

How to Apply – General Resources

Date Issued - 8/29/24

Agenda



- GATA Pre-Requisites/Support
- Overview of Applicant Portal
 - Project Information
 - Application Forms
 - Budget
- Edit Reopened Application



If you have not created a public.external.illinois.gov account and registered your Organization in the GATA Grantee Portal complete the following steps:

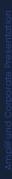
- Instruction to create account and register organization <u>here</u>
- Contact OMB GATA with questions about the GATA Grantee Portal -<u>omb.gata@illinois.gov</u>
- Contact AmpliFund Customer Support with questions about AmpliFund <u>support@il-amplifund.zendesk.com</u>

Add the following information when contacting OBM GATA or AmpliFund for support:

- Your name
- Name of Organization
- Opportunity you are applying to
- Description of issue
- Related screenshots



Project Information



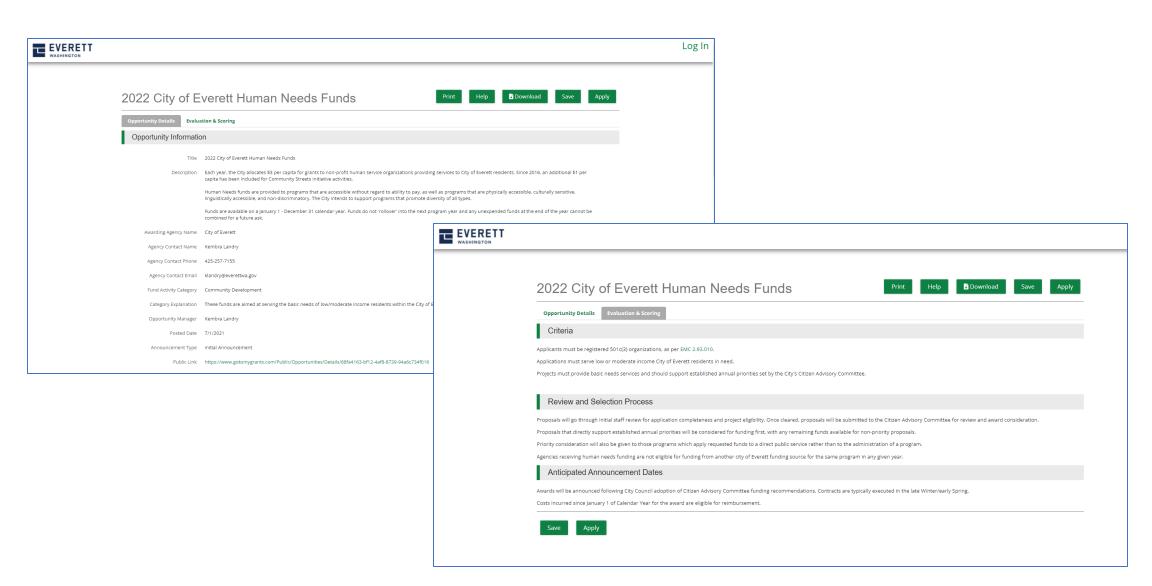
Section Agenda



- Project Information
 - Opportunity Information
 - Evaluation and Scoring Tab
 - Apply
 - Navigation
 - Required Fields
 - Autofill Data
 - No Match Example
 - Match Examples
 - Mark as Complete, Save and Continue

