



**Award Letters and
Outstanding Award Documents**

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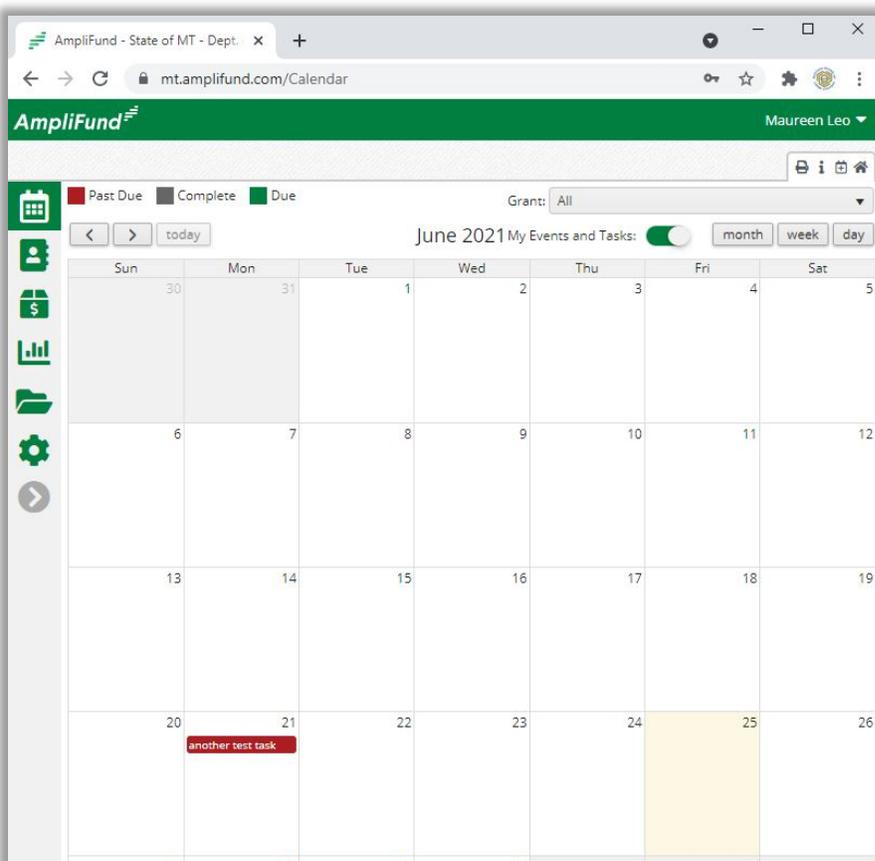
HOW TO USE THIS GUIDE

The purpose of this guide is to outline how to access your award or funds delayed letter and how to complete and submit all outstanding award documents that could possibly be required of you. When you receive an email from AmpliFund notifying you that you have been assigned a task (or tasks) to complete, please read through the task and refer to the instructions for the corresponding outstanding award document(s) you are required to complete in this guide.

Please note, while you may read through the entire guide, you are only required to submit items that are assigned to you as a task in AmpliFund.

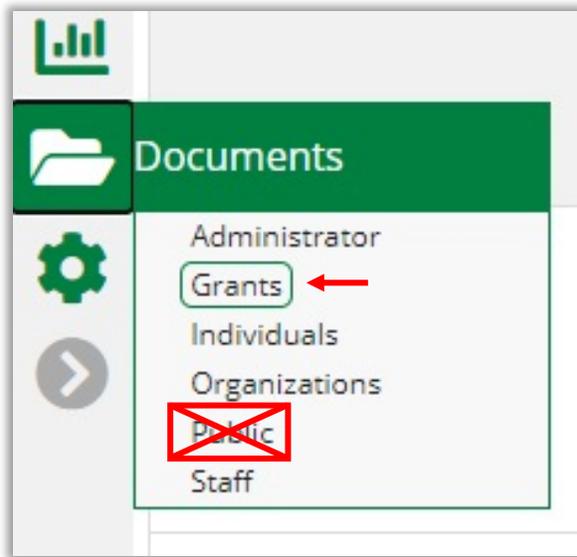
ACCESSING YOUR AWARD LETTER AND AWARD DOCUMENTS

1. You will receive an automated email from AmpliFund that you have received an award. Click the link within the email and login to AmpliFund.
2. Once logged in, you will be taken to a screen that looks something like this:



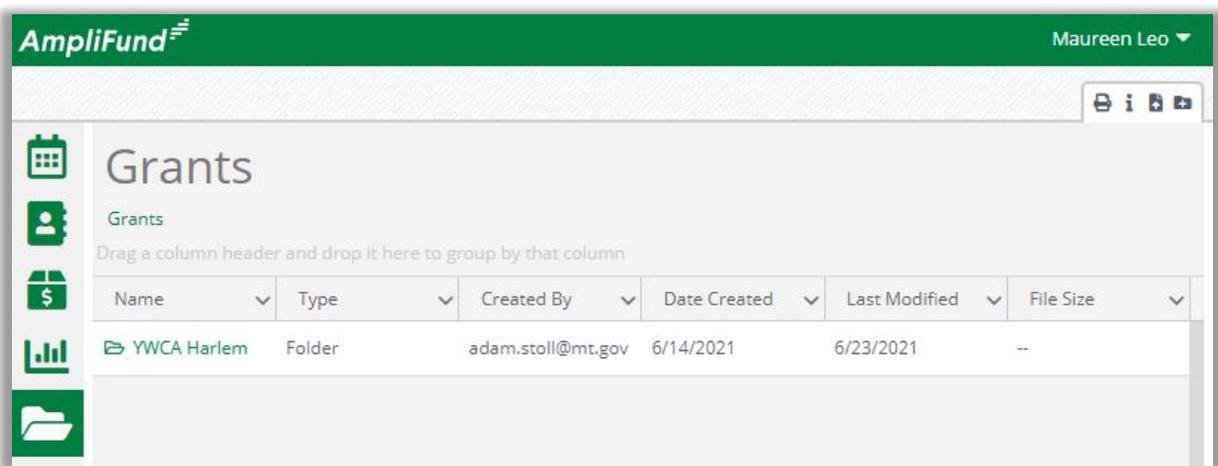
As you can see, things will look a little different than they did when you were in the Applicant Portal.

3. Click "Documents" on the navigation bar on the left-hand side of your screen, then select "Grants" from the drop-down menu:



Do not select "Public" from the drop-down menu. The Documents/Public folder may be used to upload, share, and view documents between members of your own organization. However, your award documents **will not** be located under Documents/Public.

