



AmpliFund 



How to Apply – FY26 Nursing School Grant

Date Issued – 8/13/25

Agenda

- GATA Pre-Requisites/Support
- Overview of Applicant Portal
 - Project Information
 - Application Forms
 - Performance Plan
 - Budget
- Edit Reopened Application

GATA Pre-Requisites/Support

If you have not created a public.external.illinois.gov account and registered your Organization in the GATA Grantee Portal complete the following steps:

- Instruction to create account and register organization - [here](#)
- Contact OMB GATA with questions about the GATA Grantee Portal - omb.gata@illinois.gov
- Contact AmpliFund Customer Support with questions about AmpliFund - support@il-amplifund.zendesk.com

Add the following information when contacting OBM GATA or AmpliFund for support:

- Your name
- Name of Organization
- Opportunity you are applying to
- Description of issue
- Related screenshots

Project Information

Section Agenda

- Project Information
 - Opportunity Information
 - Evaluation and Scoring Tab
 - Apply
 - Navigation
 - Required Fields
 - Autofill Data
 - No Match Example
 - Match Examples
 - Mark as Complete, Save and Continue

Opportunity Information and Evaluation & Scoring



EVERETT
WASHINGTON

Log In

2022 City of Everett Human Needs Funds

PrintHelpDownloadSaveApply

Opportunity Details

Evaluation & Scoring

Opportunity Information

Title

2022 City of Everett Human Needs Funds

Description

Each year, the City allocates \$3 per capita for grants to non-profit human service organizations providing services to City of Everett residents. Since 2016, an additional \$1 per capita has been included for Community Streets Initiative activities.

Human Needs funds are provided to programs that are accessible without regard to ability to pay, as well as programs that are physically accessible, culturally sensitive, linguistically accessible, and non-discriminatory. The City intends to support programs that promote diversity of all types.

Funds are available on a January 1 - December 31 calendar year. Funds do not "rollover" into the next program year and any unexpended funds at the end of the year cannot be combined for a future ask.

Awarding Agency Name

City of Everett

Agency Contact Name

Kembra Landry

Agency Contact Phone

425-257-7155

Agency Contact Email

klandry@everettwa.gov

Fund Activity Category

Community Development

Category Explanation

These funds are aimed at serving the basic needs of low/moderate income residents within the City of Everett.

Opportunity Manager

Kembra Landry

Posted Date

7/1/2021

Announcement Type

Initial Announcement

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/68fa4163-bf12-4af8-8739-94a6c734f016>

EVERETT
WASHINGTON

Log In

2022 City of Everett Human Needs Funds

PrintHelpDownloadSaveApply

Opportunity Details

Evaluation & Scoring

Criteria

Applicants must be registered 501(c)(3) organizations, as per EMC 2.93.010.

Applications must serve low or moderate income City of Everett residents in need.

Projects must provide basic needs services and should support established annual priorities set by the City's Citizen Advisory Committee.

Review and Selection Process

Proposals will go through initial staff review for application completeness and project eligibility. Once cleared, proposals will be submitted to the Citizen Advisory Committee for review and award consideration.

Proposals that directly support established annual priorities will be considered for funding first, with any remaining funds available for non-priority proposals.

Priority consideration will also be given to those programs which apply requested funds to a direct public service rather than to the administration of a program.

Agencies receiving human needs funding are not eligible for funding from another city of Everett funding source for the same program in any given year.

Anticipated Announcement Dates

Awards will be announced following City Council adoption of Citizen Advisory Committee funding recommendations. Contracts are typically executed in the late Winter/early Spring.


Costs incurred since January 1 of Calendar Year for the award are eligible for reimbursement.

