

COLORADO JUDICIAL DEPARTMENT
USING AMPLIFUND

SUBMIT GRANT REPORT OR FORM

This document provides step by step instructions on how to submit reports and forms in AmpliFund

CONTENTS

CREATE AND SUBMIT GRANT REPORT OR FORM	2
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CREATE AND SUBMIT GRANT REPORT OR FORM

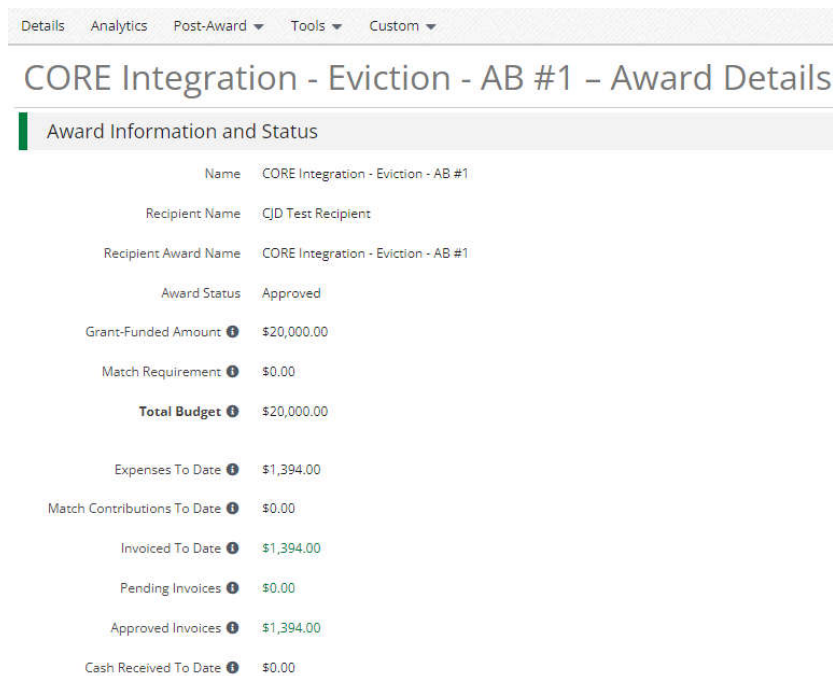
Navigate to the **Grant Management -> Grants**



Select your Award by clicking it in the **Name** column

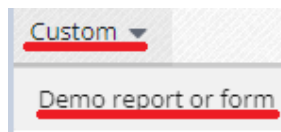
Name	Grantor	Award Status	Total Awarded Amount
<u>CORE Integration - Court Security-AB</u>	Colorado Judicial (Sandbox Environment)	Approved	\$20,000.00

The **Award Screen** will display

A screenshot of a software interface showing the "Award Details" screen. The screen has a navigation bar at the top with tabs: "Details", "Analytics", "Post-Award", "Tools", and "Custom". The "Custom" tab is selected. Below the navigation bar, the title "CORE Integration - Eviction - AB #1 - Award Details" is displayed. Underneath, there is a section titled "Award Information and Status" with a list of key-value pairs:

- Name: CORE Integration - Eviction - AB #1
- Recipient Name: CJD Test Recipient
- Recipient Award Name: CORE Integration - Eviction - AB #1
- Award Status: Approved
- Grant-Funded Amount: \$20,000.00
- Match Requirement: \$0.00
- Total Budget**: \$20,000.00
- Expenses To Date: \$1,394.00
- Match Contributions To Date: \$0.00
- Invoiced To Date: \$1,394.00
- Pending Invoices: \$0.00
- Approved Invoices: \$1,394.00
- Cash Received To Date: \$0.00

From the **Custom** tab on the top of the screen, select the report or form



From the next screen, click the + on the top right



On the detail screen, enter your information

Demo report or form

Status update

Reporting Period*
 Quarter 1: January - March
 Quarter 2: April - June
 Quarter 3: July - September
 Quarter 4: October - December

Describe the impact of the grant this quarter.*

Name of person completing this form*

Email of person completing this form*

Date*
MM/DD/YYYY

Create Cancel

All fields with an asterisk are required

Click **Create**

This takes you back to the original screen. You will see a line for the report or form you just created

Reporting Period	Describe the impact of the grant this quarter	Name of person completing this form	Email of person completing this form	Date
Quarter 1: January - March	We were able to provided legal assistance to 47 clients across the...	Audrey Boller	audrey.boller@judicial.state.co.us	9/15/2023