Applying for ICJIA Funding & Logging into AmpliFund

Two ways to find ICJIA Funding Opportunities:

https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx

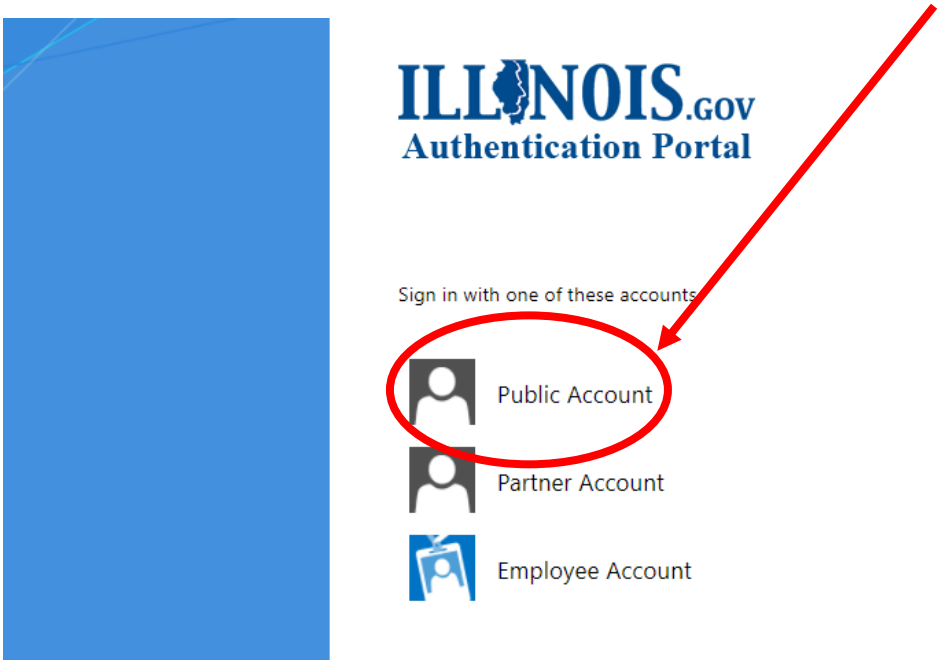
Agency	Active Programs	Active Awards	Active Opportunities	Contact
Board Of Higher Education (601)	3	54	0	grants@ibhe.org
Capital Development Board (511)	6	12	0	cdb.gata@illinois.gov
Department Of Agriculture (406)	1	5	0	angela.m.derhake@illinois.gov
Department Of Children And Family Services (418)	20	0	0	dcfs.gata@illinois.gov
Department Of Commerce And Economic Opportunity (420)	93	1936	10	ceo.gata@illinois.gov
Department Of Healthcare And Family Services (478)	1	0	0	ron.mckechan@illinois.gov
Department Of Human Services (444)	191	1904	1	dhs.grantapp@illinois.gov
Department Of Natural Resources (422)	25	216	5	dnr.gata@illinois.gov
Department Of Public Health (482)	52	402	0	dph.staffhelpdesk@illinois.gov
Department Of Transportation (494)	50	12367	19	dot.gata@illinois.gov
Department Of Veterans' Affairs (497)	1	4	1	connie.watson@illinois.gov
Department On Aging (402)	48	346	0	aging.gata@illinois.gov
Illinois Community College Board (684)	13	68	3	iccb.gata@illinois.gov
Illinois Criminal Justice Information Authority (546)	16	208	3	cja.gatahelp@illinois.gov
Illinois Emergency Management Agency (588)	8	289	1	iema.grants@illinois.gov
Illinois Environmental Protection Agency (532)	11	57	2	epa.gata@illinois.gov