Save

Apply

Apply to the Opportunity

- Click the Apply button to start the application process


Log In

2022 City of Everett Human Needs Funds

Print
Help
Download
Save
Apply


Opportunity Details
Evaluation & Scoring

Opportunity Information

Title	2022 City of Everett Human Needs Funds
Description	<p>Each year, the City allocates \$3 per capita for grants to non-profit human service organizations providing services to City of Everett residents. Since 2016, an additional \$1 per capita has been included for Community Streets Initiative activities.</p> <p>Human Needs funds are provided to programs that are accessible without regard to ability to pay, as well as programs that are physically accessible, culturally sensitive, linguistically accessible, and non-discriminatory. The City intends to support programs that promote diversity of all types.</p> <p>Funds are available on a January 1 - December 31 calendar year. Funds do not 'rollover' into the next program year and any unexpended funds at the end of the year cannot be combined for a future ask.</p>
Awarding Agency Name	City of Everett
Agency Contact Name	Kembra Landry
Agency Contact Phone	425-257-7155
Agency Contact Email	klandry@everettwa.gov
Fund Activity Category	Community Development
Category Explanation	These funds are aimed at serving the basic needs of low/moderate income residents within the City of Everett.
Opportunity Manager	Kembra Landry
Posted Date	7/1/2021
Announcement Type	Initial Announcement
Public Link	https://www.gotomysgrants.com/Public/Opportunities/Details/68fa4163-bf12-4af8-8739-94a6c734f016

Navigation

- Land on the Project Information Page



Thomas Colgrove
Applicant Portal Test Account - TC

2024 Core Series Recipient - TC

✓

○

○

○

○

○

Opportunity DetailsProject InformationApplication FormsBudget*Performance Plan*Submit

Project Information

HelpDownloadSaveSave & Continue

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

\$0.00

How much are you planning to contribute to the budget?

Cash Match Requirement

\$0.00 ⓘ

Cash Match Contributions*

\$0.00

In-Kind Match Requirement

\$0.00 ⓘ

In-Kind Match Contributions*

\$0.00

Other Funding Requirement


\$0.00 ⓘ

Other Funding Contributions*


\$0.00


Navigation Continued


- All navigation sections on the top of the screen must be complete before submitting your application
- Each circle should be green with a white checkmark like the Opportunity Details section below
- Navigate to different sections of the application by clicking on the desired navigation section


 Thomas Colgrove
Applicant Portal Test Account - TC


2024 Core Series Recipient - TC



Opportunity
Details


Project
Information


Application
Forms


Budget*


Performance
Plan*


Submit

Project Information

Help

Download

Save

Save & Continue

Required Fields

- Complete in the top navigation, you must complete all required fields marked with an *

Project Information

HelpDownloadSaveSave & Continue

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

\$0.00

How much are you planning to contribute to the budget?

Cash Match Requirement

\$0.00 ⓘ

Cash Match Contributions*

\$0.00

In-Kind Match Requirement

\$0.00 ⓘ

In-Kind Match Contributions*

\$0.00

Other Funding Requirement

\$0.00 ⓘ

Other Funding Contributions*

\$0.00

Total Award Budget

\$0.00

Primary Contact Information

Name*

Thomas Colgrove

Email Address*

thomas_colgrove@outlook.com

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Save✔ Mark as CompleteSave & Continue

Autofill Data

- The Primary Contact Information section will auto-populate with the information from the Applicant Portal
- Review the steps in the Overview of Applicant Portal section to update the information so you only have to enter it once

Primary Contact Information

Name*

Thomas Colgrove

Email Address*

thomas_colgrove@outlook.com

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Save

✓ Mark as Complete

Save & Continue

Match Example

- If a match is required, there will be an additional required section called "How much are you planning on contributing to the budget?"
- If your funder configured a match requirement, AmpliFund will calculate the minimum match amount based on the Award Requested amount
- If match is optional, you will have a \$0.00 requirement and can add as needed