Opportunity Information and Evaluation & Scoring





Apply to the Opportunity



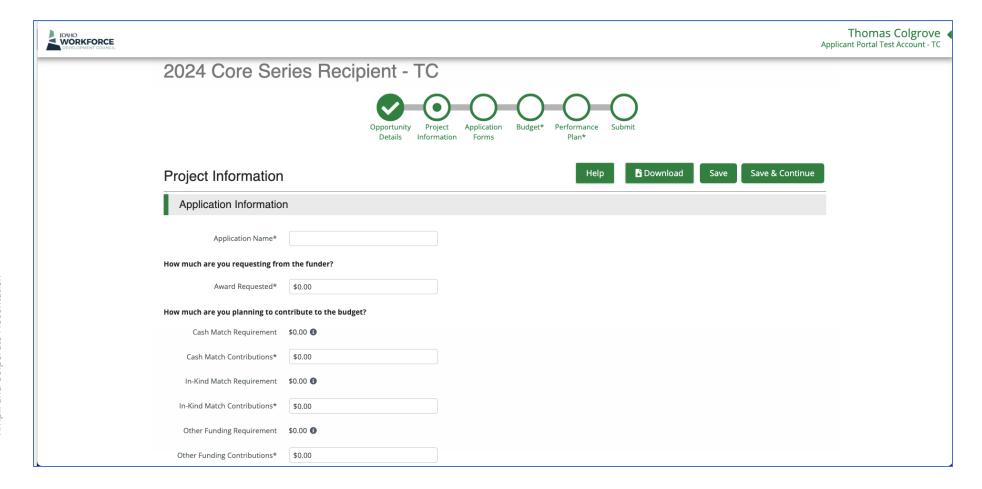
Click the Apply button to start the application process

EVERETT		Log In
2022 City of	Everett Human Needs Funds Print Help Download Save Apply	
Opportunity Details Eva	luation & Scoring	
Opportunity Informa	tion	
Titl	e 2022 City of Everett Human Needs Funds	
Descriptio	Each year, the City allocates \$3 per capita for grants to non-profit human service organizations providing services to City of Everett residents. Since 2016, an additional \$1 per capita has been included for Community Streets Initiative activities.	
	Human Needs funds are provided to programs that are accessible without regard to ability to pay, as well as programs that are physically accessible, culturally sensitive, linguistically accessible, and non-discriminatory. The City intends to support programs that promote diversity of all types.	
	Funds are available on a January 1 - December 31 calendar year. Funds do not 'rollover' into the next program year and any unexpended funds at the end of the year cannot be combined for a future ask.	
Awarding Agency Nam	e City of Everett	
Agency Contact Nam	e Kembra Landry	
Agency Contact Phon	e 425-257-7155	
Agency Contact Ema	ll klandry@everettwa.gov	
Fund Activity Categor	y Community Development	
Category Explanatio	These funds are aimed at serving the basic needs of low/moderate income residents within the City of Everett.	
Opportunity Manage	r Kembra Landry	
Posted Dat	e 7/1/2021	
Announcement Typ	e Initial Announcement	
Public Lin	k https://www.gotomygrants.com/Public/Opportunities/Details/68fa4163-bf12-4af8-8739-94a6c734f016	

