



TIPS FOR USING AMPLIFUND

Applying for funding in the Judiciary's new Grants Management System

www.gotomygrants.com

Finding Funding Opportunities

Links to all open grant opportunities are posted on the Judiciary's Grants page:

<https://mdcourts.gov/procurement/grants>

Follow the links to AmpliFund to apply. Or, to access an application already in progress, visit:

www.gotomygrants.com



TIP: Use the most up-to-date version of Google Chrome, Mozilla Firefox, or Microsoft Edge. Internet Explorer is not recommended.

Creating an AmpliFund Account

Returning grantees are pre-registered. Follow the invitation sent by email from no-reply@gotomygrants.com to create a password and set-up users in your AmpliFund account. This short video provides guidance: <https://vimeo.com/500140452/4d0aeb4c81>

New applicants click on the “register” button and input your organizational information to set-up an account.



TIP: Your email address becomes your username. Be sure to type carefully to avoid errors.

Applying

Follow the links on the grants page: <https://mdcourts.gov/procurement/grants> to view any open funding opportunities.

Click on the opportunity link and then log into the system where you will have these options:



Click **Print** or **Download** to preview the application.

Click **Apply** to access the application forms.

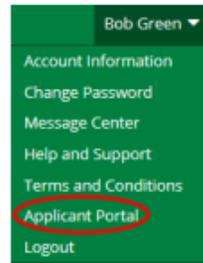
The Applicant Portal

Applications are stored in AmpliFund's Applicant Portal. This is where you will find all applications that your organization has in progress and those that have been submitted.

New Applicants will be taken directly to the Applicant Portal after logging-in.

Returning Grantees can access the Applicant Portal by logging-in to AmpliFund, then:

Click on your name in the top right corner > Applicant Portal



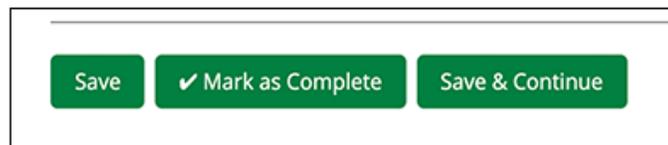
To find application(s):

Click on the Applications tab > [Find the Application Name/Title (Opportunity Name)] > Click on the Application Name

Application Name	Submission Status	Funder Name	Title
ABC	Unsubmitted	Nebraska Department of Economic Development	2020 Nebraska Affordable Housing
Pawnee Community Park	Submitted	Nebraska Department of Economic Development	Application Example

Completing the Application Forms

Every opportunity will include multiple forms to complete. At the bottom of each form, you will have these options:



Save – saves your progress.

Mark as Complete – saves the page and marks as complete which triggers AmpliFund to alert you to any missed “required” fields or other errors on the page. You can still edit a page that has been marked as complete.

Save & Continue – to save your progress and move to the next page.

- ★ **TIP: Click “Save” periodically as you work to ensure that you don’t lose any information entered on a page. The system will time out after a period of inactivity.**
- ★ **TIP: Click on “Mark as Complete” at the bottom of each form you work on, even if the form is not complete. This will alert you to any errors or missing responses before you move on to other parts of the application.**

Understanding the “Application Timeline”

Every grant opportunity will have a timeline at the top which shows your progress as you work through the application forms:



-  Complete and marked as complete
-  Information has been entered, the form has been saved, but not marked as complete
-  Page not yet visited
-  Page you are currently viewing

This timeline shows your progress as you work through the application forms.

 **TIP: The circles in the timeline are all links to the application pages. You can navigate through the forms by clicking on the circles.**

Application Summary and Acknowledgement Form

All Judiciary grant applications include the **Application Summary and Acknowledgement Form**. This form requires applicants to:

- Input detailed information about your organization;
- Provide a summary of the project;
- Download a form acknowledging that the applicant has read all grant conditions and authorizes the submission of the application and upload a signed version; and
- Upload any other documents as required by the grant awarding department.

Completing the Budget: Project Information Form

The first step to completing the budget begins on the Project Information form. Every Judiciary applicant will need to complete this form.



The amounts entered on the Project Information page link to the budget form. The linked fields are circled below. You will be limited to the amount of funding, both requested amount and match amounts included on that form.

Project Information

Application Information

Link to Budget

Application Name* Test Application ✓

How much are you requesting from the funder?

Award Requested* \$50,000.00

How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions* \$25,000.00

In-Kind Match Requirement \$0.00 ⓘ

In-Kind Match Contributions* \$0.00

Total Award Budget \$75,000.00

The Match fields can be left blank if the Grant Awarding Department does not require Match or require that Contributions from Other Sources be included.



TIP: You must enter amounts in these fields to be able to complete the budget form. However, these amounts can be revised up until the application is submitted.

