APPLYING FOR A COLORADO JUDICIAL GRANT

This document provides step by step examples on how to create an account in AmpliFund and then complete and submit a grant application. The grant used in these examples is <u>Courthouse Security</u> but the basic steps apply to all Colorado Judicial grant applications.

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NAVIGATING THE AMPLIFUND PORTAL

After clicking the grant application link, the AmpliFund portal will open. From this page you can view the grant opportunity information. From this page you can also do the following:

Print - Prints the opportunity information shown on the screen.

Help – Opens a page with AmpliFund training resources.

Download - Downloads the entire grant application as a PDF. This is for reference only, please note that applications must be completed online.

Save – When completing the application, saves progress. Requires user to register or be logged in.

Apply – Opens the grant application. Requires user to register or be logged in.



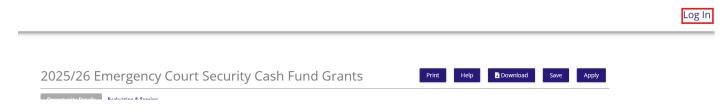
CREATE/REGISTER YOUR ACCOUNT IN AMPLIFUND

Before you can apply for a Colorado Judicial grant, you need to create an account in AmpliFund.

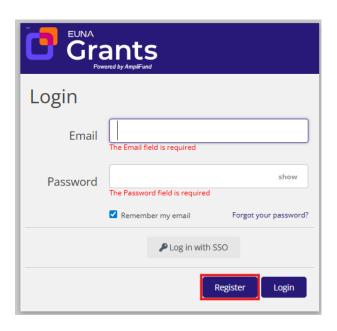
Click the link to open the application of the grant you would like to apply for.

To create (register) an account to apply for a grant click the **Log In** button in the upper right section of the screen.

You only need to register for an account once. Once you are registered, you will use your email address and password you created during registration to login. You can use the same login to apply to other grants hosted in AmpliFund.

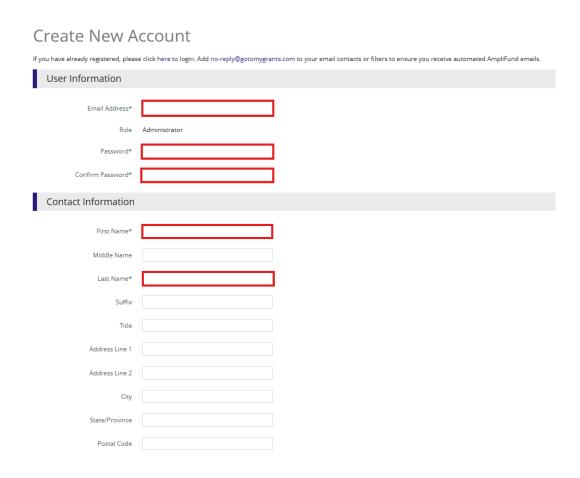


The login page will open. To create a new account, click the **Register** button.



On the registration screen, you will be asked for organizational information, your name and contact information, and be required to create a password.

Fields with an * and a red underline in the example below are required.



Organization Information Same as above Organization Name* Organization Type* Other Email Address* Website Address Line 1* Address Line 2 City* State/Province* Postal Code*

Click Register.

Phone Number



You will be asked to agree to AmpliFund's Terms and Conditions. Click the **Accept** button on the bottom to continue.

INVITE ADDITIONAL USERS TO COMPLETE THE GRANT APPLICATION

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.

Using the Court Security Grant example, the County Representative, the Sheriff, and the Chief Judge must all review the application and complete their specific approval forms.

To add users you must be an Administrator user. The first user to register in an organization is an Administrator by default.

Depending on the screen you are starting from, you will either see the Colorado Judicial logo



or the

Euna Grants logo in the upper left corner of the screen. Click on the **logo** in the upper left and then click **Users**.