Navigation



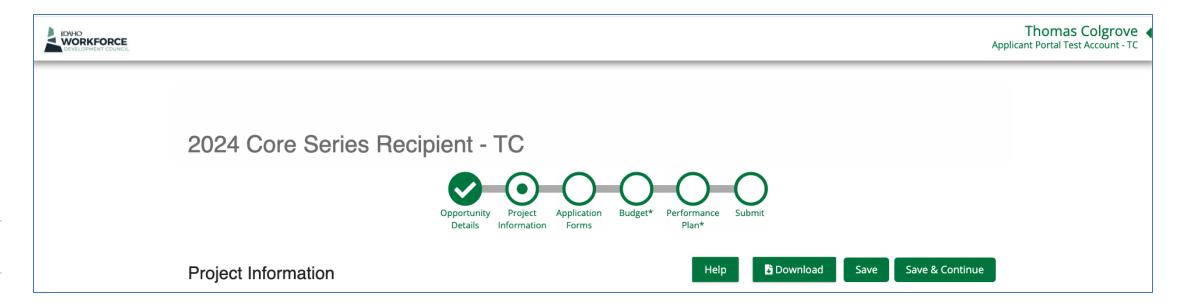
Land on the Project Information Page



Navigation Continued



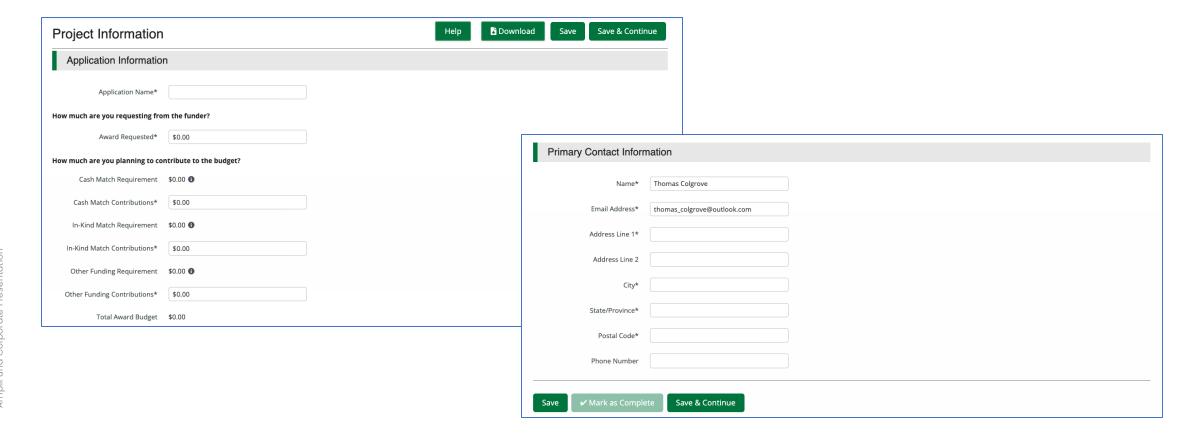
- All navigation sections on the top of the screen must be complete before submitting your application
- Each circle should be green with a white checkmark like the Opportunity Details section below
- Navigate to different sections of the application by clicking on the desired navigation section



Required Fields



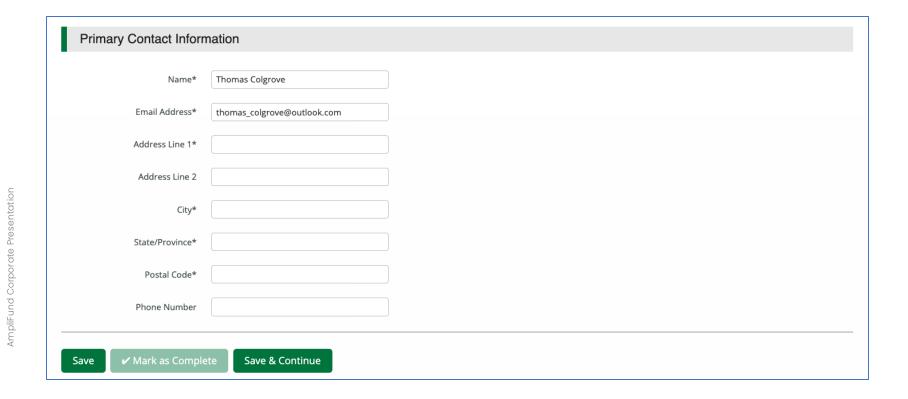
 Complete in the top navigation, you must complete all required fields marked with an *



Autofill Data



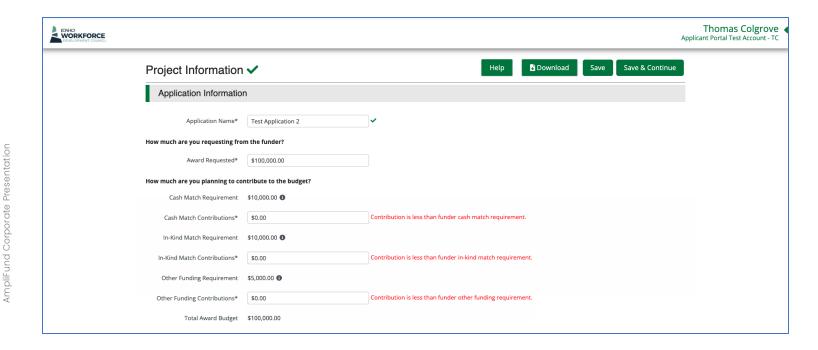
- The Primary Contact Information section will auto-populate with the information from the Applicant Portal
- Review the steps in the Overview of Applicant Portal section to update the information so you only have to enter it once



Match Example



- If a match is required, there will be an additional required section called "How much are you planning on contributing to the budget?"
- If your funder configured a match requirement, AmpliFund will calculate the minimum match amount based on the Award Requested amount
- If match is optional, you will have a \$0.00 requirement and can add as needed

