
AMPLIFUND GRANTS MANAGEMENT

APPLICANT USER GUIDE

A User Guide for Minnesota Perkins leaders submitting applications through the Amplifund Grants Management System.

Updated March 28, 2022

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Perkins Local Application Web Resources

All the resources you will need to complete your application are posted on our **Perkins Local Application** webpage: <https://www.minnstate.edu/system/cte/perkins-local-application>.

All of the forms listed here are required and must be submitted with your Perkins local application as attachments.

Consortium Membership List

- [Consortium Membership List](#) (.doc)

S-R POS – Funding POS spreadsheet

- [Download the SRPOS and POS Funding Spreadsheet](#)

Statement of Assurances Form

- [Statement of Assurances](#) (.PDF)
- [Statement of Assurances](#) (.DOC)

Secondary and Postsecondary Combined Budget Form

- [Secondary and Postsecondary Combined Budget Form with Instructions](#) .xls

Consortium Consolidated Equipment Inventory Form

- No template is provided for the Consortium Consolidated Equipment Inventory; use a local form/document (Refer to [Perkins V Operational Handbook](#), page 34 for required information).

Local Application Questions

- [Perkins Local Application Questions](#) (Revised 3/14/2022)

Icon Meanings

ICONS



Warning!



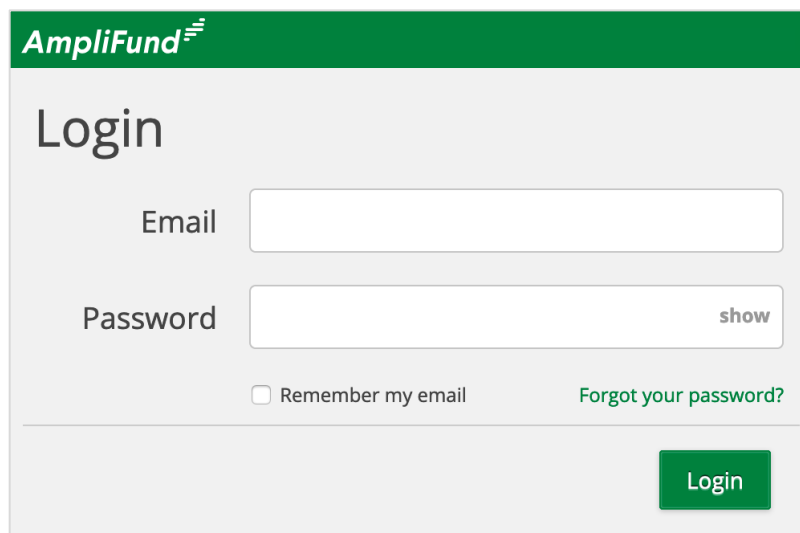
Helpful Tips

Getting Started

1. To start your application for the first time, go to the FY23-24 application link:
<https://www.gotomygrants.com/Public/Opportunities/Details/f24b4a02-9bbc-42b1-9966-386a5544efcd>
2. Click **Log In** or **Apply**.

You will be prompted to log in. Type in your username and password, then click **Login**.

Click on the link for “Forgot your password?” if you need password help.

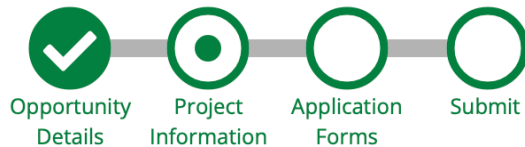


The image shows a screenshot of the AmpliFund login interface. At the top, there is a green header with the AmpliFund logo. Below the header, the word "Login" is displayed in a large, bold font. There are two input fields: "Email" and "Password". The "Password" field has a "show" button next to it. Below the input fields, there is a checkbox labeled "Remember my email" and a link labeled "Forgot your password?". At the bottom right of the form, there is a green "Login" button.

Start an Application

1. You will see the front cover and description of the Perkins Local Application. Across the top are all the sections of the online application.

Start with **Project Information** and work your way through each section.

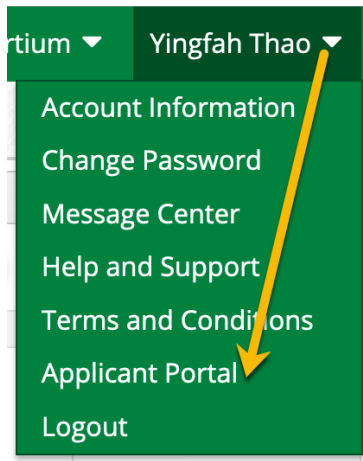


2. Click **Save & Continue** to start your application and progress to the next screen.



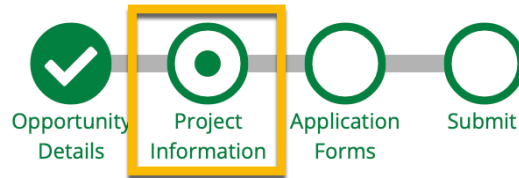
IF this takes you back to the front cover of the online application, click **Apply** and start working on your application.

IF this takes you to your Amplifund dashboard (with a calendar view), click on the dropdown arrow next to your name, then click on **Applicant Portal**. This will toggle between your dashboard and your applications.



