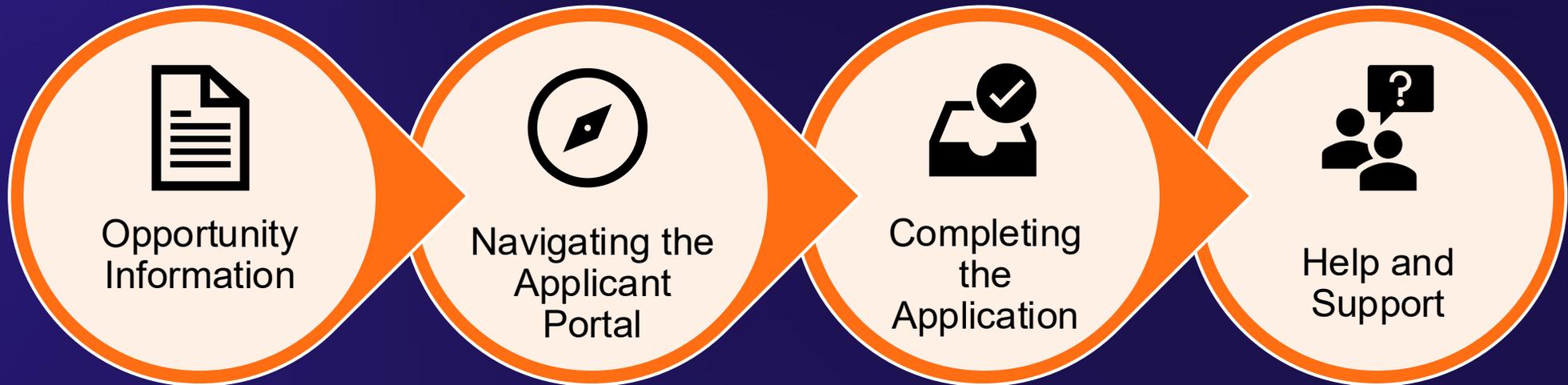# Euna Grants Applicant Portal

Accessing and Completing Your Application

Restore America's Estuaries
11/12/2025

# Agenda



Opportunity Information

Navigating the Applicant Portal

Completing the Application

Help and Support

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# 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

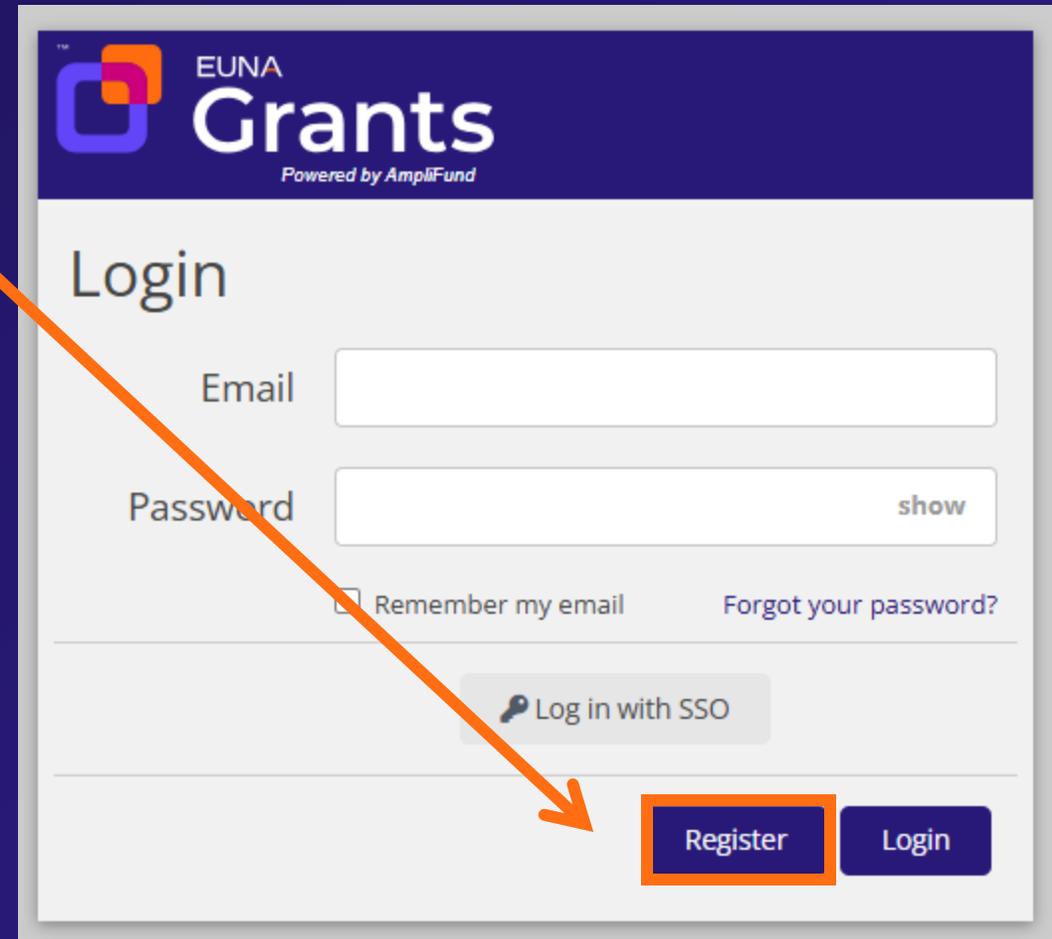| | |
|---|---|
| Title | RFQ: Great Lakes Restoration Community Grant Program Training Services |
| Description | Restore America's Estuaries is seeking qualified trainers and facilitators to join a pre-qualified pool to deliver capacity-building training services for small, emerging, and community-based 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 |
| 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 |