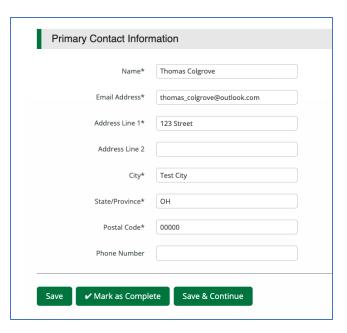


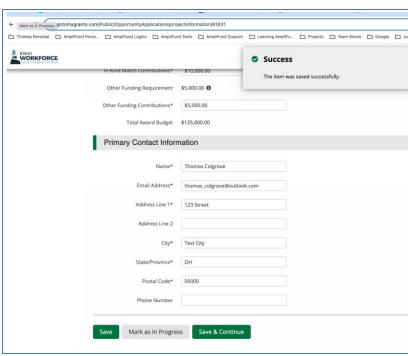
Mark as Complete, Save and Continue



- After completing all required fields Mark as Complete and Save and Continue
- AmpliFund will not let you Mark as Complete and Save and Continue if there are any incomplete required fields
- AmpliFund displays validation errors if there are incomplete required fields or if entries are not in line with the Opportunity requirements

Name*	Thomas Colgrove	
Email Address*	thomas_colgrove@outlook.com	
Address Line 1*	123 Street	
Address Line 2		
City*		This field is required
State/Province*		This field is required
Postal Code*		This field is required
Phone Number		





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Application Forms



Section Agenda



- Application Forms
 - Enter Data
 - Required Fields
 - Mark as Complete, Save and Continue
 - Application Form Status Grid

Inputting Data



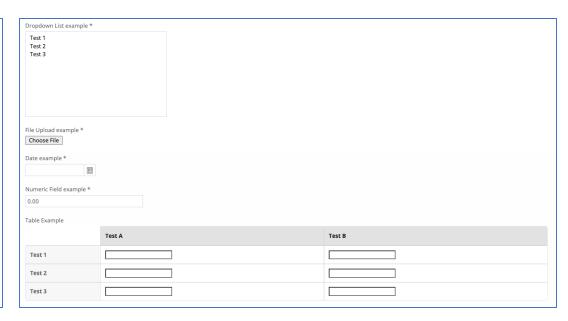
Content Fields

Data that your funder provides as instructions, attachments, links, etc.

Entry Fields

- Data that you enter on the Application Forms
- Single line text, multi-line text, multiple choice, checkboxes, dropdowns, dates, numeric values, tables, and file uploads

Instructions
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Download this PDF for more information. Logo-FullColor-hi-res.jpeg
Review this website for more information. test.com
Application Questions
Single Line Text Field example *
Multi Line Text Box example *
Multiple Choice Example * O Yes O No



Required Fields



Complete each required field marked with an *

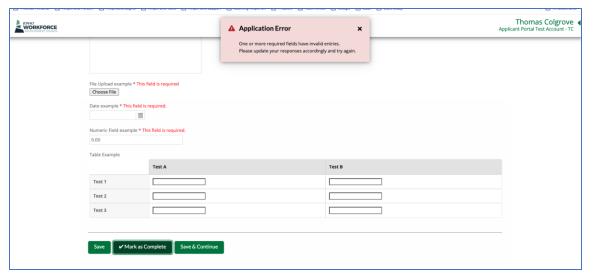
I	nstructions
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
	Download this PDF for more information. Logo-FullColor-hi-res.jpeg
	Review this website for more information. rest.com
/	Application Questions
	Single Line Text Field example *
	Multi Line Text Box example *
	Multiple Choice Example * O Yes O No

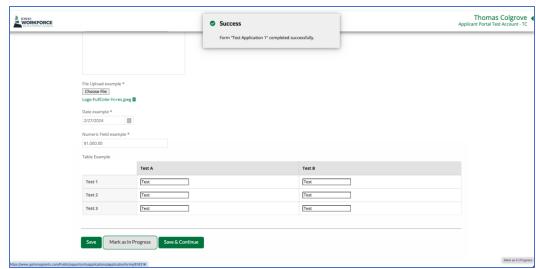
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Mark as Complete, Save and Continue



- You must mark each Application Form as complete and then save and continue or you will not be able to submit
- AmpliFund will not allow you to Mark as Complete if you have not completed all required fields
- Clicking Save and Continue will take you to the next Application Form or next section of the application process



