

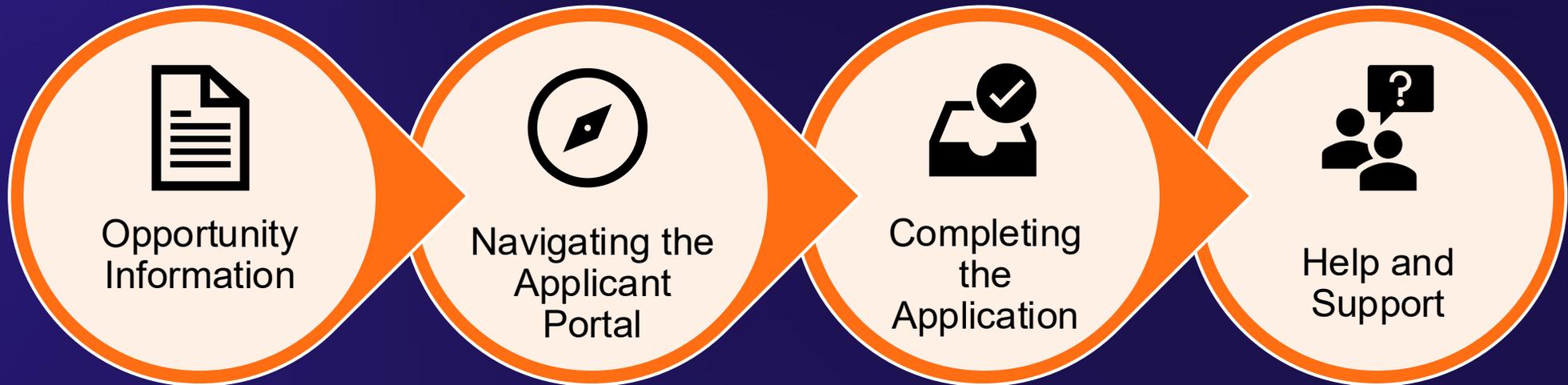


# Euna Grants Applicant Portal

Accessing and Completing Your Application

Restore America's Estuaries  
11/12/2025

# Agenda



# Opportunity Information

The opportunity information page will provide details regarding the opportunity, eligibility details, dates, and award amounts.

## RFQ: Great Lakes Restoration Community Grant Program Training Services

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

### Opportunity Information

Title RFQ: Great Lakes Restoration Community Grant Program Training Services

Description Restore America's Estuaries is seeking qualified trainers and facilitators to join a pre-qualified pool to deliver capacity-building training services for small, emerging, and community-based organizations (CBOs) in the Great Lakes region. These trainings will support an EPA-funded initiative focused on strengthening the infrastructure, skills, and effectiveness of organizations working in Great Lakes conservation and restoration. Trainers may be engaged to deliver sessions in virtual, hybrid, or in-person formats, covering topics such as project management for federally funded programs, strategic communications, compliance and reporting, and budgeting. We are looking for facilitators with demonstrated expertise in working with community-based organizations, community-driven initiatives, strong subject matter knowledge, and a commitment to high-quality delivery. Selected trainers will be issued task orders under three pre-defined pricing tiers (up to \$3,400 per session, inclusive of travel) based on the complexity, customization, and delivery format of each engagement. Prequalification through this RFQ does not guarantee a contract but allows vendors to be considered for future assignments.

Agency Contact Name Jesus Sanchez

Agency Contact Email [jsanchez@estuaries.org](mailto:jsanchez@estuaries.org)

Program

Fund Activity Categories

Posted Date 8/12/2025

Public Link <https://www.gotomygrants.com/Public/Opportunities/Details/80d3bb3c-1e24-4953-8c32-fb322712495f>