The screenshot displays the 'Project Information' section of the AmpliFund application portal. The user is Thomas Colgrove, logged in as 'Applicant Portal Test Account - TC'. The 'Application Information' tab is active, showing the application name 'Test Application 2' with a green checkmark. Below this, the 'How much are you requesting from the funder?' section shows an 'Award Requested*' of '\$100,000.00'. The 'How much are you planning to contribute to the budget?' section lists three requirements: 'Cash Match Requirement' (\$10,000.00), 'In-Kind Match Requirement' (\$10,000.00), and 'Other Funding Requirement' (\$5,000.00). Each requirement has a corresponding 'Contributions*' field set to '\$0.00', with red error messages indicating that the contribution is less than the required amount. The 'Total Award Budget' is shown as '\$100,000.00'. Navigation buttons for 'Help', 'Download', 'Save', and 'Save & Continue' are located at the top right of the form.

Requirement	Amount	Contributions*	Status
Cash Match Requirement	\$10,000.00	\$0.00	Contribution is less than funder cash match requirement.
In-Kind Match Requirement	\$10,000.00	\$0.00	Contribution is less than funder in-kind match requirement.
Other Funding Requirement	\$5,000.00	\$0.00	Contribution is less than funder other funding requirement.
Total Award Budget	\$100,000.00		

Mark as Complete, Save and Continue

- After completing all required fields Mark as Complete and Save and Continue
- AmpliFund will not let you Mark as Complete and Save and Continue if there are any incomplete required fields
- AmpliFund displays validation errors if there are incomplete required fields or if entries are not in line with the Opportunity requirements

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City* *This field is required.*

State/Province* *This field is required.*

Postal Code* *This field is required.*

Phone Number

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Mark as In Progress: gotomygrants.com/Public/OpportunityApplications/projectinformation/61831

Thomas Personal AmpliFund Perso... AmpliFund Logins AmpliFund Tools AmpliFund Support Learning AmpliFu... Projects Team Illinois Google Jud

WORKFORCE
DEVELOPMENT COUNCIL

In-Kind Match Contributions* \$10,000.00

Other Funding Requirement \$5,000.00

Other Funding Contributions* \$5,000.00

Total Award Budget \$125,000.00

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Success
The item was saved successfully.

Application Forms

Section Agenda

- Application Forms
 - Enter Data
 - Required Fields
 - Mark as Complete, Save and Continue
 - Application Form Status Grid

Inputting Data

Content Fields

- Data that your funder provides as instructions, attachments, links, etc.

Entry Fields

- Data that you enter on the Application Forms
- Single line text, multi-line text, multiple choice, checkboxes, dropdowns, dates, numeric values, tables, and file uploads

AmpliFund Corporate Presentation

Instructions

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Download this PDF for more information.
[Logo-FullColor-hi-res.jpeg](#)

Review this website for more information.
[test.com](#)

Application Questions

Single Line Text Field example *

Multi Line Text Box example *

Multiple Choice Example *

☐ Yes
 ☐ No

Dropdown List example *

Test 1

Test 2

Test 3

File Upload example *

Choose File

Date example *

Numeric Field example *

0.00

Table Example

	Test A	Test B
Test 1		
Test 2		
Test 3		

Required Fields

- Complete each required field marked with an *

Instructions

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Download this PDF for more information.

[Logo-FullColor-hi-res.jpeg](#)

Review this website for more information.

[test.com](#)