And ICJIA website:

https://icjia.illinois.gov/gata/

Logging into AmpliFund

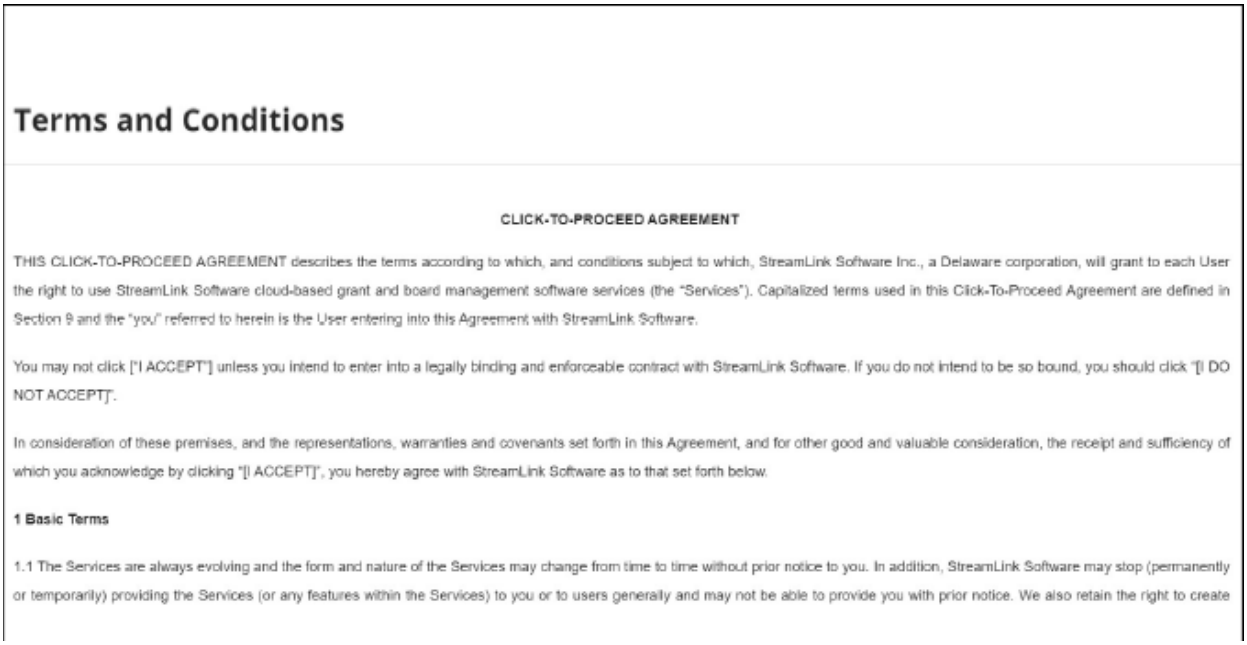
The AmpliFund system requires a single sign-on similar to the GATA Grantee Portal.



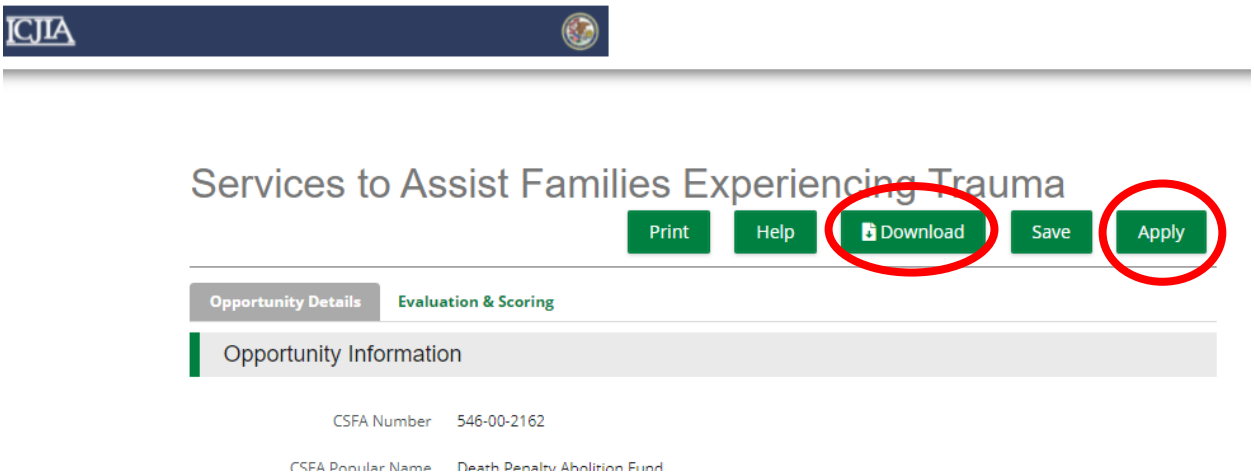
You can find the instruction on how to create a single sign-on here:

https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf

When signing into AmpliFund for the first time, you will arrive to the **Terms and Conditions** page.