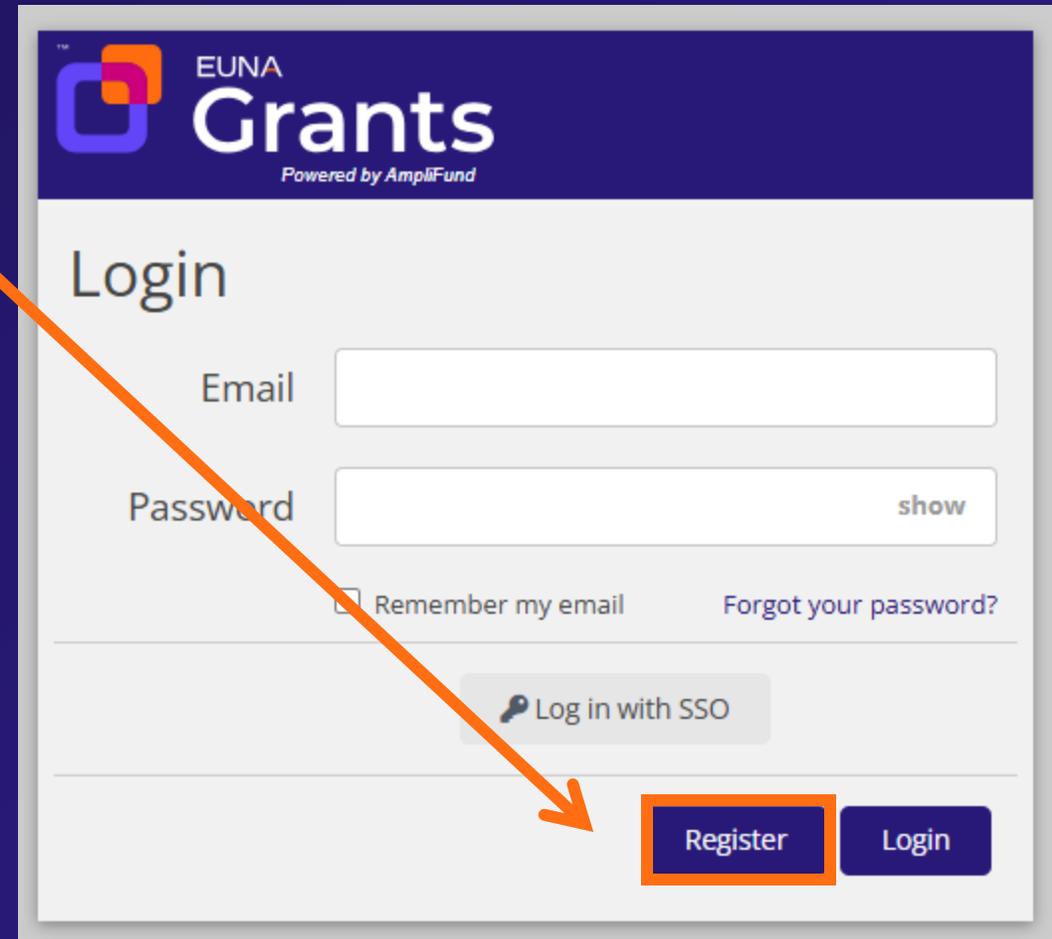
### Funding Information

Opportunity Funding \$68,000.00

Funding Sources Federal Or Federal Pass Through

# Registering to Apply

The opportunity information page will provide details regarding the opportunity, eligibility details, dates, and award amounts.

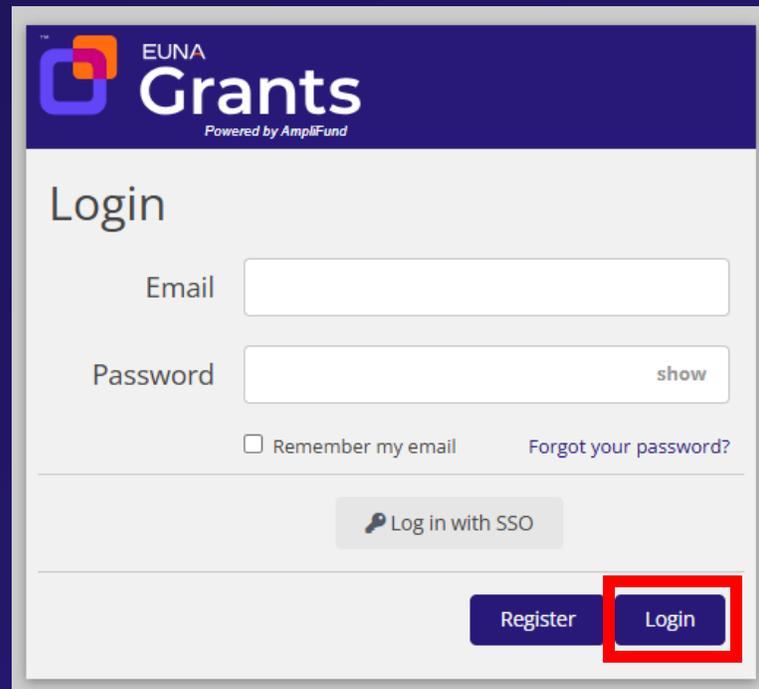


The screenshot shows the EUNA Grants login page. The header includes the EUNA logo and 'Grants Powered by AmpliFund'. The main content area is titled 'Login' and contains the following elements:

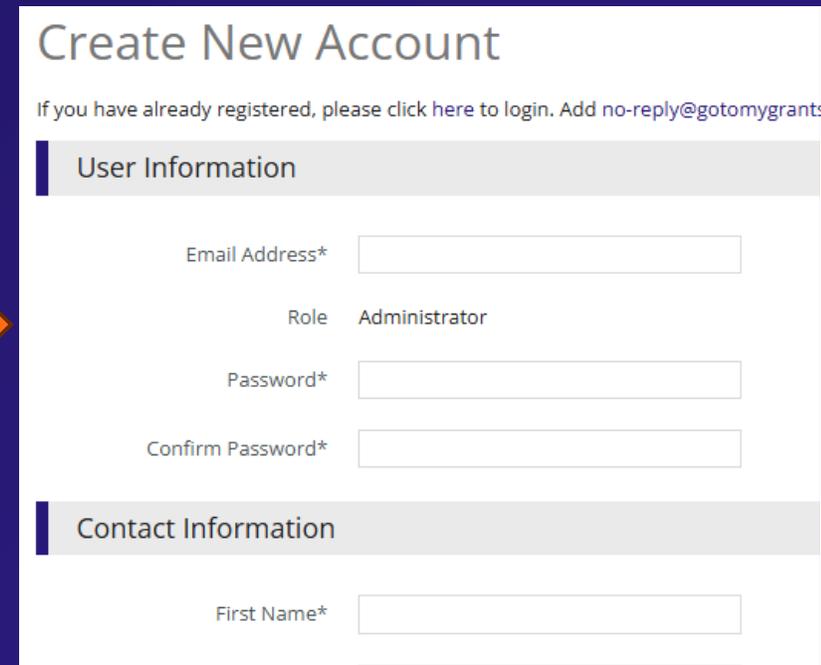
- Email input field
- Password input field with a 'show' link
- Remember my email
- [Forgot your password?](#)
- [Log in with SSO](#)
- At the bottom right, there are two buttons: 'Register' (highlighted with an orange border) and 'Login'.

# Registering to Apply

- When the Euna Grants login screen appears, you will have two options:
  - **Register** – if your organization has never set up an account with Euan Grants, you will need to register. Please only register ONCE for your organization. If additional users are needed, you will be able to add them once you are logged in.
  - **Log In** – if your organization already has an account, log in using the credentials previously set up. Administrators will be able to add additional users if necessary.



The image shows the EUNA Grants login interface. At the top, there is a logo for EUNA Grants, with the text 'Powered by AmpliFund' below it. The main heading is 'Login'. Below this, there are two input fields: 'Email' and 'Password'. The 'Password' field has a 'show' button to its right. Below the input fields, there is a checkbox labeled 'Remember my email' and a link 'Forgot your password?'. At the bottom of the login form, there is a button labeled 'Log in with SSO'. At the very bottom, there are two buttons: 'Register' and 'Login'. The 'Login' button is highlighted with a red square.



The image shows the 'Create New Account' form. At the top, there is a heading 'Create New Account' and a sub-heading 'If you have already registered, please click here to login. Add no-reply@gotomygrants.com'. Below this, there is a section titled 'User Information' with the following fields: 'Email Address\*' (input field), 'Role' (dropdown menu with 'Administrator' selected), 'Password\*' (input field), and 'Confirm Password\*' (input field). Below this, there is a section titled 'Contact Information' with the following field: 'First Name\*' (input field).

# 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

The screenshot illustrates the process of adding a new user in the Applicant Portal. It shows the user's profile menu, the 'Users' section, and the 'New User' form.

**Account Information Section:**

- John Doe
- Account Information
- Change Password
- Log Out

**Navigation Menu:**

- Applications
- Account Information
- Users
- FAQ

**Users Section:**

- User Information
- + Add User
- Users
- John Doe - Organization Administrator (Username: testemail34@noemail.com)

**New User Form:**

- User Information
- Email Address\*
- Role\*
  - Editor
  - Editor
  - Administrator
- Contact Information

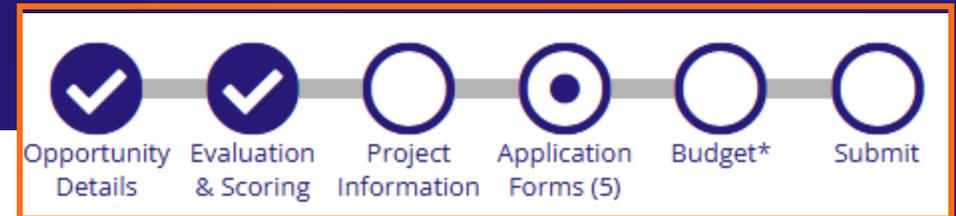
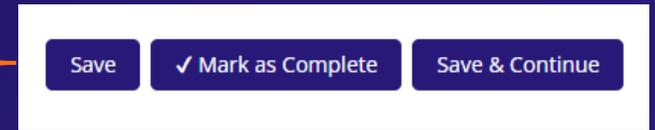
1. Click on your name in upper right corner
2. Click on users
3. Click Add User
4. Provide user information