Application Questions

Single Line Text Field example *

Multi Line Text Box example *

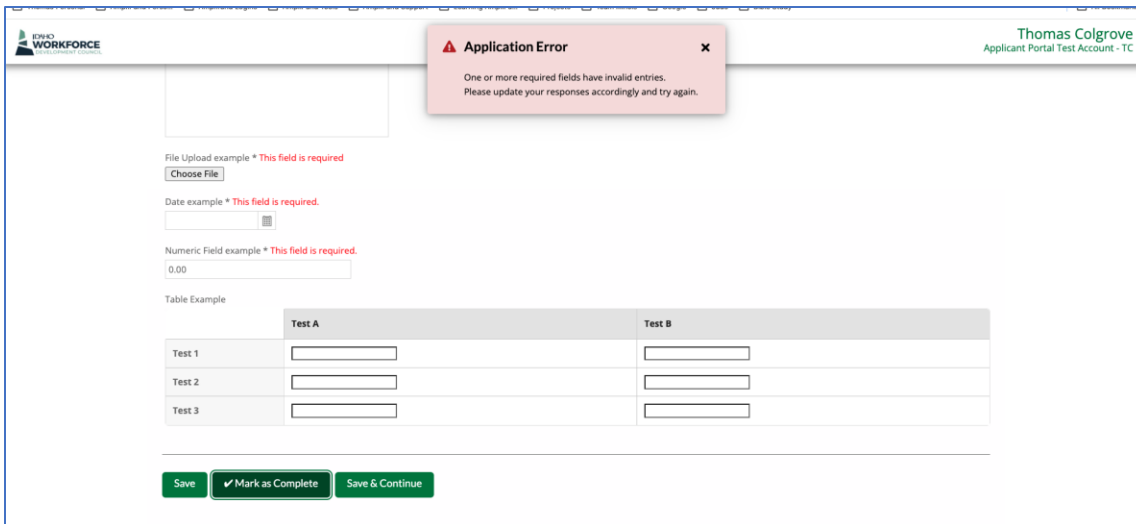
Multiple Choice Example *

☐ Yes

☐ No

Mark as Complete, Save and Continue

- You must mark each Application Form as complete and then save and continue or you will not be able to submit
- AmpliFund will not allow you to Mark as Complete if you have not completed all required fields
- Clicking Save and Continue will take you to the next Application Form or next section of the application process



Application Error

One or more required fields have invalid entries.
Please update your responses accordingly and try again.

File Upload example * This field is required
Choose File

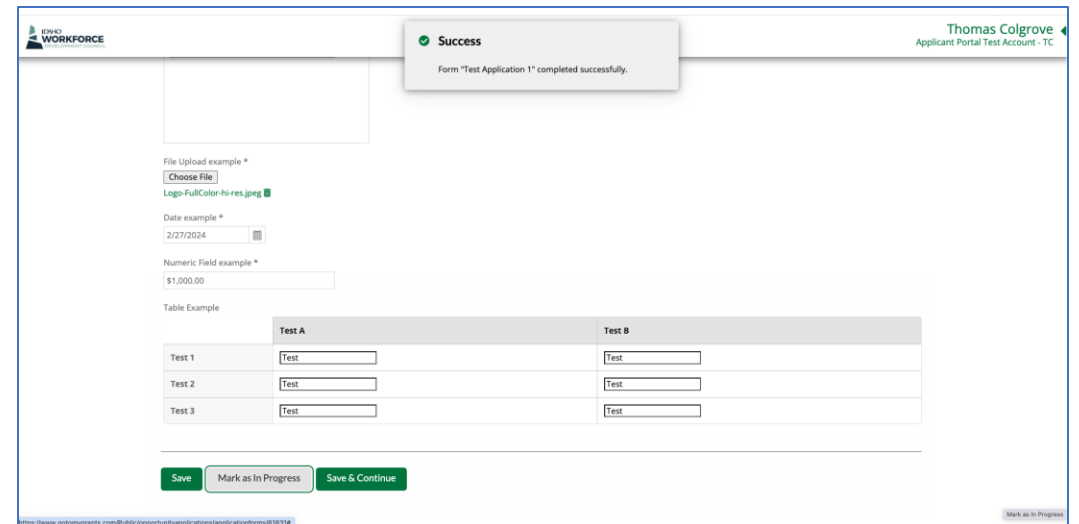
Date example * This field is required.
2/27/2024

Numeric Field example * This field is required.
0.00

Table Example

	Test A	Test B
Test 1		
Test 2		
Test 3		

Save Mark as Complete Save & Continue



Success

Form "Test Application 1" completed successfully.

