

# APPLICANT PORTAL USER GUIDE

The AmpliFund Applicant Portal allows organizations to submit applications to a funding opportunity. This guide for applicant users explains how to navigate the Applicant Portal, complete funder application forms, and add budget and performance plans during the application process.

Applicants may have received an opportunity-specific link from the funder, or a link to all of the funder's open opportunities.

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## GETTING STARTED ON THE APPLICANT PORTAL

Here are the steps applicant users should take to set up their applicant Portal account before starting their opportunity application.

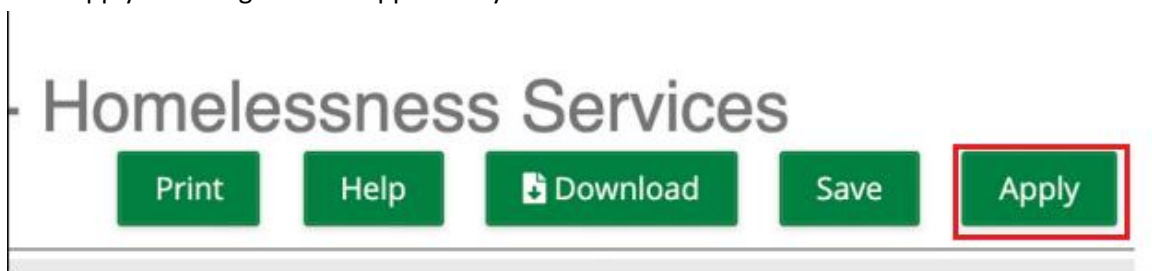
### HOW TO CREATE AN ACCOUNT ON THE APPLICANT PORTAL

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

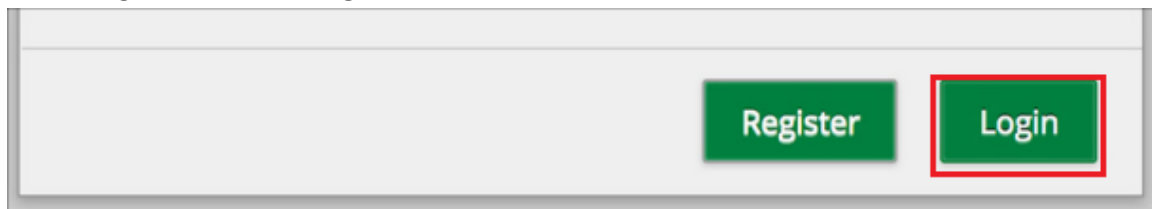
1. Use the **opportunity link** from the funder.
2. Click an open **opportunity name**.

Name	Award Status	Grantor	Status
CJD Test Recipient Award	Approved	Colorado Judicial (Sandbox Environment)	Enabled

3. Click Apply to the right of the opportunity name.



4. On the login screen, click **Register**.



5. On the *Create New Account* page, add your **user information**, **contact information**, and **organization information**. All required fields are noted with an asterisk (\*).
6. Click **Register**.

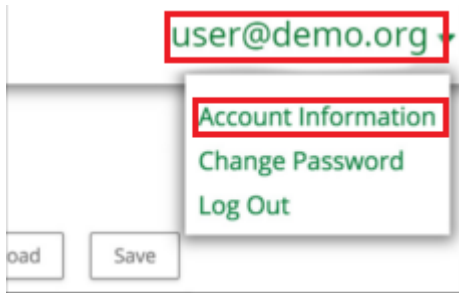


7. Click to **I Accept** to accept Amplifund's terms and conditions.

### HOW TO EDIT YOUR ACCOUNT INFORMATION

On the *Account Information* page, users may view and edit their password, contact information, and organization information.

1. Click your **email address** on the top-right corner of any page.
2. In the dropdown menu, select **Account Information**.



3. On the *Account Information* page, click **Edit**.
4. Update the information as necessary.
5. Click **Save & Return**.

