



*AmpliFund* 



# Applicant Training

**Hawaii County, HI**

**December 4, 2024**

# Application Submission Overview

- ✓ Opportunity Information
  - ✓ Opportunity Details
- ✓ Logging in to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application



## Community Well-Being Impact Grant

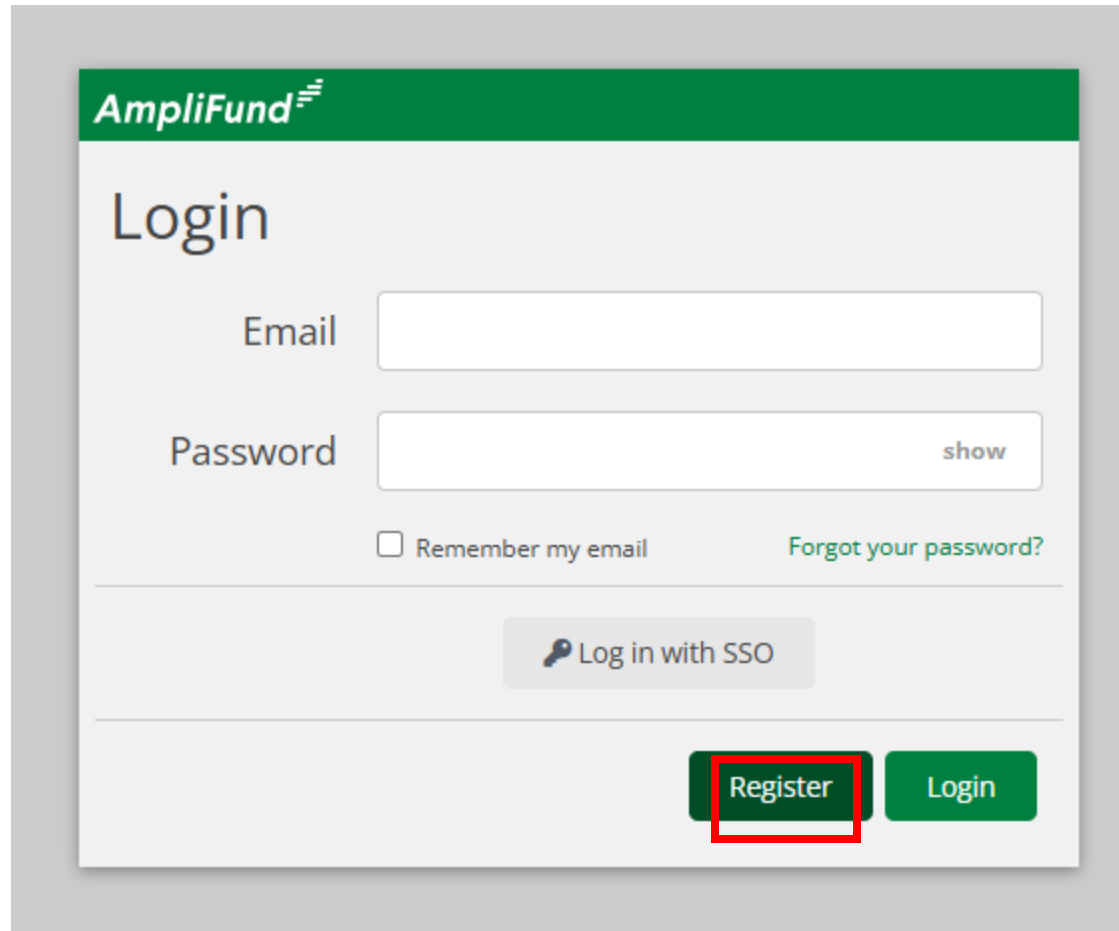
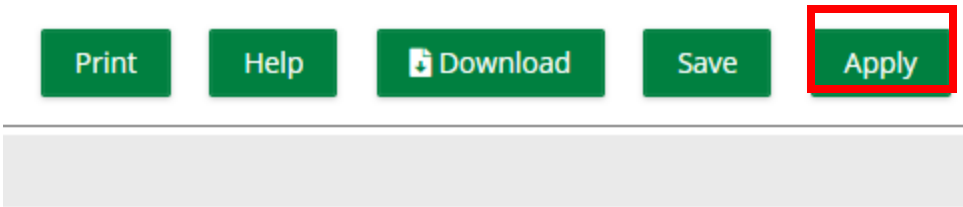
[Print](#)
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[Apply](#)