Scroll through and read the terms and conditions. After reviewing, click agree and accept on the bottom of the page. This is a ONE-TIME requirement and will not have to do this every time you log in to AmpliFund.



Review the information for the Notice of Funding Opportunity (NOFO) and decide if the program is a good fit for your organization. The NOFO information is the same as previous NOFO announcements, but in a different format and submission process. You can download the NOFO information and review the application and contents offline. When you are ready to apply, click on “Apply.”

How to complete the application in AmpliFund

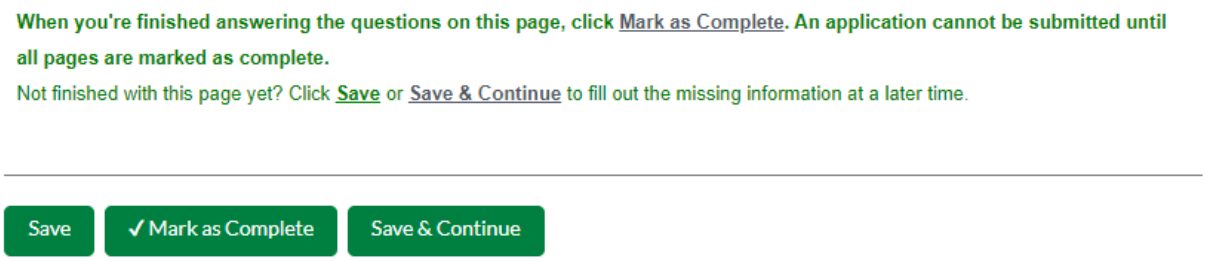
Submission of the application components have changed; instead of emailing the program narrative, budget and other NOFO application requirements, you are asked to complete and/or upload the sections within AmpliFund.

Another change is the submission of the Programmatic Risk Assessment (PRA). In previous NOFO postings, ICJIA has asked for the PRA to be completed prior to the agreement being signed. AmpliFund has allowed us to request this information in conjunction with your application.

You are asked to download the PRA (Excel file). This document contains conditional formatting. Upon completion, upload the Excel file to AmpliFund as directed.

- The PRA does not require a "wet" signature. Please type name on both "Authorized Signature," and "Signor's Name" lines.
- The PRA is not scored and is not used to disqualify applicants/grantees. The PRA is used to identify an applicant's technical assistance needs and mitigate risk, if awarded. This helps the funder and grantee on how to partner.