File Upload example *
Choose File
Logo-FullColor-hi-res.jpeg

Date example *
2/27/2024

Numeric Field example *
\$1,000.00


Table Example

	Test A	Test B
Test 1	Test	Test
Test 2	Test	Test
Test 3	Test	Test

Save Mark as In Progress Save & Continue

Application Form Status Grid

- Click on the Application Forms section on the top navigation to access the Application Form Status Grid
- Here you can see the status of each application and download applications

Thomas Colgrove
Applicant Portal Test Account - TC

2024 Core Series Recipient - TC

✓

✓

✓

●

○



○

○

Opportunity DetailsEvaluation & ScoringProject InformationApplication Forms (2)Budget*Performance Plan*Submit

Forms

HelpDownloadSave & Continue

Name	Status	Print
Test Application 1	In Progress	
Test Application 2	New	

◀◁1>>▶

25 items per page

1 - 2 of 2 items

Save & Continue

Budget

Section Agenda

- Project Information and Budget
- Enter Line Items
 - No Match/Match
 - Line Item Narrative and Document Upload
 - Edit Line Items
 - Final Budget/Mark as Complete, Save and Continue
 - Submit Complete Application

Enter Line Items with no Match

- Configure the Budget View Settings
- Click on the + icon next to the Budget Category you wish to enter a line item
- Enter the Name
- Enter the Direct Cost
- Leave Non-Grant Funded set to No
- Enter Narrative (May be required or optional)
- Add Attachments as needed
- Click Create on the bottom right of the screen

Budget

Help

Download

Save & Continue

Budget View Settings

Options

☒ Line Items
 ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Travel	\$0.00	\$0.00	\$0.00
+ Add Line Item ent	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Construction	\$0.00	\$0.00	\$0.00
+ Consultant	\$0.00	\$0.00	\$0.00
+ Personnel	\$0.00	\$0.00	\$0.00
+ Create New Category			
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

New Line Item

Budget Item Information

Category

Travel

Item Type

Non-Personnel

Name*

Test Travel

Direct Cost*

\$10,000.00

Non-Grant Funded

No

Total Budgeted

\$10,000.00

Narrative*

Add narrative here...

Attachments

Attachment(s)

Choose file(s)

Create

Cancel

Enter Line Items with Match

- Click on the + icon next to the Budget Category you wish to enter a line item
- Enter the Name
- Enter the Direct Cost
- Set the Non-Grant Funded to Yes
 - Cash Match
 - In-Kind Match
 - Other Funding
 - Match can be entered in \$ or as a %
- Enter Narrative (May be required or optional)
- Add Attachments as needed
- Click Create on the bottom right of the screen

Test Travel 2

Budget Item Information

Category

Travel

Item Type

Non-Personnel

Name*

Test Travel 2

Direct Cost*

\$25,000.00

Non-Grant Funded

Yes

Grant Funded

\$0.00

Cash Match

\$10,000.00

Dollar

Percentage

In-Kind Match

\$10,000.00

Dollar

Percentage

Other Funding

\$5,000.00

Dollar

Percentage

Total Budgeted

\$25,000.00

Narrative*

Test

Save

Cancel

Edit Line Items

- Click on the pencil edit icon next to the Line Item to edit as needed

Budget

HelpDownloadSave & Continue



Budget View Settings

Options

☒ Line Items☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ Travel		\$10,000.00	\$0.00	\$10,000.00
Test Travel	 	\$10,000.00	\$0.00	\$10,000.00
+ Equipment	<div>Edit</div>	\$0.00	\$0.00	\$0.00
+ Supplies		\$0.00	\$0.00	\$0.00
+ Construction		\$0.00	\$0.00	\$0.00
+ Consultant		\$0.00	\$0.00	\$0.00
+ Personnel		\$0.00	\$0.00	\$0.00
+ Create New Category				
Total Expense Budget Cost		\$10,000.00	\$0.00	\$10,000.00

