

AmpliFund Applicant Portal

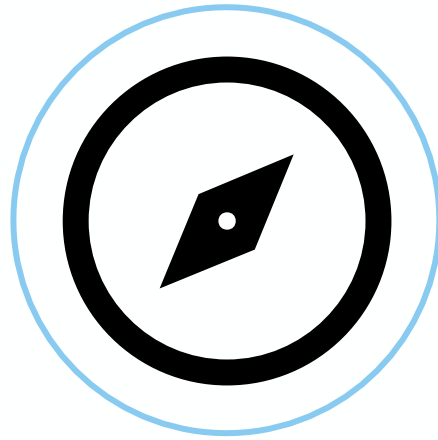
September 9, 2025

Agenda

Goal: Gain an in-depth understanding of customer business processes and configuration needs.



**Opportunity
Information**



**Navigating the
Applicant Portal**



**Completing the
Application**



**Help and
Support**



Long Island Sound Community Impact Fund 2026 Letter of Interest

- Print
- Help
- Download
- Save
- Apply

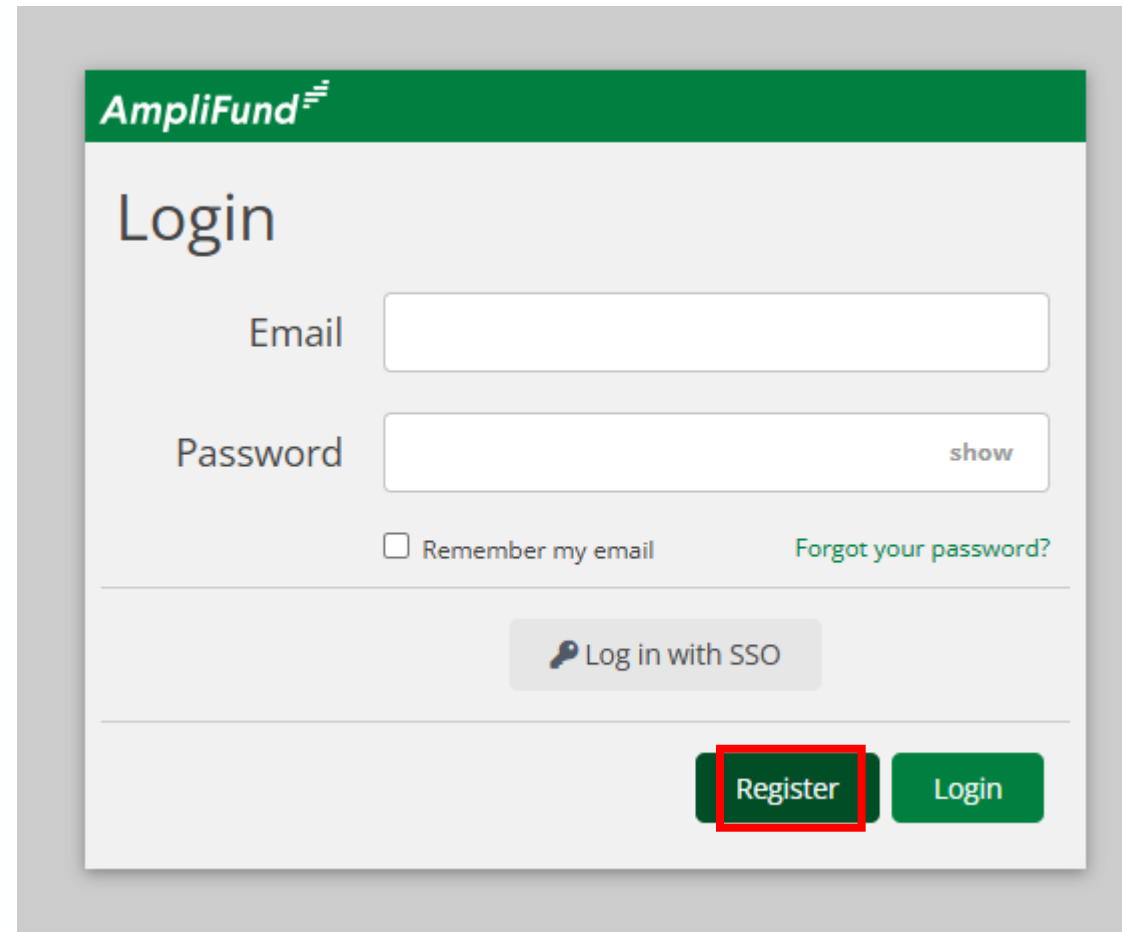
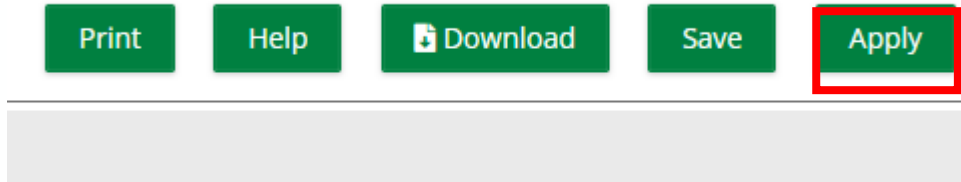
- Opportunity Details
- Evaluation & Scoring

