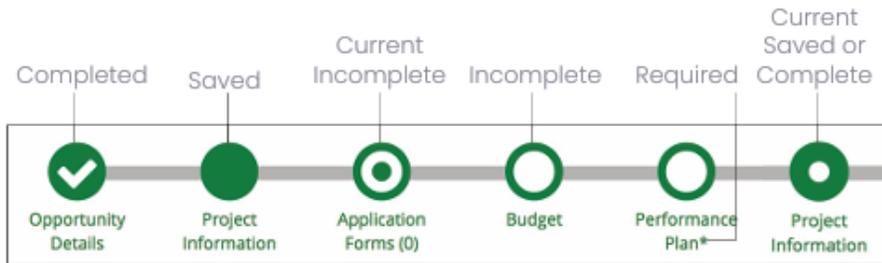


Additional Application User Instructions

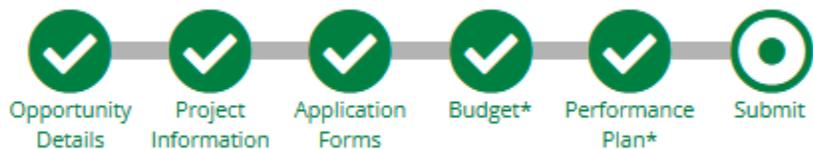
Application Progress

In the Applicant Portal, the application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

At the bottom of each page, be sure to select "Mark as Complete" button at the bottom of each page. This will save your progress and mark the page as complete.



At the end of the application, the application progress should show check marks in each section. After you submit your application, you will be able to download a copy of the application.



How To Enter Proposed Budget

As part of your application, you will have to fill out the budget section in Amplifund. This section can be a little confusing, so we are providing some additional information on how to fill out the Amplifund budget.

Be sure on the options, both the Line Items box and the Non-Grant Funded boxes are checked.



Options

Line Items Non-Grant Funded

Budget

Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Building Materials	\$0.00	\$0.00	\$0.00
+ Construction/Installation	\$0.00	\$0.00	\$0.00
+ Design/Engineering	\$0.00	\$0.00	\$0.00
+ Furniture/Fixtures/Equipment	\$0.00	\$0.00	\$0.00
+ Other	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$20,000.00	\$20,000.00
Subtotal	\$20,000.00	\$20,000.00
Non-Grant Funding		
Cash Match	\$8,000.00	\$8,000.00
Other Funding	\$4,000.00	\$4,000.00
Subtotal	\$12,000.00	\$12,000.00

Total Revenue Budget Cost (\$32,000.00)

Total Overall Budget Cost (\$32,000.00)

The Total Overall Budget Cost must be \$0.00

To submit your proposed budget, the Grant Funded and Non-Grant Funded columns together must equal the Total Budgeted amount. The Overall Budget Cost should be \$0.00.

To enter an amount, click on the “+” next to which category you want to enter an amount.

Non-Grant Funded No vs Yes

- When entering a budget line item, you must specify if the budget item is grant funded, non-grant funded or both. The Non-Grant funded amounts include both the cash match and other funding combined.

New Line Item

Budget Item Information

Category	<input type="text" value="Building Materials"/>	
Item Type	<input type="text" value="Non-Personnel"/>	
Name *	<input type="text" value="Cement"/>	
Direct Cost *	<input type="text" value="\$4,000.00"/>	
Non-Grant Funded	<input type="text" value="Yes"/>	
Grant Funded	<input type="text" value="\$2,000.00"/>	
Cash Match	<input type="text" value="\$2,000.00"/>	<input checked="" type="radio"/> Dollar <input type="radio"/> Percentage
Other Funding	<input type="text" value="\$0.00"/>	<input type="radio"/> Dollar <input type="radio"/> Percentage
Total Budgeted	<input type="text" value="\$4,000.00"/>	
Narrative *	<input type="text"/>	

Attachments

Attachment(s)

Create

Cancel

If the budget line item is fully or partially non-granted funded, select yes on “Non-Grant Funded”. Now you can specify how much is included in the cash match or other funding and how much is grant funded.

*When you enter the amount that is coming from the cash match or other funding, the system will automatically reduce the amount that is grant funded to match the total Direct Cost you entered.

In this example the cost of cement is \$4,000.00. Of that \$4,000.00 cost, \$2,000.00 is coming from the grant funds and \$2,000.00 is coming from the cash match.

New Line Item

Budget Item Information

Category	<input type="text" value="Building Materials"/>
Item Type	<input type="text" value="Non-Personnel"/>
Name *	<input type="text" value="Cement"/>
Direct Cost *	<input type="text" value="\$4,000.00"/>
Non-Grant Funded	<input type="text" value="No"/>
Total Budgeted	\$4,000.00
Narrative *	<input type="text"/>

Attachments

Attachment(s)

Create

Cancel

If the budget line item is fully funded by the grant, select No on “Non-Grant Funded” and the budget line item amount will come from the grant funds.

Budget

Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Building Materials	\$6,000.00	\$2,000.00	\$8,000.00
Cement	\$2,000.00	\$2,000.00	\$4,000.00
Rebar	\$4,000.00	\$0.00	\$4,000.00
+ Construction/Installation	\$0.00	\$6,000.00	\$6,000.00
Install	\$0.00	\$6,000.00	\$6,000.00
+ Design/Engineering	\$14,000.00	\$0.00	\$14,000.00
Design	\$14,000.00	\$0.00	\$14,000.00
+ Furniture/Fixtures/Equipment	\$0.00	\$1,000.00	\$1,000.00
Chairs	\$0.00	\$1,000.00	\$1,000.00
+ Other	\$0.00	\$3,000.00	\$3,000.00
Piping	\$0.00	\$3,000.00	\$3,000.00
Total Expense Budget Cost	\$20,000.00	\$12,000.00	\$32,000.00

Revenue Budget

Grant Funding

Award Requested	\$20,000.00	\$20,000.00
Subtotal	\$20,000.00	\$20,000.00

Non-Grant Funding

Cash Match	\$8,000.00	\$8,000.00
Other Funding	\$4,000.00	\$4,000.00
Subtotal	\$12,000.00	\$12,000.00

Total Revenue Budget Cost (\$32,000.00)

Total Overall Budget Cost \$0.00

Once the Total Overall Budget Cost is equal to \$0.00, you can Mark as Complete and move on to the next step in the application.

The Grant Funded column should total the grant funds you are requesting with your application.

The Non-Grant funded column should total the required cash match and other funding amounts you entered on your application.

**If you need additional technical support with entering your proposed budget, you may reach out to Wendy Stevens with Summit County Finance at wstevens@summitcountyutah.gov or 435-336-3016.

✓ Mark as Complete

Save & Continue