Final Budget/Mark as Complete, Save and Continue



- The Final Budget should account for all requested Grant Funds and any Match requirements
- The Total Overall Budget Cost should be \$0.00
- AmpliFund will display a validation error if not all funds are accounted for

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Travel	\$0.00	\$25,000.00	\$25,000.00
Travel	\$0.00	\$25,000.00	\$25,000.00
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Construction	\$0.00	\$0.00	\$0.00
+ Consultant	\$0.00	\$0.00	\$0.00
+ Personnel	\$75,000.00	\$0.00	\$75,000.00
Test Personnel	\$75,000.00	\$0.00	\$75,000.00
+ Create New Category			
Total Expense Budget Cost	\$75,000.00	\$25,000.00	\$100,000.00

Revenue Budget

Grant Funding

Award Requested	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00

Non-Grant Funding

Cash Match	\$10,000.00	\$10,000.00
In-Kind Match	\$10,000.00	\$10,000.00
Other Funding	\$5,000.00	\$5,000.00
Subtotal	\$25,000.00	\$25,000.00

Total Revenue Budget Cost (\$125,000.00)

Total Overall Budget Cost (\$25,000.00)

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete

Save & Continue

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Travel	\$0.00	\$25,000.00	\$25,000.00
Travel	\$0.00	\$25,000.00	\$25,000.00
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Construction	\$25,000.00	\$0.00	\$25,000.00
Test Construction	\$25,000.00	\$0.00	\$25,000.00
+ Consultant	\$0.00	\$0.00	\$0.00
+ Personnel	\$75,000.00	\$0.00	\$75,000.00
Test Personnel	\$75,000.00	\$0.00	\$75,000.00
+ Create New Category			
Total Expense Budget Cost	\$100,000.00	\$25,000.00	\$125,000.00

Revenue Budget

Grant Funding

Award Requested	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00

Non-Grant Funding

Cash Match	\$10,000.00	\$10,000.00
In-Kind Match	\$10,000.00	\$10,000.00
Other Funding	\$5,000.00	\$5,000.00
Subtotal	\$25,000.00	\$25,000.00

Total Revenue Budget Cost (\$125,000.00)

Total Overall Budget Cost \$0.00

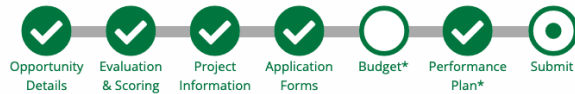
Mark as In Progress

Save & Continue

Submit Complete Application

- All navigation sections on the top of the screen must be complete before submitting your application
- Each circle should be green with a white checkmark like the Opportunity Details section below
- If you receive any validation errors, you can click on the desired navigation section and complete all required information and Mark as Complete and Save and Continue

2024 Core Series Recipient - TC



You are about to submit your application, **Test Application 2**, to **AmpliFund Training: Grant Maker**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

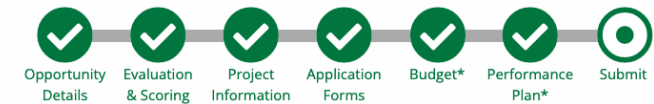
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Your budget has errors that require your attention!

 Review

Submit

2024 Core Series Recipient - TC



You are about to submit your application, **Test Application 2**, to **AmpliFund Training: Grant Maker**.

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


Submit Complete Application Continued


- Click Submit and AmpliFund displays a success message!


Thomas Colgrove
Applicant Portal Test Account - TC


2024 Core Series Recipient - TC



Opportunity
Details



Evaluation
& Scoring


Project
Information


Application
Forms


Budget*


Performance
Plan*



Submit

Success!