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# Registering to Apply

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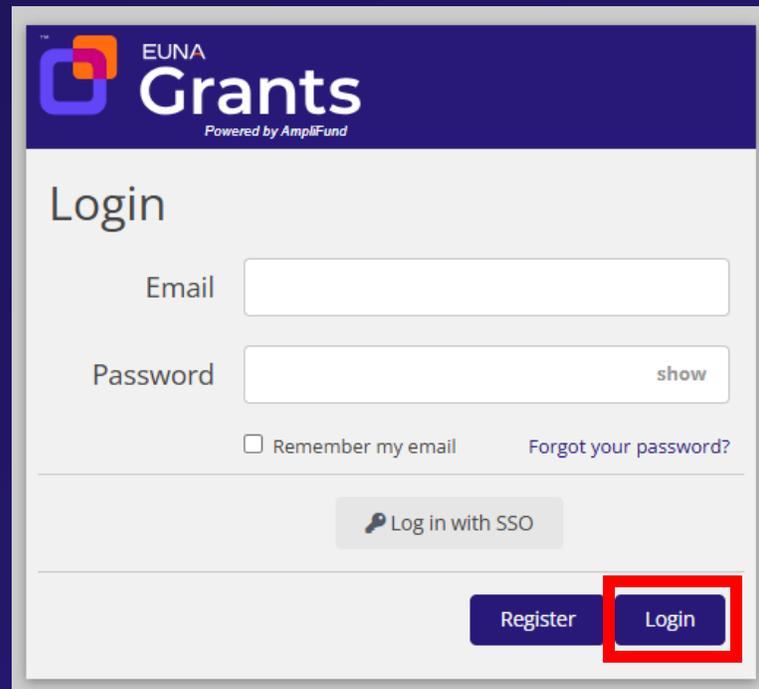
# Registering to Apply

- 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.

# 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
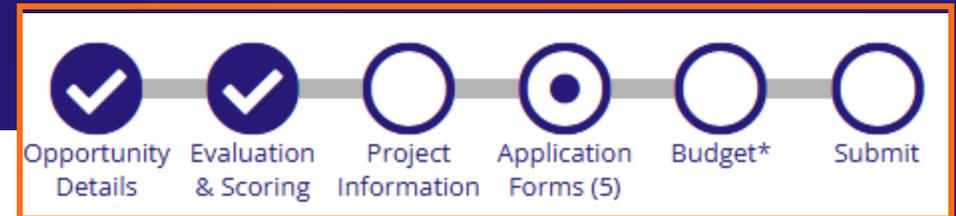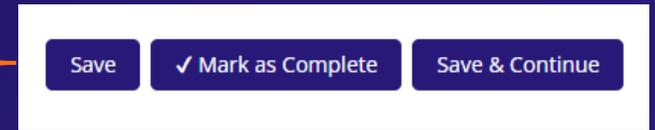


1. Click on your name in upper right corner
2. Click on users
3. Click Add User
4. Provide user information

# 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

| Save | ✓ Mark as Complete | Save & Continue |



Opportunity Details — Evaluation & Scoring — Project Information — Application Forms (5) — Budget* — Submit

## Forms

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

| ⟪ | ⟨ | **1** | ⟩ | ⟫ | 25 ⌄ | | 1 - 5 of 5 items |

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# Ensuring Financial Alignment

On the Project Information page, you will be prompted to enter a **requested amount**.

