AmpliFund
Applicant
User Guide

Published by:
Information Technologies Division
City of Jacksonville

Copyright

© 2017 Information Technologies Division, City of Jacksonville, FL
All rights reserved.

Information Technologies Division
City of Jacksonville, Florida
214 North Hogan Street
Jacksonville, FL 32202

Portions of the software described in this document copyright Tivoli. All rights reserved.

Disclaimer of Liability

Information in this documentation is subject to change without notice. The information provided is on an "as is" basis.

Every effort has been made to prepare this guide as completely and as accurately as possible. However, the publishers and/or authors shall be held harmless to any person or entity in the event that errors or omissions may arise in this document. Furthermore, the publishers and/or authors shall assume neither responsibility nor any liability for any damages or loss resulting from the use of the information contained herein. No warranty or fitness is implied.

The examples depicted herein are for demonstration purposes only and are fictitious. No association with any real company, product, person, e-mail address, or event is intended or should be inferred.

Revision History

Version	Last Saved on	Author	Author Contact
1.0	May 17, 2017	Brad Biringer	biringer@coj.net

Contents

C H A P T E R

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.

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)

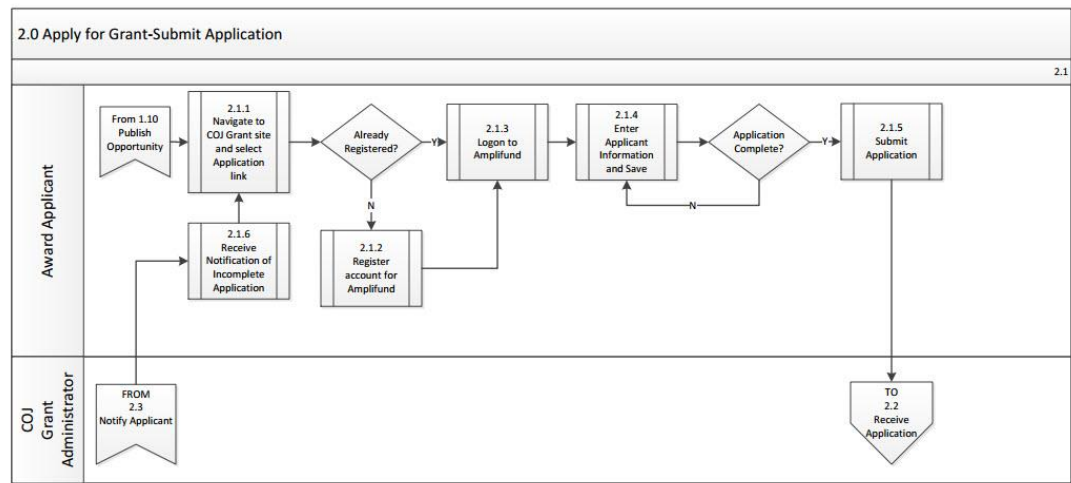Click the **Register** in the lower right-hand corner of the form.

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

C H A P T E R

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.

<u>Result</u>: The Applications page appears.

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.

Click **Save & Continue**.

<u>Result</u>: The Forms page appears.

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.

Click **Mark as Complete** to vertify 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.

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.
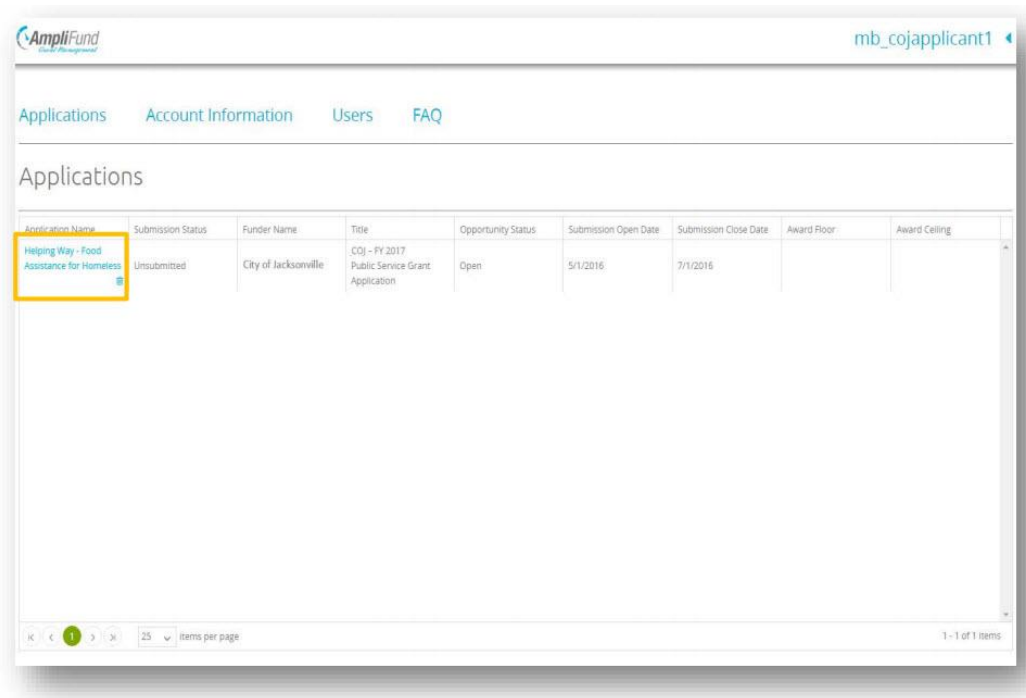
C H A P T E R

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.