APPLYING FOR A COLORADO JUDICIAL GRANT

This document provides step by step examples on how to create an account in AmpliFund and then complete and submit a grant application. The grant used in these examples is Courthouse Security but the basic steps apply to all Colorado Judicial grant applications.

CONTENTS

NAVIGATING THE AMPLIFUND PORTAL

After clicking the grant application link, the AmpliFund portal will open. From this page you can view the grant opportunity information. From this page you can also do the following:

Print - Prints the opportunity information shown on the screen.

Help – Opens a page with AmpliFund training resources.

Download - Downloads the entire grant application as a PDF. This is for reference only, please note that applications must be completed online.

Save – When completing the application, saves progress. Requires user to register or be logged in.

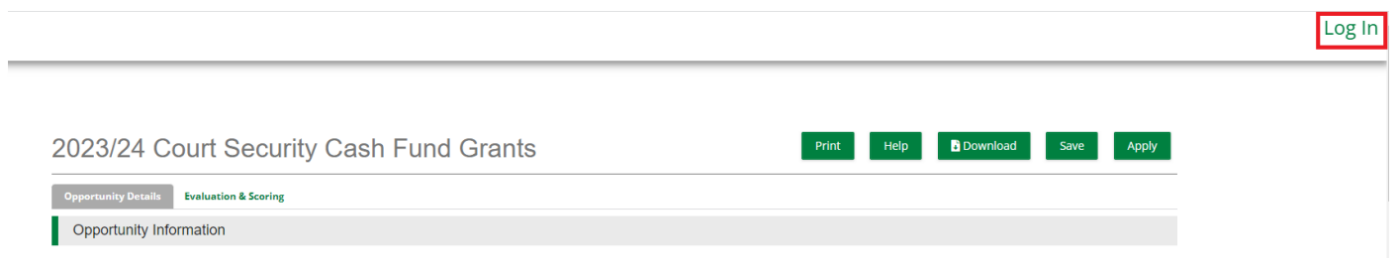**Apply** – Opens the grant application. Requires user to register or be logged in.

CREATE/REGISTER YOUR ACCOUNT IN AMPLIFUND

Before you can apply for a Colorado Judicial grant, you need to create an account in AmpliFund.
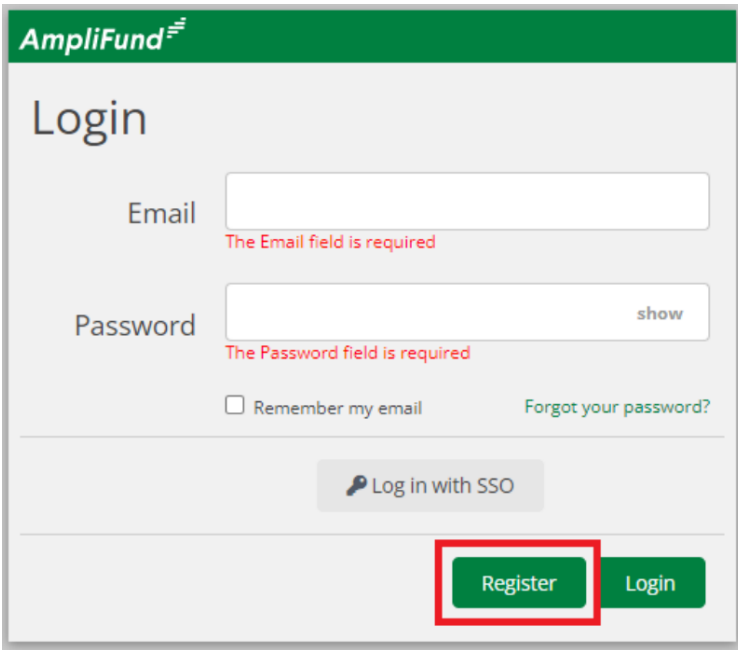
Click the link to open the application of the grant you would like to apply for.

To create (register) an account to apply for a grant click the **Log In** button in the upper right section of the screen.

You only need to register for an account once. Once you are registered, you will use your email address and password you created during registration to login. You can use the same login to apply to other grants hosted in AmpliFund.

The login page will open. To create a new account, click the **Register** button.

On the registration screen, you will be asked for organizational information, your name and contact information, and be required to create a password.

Fields with an * and a red underline in the example below are required.

Organization Information

Same as above ☐

Organization Name* [_____]

Organization Type* [Other ▾]

Email Address* [_____]

Website [_____]

Address Line 1* [_____]

Address Line 2 [_____]

City* [_____]

State/Province* [_____]

Postal Code* [_____]

Phone Number [_____]

Click **Register.**

[**Register**]

You will be asked to agree to AmpliFund's Terms and Conditions. Click the **Accept** button on the bottom to continue.