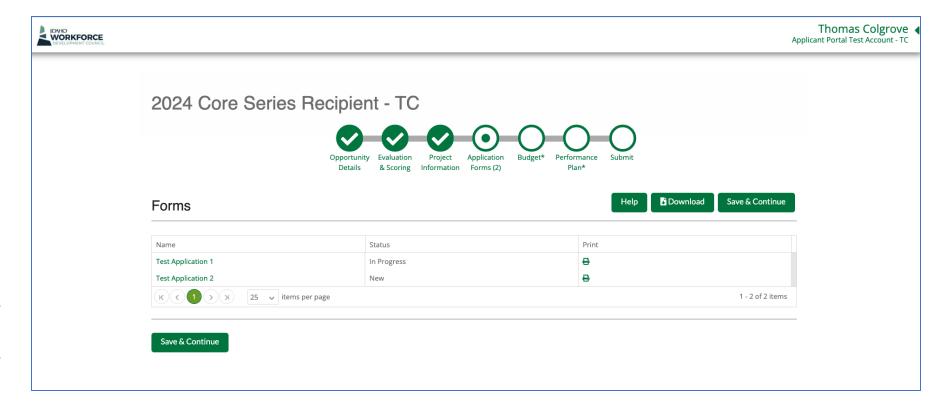


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 Click on the Application Forms section on the top navigation to access the Application Form Status Grid

Application Form Status Grid

Here you can see the status of each application and download applications



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Budget

Section Agenda

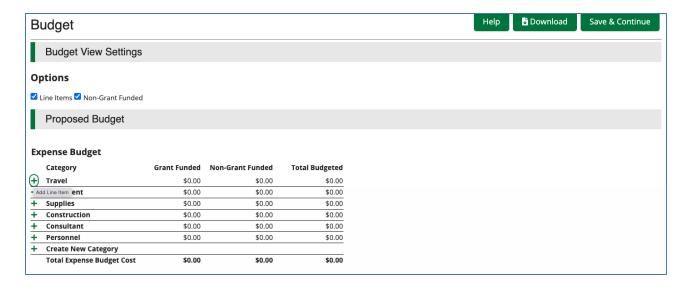


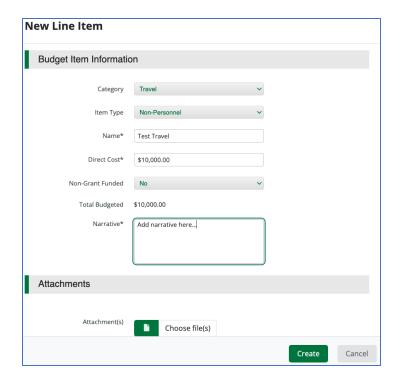
- Project Information and Budget
- Enter Line Items
 - No Match/Match
 - Line Item Narrative and Document Upload
 - Edit Line Items
 - Final Budget/Mark as Complete, Save and Continue
 - Submit Complete Application

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Enter Line Items with no Match

- Configure the Budget View Settings
- Click on the + icon next to the Budget Category you wish to enter a line item
- **Enter the Name**
- **Enter the Direct Cost**
- Leave Non-Grant Funded set to No
- Enter Narrative (May be required or optional)
- Add Attachments as needed
- Click Create on the bottom right of the screen





