AmpliFund Applicant Portal

Frequently Asked Questions

1. How do I access an opportunity application on AmpliFund?

   - ✓ Visit the opportunity link provided by or posted by your potential funder **OR**
   - ✓ If your organization has received an award through AmpliFund previously and you are submitting a new application, visit gotomygrants.com. After logging in, click on your name in the upper right hand corner and select Applicant Portal from the drop-down menu that appears

2. I'm receiving an error message or the page is not loading, what should I do?

   - ✓ Experiencing issues, such as the page not loading or error messages typically stem from specific computer settings. Take the following steps:
     - i. **Clear browser's cache/cookies**
     - ii. **Check your browser** AmpliFund recommends using Chrome, but you can also try Firefox, Edge, Safari, or Internet Explorer
     - iii. **Avoid using** an iPad or Mobile Phone

3. I filled out all required fields in the application but can't click the "Submit" button on the "Submit" page

   - ✓ To successfully submit an application, all application forms and sections must be **Marked as Complete**. Please ensure the Project Information and Application Forms have been Marked as Complete to submit an application.

4. I submitted my application but had incorrect information in it. Can I edit it?

   - ✓ **No.** You cannot edit an already submitted application. However, you can Withdraw your application and submit a new one if the funder is still accepting applications. First, confirm the opportunity is still open. To Withdraw your application, click the **'Withdraw'** button. Then go to your applications menu, *Delete the application* and then you will be able click the Apply button to start a new one. We recommend downloading a copy of your application before deleting it so you can copy-paste content into your new application.

5. How do I access applications I've already started?

   - ✓ Click on the logo in the top left corner of the applicant portal to access the Administration section where you can see a list of all opportunities you've interacted with.

6. How do I change the Total Revenue Budget on the Budget template section
   ✓ The Total Revenue Budget is populated from the Award Requested in the Project Information section of your application. If cash match is included, enter the cash match amount under Cash Match Contributions on the Project Information section.