Phone Number

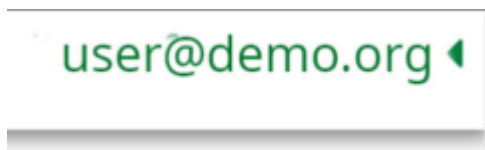
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**Save & Return**

## HOW TO LOG IN TO THE APPLICANT PORTAL

Once you have registered on the Applicant Portal, use your email and password to log in to the Applicant Portal to access your saved, started, and submitted applications.

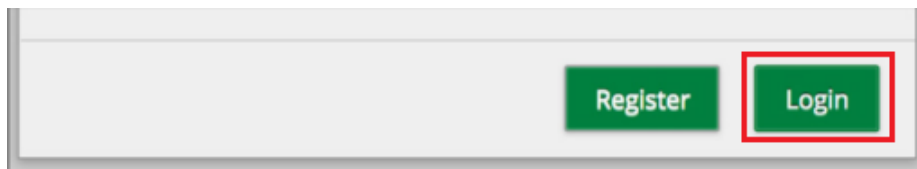
1. Use the **opportunity link** from the funder.
2. Click **Log In** in the top-right corner.



3. In the login window, enter your **Email** and **Password**.
4. Click **Login**.

OR

1. Go to [gotomygrants.com](http://gotomygrants.com).
2. In the login window, enter your **Email** and **Password**.
3. Click **Login**.



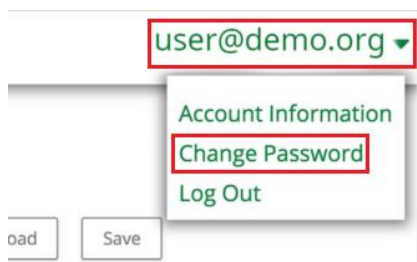
## HOW TO LOG OUT OF THE APPLICANT PORTAL

1. Click your **email address** on the top-right corner of any page.
2. In the dropdown menu, select **Log Out**.



## HOW TO CHANGE YOUR PASWORD

1. Click your **email address** on the top-right corner of any page.
2. In the dropdown menu, select **Change Password**.



3. Update the information as necessary.
4. Click **Save & Return**.

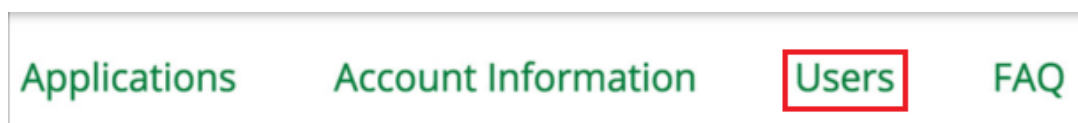
## HOW TO INVITE USERS TO YOUR ORGANIZATION ACCOUNT

Prerequisite: must be an administrator user. The first user to register in an organization is an administrator by default.

1. Open the **Applicant Portal**.
2. Click the AmpliFund logo in the top-left corner of any page.



3. Click **Users**.



4. Click **+ Add User**.



5. Add the user's **Email Address**.



6. Select the user's **Role**.

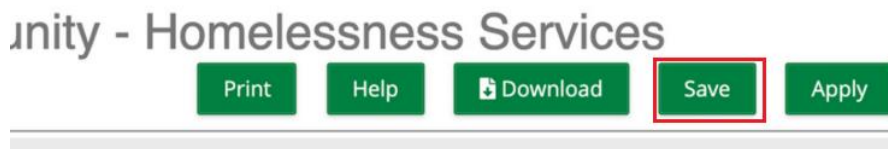
- a. **Administrator:** Administrators can create, edit, delete, submit, and withdraw applications; create and edit accounts; and add new users.
  - b. **Editor:** Editors can edit applications and update their account settings.
7. Add the **user's name, mailing address, and phone number**. Required fields are marked with an asterisk (\*).
  8. Click **Invite**.

## MANAGING AND APPLYING TO OPPORTUNITIES

### HOW TO SAVE AN OPPORTUNITY

Opportunities can be saved before submitting. Saved opportunities can be accessed by clicking the funder's logo in the top-left corner of the Applicant Portal.

1. Use the **opportunity link** from the funder.
2. On the opportunity details page, click **Save**.



### HOW TO VIEW THE APPLICATIONS LIST

Saved and submitted applications can be viewed on the applications list.