AmpliFund

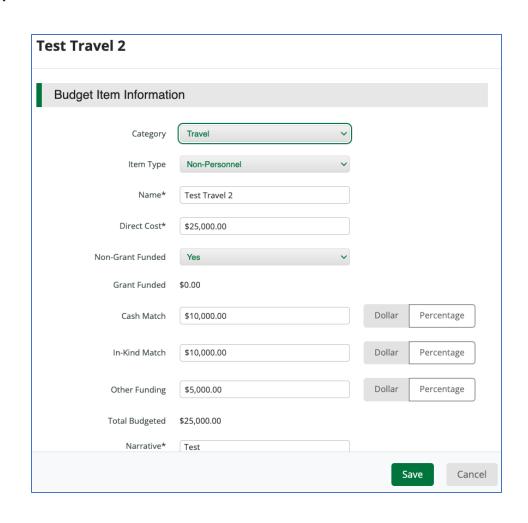


Amplifund Corporate Presentati

Enter Line Items with Match



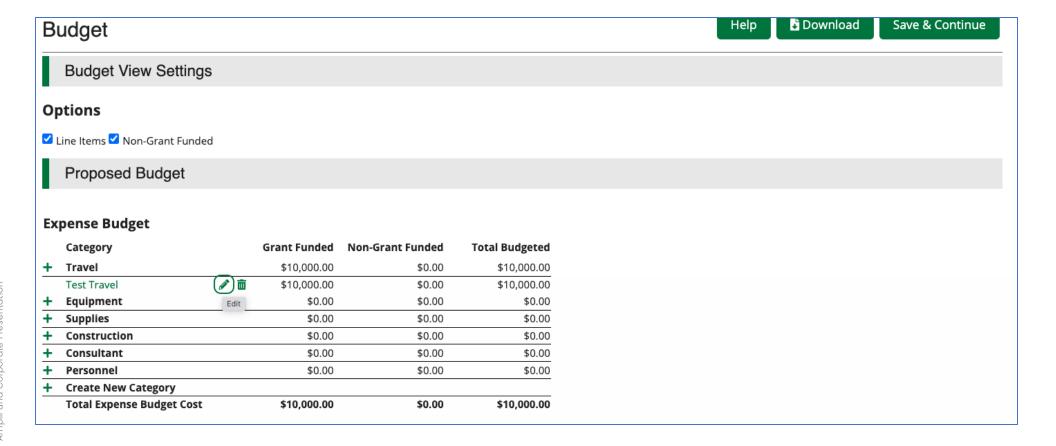
- Click on the + icon next to the Budget Category you wish to enter a line item
- Enter the Name
- Enter the Direct Cost
- Set the Non-Grant Funded to Yes
 - Cash Match
 - In-Kind Match
 - Other Funding
 - Match can be entered in \$ or as a %
- Enter Narrative (May be required or optional)
- Add Attachments as needed
- Click Create on the bottom right of the screen



Edit Line Items



Click on the pencil edit icon next to the Line Item to edit as needed

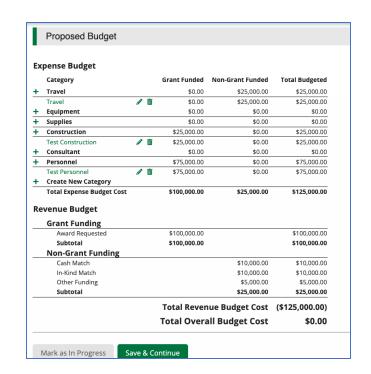


Final Budget/Mark as Complete, Save and Continue



- The Final Budget should account for all requested Grant Funds and any Match requirements
- The Total Overall Budget Cost should be \$0.00
- AmpliFund will display a validation error if not all funds are accounted for