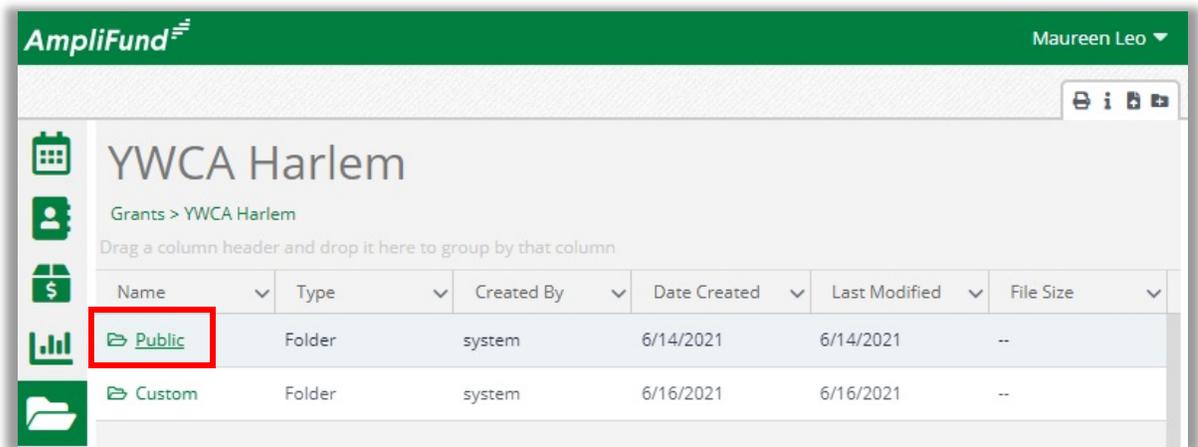
You will be taken to the Grants page:



4. Click the name of the grant:

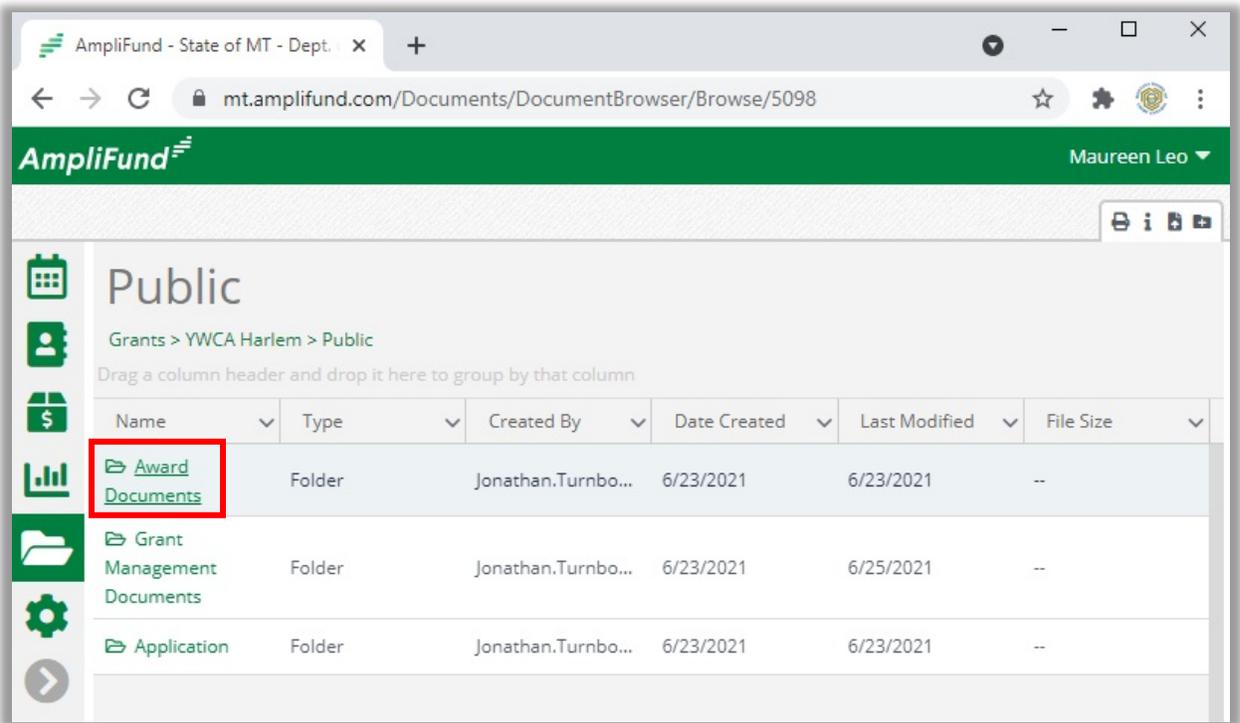


You will be taken to the following page:



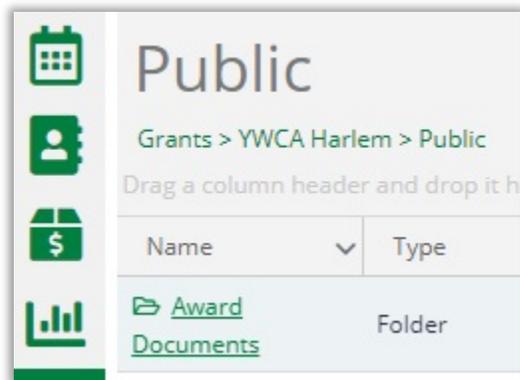
5. Click the "Public" folder.

The Public folder will be structured like this:

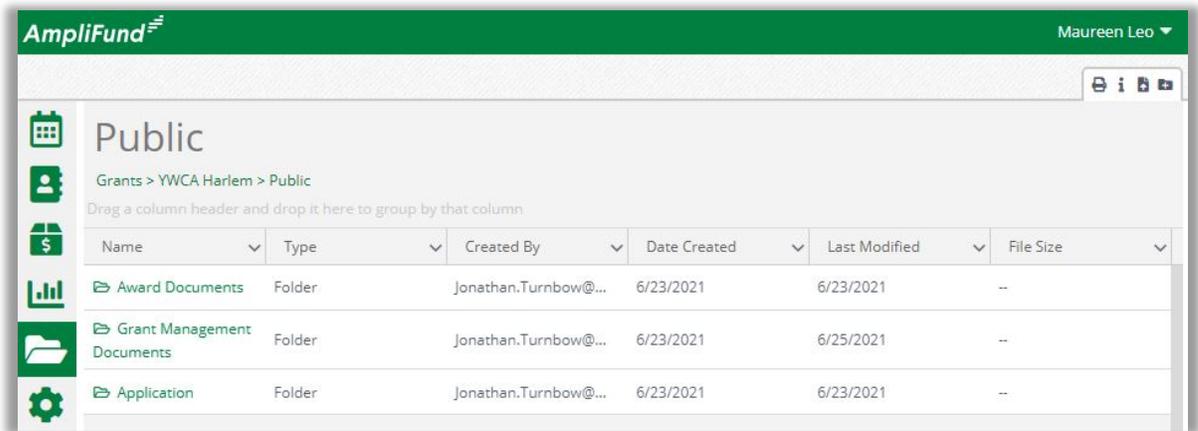


Award Letter

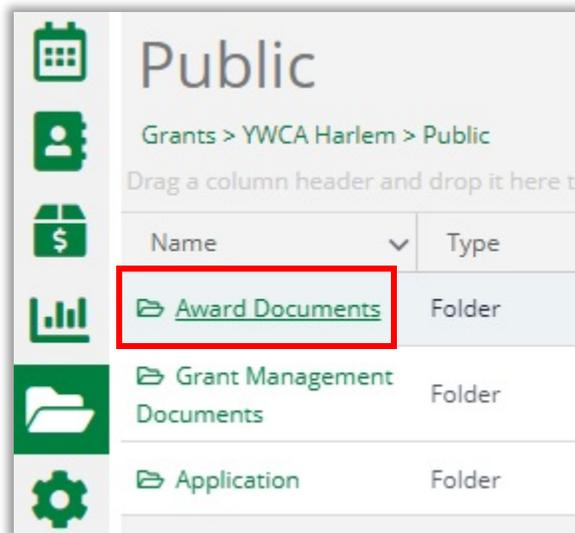
1. Click the "Award Documents" folder:



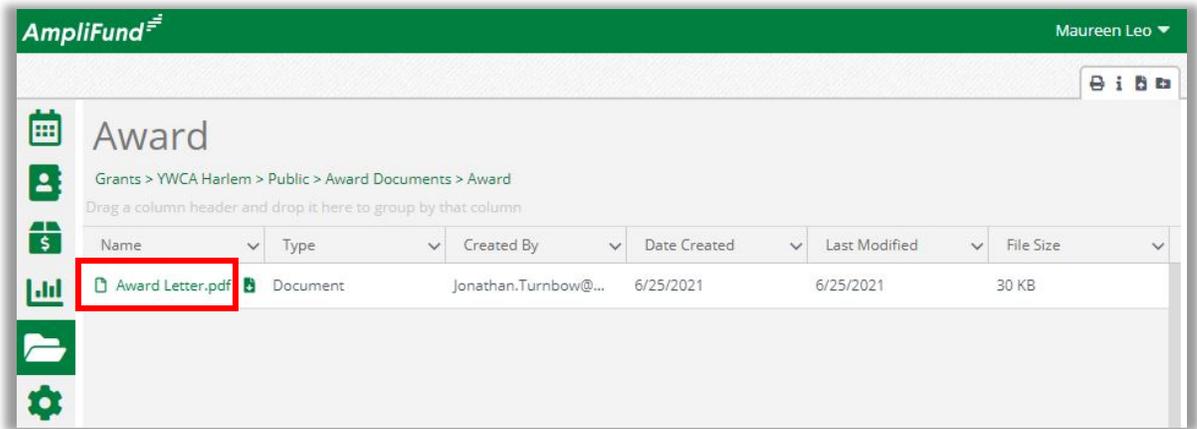
You will be taken to the following screen:



2. Click the "Award" folder.



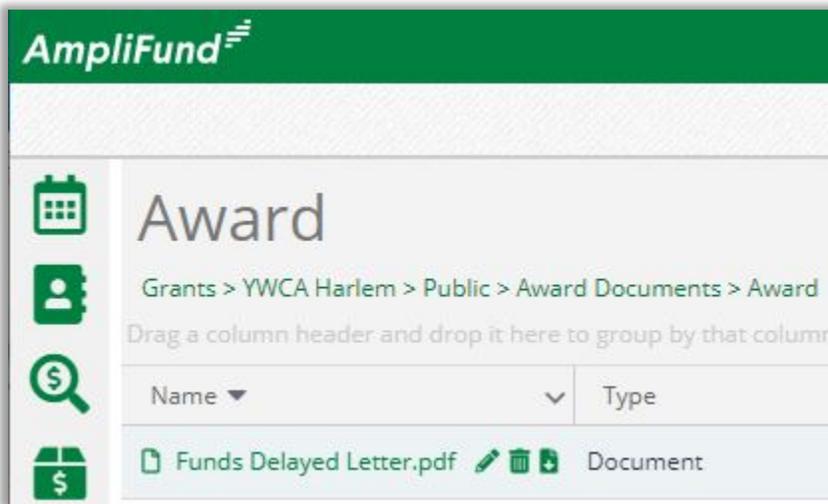
You will see either an Award Letter or a Funds Delayed Letter in the Public/Award Documents/Award folder:



3. When you receive your award, download the Grant Award, sign, then upload the signed Grant Award to the Public/Award Documents/Award folder in AmpliFund.

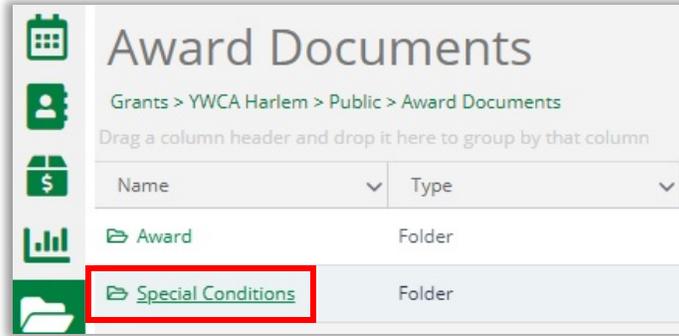
Funds Delayed Letter

If you see a Funds Delayed letter in the Public/Award Documents folder instead of an Award Letter, simply read it, then [mark the associated task complete](#).