### Opportunity Information

Title	Community Well-Being Impact Grant
Description	<p><b>DEPARTMENT GOAL</b></p> <p>The Department's goal is to support a high quality of life for Hawai'i Island residents by supporting projects that help to balance Hawai'i Island's economic, social, and environmental well-being. Through this RFP, the Department seeks proposals that clearly demonstrate the potential to generate economic and equitable benefits to Hawai'i Island residents through capacities such as business income, job growth, increased accessibility, reduced expenses or reduced environmental footprint, and greater efficiency. The emphasis is on facilitating measurable, positive impact within Hawai'i Island communities.</p> <p><b>DEPARTMENT COMMUNITY WELL-BEING PROGRAM OBJECTIVES</b></p> <p>Eligible proposals for Impact Grant Awards under the Community Well-being Program RFP may address the following objectives.</p> <p>(1) Conduct an island-wide asset mapping project centered on health and human services. The project using mapping data and information collected, will develop a user-friendly online resource directory and a sustainability plan to ensure the ongoing relevance and accessibility of the information.</p> <p>(2) Develop a project that addresses the social determinants of health that disproportionately impact marginalized community members, including individuals with disabilities, Native Hawaiian and Pacific Islander (NHPI), LGBTQI+ individuals, older adults, young people, rural residents, and/or those with low incomes. A project must focus on:</p> <p>(a) Health promotion aimed at chronic disease prevention or</p> <p>(b) Support services by a Community Health Worker (CHW), Patient Navigator, Peer Specialist, etc.</p> <p>(3) Develop a community engagement project centered on fostering social connections, addressing the needs of marginalized residents, and promoting individual and economic well-being. The project must emphasize:</p> <p>(a) Reaching marginalized residents: Prioritize outreach and engagement with communities, including individuals with disabilities, Native Hawaiians and Pacific Islanders (NHPI), LGBTQI+ individuals, older adults, young people, rural residents, and/or those with low incomes.</p> <p>(b) Social connections (CDC: <a href="https://www.cdc.gov/social-connectedness/about/index.html">https://www.cdc.gov/social-connectedness/about/index.html</a>): Create opportunities for meaningful interactions and community-building activities that foster a sense of belonging and support.</p> <p>(c) Connecting participants with essential services: Provide access to vital resources and services that address individual needs and contribute to overall quality of life, such as:</p> <p>(i) Health and social services</p> <p>(ii) Financial literacy</p> <p>(iii) Education and workforce development</p>

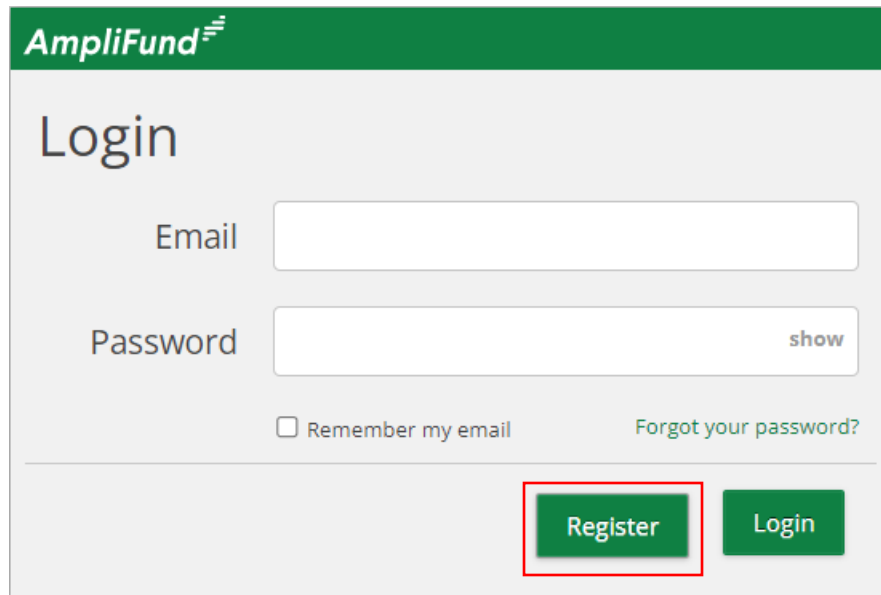
# 4 Registering to Apply

- By clicking the '**Apply**' button applicants will be prompted to Log In or Register