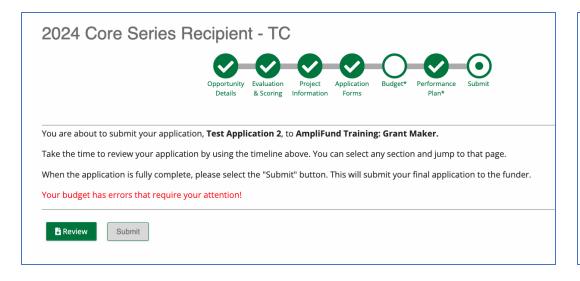
Category		Grant Funded	Non-Grant Funded	Total Budgeted
Travel		\$0.00	\$25,000.00	\$25,000.00
Travel	● =	\$0.00	\$25,000.00	\$25,000.00
Equipment		\$0.00	\$0.00	\$0.00
Supplies		\$0.00	\$0.00	\$0.00
Construction		\$0.00	\$0.00	\$0.00
Consultant		\$0.00	\$0.00	\$0.00
Personnel		\$75,000.00	\$0.00	\$75,000.00
Test Personnel	₽ 1	\$75,000.00	\$0.00	\$75,000.00
Create New Catego	ory			
Total Expense Budget	get Cost	\$75,000.00	\$25,000.00	\$100,000.00
evenue Budget Grant Funding		-	\$25,000.00	·
evenue Budget Grant Funding Award Requested		\$100,000.00	\$25,000.00	\$100,000.00
evenue Budget Grant Funding Award Requested Subtotal	d	-	\$25,000.00	·
evenue Budget Grant Funding Award Requested	d	\$100,000.00		\$100,000.00 \$100,000.00
evenue Budget Grant Funding Award Requested Subtotal Non-Grant Fund	d	\$100,000.00	\$25,000.00 \$10,000.00 \$10,000.00	\$100,000.00
Grant Funding Award Requested Subtotal Non-Grant Fund Cash Match	d	\$100,000.00	\$10,000.00	\$100,000.00 \$100,000.00 \$10,000.00
Grant Funding Award Requester Subtotal Non-Grant Fund Cash Match In-Kind Match	d	\$100,000.00	\$10,000.00 \$10,000.00	\$100,000.00 \$100,000.00 \$10,000.00 \$10,000.00
Grant Funding Award Requested Subtotal Non-Grant Fund Cash Match In-Kind Match Other Funding	d	\$100,000.00 \$100,000.00	\$10,000.00 \$10,000.00 \$5,000.00	\$100,000.00 \$100,000.00 \$10,000.00 \$10,000.00 \$5,000.00
Grant Funding Award Requested Subtotal Non-Grant Fund Cash Match In-Kind Match Other Funding	d	\$100,000.00 \$100,000.00	\$10,000.00 \$10,000.00 \$5,000.00 \$25,000.00	\$100,000.00 \$100,000.00 \$10,000.00 \$10,000.00 \$5,000.00 \$25,000.00

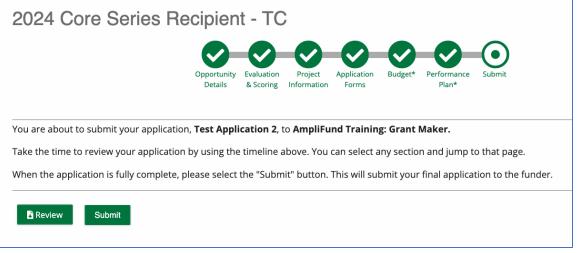


Submit Complete Application



- All navigation sections on the top of the screen must be complete before submitting your application
- Each circle should be green with a white checkmark like the Opportunity Details section below
- If you receive any validation errors, you can click on the desired navigation section and complete all required information and Mark as Complete and Save and Continue



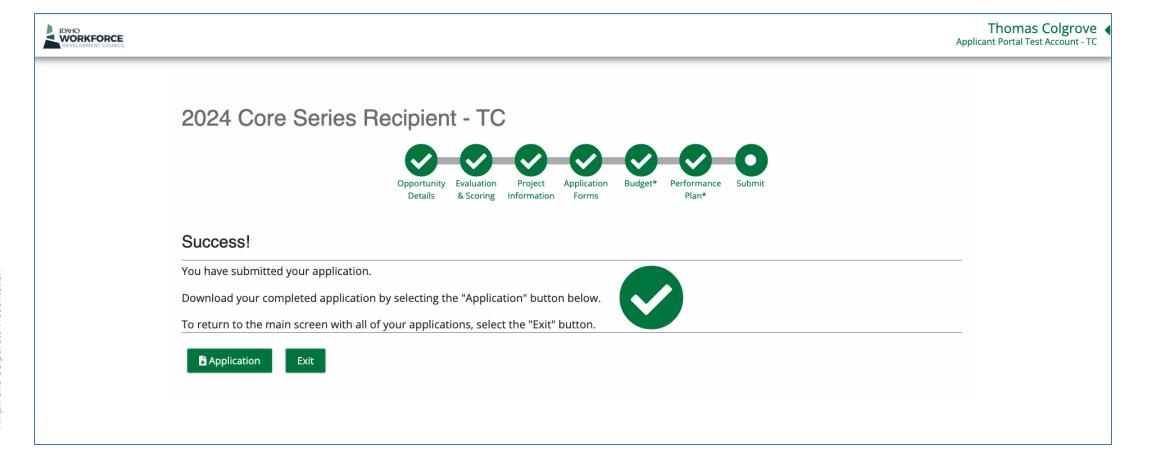


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Submit Complete Application Continued



Click Submit and AmpliFund displays a success message!



