Contents

3 Applicant Portal Overview

4 Getting Started on the Applicant Portal
   4 How To Create an Account on the Applicant Portal
   5 How To Log In to the Applicant Portal
   6 How To Log Out of the Applicant Portal

7 Managing and Applying to Opportunities
   7 How To Save an Opportunity
   7 How To View the Applications List
   7 How To Delete an Application
   8 How To Start an Application
   9 How To Download an Application
   9 Application Progress

10 Project Information
   10 How To Complete Project Information

12 Application Forms
   12 How To Complete Application Forms

13 Budget
   13 How To Add a Budget Category
   13 How To Add a Budget Line Item

15 Performance Plan
   15 How To Add a Performance Goal
   15 How To Add a Milestone Goal
   16 How To Add a Narrative Goal
   16 How To Add a Numeric Goal
   17 How To Add a Percent Achieved Goal
   17 How To Add a Percent Change Goal
   18 How To Add a Reimbursement Goal

20 Submitting Your Application
   20 How To Review Your Application
   20 How To Submit Your Application
   20 How To Withdraw Your Application

22 Reopened Applications
   22 How To Edit Your Reopened Application
   22 How To Resubmit Your Application

23 Frequently Asked Questions
   23 Who has access to the organization’s applications?
Applicant Portal Overview

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.
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. Access to the Applicant Portal requires registration on the Illinois GATA Grantee Portal and an Illinois.gov public account.

How To Create an Account on the Applicant Portal

You must have an Illinois.gov public account and register on the Illinois GATA Grantee Portal in order to access the Applicant Portal.

3. Click Create a new account.
4. Add your account information and click Register.
5. Click the link in the confirmation email.
7. Click Sign In Here.

Note

The email link will only be valid for 24 hours.
8. Log in with your newly created **user name** and **password**.
9. On the **Usage Terms and Conditions** page, click **Accept**.
10. On the **Associate Grantee** page, add your organization’s **DUNS number** and click **Submit**.
11. Verify your organization and click **Yes**.
12. Your request to join your organization must be approved by administrator users before continuing. Once approved, click the first **Click Here** button.

   ![Click here after approval is granted to browse to the Grantee Portal Main Menu.](image)

   ![Click here to cancel your request.](image)

13. To view the applicant portal, go to **https://il.amplifund.com**.

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. Go to **https://il.amplifund.com**. You will be redirected to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click **Public Account**.

   ![Public Account](image)

   ![Partner Account](image)

   ![Employee Account](image)

3. Enter your **user name** and **password**.
4. Click **Sign In**.
How To Log Out of the Applicant Portal

1. Click your user **email address** on the top-right corner of any page.

2. In the dropdown menu, select **Log Out**.
Managing and Applying to Opportunities

Once you have registered in the Applicant Portal, you can save opportunities, access the funder’s forms and templates, and submit the application to the funder.

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 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 application cannot be submitted.

1. Click the logo in the top-left corner of any page.
2. Click Applications.
3. Click the [Delete icon] next to an application name.

4. 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.

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

--OR--

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

3. Click Applications.

4. Click an opportunity name.
5. Click Apply.
How To Download an Application

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

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

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.

How To Complete Project Information

1. Open the opportunity.
2. Click Project 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, In-Kind Match Contributions, and Other Funding 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.

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.

Reconciliation Methods

7. Select from the available Allowable Reconciliation Methods.
   - Advance Payment: Grant funds are given to recipient a defined payment schedule which includes an initial advance
   - Working Capital: Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant. Includes an initial advance.
   - Reimbursement: Recipient spends own money and then requests grant funds as reimbursement
     a. If Advance Payment, add Proposed Initial Advance, Justification for Reconciliation Method, and upload any Supporting Documentation.
     b. If Working Capital, add Proposed Initial Advance, Proposed

Note

Depending on the opportunity settings, this section may not be available.
Working Capital Rate, Justification for Reconciliation Method, and upload any Supporting Documentation.

**Proposed Payment Schedule**

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.

---

**Note**

This section is only available when **Advance Payment** is selected.
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**.

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

1. Open the opportunity.
2. Click Budget.
3. Click the + (Add icon) next to Create New Category.
4. In the pop-up window, add category Name.
5. Add category Description (optional)
6. Click Save.

How To Add a Budget Line Item

1. Open the opportunity.
2. Click Budget.
3. Check the Line Items checkbox to view line items.
Proposed Budget

4. Click the **+ (Add icon)** next to a budget category name.
5. In the pop-up window, update **Category**, if necessary.
6. Select the line item **Type**.
   - **Personnel Line Item**: budgeted staff compensation expenses
   - **Non-Personnel Line Item**: budgeted expenses that do not fund staff compensation
   - **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, In-Kind Match, or Other Funding, as applicable.

   ![Non-Grant Funded](image)

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**. Depending on the opportunity’s settings, this may be required.
12. Add any **Attachment(s)** or supporting documentation as needed.
13. 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.
4. In the pop-up window, select a Goal Type. The available goal types may vary depending on the opportunity settings.
   - **Milestone:** Track completion of grant milestones (i.e. Will you complete X?)
   - **Narrative:** Capture a narrative response (i.e. How will you complete X?)
   - **Numeric:** Track discrete numbers to achieve (i.e. Will you achieve X number?)
   - **Percent Achieved:** Track a percent to achieve (i.e. Will you achieve X%?)
   - **Percent Change:** Track a percent increase or decrease (i.e. Will you achieve X% increase?)
   - **Reimbursement:** Track discrete units to achieve with a dollar rate per unit (i.e. Will you achieve X units with a reimbursement rate of $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.

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.

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.
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.

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 Form]

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.

![Goal Type Form]
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 no-reply@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 **Application**.

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**.

**Warning**

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 **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**.

**Warning**

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.

Warning

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

Who has access to the organization's applications?

All users tied to the organization can view and edit all open applications. Only Administrator users can create, delete, or withdraw applications.