1. Click the **Amplifund logo** in the top-left corner of any page.



2. Click **Applications**.



### HOW TO DELETE AN APPLICATION


Once deleted, applications will no longer be accessible.

Prerequisite: must be an Administrator user and the application cannot be submitted.

1. Click the **logo** in the top-left corner of any page.



2. Click **Applications**.

- Click the trash can  (**Delete icon**) next to an application name.

Application Na...	Submission Sta...	Funder Name	Title
Public Service Funding Opportunity - Homelessness Services 	Unsubmitted	AmpliFund Training Grantor	Public Service Funding Opportunity - Homelessness Services

- In the confirmation pop-up window, click **Delete**.

## HOW TO START AN APPLICATION

Applications may be started from previously saved opportunities, or may be started directly from the opportunity link after registering.


- Use the *opportunity link* from the funder.
- On the opportunity details page, click *Apply*.

### Opportunity - Homelessness Services

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

## HOW TO DOWNLOAD AN APPLICATION

Applications can be downloaded at any time in the application process.

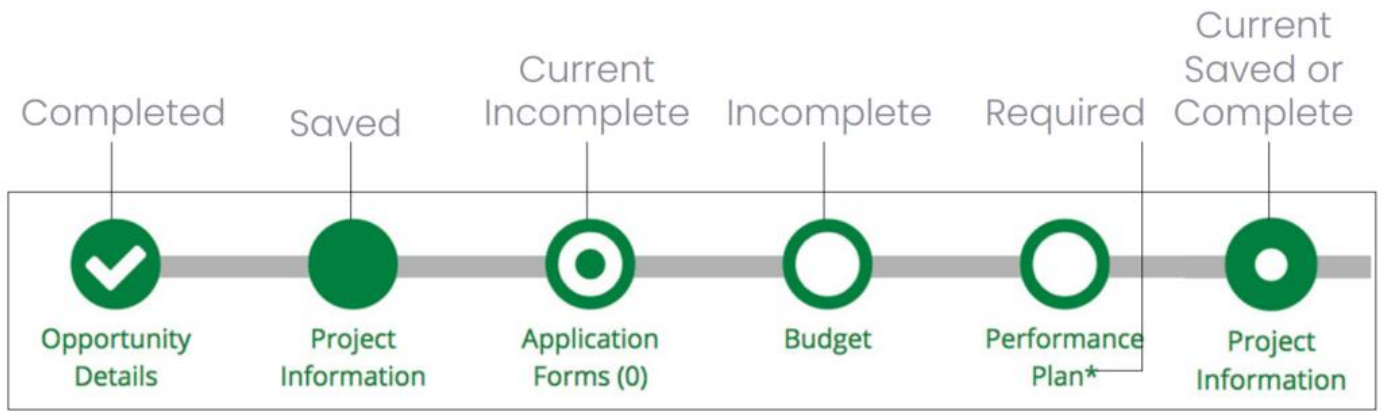
- Use the **opportunity link** from the funder.
- On the opportunity details page, click  **Download**.

### Opportunity - Homelessness Services

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

## APPLICATION PROGRESS

In the Applicant Portal, the application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.



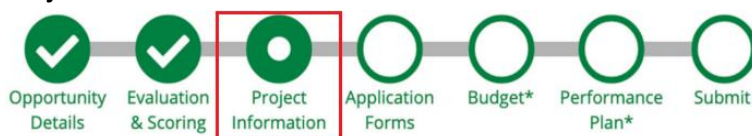
## PROJECT INFORMATION

You can add your application information and primary contact information on the Project Information page. If the funder requires a Cash Match and/or an In-Kind Match, those amounts can be added in this section.

Icon	Icon meaning
	Completed
	Save
	Incomplete
	Current Incomplete
	Current Saved or Complete
	Reopened

## HOW TO COMPLETE PROJECT INFORMATION

1. Open the **opportunity**.
2. Click **Project Information**.



## APPLICATION INFORMATION

3. Add the **Application Name**. The application name defaults to the opportunity name.
4. Add the **Award Requested**. This is the total amount you are requesting from the grant funder.



