

# Court Security Grant - AmpliFund Instructions

## Adding Users and Approvers

If you prefer to work with a team to complete your application, or if your grant requires that specific users complete certain sections, you can invite additional users to your organization. To add users you must be an Administrator user. The first user to register in an organization is an Administrator by default.

The statute governing the Court Security Cash Fund grant requires that the application be signed by 3 authorized representatives of the County's local security team. This includes each of the following individuals *or his or her designee* (Section 13-1-202(3) and 13-1-205(1), C.R.S.):

1. Chief Judge of the District Court (*see note below in red*)
2. County Commissioner or Manager
3. Sheriff

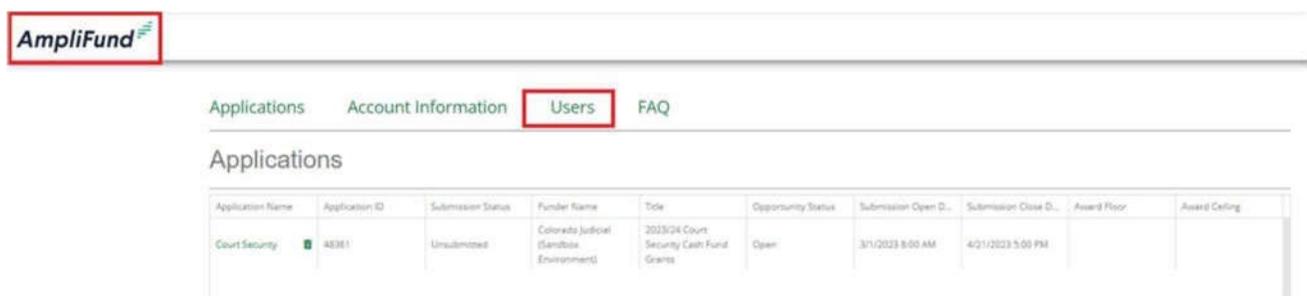
When you have completed the Application Forms and Budget, add each of these individuals as a user following the instructions below. Next, email those individuals asking them to use the link in the invitation email to login to AmpliFund and review and approve the application. Include the Approver Instructions for their reference.

*NOTE: There is an issue within AmpliFund that prevents a Chief Judge from being able to approve grants in multiple counties due to some of the background structure of the system. Therefore, the application is asking for the Clerk of Court to certify that the Chief Judge and/or Court Executive have approved the request.*

### **Invite New Users to collaborate on an application**

These steps are for inviting new users to collaborate on application. A new user is someone who does not have an AmpliFund account. If the individual has collaborated with you on an application in the past or has an account the system will not allow you to add them as a user a second time so please follow the instructions **Invite existing users to collaborate on an application** below.

Click the **AmpliFund logo** in the upper left corner of the screen. Click **Users**. On some screens, the AmpliFund logo has been replaced with the State Judicial Department logo.



Click + **Add User**

## Users

User Information

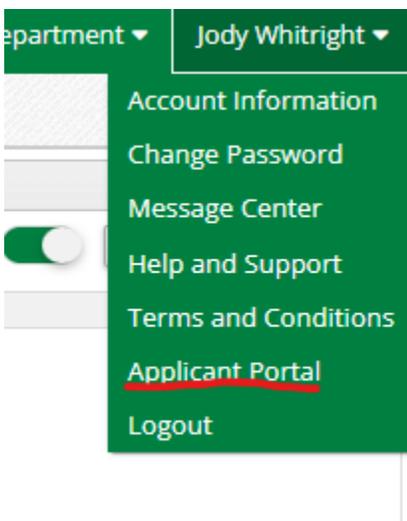
+ Add User

Add the **user's name, email address,** and any other contact information you would like to include. Required fields are marked with an asterisk (\*). If this user should be adding additional users to AmpliFund, set their role to Administrator. Otherwise, the role can be left as Editor.

### ***Invite Existing Users to collaborate on an application***

These instructions are helpful when you need to collaborate with someone who is already a user in AmpliFund, and you cannot send an invite during the application process. Once you have started an application, existing users within your organization will be able to access the application to review it by accessing the applicant portal and following the instructions below.

Login at the AmpliFund website [gotomygrants.com](http://gotomygrants.com). If the landing screen shows a calendar, select your name in the top right corner and select "Applicant Portal" from the drop-down list.



In the applicant portal, access the unsubmitted application from the list of applications that is unsubmitted.

### Applications

Application Name	Application ID	Submission Status	Funder Name	Title	Opportunity Status	Submission Open D...	Submission Close D...	Award Floor	Award Ceiling
Court Security	48361	Unsubmitted	Colorado Judicial (Sandbox Environment)	2023/24 Court Security Cash Fund Grants	Open	3/1/2023 8:00 AM	4/21/2023 5:00 PM		

Select the circles at the top to navigate to the application forms to review the application. Navigate to the budget circle to review the budget. Navigate back to the application forms to complete the application acknowledgement signatures.



The list of forms will look like this:

Forms Help Download Save & Continue

Name	Status	Print
<a href="#">Uniform Application</a>	New	
<a href="#">Court Security Application</a>	New	
<a href="#">County's Approval</a>	New	
<a href="#">Sheriff's Approval</a>	New	
<a href="#">Chief Judge's Approval</a>	New	

◀ 1 ▶ 25 items per page 1 - 5 of 5 items

By clicking the green text in the name column, you can navigate to each of the forms from this list.