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 limits on use and storage at our sole discretion at any time without prior notice to you.

1.2 The Services may include advertisements, which may be targeted to the content or information on the Services, queries made through the Services, or other information. The types and extent of advertising on the Services are subject to change. In consideration for StreamLink Software granting you access to and use of the Services, you agree that StreamLink Software, third party providers and partners may place such advertising on the Services or in connection with the display of content or information from the Services whether submitted by you or others.

1.3 You may use the Services only if you can form a binding contract with StreamLink Software and are not a person barred from accessing the Services under the laws of the United States or other applicable jurisdiction. If you are under 18 years of age you may not access or use the Services for any reason.

1.4 You are entirely responsible for maintaining the confidentiality of the password you choose to use access the Services and for all use of your account. You may not use the StreamLink Software account, username, or password of any other at any time or disclose your password to any third-party. You shall notify StreamLink Software immediately if you suspect any unauthorized use of any StreamLink Software account or of your password. You are solely responsible for any and all use of your StreamLink Software account.

2 License Terms

[**I Accept**] [I Do Not Accept]

INVITE ADDITIONAL USERS TO COMPLETE THE GRANT APPLICATION
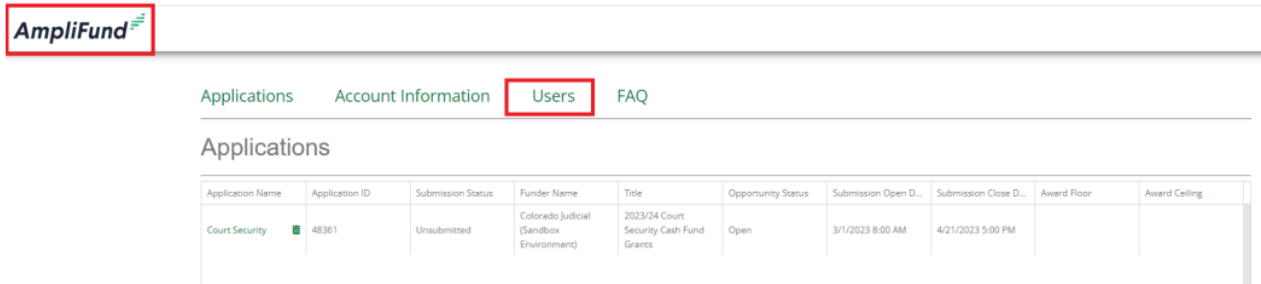
If you prefer to work with a team to complete your application, or if your grant requires that specific users complete certain sections you can invite additional users to your organization.

Using the Court Security Grant example, the County Representative, the Sheriff, and the Chief Judge must all review the application and complete their specific approval forms.

To add users you must be an Administrator user. The first user to register in an organization is an Administrator by default.

Depending on the screen you are starting from, you will either see the **Colorado Judicial logo** or the

AmpliFund logo in the upper left corner of the screen. Click on the **logo** in the upper left and then click **Users**.

Click **+ Add User.**

Add the **user's name, email address**, and any other contact information you would like to include. Required fields are marked with an asterisk (*). If this user should be adding additional users to AmpliFund, set their role to Administrator. Otherwise, the role can be left as Editor.

New User

User Information

Email Address*	This field is required.
Role*	Editor ⌄ ⓘ
	Editor
	Administrator

Contact Information

|	
First Name*	This field is required.
Middle Name	
Last Name*	This field is required.
Suffix	
Title	
Address Line 1	
Address Line 2	
City	
State/Province	
Postal Code	
Phone Number	

Click **Invite**.