Complete the Project Information Section

1. Click the **Project Information** icon.

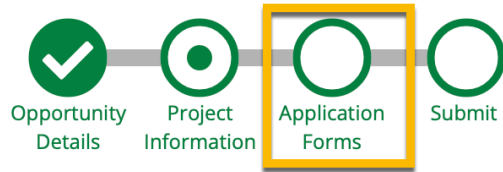


2. In the *Application Information* section, add the **Application Name**. This should be your consortium name.
3. Enter the **Total Amount of Award Requested**. Enter the amount listed in your Perkins award letter.
4. In the *Primary Contact Information* section, enter the name of the primary contact in your consortium. The information in this section defaults to the contact information provided by the user who started the application.
5. Click **Mark as Complete** when you are done with this section.
6. Click **Save & Continue** to save your progress and move to the next page.



Complete the Application Forms

1. Click the **Application Forms** icon.



2. Click on any **form name** to begin. Each form contains a set of questions.
Please note this is just an example image. The actual application forms may change or look different.

Forms
Name
Consortium Membership List
Narrative 1: Comprehensive Local Needs Assessment (CLNA)
Narrative 2: Programs of Study
Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies
Narrative 4: Integrated Academic and Technical Skills



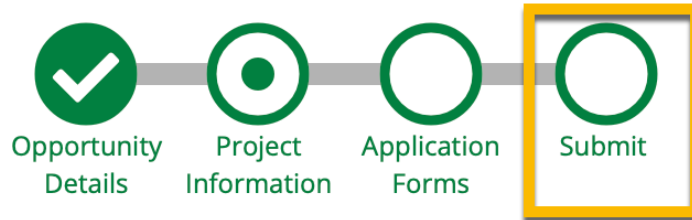
Helpful Tip

Click on each form to read the questions then enter your responses. Always click **Save & Continue** to save your progress and move to the next page. Click on **Mark as Complete** when you're done completing the section.

Save	Mark as Complete	Save & Continue
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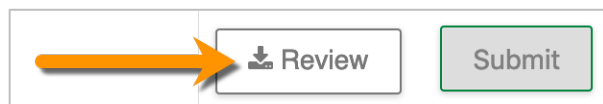
Submit Your Application

1. Click the **Submit** icon.



Amplifund system will only allow you to submit your application if all the required questions, attachments, and required sections are **Marked as Complete**. Be sure to review all sections of your application.

2. Click **Review** to download a zip file of your entire application.



Helpful Tip

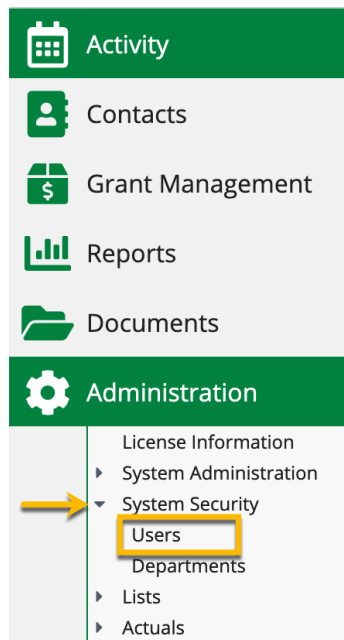
Make sure you see a checkmark in all the application menu icons before you submit your application. If a checkmark is missing, click on the icon with a missing checkmark, go back and review your responses or click **Marked as Complete** in each section.

Adding/Inviting Additional Users to Your Application


















Anyone listed as a **User** in your Amplifund application can send an invitation for others to join and create their own user account in Amplifund.

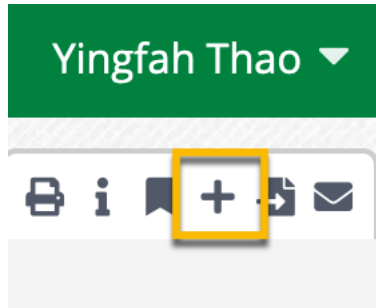
1. Log in to your main Amplifund account dashboard: www.gotomygrants.com
2. You should see a large calendar and a small menu on the left side. Click on the gear icon called **Administration**, click on the arrow next to **System Security**, click on **Users**.



3. List of **Users**.
(Everyone listed here has an Amplifund account and has access your application).

Display Name		Role
Robb Lowe	   	Organizational Admin
Debbie Belfry	   	Organizational Admin
Cindy Walters	   	Organizational Admin
Yingfah Thao	  	Organizational Admin

4. Click **+ plus sign** under your name in the upper right-hand corner of your dashboard. Amplifund calls this “Create user.”



5. In the **Create User** Form:
Check the box called **Applicant Portal Access**.
Then complete the form. **You only need to complete the required fields marked with an asterisk (*)**.
In the dropdown for **Role**, leave it as **Organizational Admin**.

A screenshot of the 'Create User' form. The title 'Create User' is at the top. Below it is a section titled 'User Information'. There are three checkboxes: 'Subscribe to Daily Emails' (checked), 'Subscribe to Weekly Emails' (checked), and 'Applicant Portal Access' (unchecked). A yellow arrow points to the 'Applicant Portal Access' checkbox, which is also highlighted with a yellow square. Below the checkboxes is a dropdown menu labeled 'Role*' with 'Organizational Admin' selected.

6. Click **Create**. This action will automatically send this person an invitation to join Amplifund and access your current and previous applications. *Make sure they check their junk or spam folder.*



7. If you need to invite additional people, repeat steps 4 through 6.