# Registering to Apply

- When the AmpliFund Login screen appears, users will click the 'Register' button to Create New Account for their Applicant Organization
- Applicants should only Register **ONCE** for their Organization
  - Users can be added to the Organization account



The image shows the AmpliFund Login screen. At the top is the AmpliFund logo. Below it is the heading "Login". There are two input fields: "Email" and "Password". The "Password" field has a "show" button to its right. Below the "Email" field is a checkbox labeled "Remember my email". To the right of the checkbox is a link "Forgot your password?". At the bottom of the form are two buttons: "Register" and "Login". The "Register" button is highlighted with a red rectangular border.

## Create New Account

If you have already registered, please click [here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

### Contact Information

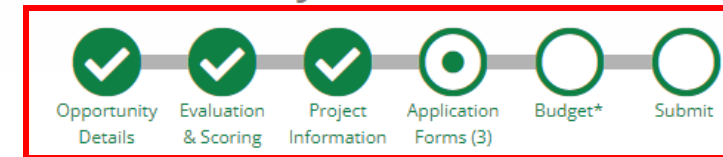
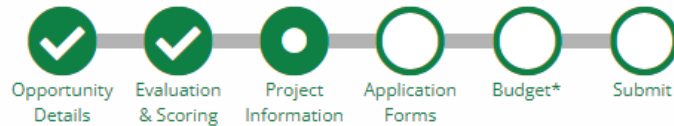
# Navigating the Applicant Portal

- Once registered and in the applicant portal, users can edit their information or add Users through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit

The screenshot displays the AmpliFund Applicant Portal interface. At the top right, the user name "John Doe" is shown with a dropdown menu containing "Account Information", "Change Password", and "Log Out". The "Account Information" option is highlighted with a red box. Below the navigation bar, a progress indicator shows four steps: "Opportunity Details" (checked), "Project Information" (active), "Application Forms", and "Submit". The main content area is divided into two sections. The left section, titled "Project Information", includes a navigation menu with "Applications", "Account Information", "Users", and "FAQ". Below this, the "Users" section is visible, featuring a "User Information" card and a "+ Add User" button. The right section, titled "New User", contains a "User Information" form with fields for "Email Address\*" and "Role\*". The "Role\*" dropdown menu is open, showing "Editor" (selected), "Editor", and "Administrator". Below the "User Information" section is the "Contact Information" section. At the bottom left, the user's role is identified as "John Doe - Organization Administrator" with the username "testemail34@noemail.com".

# Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- Save** – Saves progress and remain on current page
- Mark as Complete** – Indicates the form has been completed
- Save & Continue** – Save progress on page and move on to next section/form



## Project Information ✓

[Help](#)
[Download](#)
[Save](#)
[Save & Continue](#)

### Application Information

Application Name \*  ✓

#### How much are you requesting from the funder?

Award Requested \*

Total Award Budget \$10,000.00

## Forms

[Help](#)
[Download](#)
[Save & Continue](#)

Name	Status	Print
Grant Information and Requirements	New	
Federal Certifications and Assurances	New	
Application Questions	New	

[◀](#)
[◁](#)
1
[▷](#)
[▶](#)

1 - 3 of 3 items

[Save & Continue](#)

# Completing the Application – Budget

- Amount indicated in 'Award Requested' field on **Project Information** section must be fully allocated in order to mark Budget as Complete
- Item Type can always = **Non-Personnel**

