Applying for ICJIA Funding & Logging into AmpliFund

Two ways to find ICJIA Funding Opportunities:

https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx

And ICJIA website:

https://icjia.illinois.gov/gata/

The AmpliFund system requires a single sign-on similar to the GATA Grantee Portal.
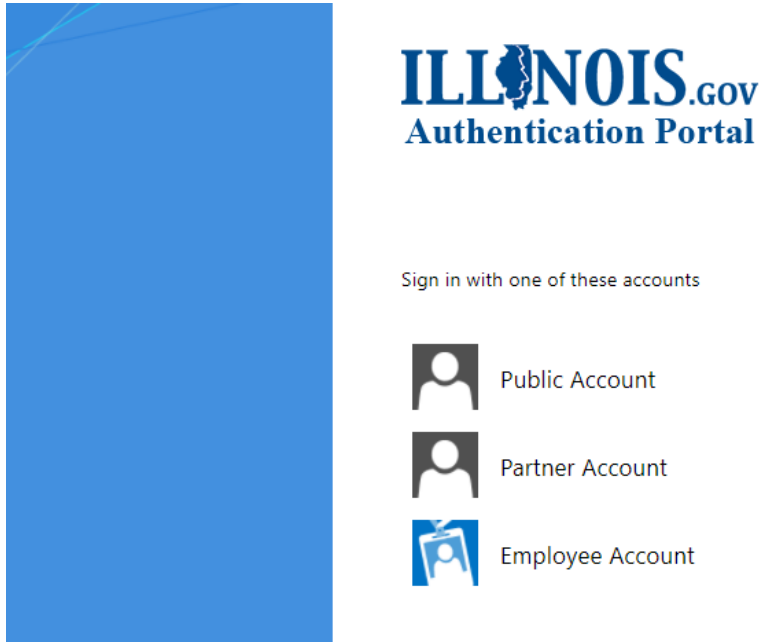
You can find the instruction on how to create a single sign-on here:

https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf

When signing onto AmpliFund for the <u>first time</u>, you will arrive to the **Terms and Conditions** page.

Terms and Conditions

CLICK-TO-PROCEED AGREEMENT

THIS CLICK-TO-PROCEED AGREEMENT describes the terms according to which, and conditions subject to which, StreamLink Software Inc., a Delaware corporation, will grant to each User the right to use StreamLink Software cloud-based grant and board management software services (the "Services"). Capitalized terms used in this Click-To-Proceed Agreement are defined in Section 9 and the "you" referred to herein is the User entering into this Agreement with StreamLink Software.

You may not click ["I ACCEPT"] unless you intend to enter into a legally binding and enforceable contract with StreamLink Software. If you do not intend to be so bound, you should click "[I DO NOT ACCEPT]".

In consideration of these premises, and the representations, warranties and covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which you acknowledge by clicking "[I ACCEPT]", you hereby agree with StreamLink Software as to that set forth below.

1 Basic Terms

1.1 The Services are always evolving and the form and nature of the Services may change from time to time without prior notice to you. In addition, StreamLink Software may stop (permanently or temporarily) providing the Services (or any features within the Services) to you or to users generally and may not be able to provide you with prior notice. We also retain the right to create

Read and scroll through, on the bottom, agree and accept. This is a ONE-TIME requirement and will not have to do this every time you log in to AmpliFund.

Review the information for the NOFO and decide if the program is good fit for your organization. When you are ready to continue, click on Apply.

The NOFO information is the same as previous NOFO announcements, but in a different format and submission process.

How to complete the application in AmpliFund

Submission of the application components has changed; instead of emailing your program narrative and other requirements you are asked to complete these sections within AmpliFund.

Another change is the submission of the Programmatic Risk Assessment. In previous NOFO postings, ICJIA has asked for the PRA to be completed prior to the agreement being signed. AmpliFund has allowed us to request this information in conjunction with your application.

You are asked to Download the PRA (Excel file). This document contains conditional formatting. Upon completion, upload the Excel file to AmpliFund as directed.

- The PRA does not require a "wet" signature. Please type name on both "Authorized Signature," and "Signor's Name" lines.
- The PRA is not scored and is not used to disqualify applicants/grantees. The PRA is used to identify an applicant's technical assistance needs and mitigate risk, if awarded. This helps the funder and grantee on how to partner.

Remember as you complete the sections, click the "Mark as Complete" and continue to the next form/section.

Once you've completed the forms and mark everything as Complete, you can click on the "Submit" button. The AmpliFund system will not let you submit without completing all required forms and fields.

Make sure to read the close date for the NOFO you are applying. No late applications will be accepted.

AmpliFund will auto-generate emails to the applicant to indicate if the application has been received, and activity for your application: scoring, review, etc. Notifications are sent to the primary contact person listed on the Project Information Page.

Please make sure you check the User roles for your organization via the GATA Grantee Portal.

User Roles and Workflow

Organization Administrator: can create, edit, delete, and withdraw applications; create and edit accounts; and add new users

Editor: can edit applications and update their own account settings

- All users are initially defaulted to the Administrator role.

- Multiple users can work on an application at once. All must have individual GATA grantee portal credentials.

- It is strongly suggested not to work on the same form at once. You will overwrite the form.

- Saved and submitted applications can be viewed in the Applications List (instructions in the Step-by-Step guide).

Award notification will be provided as outlined in the NOFO instructions.

DO check your organization's pre-qualification FIRST.

DO NOT wait. Check you are able to log into AmpliFund.
➢ Late applications will <u>not</u> be accepted.

DO use Google Chrome while using AmpliFund

DO submit your Internal Controls Questionnaire (ICQ) through the GATA portal.

Q. Do I have to wait until I see a Notice of Funding Opportunity in order to sign-up and register via AmpliFund?

A. No. You can set up your AmpliFund registration at any time, however, the direct link from an active NOFO will help you find the NOFO for which you are applying.

The AmpliFund Applicant Portal requires registration on the Illinois GATA Grantee Portal and an Illinois.gov public account.

1. Go to https://il.amplifund.com you will be direct to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click on "Public Account"
   a. If you are registered in the GATA Grantee portal, then use that username and password
   b. If this is the 1st time in AmpliFund, then click "Create a new account"
      i. Add your account information and click register
      ii. You will receive a confirmation email, that link is only valid for 24hrs. verify your email and follow the instructions.
3. Your request to join AmpliFund under your organization must be approved by the administrator in your agency.
4. Once approved, follow the Logging into AmpliFund for the first time (accept terms and conditions)