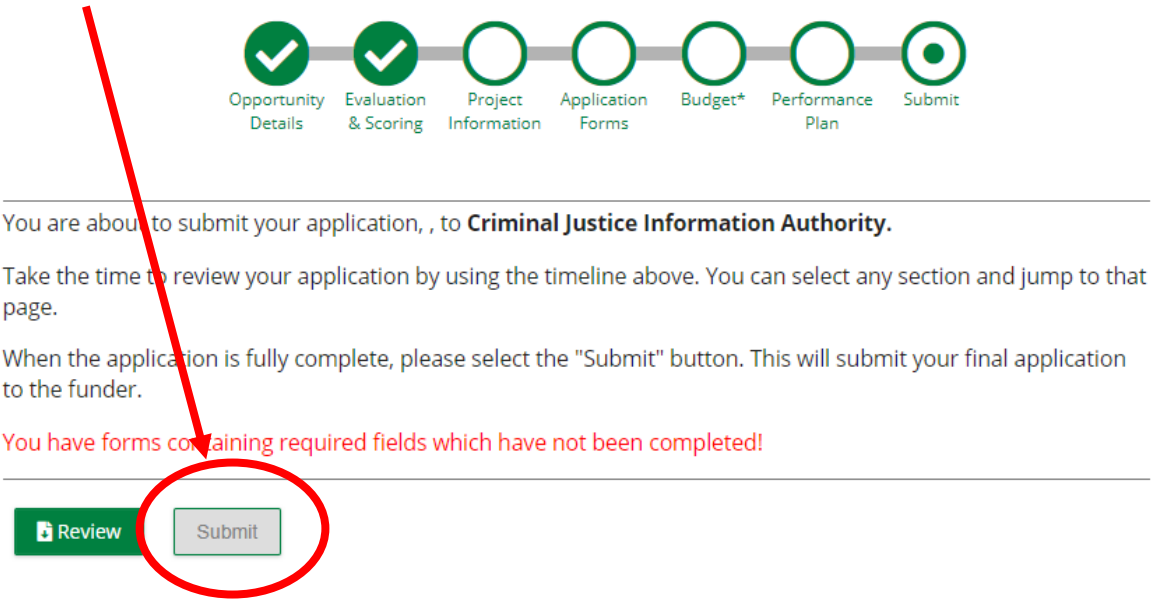
Remember as you complete each of the sections, click the "Mark as Complete" and continue to the next form/section. You can also click the "Save & Continue" and come back to the section to review and complete later.



The AmpliFund system will log you out after 30 minutes of in-activity, please remember to SAVE your work early and often.

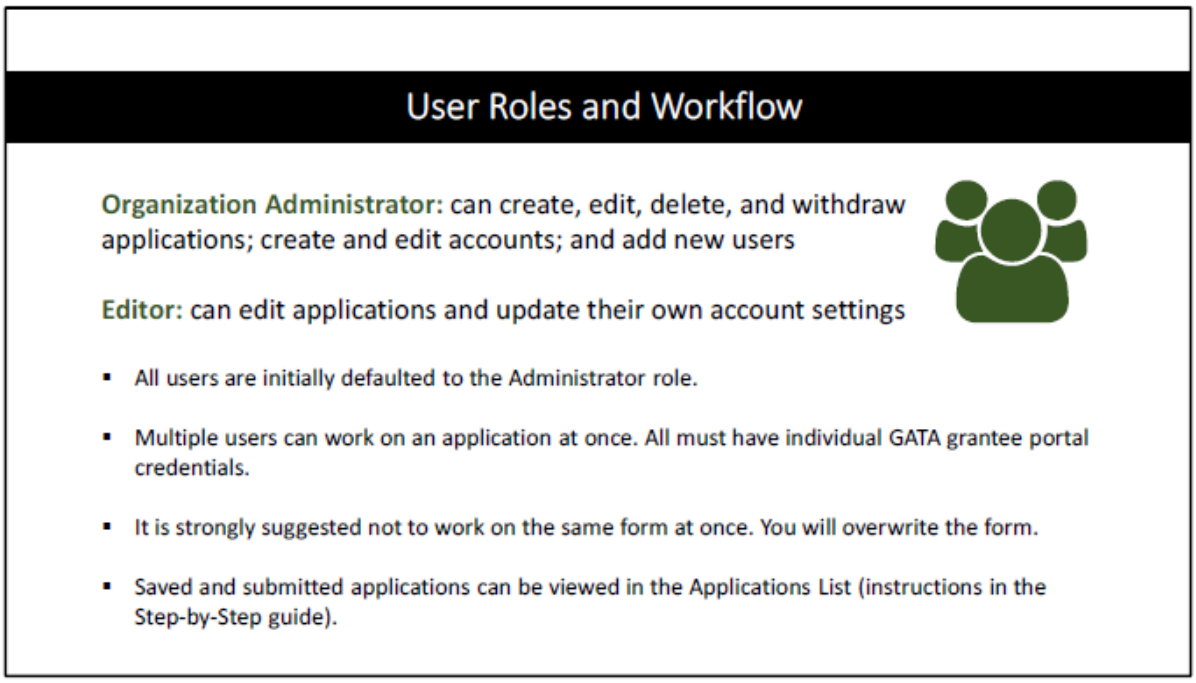
Make sure to take note of the close date for the NOFO you are applying. Late applications will not be accepted.

