

COLORADO JUDICIAL DEPARTMENT
USING AMPLIFUND

APPROVING THE APPLICATION

This document provides step by step instructions on how to approve the application.

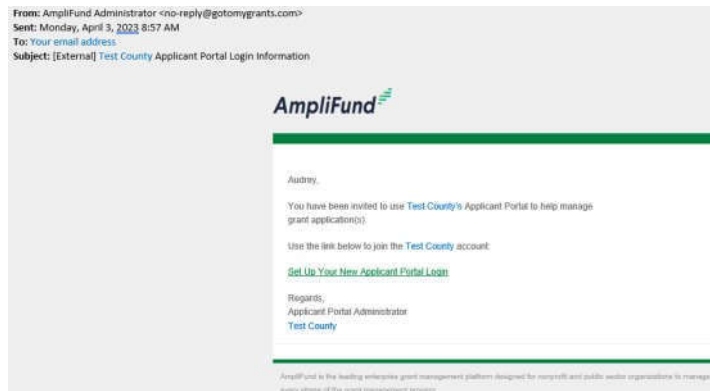
NOTE: Screenshots may not show the specific application you are approving, they are provided as illustrations.

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1. CREATE YOUR ACCOUNT IN AMPLIFUND USING THE INVITATION EMAIL

You will receive an email from the County inviting you to collaborate on their grant application. Click the green **Set Up Your New Applicant Portal Login** link in the email.



On the Create New Account screen, you will be asked for your information and be required to create a password. Fields with an * are required.

The image shows the AmpliFund "Create New Account" registration form. At the top, it says "Create New Account" and includes a note: "If you have already registered, please visit [here](#) to log in. Add no-reply@gotomygrants.com to your email contacts to filter to ensure you receive all needed email updates."

The form is divided into two sections:

- User Information:** Includes fields for "Email Address" (with a dropdown menu), "First Name", "Last Name", "Password", and "Confirm Password".
- Contact Information:** Includes fields for "Phone Number", "Business Name", and "Cell Number".

Fields marked with an asterisk (*) are required.

Register

Click **Register**

Next, 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 [“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 [“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 [“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

2. REVIEW THE GRANT APPLICATION

Click on the application name in green.



Applications

Account Information

Applications

Application Name	Application ID	Submission Status
Court Security - XXXXX County	49004	Unsubmitted

Next, navigate to the **Application Forms** using the green circles at the top of the screen

2023/24 Emergency Court Security Cash Fund Grants



On the Application Forms screen, click on the application form(s) to review the information on the application. No need to review the approval forms.

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Forms

Name	Status	Print
Court Security Emergency Grant Application	New	
County Approval	New	
Sheriff's Office Approval	New	
Judicial Department Approval	New	

Click on the **Budget** circle and review that information.

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Budget ✓

Budget View Settings

Options

Line Items

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ Personnel	\$5,000.00	\$5,000.00
Security Deputy	\$5,000.00	\$5,000.00
+ 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	\$5,000.00	\$5,000.00

Revenue Budget

Grant Funding		
Award Requested	\$5,000.00	\$5,000.00
Subtotal	\$5,000.00	\$5,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost	(\$5,000.00)	
Total Overall Budget Cost	\$0.00	

Mark as In Progress

If you are reviewing and approving the application on behalf of someone else, you can download the application information and provide that to the authorized person to review. To do that, click on the **Submit** circle at the top of the screen, then click the **Review** button.

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You are about to submit your application. **Court Security - XXXXX County**, to **Colorado Judicial Department**.

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.

You have forms containing required fields which have not been completed!

This downloads a zip file to the Downloads folder on your computer. Double-click on the zip file from the bottom left corner of your screen.



Email the Application file that was downloaded to the person you are approving on behalf of and ask them to respond to your email with their approval.

3. APPROVE THE GRANT APPLICATION

When you are ready to approve the application, navigate back to the Application Forms using the circle at the top of the page.

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Forms

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

Click on the approval form for your role. Complete the fields on the form and click **Mark As Complete** at the bottom of the page.

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Sheriff's Office Approval

3 of 4

Designated Sheriff's Office Representative - I have reviewed this application and approve the request. By checking Yes and typing my name below, I am electronically sig
 Yes

Sheriff's Office Representative - Name *

50

Sheriff's Office Representative - Title *

50

Sheriff's Office Representative - Email *

50