Invite

Users will receive an email from "AmpliFund Administrator" no-reply@gotomygrants.com inviting them to join the application. The email subject will be "Your organization name Applicant Portal Login Information"
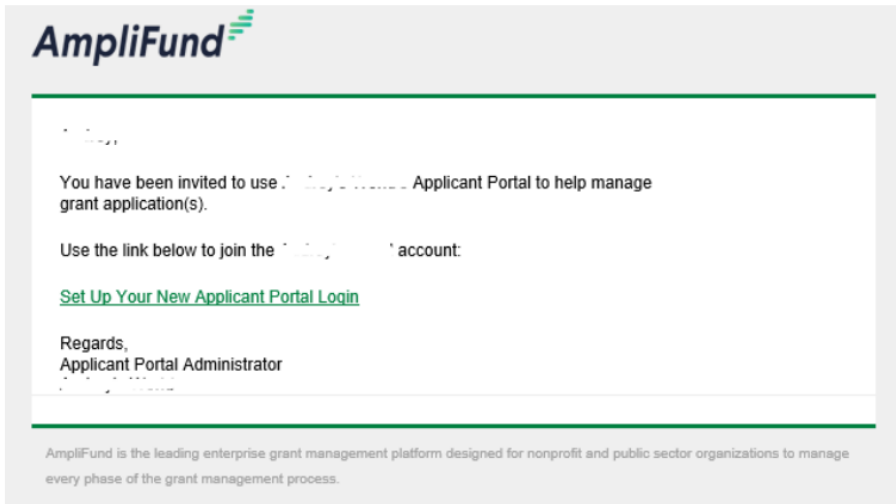
If the user you want to invite already has an AmpliFund login, contact your local grant administrator. They can work with AmpliFund to merge their existing user account into your organization.

APPLY FOR THE GRANT

When you are ready to apply for the grant, click the Apply button in upper right portion of the screen.

Login to AmpliFund using the account created in the step above.

FILL OUT THE APPLICATION

To fill out the application, read and reply to each question. Questions with an * are required and must be filled out. To save your progress, click the Save button. You may logout and come back later to complete your application (see VIEWING AND RETURNING TO APPLICATIONS).

REVIEW THE OPPORTUNITY DETAILS

COMPLETE THE PROJECT INFORMATION

Add the Application Name. This is how the application will appear in your saved applications section.

Add the Award Requested. This is the total amount you are requesting.

Project Information

Application Information

Application Name* [   ]

How much are you requesting from the funder?

Award Requested* [$0.00   ]

Total Award Budget $0.00

Add the **contact information** for your organization's application contact. The name and email address 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.

Primary Contact Information

Name* [   ] This field is required.

Email Address* [   ] This field is required.

Address Line 1* [   ] This field is required.

Address Line 2 [   ]

City* [   ] This field is required.

State/Province* [   ] This field is required.

Postal Code* [   ] This field is required.

Phone Number [   ]

When finished you have three options:

Save – Saves the information.

Mark as Complete – Shows step as complete in the Application Progress bar.

Save & Continue – Saves the information and moves on to the next step.

[Save] [✓ Mark as Complete] [Save & Continue]

COMPLETE THE APPLICATION FORMS

Grant applications will have one or more forms. For the Court Security example there are five forms to be completed.

Click the name of the form to open and complete.

Complete the questions in the application. Questions with an * are required and must be filled out.

When complete click **Mark as Complete** then **Save & Continue**. **Save & Continue** will automatically take you to the next form. Continue to complete the application forms in the same way.

Download **Save** **Save & Continue**

Acknowledgements

The County acknowledges that the responsibility for providing adequate security for State Court facilities rests with the County governments and that the grant funds may not supplant any County funding. *

☐ Yes

Personnel Requests: The County acknowledges that the intent of any approved personnel grant is to provide supplemental court security staffing at a facility containing a State Court or Probation Office. Grant recipient's employees and agents are not employees or agents of the Judicial Department. Recipient shall have no authorization, express or implied, to bind the Colorado Judicial Department to any agreements, liability or understandings except as expressly set forth herein. Each party will be responsible for its acts and those of its employees, agents and subcontractors, if any, during the term of this grant award. The recipient shall pay, when due, all required employment taxes and income tax withholding on any funds paid to it pursuant to this grant award. *

☐ Yes

Personnel Requests: The County acknowledges that personnel grants are not intended to pay for any specific County employee, instead personnel grants are intended to provide supplemental staffing in addition to the County's staffing. This means that it is possible that grant funds may only cover a portion of a County security employee's salary and benefits. As an example, the grant may cover 60% of the employee's salary and benefits, while the County may cover 40%. *

☐ Yes

For the Court Security grant in this example, the County's Approval form must be completed by the County Representative.

County's Approval

3 of 5

Download **Save** **Save & Continue**

County Representative - I have reviewed this application and approve the request. By checking Yes and typing my name below, I am electronically signing this application. *

○ Yes

County Representative - Name *

50

County Representative - Title *

County Representative - Email *

50

For the Court Security grant in this example, the Sheriff's Approval form must be completed by the Sheriff.

Sheriff's Approval

4 of 5

Download **Save** **Save & Continue**

Sheriff - I have reviewed this application and approve the request. By checking Yes and typing my name below, I am electronically signing this application. *

○ Yes

Sheriff - Name *

50

Sheriff - Email *

50

Save **✓ Mark as Complete** **Save & Continue**

For the Court Security grant in this example, the Chief Judge's Approval form must be completed by the Chief Judge.