# Completing Your 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



## Forms

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

# 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
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Revenue Budget**

Grant Funding		
Award Requested	\$15,000.00	\$15,000.00
<b>Subtotal</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>
Non-Grant Funding		
<b>Subtotal</b>		<b>\$0.00</b>

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

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

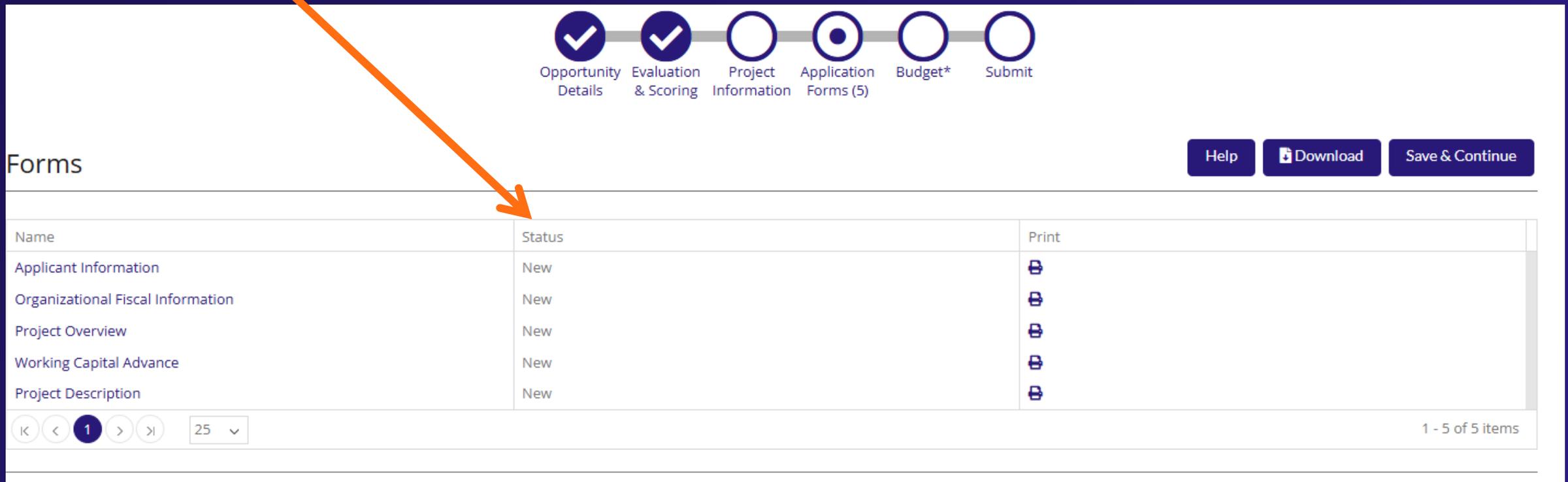
The Total Overall Budget Cost must be \$0.00

# Completing Application Forms

Under the application forms tab, there are forms to fill out

Clicking on the name of the form will open the form for you to provide the necessary information.

Progress will be tracked under the status column  
New, In Progress, or Complete



The screenshot displays a progress bar at the top with six stages: Opportunity Details (checked), Evaluation & Scoring (checked), Project Information (unchecked), Application Forms (5) (checked), Budget\* (unchecked), and Submit (unchecked). Below the progress bar is a 'Forms' section with a table listing various forms and their status. An orange arrow points from the text 'Progress will be tracked under the status column' to the 'Status' column header in the table.

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

Navigation: < 1 > 25

1 - 5 of 5 items

# 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
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>
Revenue Budget		
Grant Funding		
Award Requested	\$50,000.00	\$50,000.00
<b>Subtotal</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
Non-Grant Funding		
<b>Subtotal</b>		<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>		<b>(\$50,000.00)</b>
<b>Total Overall Budget Cost</b>		<b>(\$50,000.00)</b>

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.

- If there are sections that are not complete, they will be noted in red on the submission screen
- Using the navigation toolbar, you can go back to the noted sections, mark as complete, and return to the submission screen

Once submitted, a confirmation email will be sent to the Primary Contact listed on your Project Information section

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You are about to submit your application, **Test**, 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.

Your budget has errors that require your attention.

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 Review

Submit



# In-System Demo

Accessing and Completing Your Application

# Questions and Support Resources

# EUNA<sup>®</sup> Support solutions

## Email

[Whitney.Sikora@eunasolutions.com](mailto:Whitney.Sikora@eunasolutions.com)

[Kat.solove@eunasolutions.com](mailto:Kat.solove@eunasolutions.com)

## 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+



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.