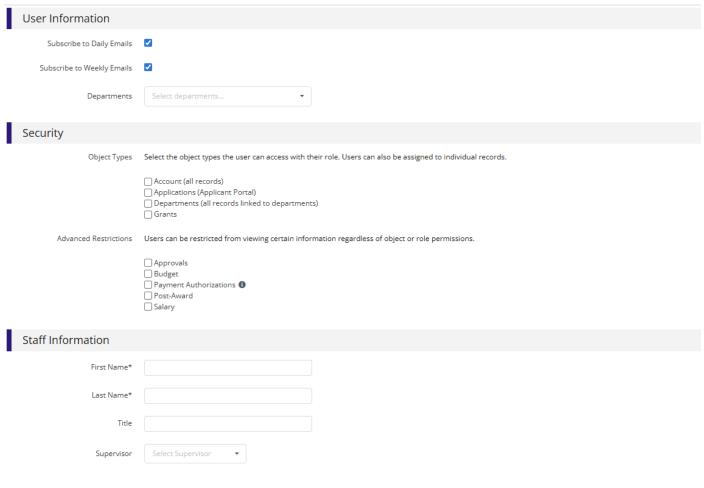
Click + Add User.



+ 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 (*).

Create User



Click Create.



Users will receive an email from "Euna Grants Administrator" no-reply@gotomygrants.com inviting them to join the application. The email subject will be "Euna Grants Login Information"

Dear

You have been invited to use Euna Grants as part of our organization. This is the product we use to help manage our grant-related activities.

If you've never used Euna Grants, please use this link to set your password and login.

If you are an existing user of Euna Grants, login using your current email address and password. To switch between organizations, use the dropdown in the top right of the screen.

Regards,

Euna Grants Administrator

If the user you want to invite already has an AmpliFund login, contact your local grant administrator. They can work with AmpliFund to merge their existing user account into your organization.

APPLY FOR THE GRANT

When you are ready to apply for the grant, click the Apply button in upper right portion of the screen.

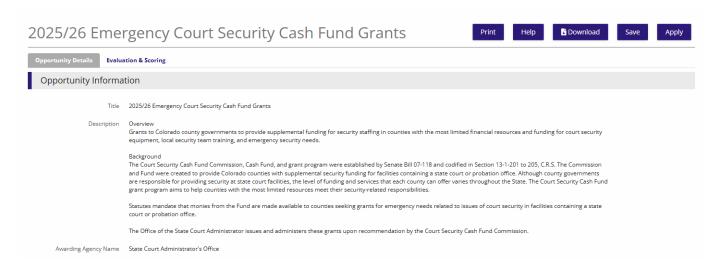


Login to AmpliFund using the account created in the step above.

FILL OUT THE APPLICATION

To fill out the application, read and reply to each question. Questions with an * are required and must be filled out. To save your progress, click the Save button. You may logout and come back later to complete your application (see VIEWING AND RETURNING TO APPLICATIONS).

REVIEW THE OPPORTUNITY DETAILS

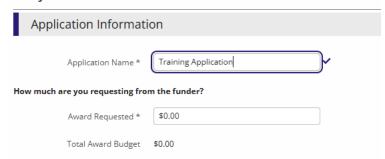


COMPLETE THE PROJECT INFORMATION

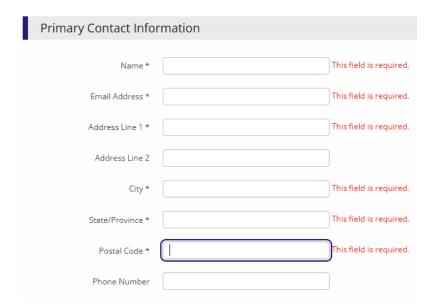
Add the Application Name. This is how the application will appear in your saved applications section.

Add the Award Requested. This is the total amount you are requesting.

Project Information



Add the **contact information** for your organization's application contact. The name and email address in this section defaults to the contact information provided by the user who started the application. This user will receive an email notification if the application is reopened.



When finished you have three options:

Save – Saves the information.

Mark as Complete – Shows step as complete in the Application Progress bar.

Save & Continue – Saves the information and moves on to the next step.