5. Add the **Cash Match Contributions** and **In-Kind Match Contributions**, if applicable. This is the amount you are planning to contribute to the project. It may differ from the funder’s calculated required amount.

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## PRIMARY CONTACT INFORMATION

6. Add the application’s primary **contact information**. The information in this section defaults to the contact information provided by the user who started the application. This user will receive an email notification if the application is reopened.

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## RECONCILIATION METHODS

Note: that this section may not be available on all applications.

7. Select from the available **Allowable Reconciliation Methods**.
  - a. **Advance Payment:** Grant funds are given to recipient in advance as full lump sum.
  - b. **Working Capital:** Grant funds are given to recipient in a defined payment schedule which includes an initial advance.
  - c. **Reimbursement:** Recipient spends own money and then requests grant funds as reimbursement.
  - d. If *Working Capital*, add **Proposed Initial Advance** and **Proposed Working Capital Rate**.
  - e. If *Advance Payment* or *Working Capital*, add **Justification for Reconciliation Method** and upload any **Supporting Documentation**.

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## PROPOSED PAYMENT SCHEDULE

Note: this section is only available when working capital is selected.

8. Add **monthly payment schedule** for the grant. Your ending balance should be \$0.00 at the end of the grant.
9. Click **Save** to save your progress, **Mark as Complete** to save the page and mark as complete, or **Save & Continue** to save your progress and move to the next page. Your information will not be shared with the funding organization until you click **Submit** on the Submit page.



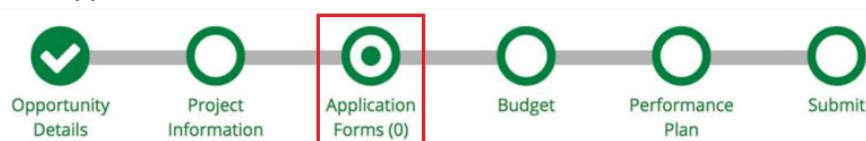
## APPLICATION FORMS

Application forms are funder-created custom forms that capture additional information about applicant organizations, activities, and proposed projects.

### HOW TO COMPLETE APPLICATION FORMS

The forms and fields will vary depending on the opportunity.

1. Open the **opportunity**.
2. Click **Application Forms**.



3. Click a **form name**.
4. Add **responses** to the funder’s customized form. The form may contain text, multiple choice, or dropdown list questions, or requests for file upload.

- Click *Save* to save your progress, *Mark as Complete* to save the page and mark as complete, or *Save & Continue* to save your progress and move to the next page. Your information will not be shared with the funding organization until you click *Submit* on the Submit page.



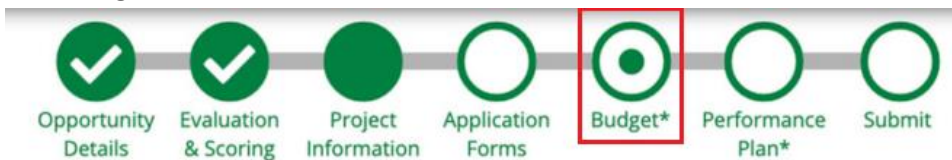
## BUDGET

Depending on the opportunity settings, the funder may provide a budget for you to complete. The budget includes the Expense Budget and Revenue Budget, as well as options to view line items, initial advance allocation (for opportunities with advance payment reconciliation methods), and NonGrant Funded amounts (for opportunities with match).

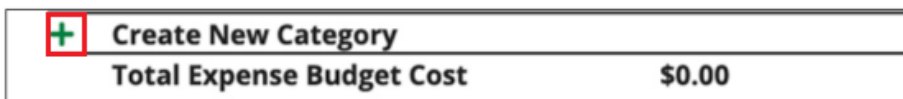
## HOW TO ADD A BUDGET CATEGORY

Funders may provide a list of budget categories to use as you complete the template. Funders may also allow applicants to create their own budget categories. If this is permitted, + **Create New Category** will appear on the budget.

- Open the **opportunity**.
- Click **Budget**.