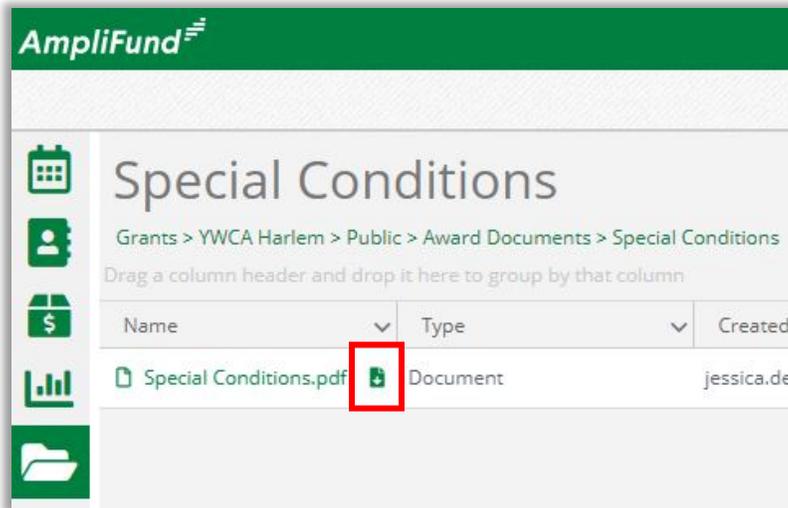


Special Conditions

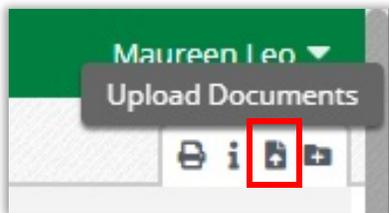
1. Navigate to the Public/Award Documents folder and click "Special Conditions."



2. When you receive your award, download the Special Conditions document.



3. Initial each page of the Special Conditions, sign, date, and enter the signor's title, then upload the signed and completed document to the Public/Award Documents/Special Conditions Folder. The "Upload Documents" button is located at the upper right corner of the screen:



4. Once you have uploaded the Special Conditions, [mark the corresponding task complete](#).

OUTSTANDING DOCUMENTS

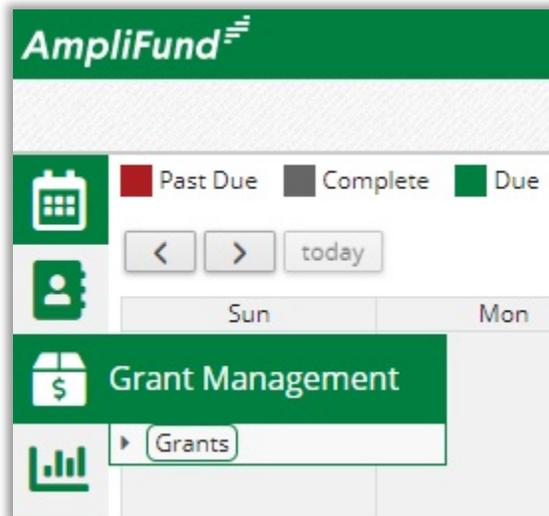
All Subgrantees

The documents listed below are required of all applicants at the time of application. Once awarded, subgrantees may be required to update and re-upload these documents to AmpliFund.

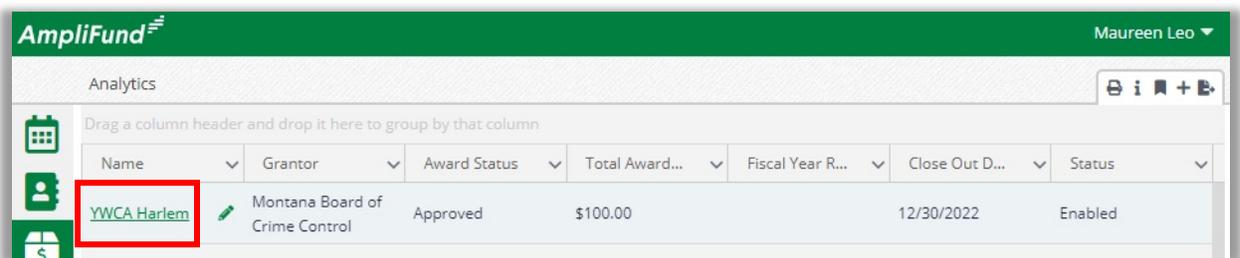
Revised Budget

You will need to update your **Budget Template in AmpliFund** to match the award amount.

1. Click on the "Grant Management" tab on the navigation bar on the left-hand side of the screen, then select "Grants."

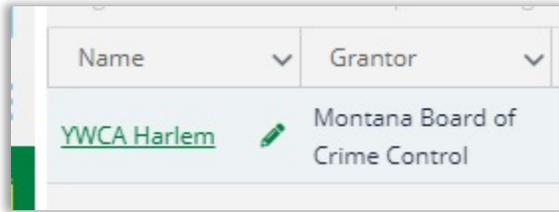


You will be taken to the following page:

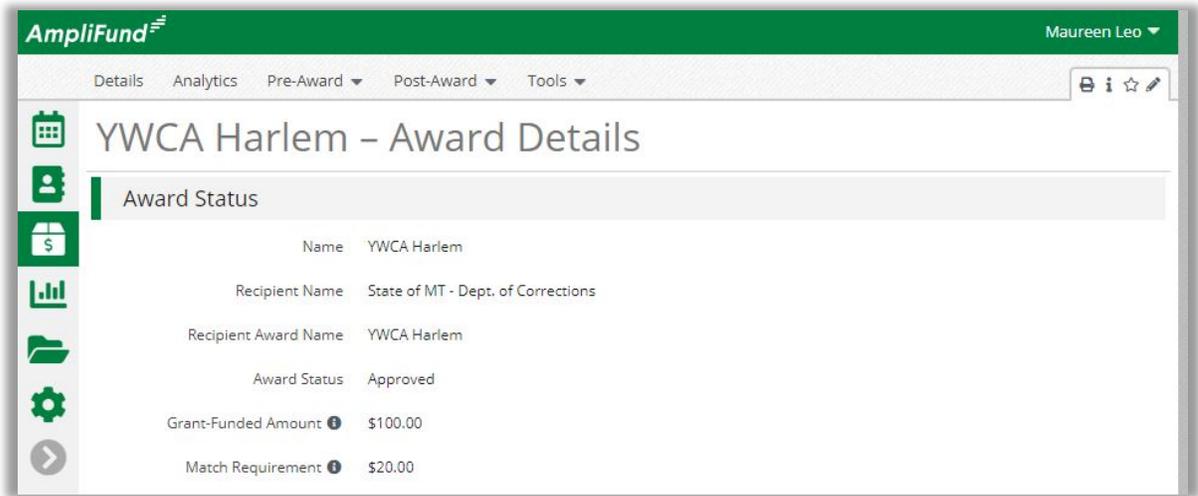
A screenshot of the AmpliFund Analytics page. The top bar is green with the AmpliFund logo and the user name 'Maureen Leo'. Below the bar, there is a table with columns: Name, Grantor, Award Status, Total Award..., Fiscal Year R..., Close Out D..., and Status. The first row of data is highlighted in light blue and has a red box around the 'Name' cell. The data in the first row is: YWCA Harlem, Montana Board of Crime Control, Approved, \$100.00, 12/30/2022, Enabled.