COMPLETE THE APPLICATION FORMS

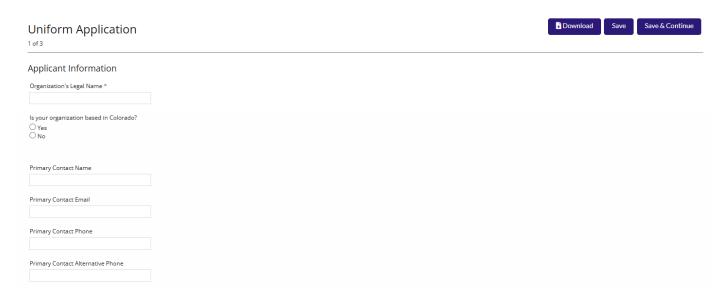
Grant applications will have one or more forms. For the Court Security example there are five forms to be completed.



Click the name of the form to open and complete.



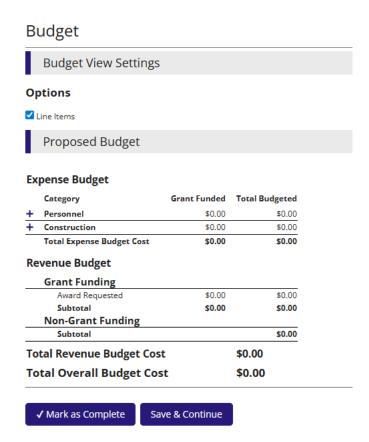
Complete the questions in the application. Questions with an * are required and must be filled out.



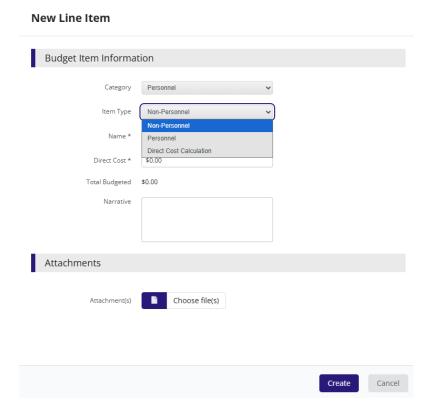
When complete click **Mark as Complete** then **Save & Continue**, **Save & Continue** will automatically take you to the next form. Continue to complete the application forms in the same way.

COMPLETE THE BUDGET

The budget form, like the application, is specific to each grant. Using the Court Security example, the applicant must specify which category/categories the requested funds will be used for. Note that the total amounts from the Project Information section are populated as the total.



Click the + (add icon) for each category to open the form. Complete the form and click Create.



As line items are created, they appear under the budget categories.

Expense Budget

	Category		Grant Funded	Total Budgeted
+	Personnel		\$1,000.00	\$1,000.00
	Personnel	∅ 🖮	\$1,000.00	\$1,000.00
+	Construction		\$0.00	\$0.00
	Total Expense Budget Cost		\$1,000.00	\$1,000.00

APPLICATION PROGRESS

To track the progress of application completion, review the progress bar at the top of the page.

Sections with a **Blue checkmark** have been marked as complete. Sections with a **green circle** are in progress. Sections with a **white circle** have not yet been started.



You can also use this progress bar to navigate to different sections of the application form by clicking the sections. If a section has been marked as complete you can go back and edit it if needed.

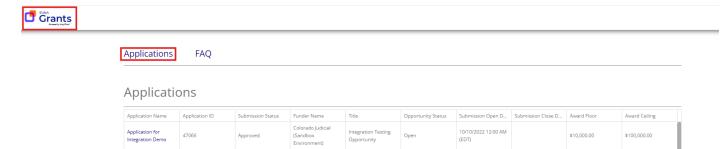
To view the progress of individual application forms, click the Application Forms section and review the status of the individual application forms below.





VIEWING AND RETURNING TO APPLICATIONS

To view your application or open it to complete the forms click the **AmpliFund** logo in the upper left corner of the screen. The page will open to the Applications section.



Click the name of the application you want to open or complete.

SUBMITTING YOUR APPLICATION

When your application is complete, submit it to Colorado Judicial by clicking the **Submit** button. You will not be able to modify your application responses once the application is submitted.



You are about to submit your application, Training application, to Colorado Judicial (Sandbox Environment).

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.



ADDITIONAL RESOURCES

For questions specific to your application or the grant program, contact the grant administrator for that grant.

The <u>Colorado Judicial Amplifund Portal</u> contains: AmpliFund user training guides, support contacts for each grant, links to grant webpages, links to open grant applications.