Mary L. Thomas Award Application Process: Frequently Asked Questions

- How do I nominate someone for the Mary L. Thomas Award for Civic Leadership & Community Change?
  - *After you read the Frequently Asked Questions, there is a link at the bottom of the page. That link will take you to a website called GOapply where you'll click "register a new account" to start the process. You will register as an individual.*
  - *If you think you already have an account, but aren't sure, reach out to Hailey Barnhill at hbarnhill@spcf.org. Do not register a new account with an email you've previously used.*

- Can I nominate myself for the award?
  - *While you can nominate yourself for the award, most nominations are submitted by a friend or colleague of the nominee. Many times, the nominee does not know they have been nominated for the award.*

- I've created an account, but how do I access the application?
  - *Click "opportunities" at the top of the page. The opportunity name is 2025 Mary L. Thomas Award for Civic Leadership and Community Change. Click "view" to begin.*

- I've started the application but need to finish it later. Will I lose my work if I leave?
  - *You will not lose your work but be sure to save the application by clicking the "SAVE DRAFT" button at the bottom of the screen.*
  - *To access your saved application, click "submissions" at the top of the screen and you'll see the saved application under the "In Progress" tab.*

- Do I have to upload the reference letters in this system?
  - *We ask that you please use the system to attach your reference letters. You may email them to Hailey Barnhill at hbarnhill@spcf.org only if you're having technical issues. If you're emailing the letters, they are still due by the application deadline.*

- When is the application due?
  - *The application is due by the end of the day, Monday, December 16, 2025.*

- How can I be certain that you received my application?
  - *You can click on "Submissions" and find your completed application under the "submitted" tab. You will also receive email confirmation that the application was received.*

- I've read everything, now how do I apply?
  - Scan the QR code, *click here to apply or copy and paste this into your web browser: https://goapply2.akoyago.com/SCF*

For questions about accessing the GOapply system and any technical issues, please contact Hailey Barnhill at hbarnhill@spcf.org.