Chief Judge's Approval

Chief Judge - I have reviewed this application and approve the request. By checking Yes and typing my name below, I am electronically signing this application. *

⦿ Yes

Chief Judge - Name * This field is required.

[   ]

50

Chief Judge - Email * This field is required.

[   ]

50

Save   ✓ Mark as Complete   Save & Continue

COMPLETE THE BUDGET

The budget form, like the application, is specific to each grant. Using the Court Security example, the applicant must specify which category/categories the requested funds will be used for. Note that the total amounts from the Project Information section are populated as the total.

Budget

Budget View Settings

Options

☑ Line Items

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
✚ Personnel	$0.00	$0.00
✚ Equipment	$0.00	$0.00
✚ Supplies	$0.00	$0.00
✚ Contracted Security Services	$0.00	$0.00
✚ Other	$0.00	$0.00
Total Expense Budget Cost	**$0.00**	**$0.00**

Revenue Budget

Grant Funding		
Award Requested	$1,000.00	$1,000.00
Subtotal	**$1,000.00**	**$1,000.00**
Non-Grant Funding		
Subtotal		$0.00

Total Revenue Budget Cost ($1,000.00)

Total Overall Budget Cost ($1,000.00)

The Total Overall Budget Cost must be $0.00

Click the **+ (add icon)** for each category to open the form. Complete the form and click Create.

Budget Item Information

Category: Personnel

Describe how the amount was calculated, including the anticipated annual hours

Item Type: Non-Personnel
- Non-Personnel
- Personnel

Name*: _____ This field is required.

Direct Cost*: $0.00 — Please enter a value greater than or equal to $0.01.

Total Budgeted: $0.00

Narrative: _____

Create   Cancel

As line items are created, they appear under the budget categories.

Category		Grant Funded	Total Budgeted
+ Personnel		$1,000.00	$1,000.00
Temp Staffing	✏ 🗑	$1,000.00	$1,000.00

APPLICATION PROGRESS

To track the progress of application completion, review the progress bar at the top of the page.

Sections with a **green checkmark** have been marked as complete. Sections with a **green circle** are in progress. Sections with a **white circle** have not yet been started.

You can also use this progress bar to navigate to different sections of the application form by clicking the sections. If a section has been marked as complete you can go back and edit it if needed.

To view the progress of individual application forms, click the Application Forms section and review the status of the individual application forms below.

Forms
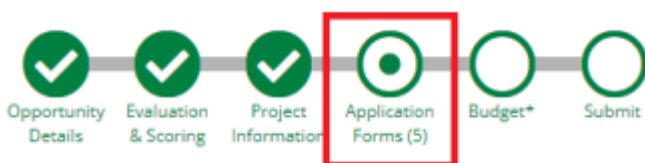
Name	Status		Print
Uniform Application	In Progress		🖶
Court Security Application	In Progress		🖶
County's Approval	In Progress		🖶
Sheriff's Approval	In Progress		🖶
Chief Judge's Approval	New		🖶

|◁ ◁ **1** ▷ ▷| 25 ∨ Items per page   1 - 5 of 5 items

Save & Continue

VIEWING AND RETURNING TO APPLICATIONS

To view your application or open it to complete the forms click the **AmpliFund** logo in the upper left corner of the screen. The page will open to the Applications section.

AmpliFund

| Applications | Account Information | Users | FAQ |

Applications

Application Name	Application ID	Submission Status	Funder Name	Title	Opportunity Status	Submission Open D...	Submission Close D...	Award Floor	Award Ceiling
Court Security 🗑	48361	Unsubmitted	Colorado Judicial (Sandbox Environment)	2023/24 Court Security Cash Fund Grants	Open	3/1/2023 8:00 AM	4/21/2023 5:00 PM		

Click the name of the application you want to open or complete.

SUBMITTING YOUR APPLICATION

When your application is complete, submit it to Colorado Judicial by clicking the **Submit** button. You will not be able to modify your application responses once the application is submitted.

2023/24 Court Security Cash Fund Grants

✓ Opportunity Details   ✓ Evaluation & Scoring   ✓ Project Information   ✓ Application Forms   ✓ Budget*   ⦿ Submit

You are about to submit your application, **Court Security**, to **Colorado Judicial (Sandbox Environment)**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Review   **Submit**

ADDITIONAL RESOURCES

For questions specific to your application or the grant program, contact the grant administrator for that grant.

The [Colorado Judicial Amplifund Portal](#) contains: AmpliFund user training guides, support contacts for each grant, links to grant webpages, links to open grant applications.