email incorrectly stating that your submission was not received. If your application has been submitted in GOapply, it has been received by Clean Air Fund. We will contact you directly if there is an issue with your submission.