
AmpliFund Applicant User Guide



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Revision History

Version	Last Saved on	Author	Author Contact
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CHAPTER

1

Accessing an Application

Posting of Public Grants

You will find public grant postings and applications here:

<http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

Login

Login with your user name and password at: <http://www.gotomygrants.com>

Navigate to **Public**, then **Opportunities**.



Registering for an account

If you do not have an account with AmpliFund, then click **Register** on the **Login** window.

A screenshot of the AmpliFund Login window. The window has a blue header with the AmpliFund logo. Below the header, the word "Login" is displayed. There are two input fields: "Email" and "Password". Below the "Email" field is a checkbox labeled "Remember my email". To the right of the "Password" field is a link labeled "Forgot your password?". At the bottom of the window, there are two buttons: "Register" and "Login". Above the "Register" button is a circular orange icon with the letter "A", and above the "Login" button is a circular orange icon with the letter "B".

Result: The Create New Account page appears.



Complete the **Create New Account** form. See the screen capture below.

- User information
- Contact information (for individual)
- Contact information (for organization)

A screenshot of the AmpliFund 'Create New Account' web form. The form is titled 'Create New Account' and includes a link for existing users. It is divided into two sections: 'User Information' and 'Contact Information'. The 'User Information' section contains three input fields: 'Email Address*', 'Password*', and 'Confirm Password*'. The 'Contact Information' section contains ten input fields: 'First Name*', 'Middle Name', 'Last Name*', 'Suffix', 'Title', 'Address Line 1*', 'Address Line 2', 'City*', 'State*', and 'Postal Code*'. The AmpliFund logo is in the top left corner of the form area.

Click the **Register** in the lower right-hand corner of the form.

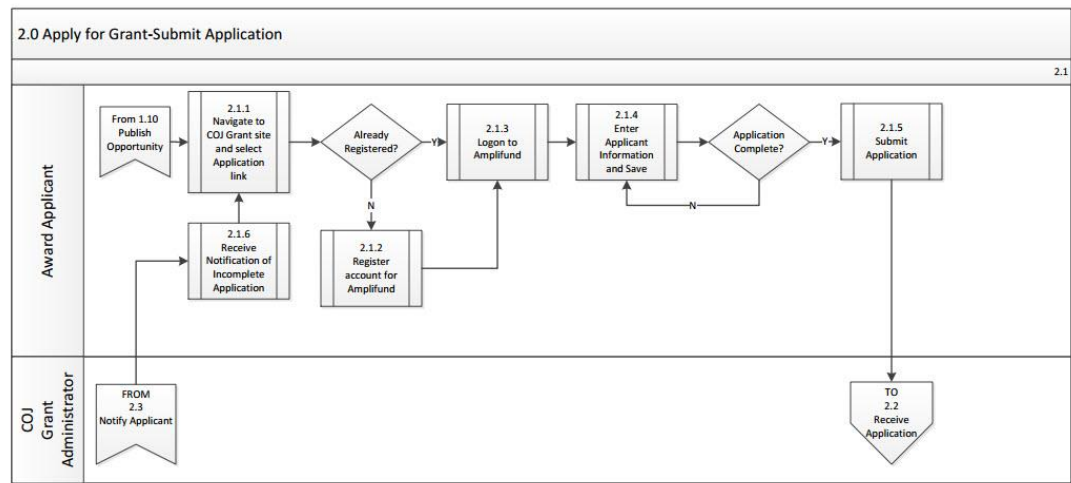
Click **I Accept** on the licence agreement page.

After you register for an account, login with your e-mail address and password.

Click **Login**.



Process Flow



These are the procedures in the process flow to apply for a grant. You may click on a procedure to navigate directly to it.

- [Applying for an opportunity](#)



CHAPTER

2

Applying for an opportunity

Procedure

After you login, search for opportunities and select an opportunity to which you want to apply.

Click **Apply** on the **Opportunity Details** page.

Result: The Applications page appears.



COJ FY 2018 ETOH Direct Appropriation

[Print](#) [Help](#)

Opportunity Information

Title	COJ FY 2018 ETOH Direct Appropriation
Description	This is a direct appropriation each you by the COJ for Detox and Stabilization Center
Fund Activity Category	Other
Category Explanation	FY 2018 PSG Trust Fund Appropriations
Opportunity Manager	John Snyder
Posted Date	2/24/2017
Archive Date	4/30/2017
Funding Opportunity Number	
CFDA Number	
Public Link	https://www.gotomygrants.com/public/opportunities/details/14e84194-0b24-4273-918e-b9eb6199db22
Is Published	Yes



Update the **Application Name** and **Total Amount of Award Requested** on the Project Information page.

Edit the **Primary Control Information** if needed.

Click **Save & Continue**.

Result: The Forms page appears.

AmpliFund
Grant Management

COJ FY 2018 ETOH Direct Appropriation

Opportunity Details Project Information Application Forms Submit

Project Information [Help](#)

Application Information

Application Name* ✓

Total Amount of Award Requested

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*



Click **Save & Continue**.

Result: The Forms page appears.