You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

 Application

Exit



Performance Plan

Section Agenda

- Performance Plan
 - Performance Plan Goal Types
 - Enter Performance Plan Goals
 - Edit Performance Plan Goals
 - Mark as Complete, Save and Continue

Performance Plan Goal Types


Goal Type	Definition	Example
Milestone	The most basic goal type. They allow for tracking progress as a “Yes” or “No” response by the Responsible Individual.	Create and send Q1 Staff Survey.
Narrative	Question and answer goals. Responsible Individuals may answer the question posed by the goal.	How successful was the grant-related activity this period?
Numeric	A discrete number to achieve. As units of the goal are completed, Responsible Individuals may record units completed.	“Number of program participants” with a goal target of 50.

Performance Plan Goal Types

Goal Type	Definition	Example
Percent Achieved	Goals to reach a desired percent. When tracking progress against a percent achieved goal, Responsible Individuals may capture Total Possible and Total Achieved percentages.	“Volunteer Retention Rate” with a goal target of 70%.
Percent Changed	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, Responsible Individuals may capture Total Possible and Total Achieved percentages.	“Decrease in Student Absences” with a starting absentee rate of 10% and a goal absentee rate of 3%.

Enter Performance Plan Goals

- All Performance Plan Goals marked with an * are required
- Click on the + icon to add a new goal

Thomas Colgrove
Applicant Portal Test Account - TC

2024 Core Series Recipient - TC

✓

✓

✓

Opportunity Details

Evaluation & Scoring

Project Information

Application Forms

Budget*

Performance Plan*

Submit

Performance Plan

Help

Download

Save & Continue

Proposed Performance Plan

Quarter 1 Goals* + Add Goal

No items for strategy

Quarter 2 Goals* + Add Goal

No items for strategy

Quarter 3 Goals* + Add Goal

No items for strategy

Quarter 4 Goals* + Add Goal

No items for strategy

✓ Mark as Complete

Save & Continue

Enter Performance Plan Goals Continued

- Select the Goal Type
- Enter the Goal Name
- Complete all required fields marked with an *
- Best practice is to add as much data as possible
- Required fields change based on the Goal Type
 - Milestone Goals have a due date
 - Numeric Goals have a number to be achieved


New Goal

Goal Information

Goal Type*

Name*

Description

Due Date 

Save


New Goal

Goal Information

Goal Type*

Name*

Description

Due Date 

Save

New Goal

Goal Information

Goal Type*

Name*

Number To Be Achieved*

Description

Save

Edit Performance Plan Goal

- Click on the pencil edit icon next to the Performance Goal as needed

FY25 Nursing School Grant

✓

✓

●

Opportunity
Details

Evaluation
& Scoring

Project
Information

Application
Forms

Budget*

Performance
Plan*

Submit

Performance Plan

Help

Download

Save & Continue

Proposed Performance Plan

FY25 Deliverables* + Add Goal

Applicants must enter all deliverables for the FY25 Nursing School Grant. If selected for the Award, Grantees must complete all deliverables before receiving the final payment. Provide a brief but thorough summary of each deliverable to ensure reviewers have all the necessary information to review your application.

Test

Milestone

Test

Mark as Complete

Save & Continue

Mark as Complete, Save and Continue

- After entering all required goals you can Mark as Complete and Save and Continue
- AmpliFund will display a success message if everything is complete
- AmpliFund will display a validation error if more information is required

The image displays two screenshots of the AmpliFund Performance Plan interface, illustrating the process of marking a plan as complete or handling validation errors.

Left Screenshot (Successful Completion):

- Header:** EDUHO WORKFORCE, Thomas Colgrove, Applicant Portal Test Account - TC.
- Success Message:** A green checkmark icon and the text "Success" and "Saved successfully" are displayed in a grey box.
- Buttons:** "Help", "Download", and "Save & Continue" are visible at the top right.
- Form Content:** The "Proposed Performance Plan" section includes four quarters, each with a "Goals* + Add Goal" link and a "Test" field (Milestone, Numeric, Narrative). A "Mark as In Progress" button is located at the bottom left.
- Footer:** A URL is visible at the bottom: <https://www.getomygrants.com/Public/opportunity/applications/performanceplan/618318>.

