# How to Submit an Application in AmpliFund

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# HOW TO REGISTER (FIRST-TIME APPLICANTS)

**IMPORTANT NOTE:** *one person from the organization should register initially and then invite others. Please refer to AmpliFund Applicant Portal: New User Registration – AmpliFund Support for more information.*

1. Navigate to MBCC's Grant Offerings page, locate the Funding Opportunity you would like to apply for, and click the link next to "Apply."

## MBCC Funding Opportunities

The grants listed below are the foundation for our *Building Blocks* to reduce crime and improve safety for Montana communities. Open the grant to view what the grant is about and what is required to apply.

**\*\*As MTIBRS is temporarily down, please use the Crime in Montana Data Request Form\*\***

For more information about each grant program, please visit our Grant Descriptions page.

**2021 Funding Opportunities:** VOCA | VAWA | SASP | DVI | CESF
**2020 Funding Opportunities:** JRJ | VAWA Court | Tribal VOCA | Title II | RSAT | JAG

## 2021 Funding Opportunities

### 2021 VICTIMS OF CRIME ACT (VOCA)

The funding opportunity is now open.

**Apply:** https://tinyurl.com/mbcc-2021-voca
**Open Date:** December 21, 2020
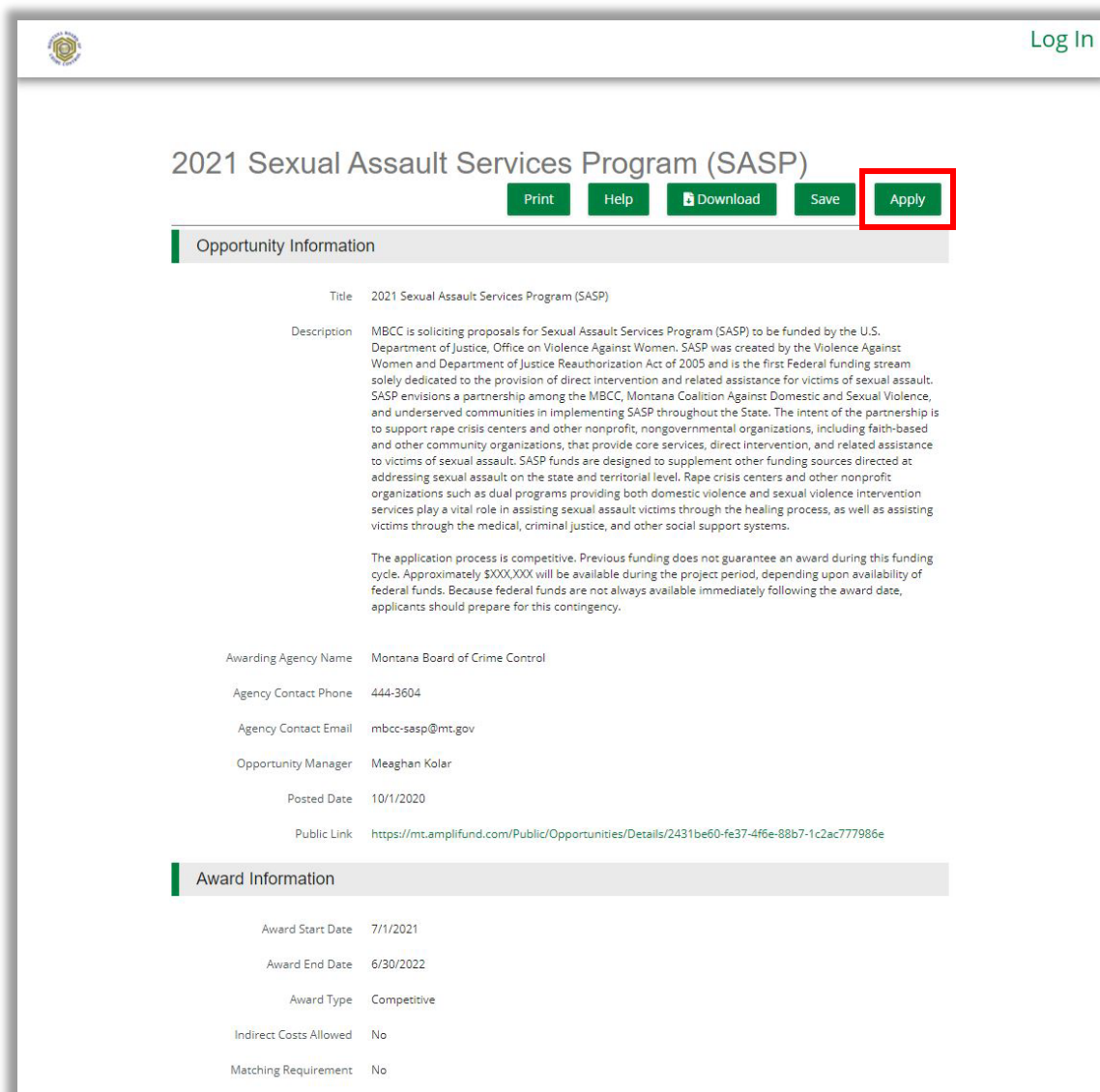**Close Date:** February 1, 2021 at 12:00 p.m. noon
**Questions & Answers:** VOCA Q&A
The Question & Answer period is **open until January 22, 2021.**