Name	Grantor	Award Status	Total Award...	Fiscal Year R...	Close Out D...	Status
YWCA Harlem	Montana Board of Crime Control	Approved	\$100.00		12/30/2022	Enabled

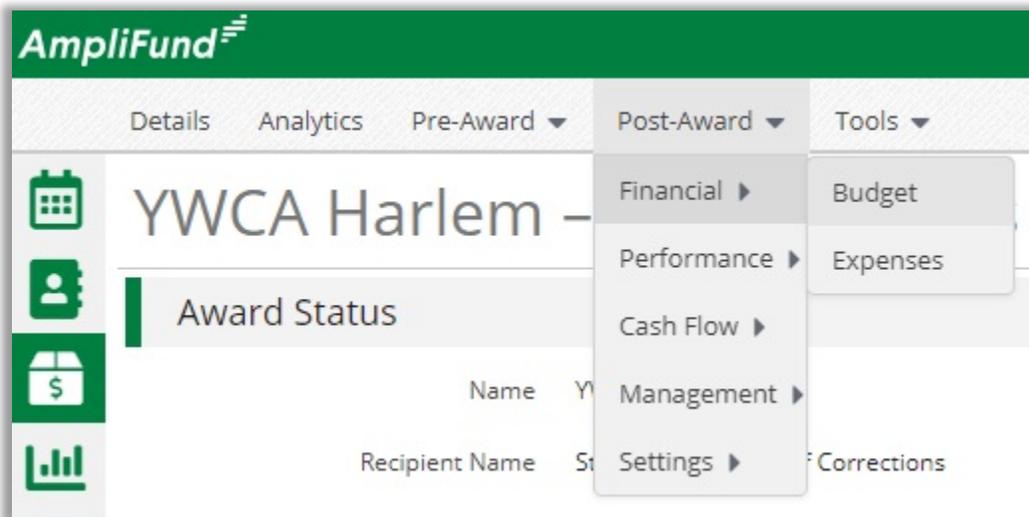
2. Click the grant name:



You will be taken to the following page:



3. Click "Post-Award" on the navigation bar at the top of the screen, hover over "Financial," then select "Budget" from the drop-down menus.



You will be taken to the Budget page:

AmpliFund Maureen Leo

Details Analytics Pre-Award Post-Award Tools

YWCA Harlem – Budget

Start: 7/1/2021 End: 6/30/2022

Budget View Settings

Options

Grant Year Responsible Individuals GL Accounts Match

Budget

Expense Budget +	Grant Funded	Total Cost
Equipment +		
stuff	\$100.00	\$100.00
Subtotal	\$100.00	\$100.00
Personnel +		
Subtotal	\$0.00	\$0.00
Total Expense Budget Cost	\$100.00	\$100.00
Revenue Budget	Grant Funded	Total Revenue
Grant Funding		
Awarded Amount	\$100.00	\$100.00
Subtotal	\$100.00	\$100.00
Match		
Cash Match		\$20.00
In-Kind		\$0.00
Subtotal		\$20.00
	Total Revenue Budget Cost	(\$120.00)
	Total Overall Budget Cost	(\$20.00)

4. If you will need to add match, click the “Match” checkbox.

Options

Grant Year Responsible Individuals GL Accounts Match

This will show the “Match” column:

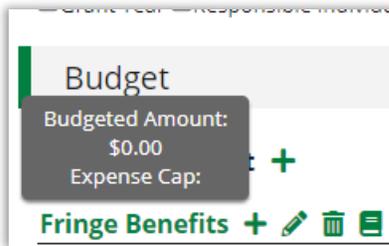
Options

Grant Year Responsible Individuals GL Accounts Match

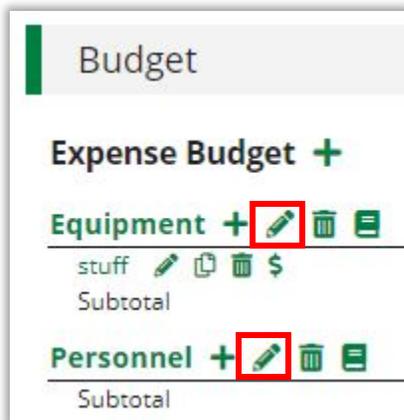
Budget

Expense Budget +	Grant Funded	Match	Total Cost
Contracted Services +   			
Subtotal	\$0.00	\$0.00	\$0.00
Equipment +   			
Subtotal	\$0.00	\$0.00	\$0.00

If you hover over a Budget Category (i.e. Personnel), you will notice that the Budgeted Amount is \$0.00:



- You **must** edit the Expense Cap for the Budget Category **before** editing Line Items. To do so, click the pencil icon to the left of the Line Item you want to edit:



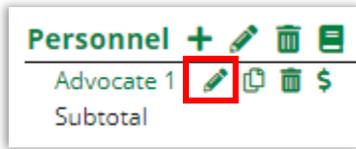
The Edit Category Budget window will pop open:

6. Add the total Budgeted Amount for federal resources required as well as any match (cash or in-kind) or indirect cost.
7. Once you have loaded the total resources for all your funding categories, click the "Save" button in the lower right corner of the window.

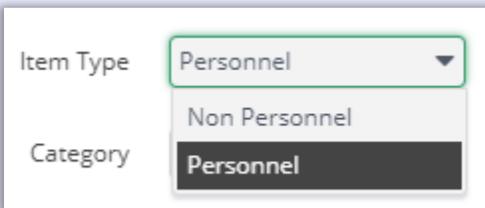
If you hover over the Budget Category, the Budgeted Amount you just entered will appear:

Now you can move forward with editing or adding line items to the Budget Category the same way you did in the Application Portal during the application process.

8. Click the pencil icon next to the Line Item you want to edit:



Important Note: if the "Item Type" drop-down menu is Personnel on your already existing Budget line item, you will need to delete the line item and rebuild it. The system will not allow you to edit when the "Item Type" is Personnel.