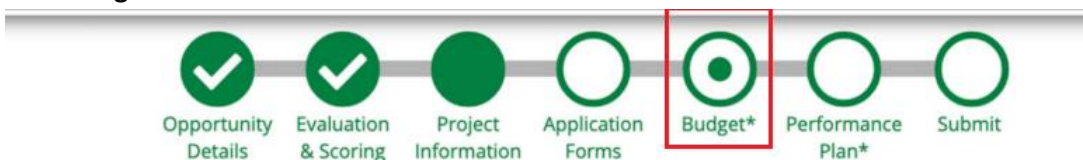
- Click the + **(Add icon)** next to *Create New Category*.



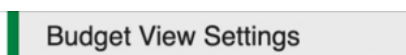
- In the pop-up window, add category **Name**.
- Add category **Description** (optional)
- Click **Save**.

## HOW TO ADD A BUDGET LINE ITEM

- Open the **opportunity**.
- Click **Budget**.



- Check the **Line Items** checkbox to view line items.



### Options

Line Items  Non-Grant Funded

- Click the + **(Add icon)** next to a budget category name.
- In the pop-up window, update **Category**, if necessary.
- Select the line item **Type**.

- a. **Personnel Line Item:** budgeted staff compensation expenses
  - b. **Non-Personnel Line Item:** Budgeted expenses that do not fund staff compensation
  - c. **Benefit Type Line Item:** planned benefit expenses for all grant-funded staff.
7. Add the line item **Name**.
  8. Add the **Direct Cost**.
  9. If available, select if the line item is **Non-Grant Funded**.
    - a. If Yes, add the **dollar amount** or **percent (in decimal format)** of the line item that will be funded by Cash Match or In-Kind Match.

Non-Grant Funded

Grant Funded \$0.00

Cash Match

In-Kind Match

10. If available and applicable, add the portion of the line item that should be included as **Initial Advance**.
11. Add the line item **Narrative** (optional).
12. Click **Save**.

## PERFORMANCE PLAN

Depending on the opportunity settings, there may be a Performance Plan page. Funders may also include defined programmatic goals for applicants to meet through grant activities. If goals have been predefined, they will appear in the goal type dropdown.

## HOW TO ADD A PERFORMANCE GOAL

1. Open the **opportunity**.
2. Click **Performance Plan**.



3. Click **+ Add Goal**.

**Proposed Performance Plan**

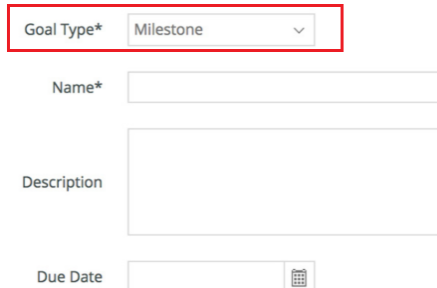
Total Number of Clients\* **+ Add Goal**

4. In the pop-up window, select a **Goal Type**. The available goal types may vary depending on the opportunity settings.
  - a. **Milestone:** track completion of grant milestones( i.e. Will you complete X?)
  - b. **Narrative:** capture a narrative response (i.e. How will you complete X)
  - c. **Numeric:** Track discrete numbers to achieve (i.e. Will you achieve X number?)
  - d. **Percent Achieved:** Track a percent to achieve (i.e. Will you achieve X%)
  - e. **Reimbursement:** Track discrete units to achieve with a dollar rate per unit (i.e. Will you achieve X units with a reimbursement rate \$Y/unit?)
5. Add a goal **Name**.
6. Add the **goal information**. The fields will vary depending on the goal type.
7. Click **Save**.

## HOW TO ADD A MILESTONE GOAL

Milestone goals are the most basic goal type. They allow for tracking progress on the completion of a “pass or fail” goal. An example of a milestone goal is “Create and send Q1 Staff Survey.”