Opportunity Information

Title	Long Island Sound Community Impact Fund 2026 Letter of Interest
Description	<p>About the Long Island Sound Community Impact Fund (LISCIF) :</p> <p>The Long Island Sound Community Impact Fund (LISCIF) is a partnership among Restore America's Estuaries, the U.S. Environmental Protection Agency, and the Long Island Sound Partnership. The purpose of LISCIF is to provide technical and financial assistance to communities for addressing environmental issues and to improve the quality and accessibility of the Long Island Sound. Technical assistance will be provided through LISCIF and is available to communities/organizations even if one does not submit a proposal for funding.</p> <p>This is the third round of LISCIF funding. Up to \$1,200,000 in competitive funding will be awarded to support projects in New York and Connecticut. Project proposals must incorporate Actions of the Comprehensive Conservation and Management Plan (CCMP).</p>
Awarding Agency Name	Restore America's Estuaries
Agency Contact Name	Shahela Begum

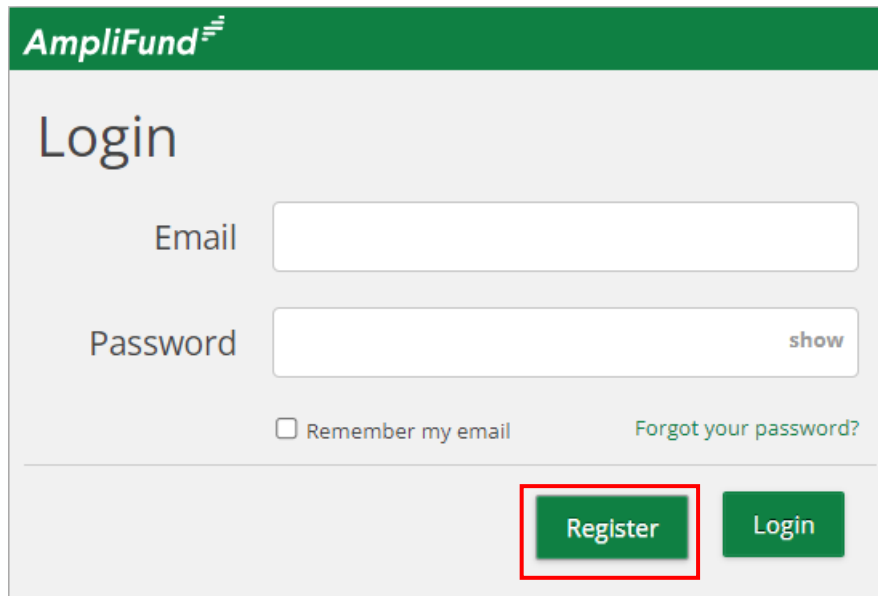
Registering to Apply

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

A screenshot of the AmpliFund web application's login and registration interface. The interface has a green header bar with the AmpliFund logo. Below the header, the word 'Login' is displayed in a large, dark font. There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'show' link to its right. Below the input fields, there is a checkbox labeled 'Remember my email' and a link 'Forgot your password?'. A button labeled 'Log in with SSO' with a key icon is positioned below these options. At the bottom right, there are two green buttons: 'Register' (highlighted with a red border) and 'Login'.