Completing the Budget: Budget Form

Note: Returning grantees may notice that the budget categories are slightly different. Travel/Training and Equipment/Software are now split into separate budget categories.

ENTERING EXPENSES

Click the + sign to add an expense to the budget. The field below will appear.

Budget Item Information

Category Training ▼

Follow the [instructions](#) and provide any requested information in the [Narrative section](#) associated with each line item.

Use this category for expenses related to training/education for employees. The training must relate to the proposed project. Do not include any costs where you intend to hire a trainer. That should be listed under Contracts/Consultants. Your request should include the following: 1. Name of the training needed. 2. Amount requested. 3. A short description detailing the cost of the training per person, how many staff will be participating; and whether the training will incur any related travel costs.

Type Non-Personnel ▼

Name*

Direct Cost* \$0.00

Non-Grant Funded No ▼

Total Budgeted \$0.00

Narrative

Create

Cancel



TIP: “Grant funds” referenced in the budget refers to the funds being requested in this application.



TIP: “Non-Grant Funded” field defaults to “no.” You only need to change this to “yes” for matching funds.

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Personnel	\$40,000.00	\$23,000.00	\$63,000.00
Case Manager	\$40,000.00	\$10,000.00	\$50,000.00
PT Assistant	\$0.00	\$13,000.00	\$13,000.00
+ Fringe Benefits	\$6,000.00	\$2,000.00	\$8,000.00
Case Supervisor	\$6,000.00	\$2,000.00	\$8,000.00
+ Travel	\$2,000.00	\$0.00	\$2,000.00
Mileage Reimbursement	\$2,000.00	\$0.00	\$2,000.00
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Consultants/Contracts	\$0.00	\$0.00	\$0.00
+ Indirect	\$0.00	\$0.00	\$0.00
+ Other Direct Costs	\$0.00	\$0.00	\$0.00
+ Software	\$0.00	\$0.00	\$0.00
+ Training	\$2,000.00	\$0.00	\$2,000.00
Child Advocacy Training	\$2,000.00	\$0.00	\$2,000.00
Total Expense Budget Cost	\$50,000.00	\$25,000.00	\$75,000.00

Revenue Budget

Grant Funding	Grant Funded	Non-Grant Funded	Total Budgeted
Award Requested	\$50,000.00		\$50,000.00
Subtotal	\$50,000.00		\$50,000.00
Non-Grant Funding			
Cash Match		\$25,000.00	\$25,000.00
In-Kind Match		\$0.00	\$0.00
Subtotal		\$25,000.00	\$25,000.00
Total Revenue Budget Cost		(\$75,000.00)	
Total Overall Budget Cost		\$0.00	

A. Amounts entered on the **Project Information** page.

B. Total Overall Budget Cost = \$0.00

Total Revenue Budget Cost is the total amount needed for this project (requested grant funds + anticipated matching funds from other sources).

C. Grant Funded column = Award Requested amount. Non-Grant Funded column (match) = the Cash Match + In-Kind Match amounts from the Non-Grant Funding area of the Revenue Budget.

Submitting the Application

Review each form in the application carefully before submitting. You are not able to make any changes after submitting.

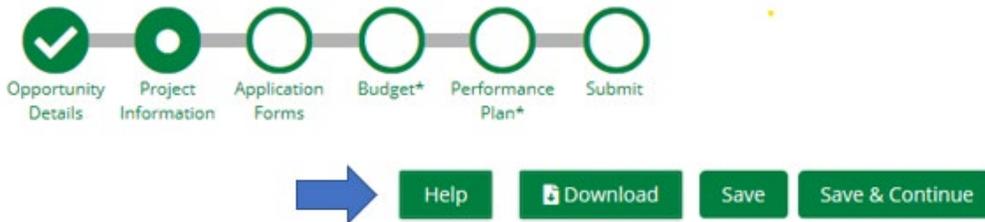
You should download the application for your records by clicking the “Download” button. If the downloaded application does not immediately open, check the Downloads folder of your computer.

 **TIP: All circles on the timeline need to have check marks before you can submit. If a page that you think is complete does not have a checkmark, make sure you have clicked “mark as complete” at the bottom of the page.**

Finding Help

There are 3 main resources available to help you navigate AmpliFund:

1. The AmpliFund User Guide: Click the Help Button at the top of every Opportunity.



2. Staff in the Grant Awarding Departments.
Contact information for each Grant Awarding Department is listed in the Opportunity Details and on the Help page.
3. Email: support@amplifund.zendesk.com or click on the “i” in the top right corner of your screen to email directly from inside of AmpliFund:



AmpliFund support is staffed between 8am & 8pm and generally responds to inquiries within two hours.