Once you've completed the forms and mark everything as complete, you can click on the "submit" button. The AmpliFund system will not let you submit your application packet without completing all required forms and fields.



Amplifund will auto-generate an email notification that your application has been received and an email as your application moves through review, scoring, review, etc. Notifications are sent to the primary contact person listed on the Project Information Page.

Please make sure you check the User roles for your organization via the GATA Grantee Portal.



Award notification will be provided as outlined in the NOFO instructions.

Reminders

DO check your organization's pre-qualification FIRST.

DO NOT wait. Check you are able to log into AmpliFund.

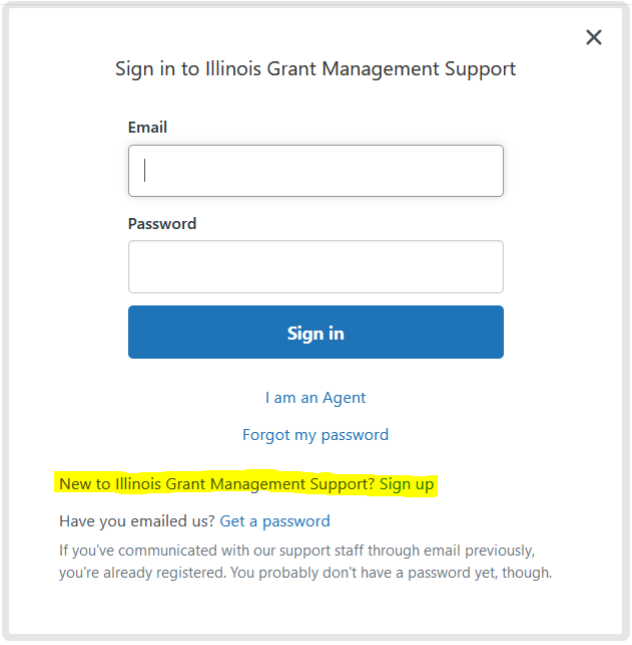
- Late applications will not be accepted.

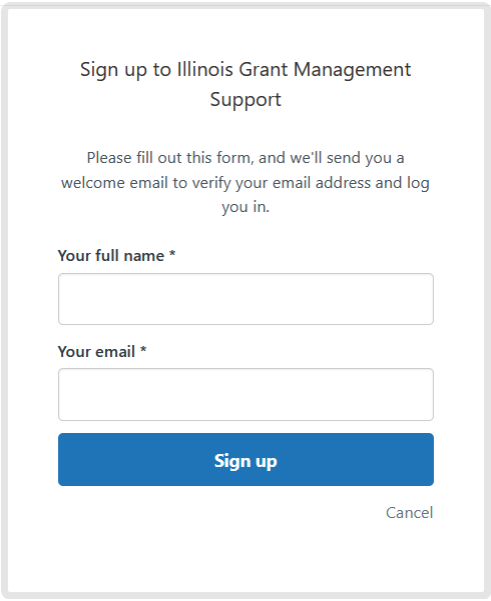
DO use Google Chrome while using AmpliFund

DO submit your Internal Controls Questionnaire (ICQ) through the GATA portal.