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. It has a green header with the AmpliFund logo. Below the header, the word "Login" is displayed. 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, there are two green buttons: "Register" and "Login". The "Register" button is highlighted with a red border.

Create New Account

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

User Information

Email Address*

Role Administrator

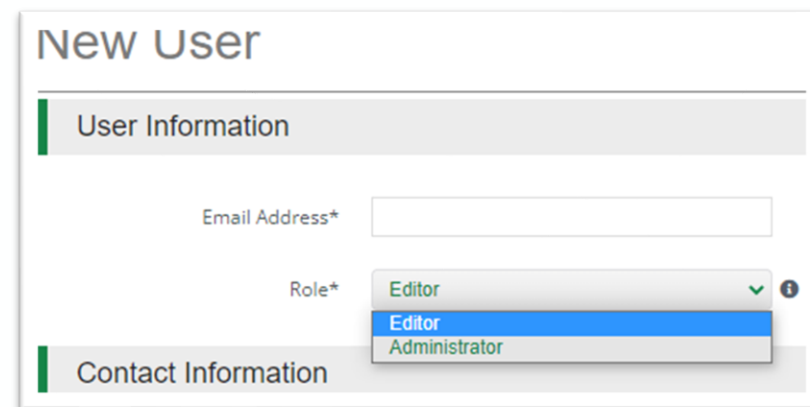
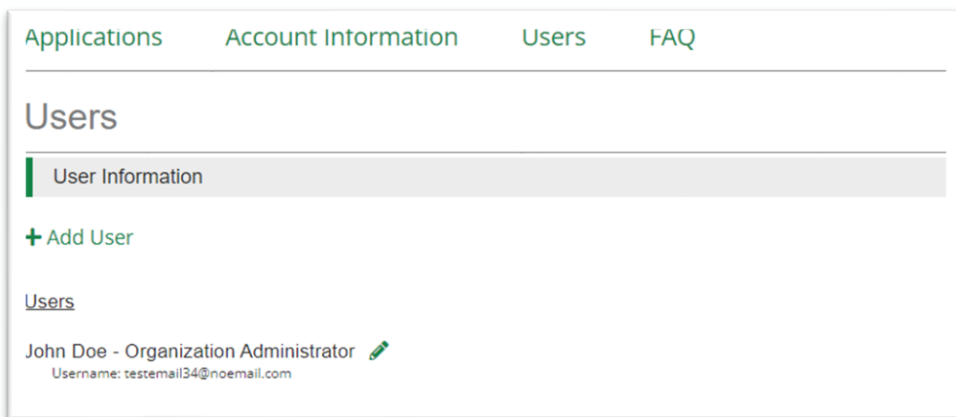
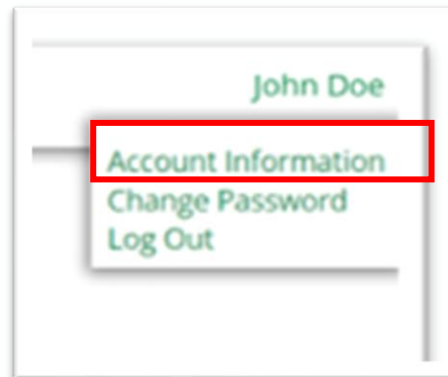
Password*

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
 - Best Practice Recommendation: Have at least one additional user to access the portal and application



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







Save

✓ Mark as Complete

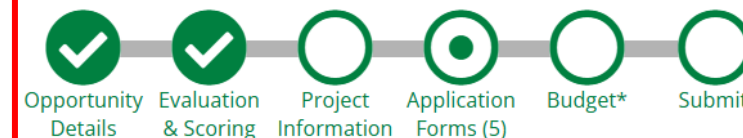
Save & Continue

Forms

Name	Status	Print
Applicant Information	New	
Organizational Fiscal Information	New	
Project Overview	New	
Working Capital Advance	New	
Project Description	New	

     25 

1 - 5 of 5 items



Ensuring Financial Alignment

- On the Project Information page, you will be prompted to enter a **requested amount**.
 - This **will** impact the budget
 - You will need to enter your requested amount on the Project Information Page and **ensure the alignment** of this number within the budget template

How much are you requesting from the funder?