1. Click **+ Add Item**.
2. In the pop-up window, select **Milestone** from the *Goal Type* dropdown



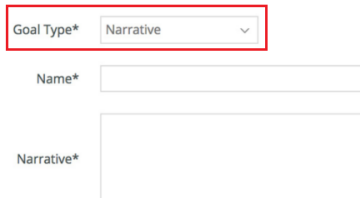
A screenshot of a form for adding a Milestone goal. The 'Goal Type\*' dropdown menu is highlighted with a red box and shows 'Milestone' selected. Below it are three input fields: 'Name\*' (a text box), 'Description' (a larger text area), and 'Due Date' (a date picker with a calendar icon).

3. Add a goal **Name**.
4. Add the goal **Description** (optional).
5. Click **Save**.

## HOW TO ADD A NARRATIVE GOAL

Narrative goals are question and answer goals. Responsible staff members may answer the question posed by the goal. An example of a narrative goal is “How successful was the grant-related activity this period?”

1. Click **+ Add Item**.
2. In the pop-up window, select **Narrative** from the *Goal Type* dropdown.



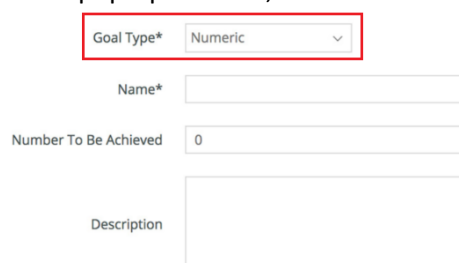
A screenshot of a form for adding a Narrative goal. The 'Goal Type\*' dropdown menu is highlighted with a red box and shows 'Narrative' selected. Below it are two input fields: 'Name\*' (a text box) and 'Narrative\*' (a larger text area).

3. Add a goal **Name**.
4. Add the goal **Narrative**.
5. Click **Save**.

## HOW TO ADD A NUMERIC GOAL

Numeric goals are a discrete number to achieve. As units of the goal are completed, staff may record units completed. An example of a numeric goal is “number of program participants” with a goal target of 50.

1. Click **+ Add Item**.
2. In the pop-up window, select **Numeric** from the *Goal Type* dropdown.



A screenshot of a form for adding a Numeric goal. The 'Goal Type\*' dropdown menu is highlighted with a red box and shows 'Numeric' selected. Below it are three input fields: 'Name\*' (a text box), 'Number To Be Achieved' (a text box with '0' entered), and 'Description' (a larger text area).

3. Add a goal **Name**.

4. Add the goal **Number To Be Achieved** (optional).
5. Add the goal **Description** (optional)
6. Click **Save**.

## HOW TO ADD A PERCENT ACHIEVED GOAL

Percent achieved goals are goals to reach a desired percent. When tracking progress against a percent achieved goal, staff may capture Total Possible and Total Achieved percentages. An example of a percent achieved goal is “Volunteer Retention Rate” with a goal target of 70%.

1. Click **+ Add Item**
2. In the pop-up window, select **Percent Achieved** from the *Goal Type* dropdown.

Goal Type\* Percentage Achieved ▾

Name\*

Desired Percentage 0.00 %

Description

3. Add a goal **Name**.
4. Add the **Desired Percentage** in decimal format (optional).
5. Add the goal **Description** (optional)
6. Click **Save**.

## HOW TO ADD A PERCENT CHANGE GOAL

Percent change goals are goals to track a percent increase or decrease. Percent change goals are defined with a starting percent and a desired percent. When tracking progress against a percent change goal, staff may capture Total Possible and Total Achieved percentages. An example of a percent change goal is “Decrease in Student Absences” with a starting absentee rate of 10%, and a goal absentee rate of 3%.

1. Click **+Add Item**.
2. In the pop- up window, select **Percent Change** from the *Goal Type* dropdown.

Goal Type\* Percentage Change ▾

Name\*

Desired Percentage\* 0.00 %

Current Percentage\* 0.00 %

Description

3. Add a goal **Name**.
4. Add the **Desired Percentage** in decimal format.
5. Add the **Current Percentage** in decimal format.
6. Add the goal **Description** (optional).
7. Click **Save**.