COJ FY 2018 ETOH Direct Appropriation

Opportunity Details Project Information Application Forms (1) Submit

FormsHelpSave & Continue

Name	Status	Print
2018 PSG Trust Fund Application	New	

< < 1 > >25 items per page1 - 1 of 1 items

Save & Continue



When you access the fund application, you will find a number of sections that pertain to both your organization and the grant program.

Sections include, but may not be limited to:

- Agency Background and Experience
- Program Overview
- Program Activities
- Program Management and General Overhead
- Budget
- Program Impact and Effectiveness

Click **Choose File** for every section listed on the application. Upload a file that you want to contribute to the application. Remember that every section will be reviewed, analyzed, and scored based on the information that you contribute to the application. This process is part of a competitive award for the opportunity, so your organization's contribution to the community will be compared to other groups on a scoring scale.

AmpliFund Civil Management biringer@coj.net

COJ FY 2018 ETOH Direct Appropriation

Opportunity Details Project Information Application Forms (1) Submit

2018 PSG Trust Fund Application Save Save & Continue

1 of 1

Section I

Agency Background & Experience

Containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments. This section may without limitation the agency's mission, future plans, major programs, licensure, certification or accreditation. (maximum 3 pages)

***Application Format:** The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8 1/2" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices*

Attach Narrative *

Section II

Program Overview

Containing a description of the program and how the program will assist residents of Duval County or their Need. This section may include without limitation partnerships with other programs or agencies as applicable. (maximum 3 pages)

***Application Format:** The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8 1/2" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices*

Attach Narrative *



Click **Mark as Complete** to verify that you have provided responses for all the required fields on the application form. You cannot mark a form as complete until all required fields are populated. If you attempt to mark a form as complete when all required fields are no populated, then you will receive an application error.

You may still edit responses on the forms that have been marked as complete by returning to the form.

Click **Save & Continue** after you have completed all the required fields on the form.



Result: The Submit page appears.

A screenshot of the submission page for "COJ FY 2018 ETOH Direct Appropriation". It features a progress bar with four steps: "Opportunity Details" (checked), "Project Information", "Application Forms", and "Submit" (target icon). Below the progress bar, there is a message: "You are about to submit your application, COJ FY 2018 ETOH Direct Appropriation, to City of Jacksonville." followed by instructions to review the application and a "Submit" button. At the bottom, there are "Review" and "Submit" buttons.

COJ FY 2018 ETOH Direct Appropriation

Opportunity Details Project Information Application Forms Submit

You are about to submit your application, **COJ FY 2018 ETOH Direct Appropriation**, to **City of Jacksonville**.

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

Click **Submit** after you have completed all the required fields on the form and want to submit the application for analysis and scoring.



CHAPTER

3

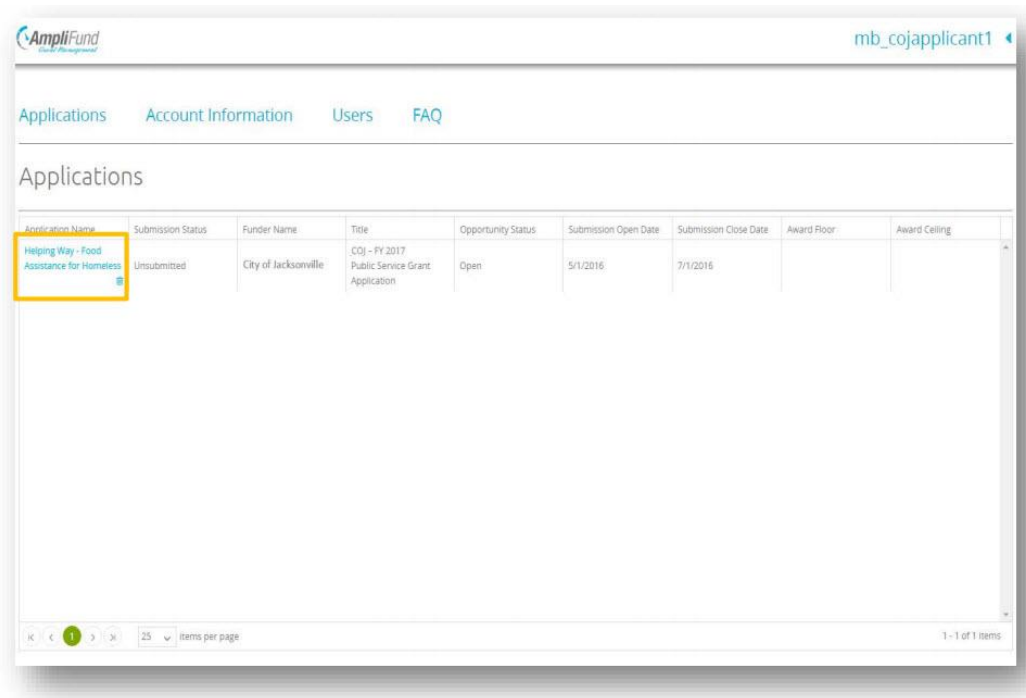
Post-application procedures

Accessing an In-progress Application

Log into your account at gotomygrants.com.

Click the application name link on the Applications page to access your application.

Result: The application that your organization submitted appears.





Deleting an Application

Your organization may delete an unsubmitted application from the portal. Be mindful that you may not delete a submitted application.

Log into your account at gotomygrants.com.

Click the Delete icon to the right of the application name.