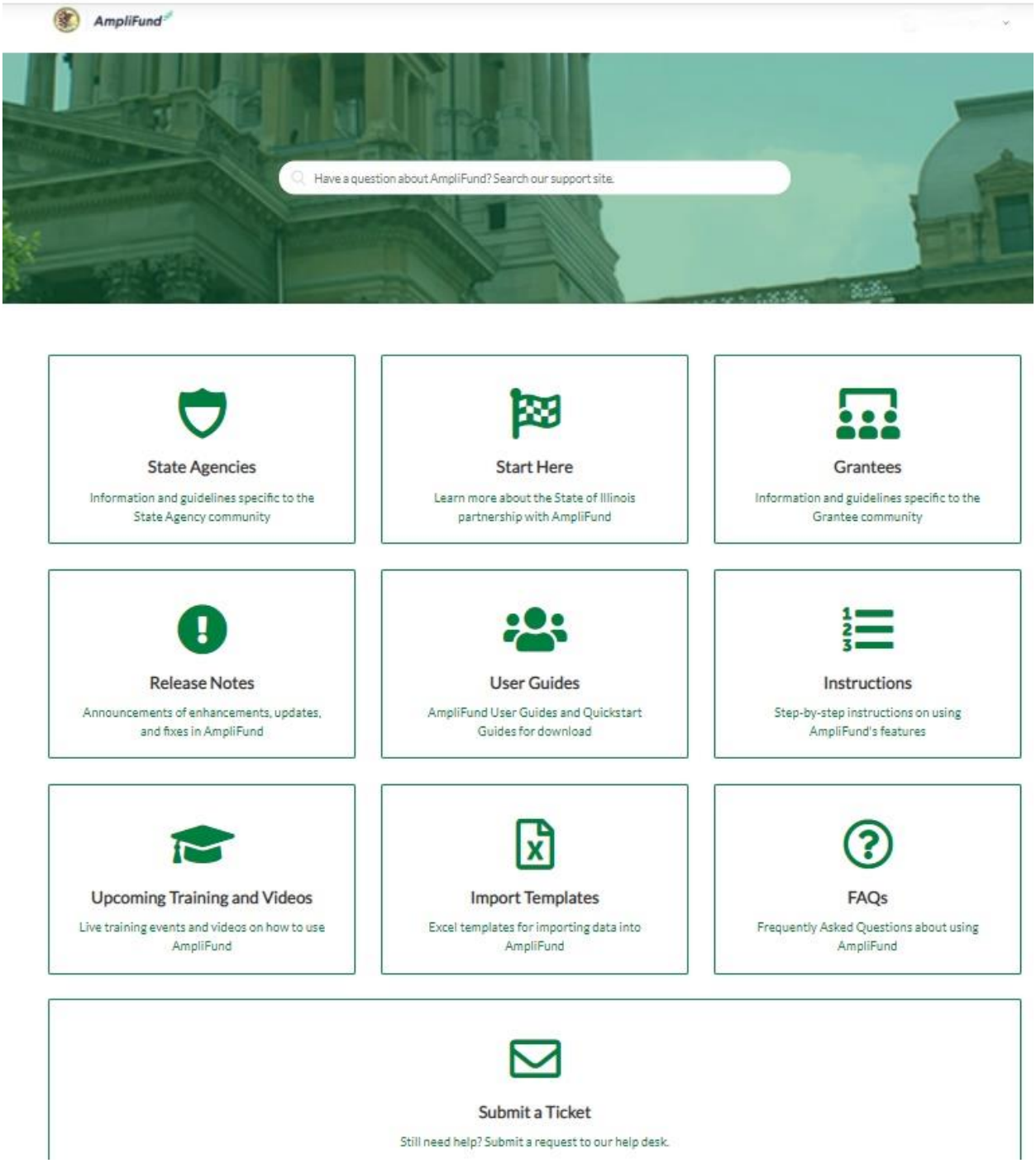
Instructions to sign up for AmpliFund Illinois Grant Management Support:

1. Go to https://il-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 will be sent to you via email
8. Click the link to set your password





AmpliFund Illinois Grant Management Support: Click on the 'Grantees' section for information and guidelines specific to the Grantee community.



AmpliFund

All Methods of Accessing Customer Support:

1. **Visit the support portal: il-amplifund.zendesk.com**
2. **Submit a support ticket: support@il-amplifund.zendesk.com**
3. **Call the help desk: (216)377-5500 ext. 2**

Direct Link to Illinois Grant Management Support Overview video:

https://il-amplifund.zendesk.com/hc/en-us/articles/360045944653-Illinois-Grant-Management-Support

Direct Link to Grantee Post-Award Video Training Series:

https://il-amplifund.zendesk.com/hc/en-us/articles/4402904706707-Grantee-Post-Award-Video-Training-Series