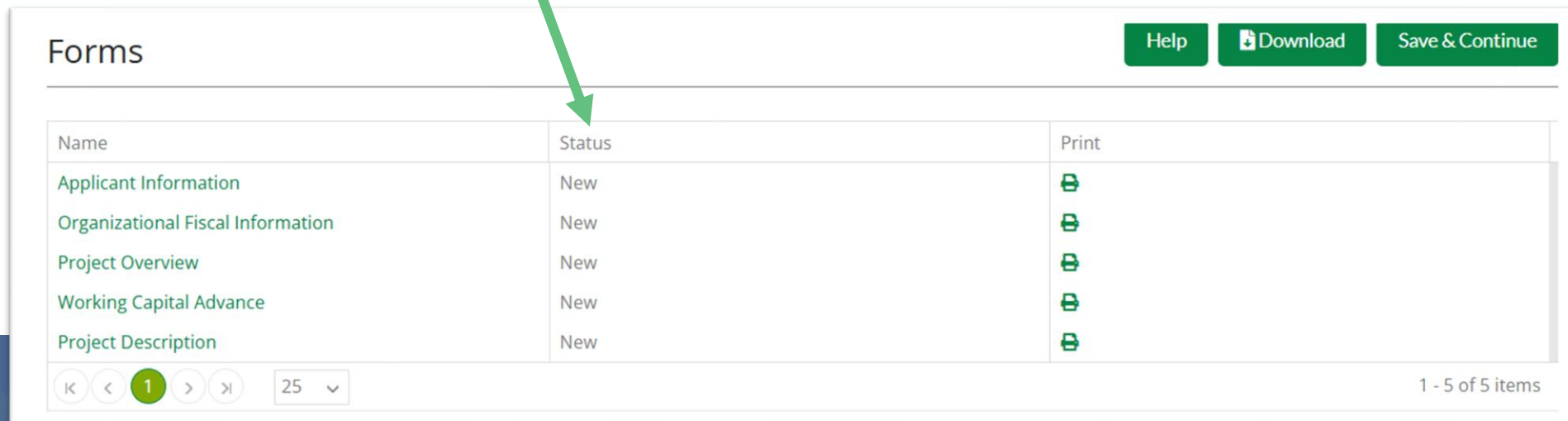
Award Requested *

Total Award Budget \$15,000






Proposed Budget		
Expense Budget		
Category	Grant Funded	Total Budgeted
+ 1. Personnel	\$0.00	\$0.00
+ 2. Fringe	\$0.00	\$0.00
+ 3. Travel	\$0.00	\$0.00
+ 4. Supplies	\$0.00	\$0.00
+ 5. Equipment	\$0.00	\$0.00
+ 6. Contractual	\$0.00	\$0.00
+ 7. Other	\$0.00	\$0.00
+ 8. Indirect	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00
Revenue Budget		
Grant Funding		
Award Requested	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost		(\$15,000.00)
Total Overall Budget Cost		(\$15,000.00)
The Total Overall Budget Cost must be \$0.00		

Completing Application Forms

- Under the application forms tab, there are five forms to fill out
 - Applicant Information
 - Organizational Fiscal Information
 - Project Overview
 - Working Capital Advance
 - Project Description
- Progress will be tracked under the status column
 - New, In Progress, or Complete



The screenshot shows a web interface titled "Forms". At the top right are three buttons: "Help", "Download", and "Save & Continue". Below the title is a table with three columns: "Name", "Status", and "Print". The table lists five forms, all with a status of "New". Each row has a print icon in the "Print" column. At the bottom of the table is a pagination bar with navigation icons, a page number "1" in a green circle, and a dropdown menu showing "25". The bottom right corner of the interface indicates "1 - 5 of 5 items".