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Edit Reopened Application

Section Agenda

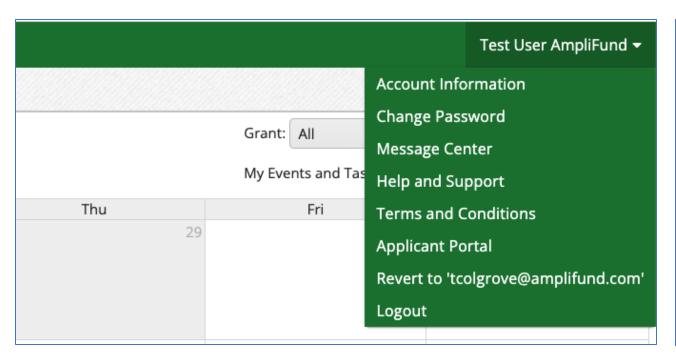


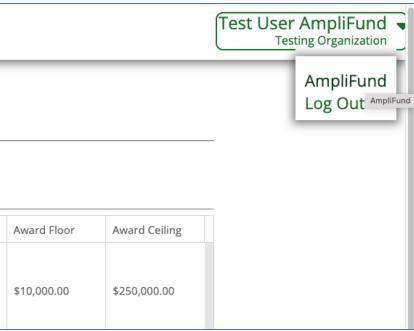
- Edit Reopened Applications
 - Log into AmpliFund here https://grants.illinois.gov/portal/
 - Toggle to Applicant Portal
 - Access Submitted Applications
 - Edit Reopened Applications
 - Download Submitted Applications
 - Withdraw Applications

Toggle between AmpliFund / Applicant Portal



 Click on your name on the top right of the screen and select Applicant Portal or AmpliFund





Access Submitted Applications

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- Click Applications on the top left of the screen
- Select the appropriate Application

Application	is Acc	ount Inforn	nation	Users	FAQ				
Applicat	tions								
Application Na	Application ID	Submission St	Funder Name	Title	Opportunity St	Submission Op	Submission Cl	Award Floor	Award Ceiling
Test Application	61812	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
Test Application 2	61831	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
2024 Core Series Recipient - TC 🛅	61874	Unsubmitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
Recipient - TC			Maker	Recipient - TC		AIVI	12:00 AW		

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Edit Reopened Applications



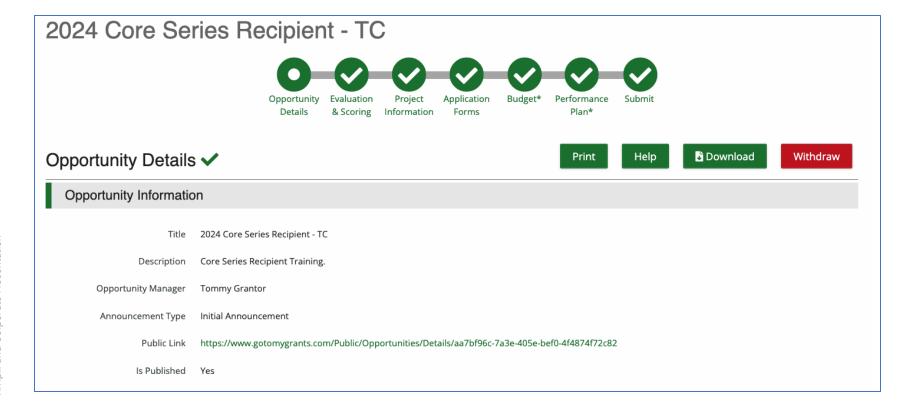
- Select the Application that says Reopened
- Edit the appropriate sections of the Application Form
- The funder chooses what sections of the Application to Reopen

Submission Cl	Award Floor	Award Ceiling
12/31/2024 12:00 AM		\$100,000.00
12/31/2024 12:00 AM		\$100,000.00
12/31/2024 12:00 AM		\$100,000.00
	12/31/2024 12:00 AM 12/31/2024 12:00 AM	12/31/2024 12:00 AM 12/31/2024 12:00 AM

Download Submitted Applications



- Click on the desired Application
- Click on the Download tab



Withdrawing Applications



Withdrawing applications does not allow for Resubmitting