Budget Help Download Save & Continue

Budget View Settings

Options

Line Items

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ Personnel	\$0.00	\$0.00
+ Fringe Benefits	\$0.00	\$0.00
+ Travel	\$0.00	\$0.00
+ Equipment	\$0.00	\$0.00
+ Supplies	\$2,500.00	\$2,500.00
+ Program Supply Example	\$2,500.00	\$2,500.00
+ Consultants/Contracts	\$0.00	\$0.00
+ Other Services	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>

Revenue Budget

Grant Funding		
Award Requested	\$10,000.00	\$10,000.00
<b>Subtotal</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
Non-Grant Funding		
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>	<b>(\$10,000.00)</b>	
<b>Total Overall Budget Cost</b>	<b>(\$7,500.00)</b>	

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete Save & Continue

## New Line Item

Budget Item Information

Category Supplies

Supplies are generally defined as items with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are usually consumed during the project performance. Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.314 for specific supply definitions and treatment.

Item Type Non-Personnel

Name \* Program Supply Example

Direct Cost \* \$2,500.00

Total Budgeted \$2,500.00

Narrative \* Program supply narrative description and justification...

Attachments

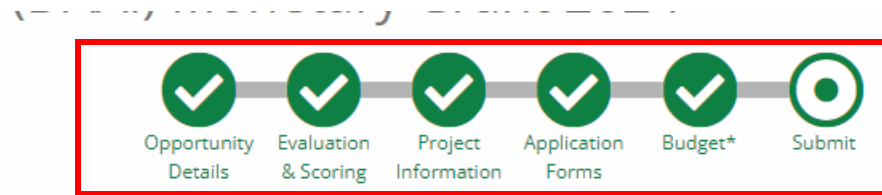
Attachment(s) Choose file(s)

sample doc.docx

Create Cancel

# Completing the Application – Submitting

- All Sections of the application must be **Marked as Complete** to Enable the **'Submit'** button. A Confirmation email will be sent to the Primary Contact listed on your Project Information section



You are about to submit your application, **Digital Access Example**, to **Idaho Commission for Libraries**.

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.



# AmpliFund Support Site

## Submit a support ticket:

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

## Visit the support portal:

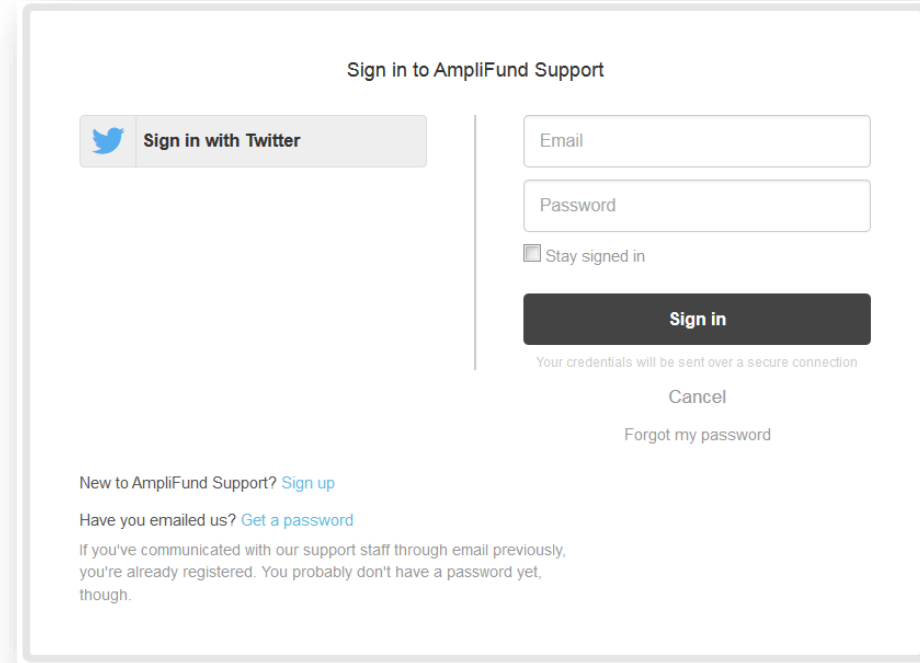
<https://amplifund.zendesk.com>

## Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

# AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from [support@zendesk.com](mailto:support@zendesk.com) will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

**Sign in**

Your credentials will be sent over a secure connection

Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