Please rebuild the line item using the Non-Personnel item type. The same logic applies to line items under the Fringe Benefits category, please enter these items as item type Non-Personnel.

The Line Item window will pop open:

The screenshot shows a software interface with four tabs: General, Financials, Configuration, and Attachments. The General tab is active. The form contains the following fields and controls:

- Item Type: Non Personnel (dropdown)
- Category: Equipment (dropdown)
- Name*: (text input)
- Direct Cost*: \$0.00 (text input)
- Exclude From Match: (checkbox)
- Responsible Type: Individual (dropdown)
- Responsible Individual*: Select Individual... (dropdown with search icon)
- Description: (text area, highlighted with a red box and labeled "Required")

At the bottom right, there are three buttons: Create (green), Lock (red), and Cancel (grey).

9. Fill out all required fields.

10. The Description will be pre-populated for all Line Items that were created in the original application. You must edit the Description to reflect and account for all budget revisions.

If you created a new Line Item, the Description text-entry field will be blank and must be entered. Enter a summary explaining how the resources outlined in the Line Item will be used to meet your project goals and objectives (similar to the Budget Narrative you provided in your application).

11. If you are including match:

-
-
- i. Enter the total cost of the line item (federal + match):

The screenshot shows a form with four tabs: General, Financials, Configuration, and Attachments. The 'General' tab is active. The form contains the following fields:

- Item Type: Non Personnel
- Category: Fringe Benefits
- Name*: Advocate Fringe
- Direct Cost*: \$9,038.00 (highlighted with a red box)
- Exclude From Match: (unchecked)

- ii. and ensure "Exclude from Match" is unchecked:

This close-up shows the 'Direct Cost*' field with the value '\$9,038.00' and the 'Exclude From Match' checkbox, which is unchecked and highlighted with a red box.

- iii. Click the "Financials" tab

The screenshot shows the 'Financials' tab selected and highlighted with a red box. The 'Item Type' field below the tabs is set to 'Non Personnel'.

You will be taken to the following window:

General **Financials** Configuration Attachments

Direct Cost

Cash Match Amount Dollar Percentage

In Kind Amount Dollar Percentage

GL Account

Allocate

Total allocations must equal direct cost

↕↔

Grant Year	Start Year	Amount
1	2021	<input type="text" value="\$2,761.61"/>

As you can see, the Direct Cost appears at the top of the window:

Direct Cost

Cash Match Amount Dollar Percentage

In Kind Amount Dollar Percentage

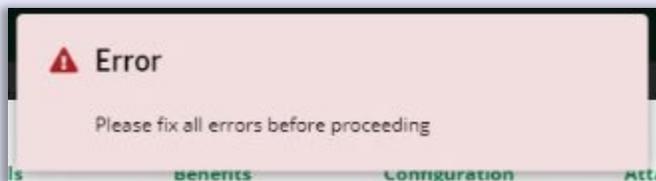
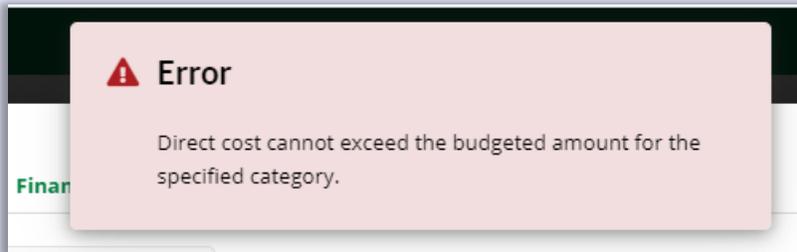
- iv. Enter your Cash Match Amount and/or In Kind Amount in the appropriate fields.

- v. Click the "Save" button.
- As you can see, the Grant Funded, Match, and Total Cost amounts now display on the Budget page:

Expense Budget +	Grant Funded	Match	Total Cost
Contracted Services +   			
Subtotal	\$0.00	\$0.00	\$0.00
Equipment +   			
Subtotal	\$0.00	\$0.00	\$0.00
Fringe Benefits +   			
Advocate Fringe    	\$7,230.40	\$1,807.60	\$9,038.00
Subtotal	\$7,230.40	\$1,807.60	\$9,038.00

12. Once complete, click the "Create" button in the lower right corner of the line item window.

Important Note: If you receive one of the following errors when you click "Create" in the Line Item window, it is because the Expense Cap in the Budget Category is \$0.00 (i.e. you did not edit the Expense Cap for the Budget Category **before** editing Line Items).



As a reminder, you must edit the Expense Cap for the Budget Category **before** editing Line Items:



13. The Total Overall Budget Cost at the bottom of the page **must** equal \$0.00, just as it did in your original application.

Total Revenue Budget Cost	(\$120.00)
Total Overall Budget Cost	(\$20.00)

This number must be \$0.00.

14. Once the budget has been revised, the corresponding task can be [marked as complete](#).

For more information about Revised Budget, please refer to the following video:
<https://amplifund.zendesk.com/hc/en-us/articles/360000361054-Core-Series-4-Budget-Creation-and-Expense-Entry> (You must login to your Zendesk account to view).

Risk Assessment

Download the blank Risk Assessment Form from the "General" section of the MBCC [Applications and Forms webpage](#).

Complete and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Logic Model

Download the blank **Logic Model** template from "2020 MBCC Applicant / Subgrantee Training" subsection within the "Subgrantee Training" section on the MBCC [Training webpage](#).

For instructions on how to fill out the Logic Model, please refer to the **Logic Model Toolkit** document from the "2020 MBCC Applicant / Subgrantee Training" subsection within the "Subgrantee Training" section on the MBCC [Training webpage](#).

Upload the completed Logic Model to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

SAM Verification

Please refer to the **How to Obtain the Required SAM Registration Document** instructions in the "General" section on the MBCC [Applications and Forms webpage](#).

Upload to the Public/Grant Management Documents folder, then [mark the corresponding task as complete](#).

Accounting System and Financial Capability Questionnaire

Download the blank **Accounting System & Financial Capability Questionnaire** from the "Financial" section on the MBCC [Applications and Forms webpage](#).

Complete and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Federal Indirect Cost Rate Agreement (if applicable)

If you are using an approved Federal Indirect Cost Rate Agreement, upload it to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Collaborative MOUs (if applicable)

If applicable, download the blank **Memorandum of Understanding** template from the "General" section on the MBCC [Applications and Forms webpage](#).

Complete and upload all MOUs to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

MOU for Crime Data Reporting

If applicable, download the blank **Memorandum of Understanding** template from the "General" section on the MBCC [Applications and Forms webpage](#).