    This **will** impact the budget

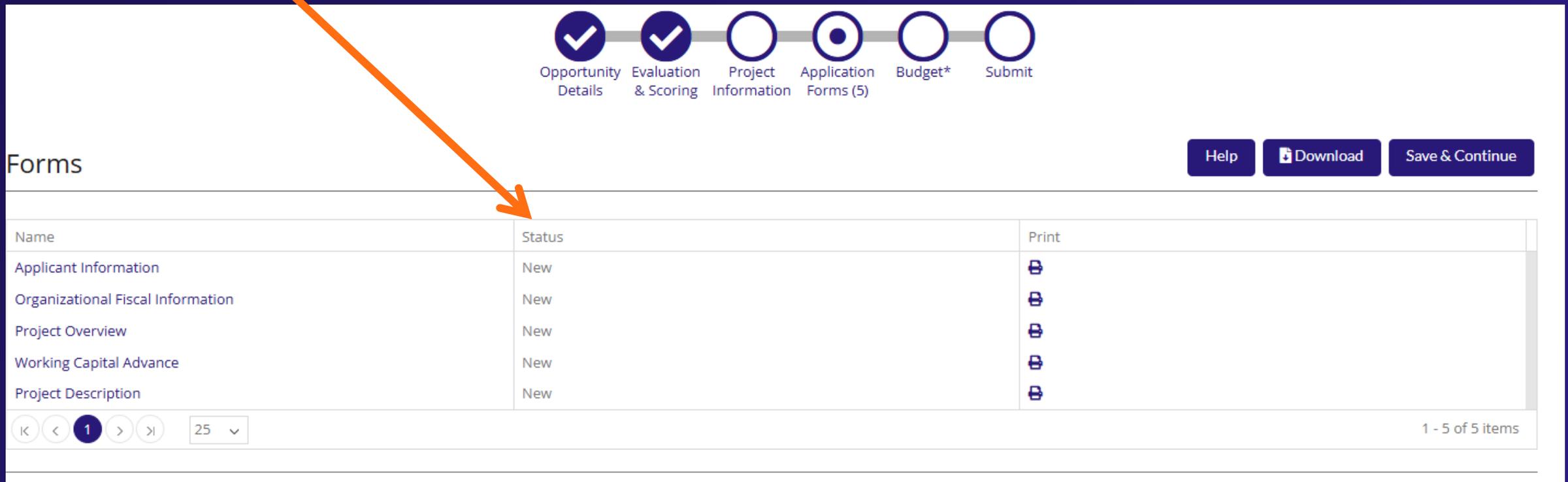    You will need to enter your requested amount on the Project Information Page and **ensure the alignment** of this number within the budget template

# 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

# 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**



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.

### 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 | $50,000.00 | $50,000.00 |
| **Subtotal** | **$50,000.00** | **$50,000.00** |

**Non-Grant Funding**

| | |
|---|---|
| **Subtotal** | $0.00 |

| | |
|---|---|
| **Total Revenue Budget Cost** | **($50,000.00)** |
| **Total Overall Budget Cost** | **($50,000.00)** |

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

### 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

# In-System Demo

Accessing and Completing Your Application

Questions and Support Resources

# EUNA solutions ® 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+

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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.

---

Welcome to AmpliFund Support  Inbox  x

AmpliFund Support <support@amplifund.zendesk.com>                    2:34 PM (0 minutes ago)
to me

Welcome to StreamLink Software. Please click the link below to create a password and login.

https://amplifund.zendesk.com/verification/email/wU3eOYfhSMYw4SiyY8osOnhJM

This email is a service from AmpliFund Support. Delivered by Zendesk.