## HOW TO ADD A REIMBURSEMENT GOAL

Reimbursement goals are goals with a discrete unit to achieve, and a dollar rate associated per unit. When tracking progress against a reimbursement goal, staff may enter Units Achieved. An optional checkbox field appears on each reimbursement goal type labeled “Add as budget item.” If the goal is added as a budget item, the reimbursement goal will appear as part of the grant’s expense budget. If a reimbursement goal is shown on the grant budget, any updates made to the goal through the performance plan will automatically update the budget. An example of a Reimbursement goal is “Number of Patient Screenings” with target/maximum units of 100, and a reimbursement rate per unit of \$22. Reimbursement goals are used to support pay for performance grants.

1. Click **+ Add Item**.
2. In the pop-up window, select **Reimbursement** from the *Goal Type* dropdown.

The screenshot shows a form for creating a goal. The 'Goal Type\*' dropdown menu is highlighted with a red box and contains the text 'Reimbursement'. Below it are input fields for 'Name\*', 'Number To Be Achieved' (with the value '0'), and 'Rate Per Achievement' (with the value '\$0.00'). At the bottom, it shows 'Budgeted Amount \$0.00'.

3. Add a goal **Name**.
4. Add the **Number To Be achieved** (optional).
5. Add the **Rate Per Achievement** (optional)
6. Add the goal **Description** (optional).
7. Click **Save**.

## SUBMITTING YOUR APPLICATION

Once all required fields and sections have been completed, your application can be submitted to the funding organization. The funding organization will be notified that your application is ready for review. In some cases, the funding organization may reopen your application for editing. If this happens, you will receive an email notification from noreply@gotomygrants.com that will include a link to the application and further instructions from the funder.

## HOW TO REVIEW YOUR APPLICATION

You can download your application and its materials for review before submitting.

1. Open the **opportunity**.
2. Click **Submit**.



3. Click  **Review**.



## HOW TO SUBMIT YOUR APPLICATION

Prerequisite: Must be an Administrator user and all required sections must be Marked as Complete.

Submitted applications can be viewed on Application list.

1. Open the **Opportunity**.
2. Click **Submit**.



3. Click **Submit**.



Once your application has been submitted, you cannot add, edit, or delete any application information.

## HOW TO WITHDRAW YOUR APPLICATION

Prerequisite: must be an Administrator user

After you have submitted your application, you may withdraw your application at any time before the opportunity's archive date. A withdrawn application cannot be resubmitted.

1. Click the **AmpliFund logo** in the top-left corner of any page.



2. Click **Applications**.



3. Click the **submitted application name**.
4. Click **Withdraw**.



5. In the confirmation pop-up window, click **Withdraw**.

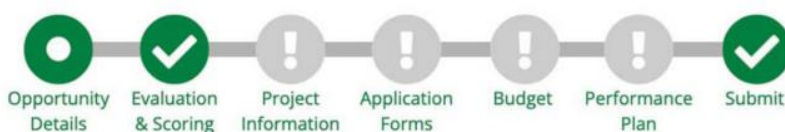
Once you withdraw your application, it cannot be resubmitted.

## REOPENED APPLICATIONS

If your application is reopened, the Primary Contact you indicated on Project Information will receive an email from the funder. If the primary contact is not an Administrator user in your account, an Administrator user will be copied on the email notification. The email will contain instructions from the funder, a list of reopened sections, and a copy of your original application.

## HOW TO EDIT YOUR REOPENED APPLICATION

1. Open the **opportunity**.
2. Navigate to *reopened section(s)*. Reopened sections are indicated with a gray circle with an exclamation mark. Funder comments are available at the top of each reopened section.



3. Update information as necessary.

4. Click *Save* to save your progress, *Mark as Complete* to save the page and mark as complete, or *Save & Continue* to save your progress and move to the next page.

## HOW TO RESUBMIT YOUR APPLICATION

Prerequisite: must be an Administrator user and all reopened sections must be Marked as Complete.

Reopened applications can be resubmitted after the Submission Close Date has passed.

1. Open the **opportunity**
2. Ensure all sections are Marked as Complete. If Application Forms have been reopened, all forms must be Marked as Complete
3. Click **Submit**.



4. Click **Submit**.



Once your application has been submitted, you cannot add, edit, or delete any application information.