Applicant organizations (and/or group of applicants listed within a collaborative agreement) that are classified as unit(s) of local government must be compliant with MBCC policy [B-05 Crime Data Reporting](#). For crime data reporting status, use the [data request form](#) available on the MBCC website.

Upload MOU to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Project Service Area Survey

VOCA, VAWA, SASP, and DVI subgrantees must download the Victims Project Service Area Survey from the "Victims Services" section of the MBCC [Applications and Forms webpage](#).

JAG subgrantees must download the JAG Project Services Area Survey from the "Justice Assistance Grant (JAG)" section located within the "General" section of the MBCC [Applications and Forms webpage](#).

Complete and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Civil Rights Training Certification Form

One individual must sign the Civil Rights Training Certification Form as the Designated Civil Rights Person for the organization or agency certifying that they are responsible for ensuring all staff required to complete Civil Rights Training as part of the Special Conditions of the grant do so.

Individuals may be required to complete the Civil Rights Training and submit the Civil Rights Training Certification Form if stated in the Special Conditions of your grant.

Complete [Office for Civil Rights – Training for Grantees](#).

Download the **Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

For examples of how to correctly fill out the form, please refer to **Examples of Completed Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

Upload the completed form to the Public/Grant Management Documents/Civil Rights folder in AmpliFund, then [mark the corresponding task as complete](#).

Equal Employment Opportunity (EEO) Form

Please refer to the **EEO Reporting Tool Instructions** in the “Equal Employment Opportunity (EEO)” section of the [MBCC Training webpage](#).

The certificate you submit should look like the example provided in the **Example EEO Certificate** document in the “Equal Employment Opportunity (EEO)” section of the [MBCC Training webpage](#).

Upload your EEO form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Signature Page

Download the blank **Signature Page** document from the “General” section on the MBCC [Applications and Forms webpage](#).

If there has been a change to any authorized official since the time of application, you must complete a new signature page.

Upload the signed and completed Signature Page to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form

Download the “Certifications Regarding Lobbying, Debarment, Drug Free” form from the “General” section on the MBCC [Applications and Forms webpage](#).

Complete and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Non-Profit Organizations

Non-profit organizations may be required to submit one or all of the documents listed below at the time of application. Once awarded, non-profit organizations may be required to update and re-upload these documents to AmpliFund.

Non-Profit Status Verification

Non-profit organizations must provide a non-profit ruling or determination letter. A new copy of the letter may be requested from the IRS at 1-877-829-5500, if needed.

If applicable, upload your **Non-Profit Status Verification** document to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Listing of Current Board Members (if applicable)

If applicable, upload your **Listing of Current Board Members** to the Public/ Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Certificate of Exemption for Hiring Practices on the Basis of Religion (if applicable)

If applicable, download the blank **Certificate of Exemption for Hiring Practices on the Basis of Religion** document from the “General” section on the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

VOCA

VOCA applicants are required to submit the document(s) listed below at the time of application. Once awarded, VOCA subgrantees may be asked to update and re-upload the document(s) to AmpliFund.

VOCA SAR Performance Measures Outcomes (PMT) Form

Download the VOCA SAR Form from the “VOCA” subsection within the “Victim Services” section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Civil Rights Training Certification Form

One individual must sign the Civil Rights Training Certification Form as the Designated Civil Rights Person for the organization or agency certifying that they are responsible for ensuring all staff required to complete Civil Rights Training as part of the Special Conditions of the grant do so.

Additionally, all individuals (1) whose position is funded under VOCA and (2) who provide direct services to victims must complete the training and submit the form.

Complete the **Office for Civil Rights – Training for Grantees** linked in the “Civil Rights Training” section of the MBCC [Training webpage](#). The link to the training is also included in the Civil Rights Training Certification Form.

Download the blank **Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

For examples of how to correctly fill out the form, please refer to **Examples of Completed Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

Upload the completed form to the Public/Grant Management Documents/Civil Rights folder in AmpliFund, then [mark the corresponding task as complete](#).

VAWA

VAWA applicants are required to submit the document(s) listed below at the time of application. Once awarded, VAWA subgrantees may be asked to update and re-upload the document(s) to AmpliFund.

Sexual Assault Program Response Form

Download the **VAWA Sexual Assault Response Form** from the “VAWA” subsection within the “Victim Services” section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

OVW Civil Rights Training Certification Form

One individual must sign the Civil Rights Training Certification Form as the Designated Civil Rights Person for the organization or agency certifying that they are responsible for ensuring all staff required to complete Civil Rights Training as part of the Special Conditions of the grant do so.

Additionally, all individuals (1) whose position is funded under VAWA and (2) who provide direct services to victims must complete the training and submit the form.

Complete the **Civil Rights Training for MBCC OVW Subrecipients** training linked in the “Civil Rights Training” section of the MBCC [Training webpage](#). The link to the training is also included in the Civil Rights Training Certification Form.

Download the blank **Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

For examples of how to correctly fill out the form, please refer to **Examples of Completed Civil Rights Training Certification Form** from the “Civil Rights Training” section of the MBCC [Training webpage](#).

Upload the completed form to the Public/Grant Management Documents/Civil Rights folder in AmpliFund, then [mark the corresponding task as complete](#).

Confidential Acknowledgement Form

Download the **Confidentiality Acknowledgement Form** from the "VAWA" subsection in the Victim Services" section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

SASP

Confidential Acknowledgement Form

Download the **Confidentiality Acknowledgement Form** from the "SASP" subsection in the Victim Services" section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

OVW Civil Rights Training Certification Form

One individual must sign the Civil Rights Training Certification Form as the Designated Civil Rights Person for the organization or agency certifying that they are responsible for ensuring all staff required to complete Civil Rights Training as part of the Special Conditions of the grant do so.

Additionally, all individuals (1) whose position is funded under SASP and (2) who provide direct services to victims must complete the training and submit the form.

Complete the **Civil Rights Training for MBCC OVW Subrecipients** training linked in the "Civil Rights Training" section of the MBCC [Training webpage](#). The link to the training is also included in the Civil Rights Training Certification Form.

Download the blank **Civil Rights Training Certification Form** from the "Civil Rights Training" section of the MBCC [Training webpage](#).

For examples of how to correctly fill out the form, please refer to **Examples of Completed Civil Rights Training Certification Form** from the "Civil Rights Training" section of the MBCC [Training webpage](#).