Name	Status	Print
Applicant Information	New	
Organizational Fiscal Information	New	
Project Overview	New	
Working Capital Advance	New	
Project Description	New	

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**

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ 1. Personnel	\$0.00	\$0.00
+ 2. Fringe	\$0.00	\$0.00
+ 3. Travel	\$0.00	\$0.00
+ 4. Supplies	\$0.00	\$0.00
+ 5. Equipment	\$0.00	\$0.00
+ 6. Contractual	\$0.00	\$0.00
+ 7. Other	\$0.00	\$0.00
+ 8. Indirect	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00
Non-Grant Funding		
Subtotal		\$0.00

Total Revenue Budget Cost	(\$15,000.00)
Total Overall Budget Cost	(\$15,000.00)

The Total Overall Budget Cost must be \$0.00

New Line Item

Budget Item Information

Category 1. Personnel

Item Type Non-Personnel

Name *

Direct Cost * \$0.00

Total Budgeted \$0.00

Narrative

Attachments

Attachment(s) Choose file(s)

Create

Cancel

Upon initially accessing the budget, you will want to update the budget settings so that you can view the line items as you enter them.

Budget

Budget View Settings

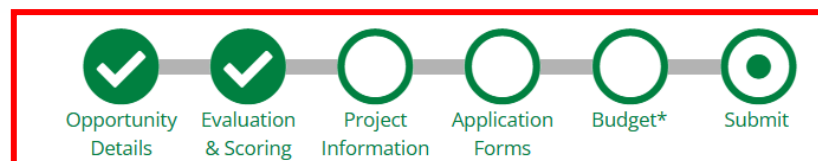
Options

☒ Line Items

Proposed Budget

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, to Restore America's Estuaries


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.

The Project Information has not been marked "Complete."

You have forms containing required fields which have not been completed.

You have forms that have not been completed.

 Review

Submit

Questions and Next Steps

AmpliFund Support



Email

Whitney.Sikora@eunasolutions.com

Kat.solove@eunasolutions.com

Submit a support ticket:

support@amplifund.zendesk.com

Visit the support portal:

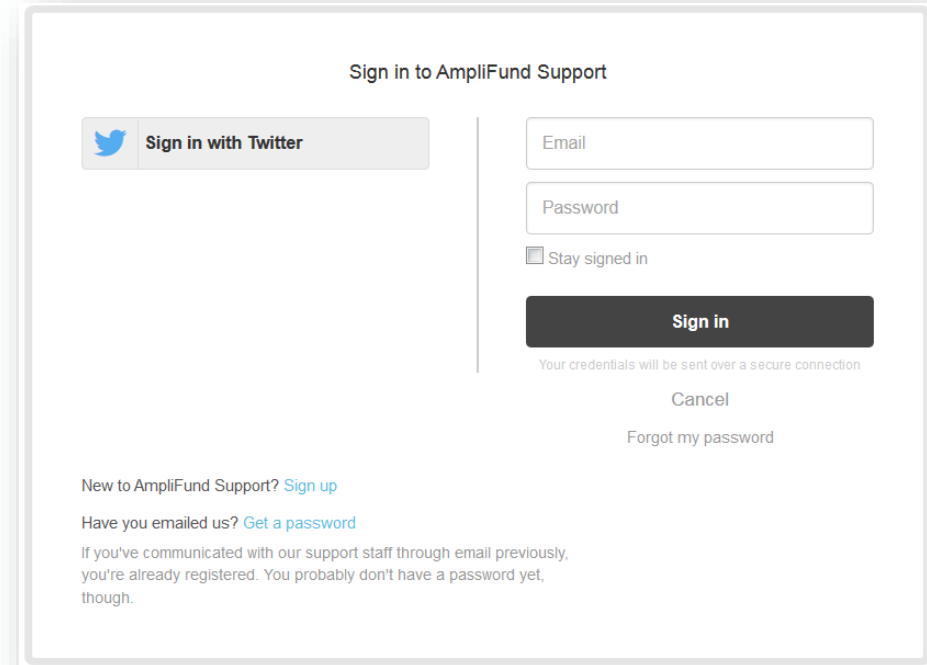
<https://amplifund.zendesk.com>

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 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.

