



Questions and Answers AmpliFund Support Calls

Q1. How do I do a tutorial to navigate through the system and report contact with victims? Our Court wants to input victim data once the Domestic Violence Court begins.

A1: AmpliFund will not house any victim data aside from what you would report to us quarterly for programmatic reporting. We will only receive the data that you provide to us in quarterly reporting. It does not have the functionality to. Therefore, there is no tutorial related to inputting victim data.

Q2. Is the primary contact the Victim Witness Assistant or County Attorney?

A2. The primary contact will be the person who is filling out the application and will receive notifications on the application status. Once the application is submitted the primary contact will be the person who receives the confirmation email.

Q3. Are recordings of the AmpliFund Support Call sessions going to be available to review at a later date?

A3. We are not recording these sessions since we are having several of them. The dates for the next sessions are: Jan 7, Jan 12, Jan 14, Jan 19, Jan 21, Jan 26, Jan 28.

Q4. If you mark as complete, but then decide to go back, are you able to?

A4. After you mark something as complete you CAN go back and change it again before submitting your application. The mark as complete is a good way to help you remember where you are at in the application but doesn't keep you from editing.

Q5. Can we have more than 1 person from our agency that is able to access, enter, and modify our application?

A5. Yes, you can have more than one person access the application. To get another person from your organization into your application you will need to "invite" them from your account. We won't cover it to today but there are instructions on the AmpliFund site. Let me look and find a link. Here's the video: <https://streamlinksoftware.wistia.com/medias/jnycilbky7>. Adding another user is at around 4:45.

Q6. When copy/pasting, do you prefer maintaining the use of double spacing and 12-point font?

A6. The opportunity does not specify the font and spacing requirements, but 12-point and double-spaced is appreciated.



Q7. In the narrative sections we are having issues pasting in graphics from a word document. Any guidance or any comments on this?

A7. The text entry fields in AmpliFund *do support* copy/paste of text and tables. They do *not* support copy/paste of images and charts. AmpliFund does not have this functionality at this time.

Q8. I have pictures and graphs embedded in my Needs Statement. They are not copying over to Amplifund. Any hints on how to do this? I just pulled up the Q&A and don't see the answer in there?

A8. The text entry fields in AmpliFund *do support* copy/paste of text and tables. They do *not* support copy/paste of images and charts. AmpliFund does not have this functionality at this time.

Q9. On the Project Information, can we just put Award Requested as \$1 for now until we know exactly how much we will be requesting?

A9. Yes, applicants can put \$1 as Award Requested on the Project Information page. The Budget validates against what is entered in Project Information, so applicants will receive an error message until the Budget and Award Requested match.

Q10. Once the application is finalized, can we download a single PDF of the entire application?

A10. Yes, you can download your application at any point in the application process.

Q11. Are GOALS what was formerly referred to as OBJECTIVES in the old system?

A11. Correct.

Q12. It says "Strategy," (singular not plural). In the past we could have multiple Goals. Can we have more than one Strategy?

A12. Please refer to pages 21 and 51 of the step-by-step guide regarding the Performance Plan. You can also reference the MBCC to AmpliFund Crosswalk to see the differences:

<http://mbcc.mt.gov/LinkClick.aspx?fileticket=AFeFLFIMAtU%3d&portalid=130>

Q13. Have any agencies had trouble with emails from Amplifund? I have registered and invited other users to access our application, but no one has received those offers for access. Do you know who the email will come from (so we can ask our IT folks if they are blocking something). We have checked junk and it is not there.

A13. Please email us and we will assist mbcc@mt.gov.



Q14. We printed out the MBCC guide. It does not have response 4, 7 or 8. Are we missing something or looking at the incorrect document?

A14. You are not missing anything. Responses 4, 7, and 8 are not listed in the guide. The instructions in the example starting on page 20 (Response - 3. Executive Summary) apply to Response 4, 7, and 8 so we did not go into detail for those ones.

Q15. Does the 'Link' button work in the text boxes to insert a link to a URL?

A15. Yes, you can link to a URL with that button, such as a citation or source.

Q16. Can you show us how to enter volunteer, In-Kind match?

A16. Yes, In-Kind match is where you will identify any volunteer match that your project will be using.

Q17. May I get a copy of the Logic Model power point please?

A17. The Logic Model PowerPoint can be found under Victim Services, here:
<http://mbcc.mt.gov/Portals/130/Working%20Together/SubgranteeTraining/12-9-2020CheckInCall.pdf?ver=2020-12-17-151318-160>

Q18. If you have more than one collaborative MOU, do they all need to be combined into one pdf?

A18. Yes, there is only one upload opportunity, so please combine multiple documents into one pdf.

Q19. Regarding the total revenues on the accounting system, are you asking for the county or just the VWA budget?

A19. We are looking for total revenues of federal funds for the county. It assists with ensuring compliance in other federal regulations that must be maintained. The primary one being clear separation of federal funds that the county utilizes.