Upload the completed form to the Public/Grant Management Documents/Civil Rights folder in AmpliFund, then [mark the corresponding task as complete](#).

JAG

JAG applicants are required to submit the documents listed below at the time of application. Once awarded, JAG subgrantees may be asked to update and re-upload these documents to AmpliFund.

Drug Task Force Inter-Agency Memorandum of Understanding

Download the blank **Drug Task Force Inter-Agency MOU** document from the "Justice Assistance Grant (JAG)" subsection within the "General" section of the MBCC [Applications and Forms webpage](#).

Upload the completed **Drug Task Force Inter-Agency MOUs** to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Current Letters of Support

Current Letters of Support with should include original signatures (stamped or electronic signatures are not acceptable). Preferably, the letters should be written on the supporting agency's letterhead.

Combine all letters into one file and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Written Knowledge of the Task Force

Combine all letters from law enforcement of non-active incorporated cities within regional boundaries into one file and upload to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

2020 Threat Assessment

The 2020 Threat Assessment should state how the proposed task force plans to respond to the threats outlined in the assessment.

Upload the 2020 Threat Assessment document to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Policy on Expenditure of Forfeiture of Funds

Upload a copy of your agency/organization's Policy on Expenditure of Forfeiture of Funds to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Supplemental Application Narrative Report (applicable only to current JAG-funded MJDTFs)

Include the following in a narrative report:

1. Provide a progress report for the FY 2021 (July 1, 2020 – June 30, 2021) project goals and objectives
2. Provide a report for FY 2021 on the number of cases the task force has worked with HIDTA, other drug task forces, prosecutors, tribes and other local, state and federal agencies. In the report, provide specific examples of the outcomes and successes of this interagency coordination and the results of each case.
3. Provide the number of cases for FY 2021 the drug task force has referred to federal prosecutors and the number accepted for federal prosecution. If the case was rejected, explain the reasons why.
4. Provide a description for FY 2021 of the impact the drug task force has had on drug availability, deterrence, and public awareness in the area of operations and statewide.

Upload the narrative report to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

Confidential Funds Certification

Download the **Confidential Funds Certification** form from the "Justice Assistance Grant (JAG)" subsection under the "General" section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

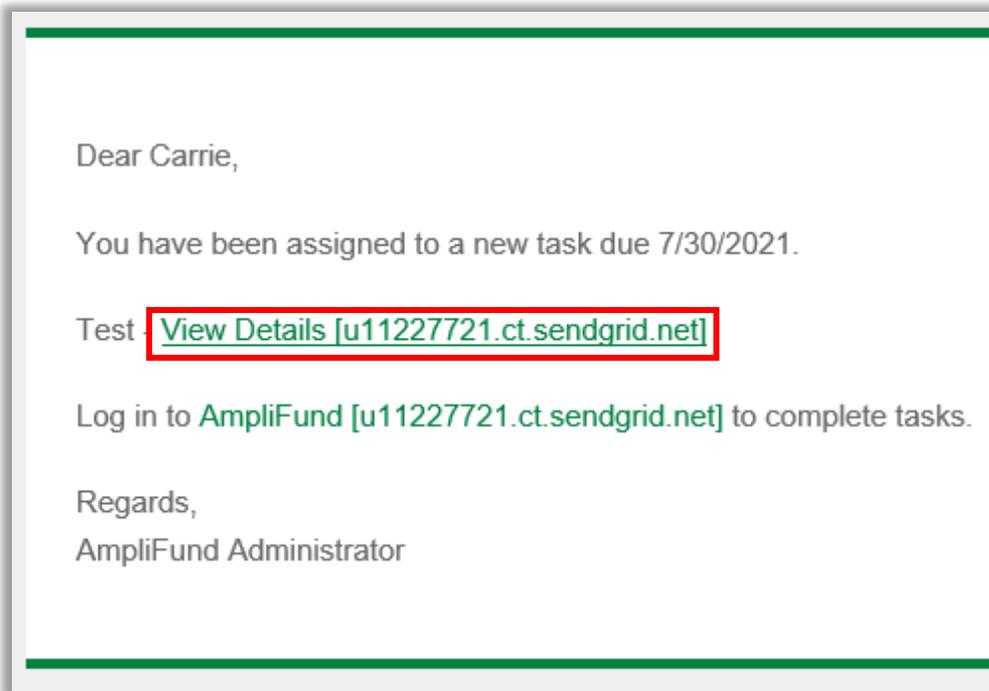
Information Regarding Communications with DHS and/or ICE

Download the **Information Regarding Communications with DHS and/or ICE** form from the "Justice Assistance Grant (JAG)" subsection under the "General" section of the MBCC [Applications and Forms webpage](#).

Upload the completed form to the Public/Grant Management Documents folder in AmpliFund, then [mark the corresponding task as complete](#).

MARKING A TASK AS COMPLETE

When you are assigned a task, you will receive an email that looks something like this:



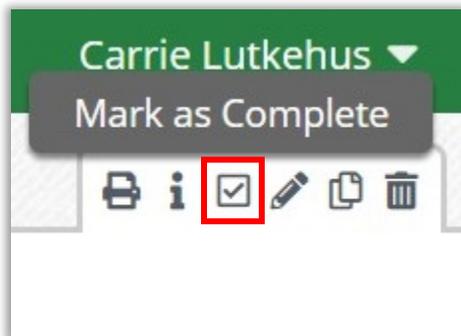
1. Click the link.

You will be taken to the Task Details page:

The screenshot shows the AmpliFund interface. At the top left is the AmpliFund logo. At the top right, the user name 'Carrie Lutkehus' is displayed with a dropdown arrow, and a 'Mark as Complete' button is visible. Below the user name is a toolbar with icons for print, information, a checked checkbox (highlighted with a red box), edit, copy, and delete. The main content area is titled 'Test' and 'Task Details'. It contains the following information:

Name	Test
Description	What does it look like to mark a task Complete?
Task Status	Not Started
Responsible Individual	Carrie Lutkehus
Additional Individuals	
Due Date	7/30/2021
Reminders	7/27/2021 7/28/2021 7/29/2021

2. Follow the instructions outlined in the "Description" section. When you have completed all items, click the "Mark as Complete" check box icon in the upper right corner of the Task Details page.



HELP AND SUPPORT

If you encounter an AmpliFund system problem (i.e. you're having trouble logging in or you need a password reset), please contact the AmpliFund support team:

Email: support@amplifund.zendesk.com

Phone: 216-337-5500, ext. 2.

If you do not receive a response within 48 hours, please contact MBCC.