Right Screenshot (Validation Error):

- Header:** EDUHO WORKFORCE, Thomas Colgrove, Applicant Portal Test Account - TC.
- Buttons:** "Help", "Download", and "Save & Continue" are visible at the top right.
- Form Content:** The "Proposed Performance Plan" section includes four quarters, each with a "Goals* + Add Goal" link and a "Test" field (Milestone, Numeric, Narrative). A validation error message is displayed at the bottom: "No items for strategy. Please add at least 1 goal." A "Mark as Complete" button is located at the bottom left.

Edit Reopened Application

Section Agenda

- Edit Reopened Applications
 - Log into AmpliFund here - <https://grants.illinois.gov/portal/>
 - Toggle to Applicant Portal
 - Access Submitted Applications
 - Edit Reopened Applications
 - Download Submitted Applications
 - Withdraw Applications

Toggle between AmpliFund / Applicant Portal



- Click on your name on the top right of the screen and select Applicant Portal or AmpliFund

Test User AmpliFund ▾

Account Information

Change Password

Message Center

Help and Support

Terms and Conditions

Applicant Portal

Revert to 'tcolgrove@amplifund.com'

Logout

Grant: All

My Events and Tas

Thu	Fri
29	

Test User AmpliFund ▾
Testing Organization

AmpliFund
Log Out AmpliFund

Award Floor	Award Ceiling
\$10,000.00	\$250,000.00

Access Submitted Applications



- Click Applications on the top left of the screen
- Select the appropriate Application

Applications Account Information Users FAQ									
Applications									
Application Na...	Application ID	Submission St...	Funder Name	Title	Opportunity St...	Submission Op...	Submission Cl...	Award Floor	Award Ceiling
Test Application 1	61812	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
Test Application 2	61831	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
2024 Core Series Recipient - TC	61874	Unsubmitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00

Edit Reopened Applications



- Select the Application that says Reopened
- Edit the appropriate sections of the Application Form
- The funder chooses what sections of the Application to Reopen

Applications Account Information Users FAQ									
Applications									
Application Na...	Application ID	Submission St...	Funder Name	Title	Opportunity St...	Submission Op...	Submission Cl...	Award Floor	Award Ceiling
Test Application 1	61812	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
Test Application 2	61831	Submitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00
2024 Core Series Recipient - TC	61874	Unsubmitted	AmpliFund Training: Grant Maker	2024 Core Series Recipient - TC	Open	1/1/2024 12:00 AM	12/31/2024 12:00 AM		\$100,000.00

Download Submitted Applications

- Click on the desired Application
- Click on the Download tab

2024 Core Series Recipient - TC



Opportunity Details ✓

[Print](#)[Help](#)[Download](#)[Withdraw](#)

Opportunity Information

Title	2024 Core Series Recipient - TC
Description	Core Series Recipient Training.
Opportunity Manager	Tommy Grantor
Announcement Type	Initial Announcement
Public Link	https://www.gotomygrants.com/Public/Opportunities/Details/aa7bf96c-7a3e-405e-bef0-4f4874f72c82
Is Published	Yes

Withdrawing Applications

- Withdrawing applications does not allow for Resubmitting

2024 Core Series Recipient - TC

✓

✓

✓

✓

✓

✓

Opportunity Details

Evaluation & Scoring

Project Information

Application Forms

Budget*

Performance Plan*

Submit

Opportunity Details ✓

Print

Help

Download

Withdraw

Opportunity Information

Title	2024 Core Series Recipient - TC
Description	Core Series Recipient Training.
Opportunity Manager	Tommy Grantor
Announcement Type	Initial Announcement
Public Link	https://www.gotomygrants.com/Public/Opportunities/Details/aa7bf96c-7a3e-405e-bef0-4f4874f72c82
Is Published	Yes