**Offeror's Call:** Tuesday, January 5, 2020 - 11:00 a.m - 12:00 p.m.

- **Join Zoom Meeting**
- **Join by phone:** +1 646 558 8656 or +1 406 444 9999
- **Meeting ID:** 975 0790 2815
- **Password:** 837369

You will be taken to the Opportunity Details page:



2. Click "Apply" in the upper right corner of the screen.
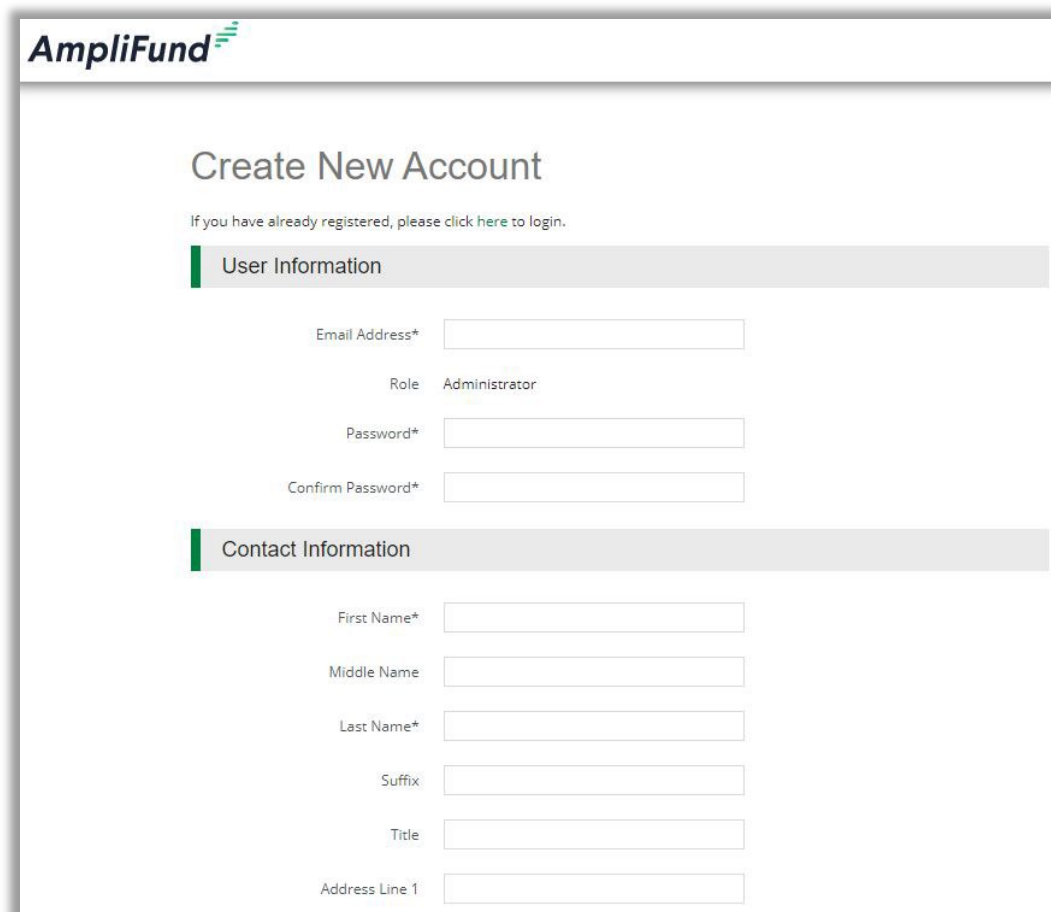
You will be taken to the following screen:



3. Enter your email address and desired password, then click "Register."

   You will be taken to the following screen:

**Organization Information**

Same as above ☐

Organization Name* [                    ]

Organization Type* [ Other            ▾ ]

4. Once all the required information has been entered, click "Register" in the bottom right corner of the screen.

[ Register ]
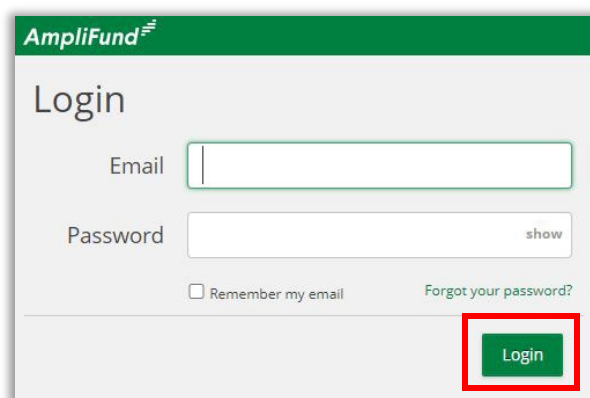
5. You will be taken to the Terms and Conditions page. Read through the Terms and Conditions, scroll all the way to the bottom, and click the "I Accept" button in the bottom right corner to continue.

You will be taken back to the Opportunity Details page.

## RETURNING TO THE APPLICANT PORTAL
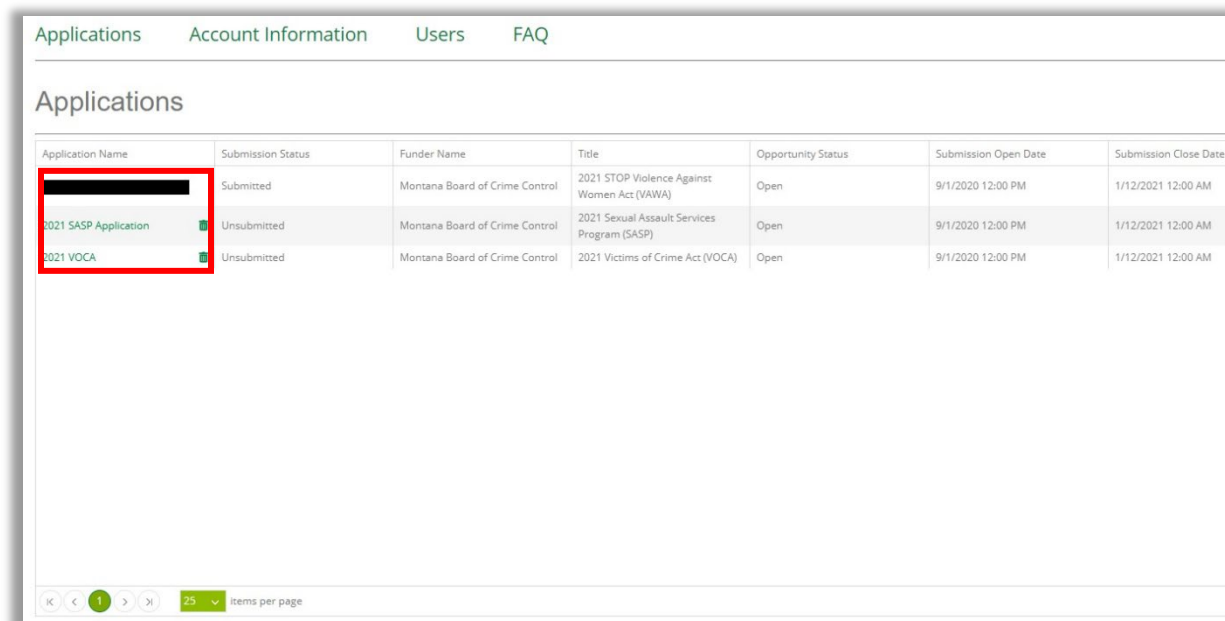
Once you have registered and started working on your application, you do not have to copy and paste the Public Link into your address bar. Here's a quicker way to return to your application if you have logged out of AmpliFund:

1. Type https://mt.amplifund.com/ into your address bar.

2. Enter your credentials and click "Login."

You will be taken to the Applications page:

3. Click on one of the Application Names to continue editing or to check your progress.

## HOW TO APPLY

*NOTE: For security purposes, AmpliFund will automatically time out if there has been no activity after a short period of time. Therefore, we recommend that you compose any text-entry sections in another program (i.e. Microsoft word) and copy and paste your narrative into each section.*

1. Click "Apply" in the top right or at the bottom left of the Opportunity Details page.

You will be taken to the Project Information page:



**IMPORTANT NOTE:** *the [Budget](#) validates against the dollar amounts entered in the Application Information section on the Project Information page.*

*The Project Information page **does not** have to be completed first. It is recommended that applicants manually enter a zero (0)\* as a placeholder into the required dollar amount fields and click "Save," continue working on their application, and return to the Project Information page after completing the Budget. After completing the Budget, the Award Requested, Cash Match Contribution, and/or In-Kind Match Contribution dollar amounts can be entered in the Application Information section on the Project Information page so that the match requirement and requested grant amount match what was entered and calculated in the Budget exactly.*

*\*AmpliFund will display $0.00 in dollar amount fields by default, even though they are technically blank. Something must be entered into required fields to continue, so applicants must manually enter a number (in this case a zero) into required dollar amount fields before you may continue.*

2. Enter all the required information, then click "Mark as Complete."

   The Project Information circle graphic on the progress tracker will change from this icon:
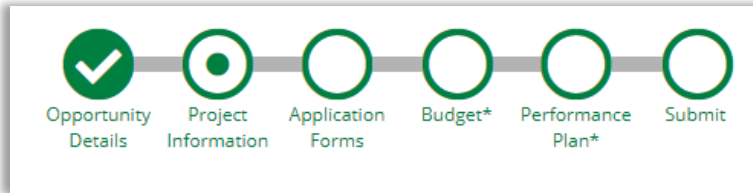
   

   To this icon:

   

3. Click "Save & Continue."

**IMPORTANT NOTE:** *you must enter something in all required fields on the Project Information page and click "Save," "Mark as Complete," or "Save & Continue" in order to save your application. If any required fields on the Project Information page are empty, you will not be able to save your application. If you log out, or if the system logs you out for idle activity, before completing and saving the Project Information page, you will have to start your application from the beginning.*

You will be taken to the Application Forms page.



In this example, 19 Forms must be completed before the Application Forms section will be marked as complete on the progress tracker.
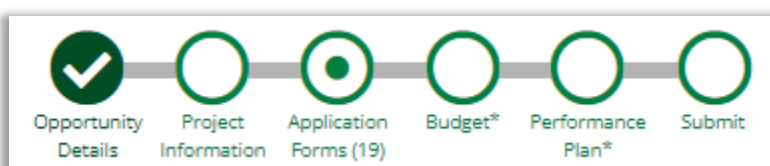
4. Click on one of the forms (i.e. Progress Information).

**Forms**

| Name | Status |
|------|--------|
| Program Information | New |

## Information and Instructions Forms

The Program Information, Application Instructions, Budget Instructions, and Application Processing and Award forms all consist of the same format. The steps below outline how to navigate the Program Information form as an example of how to fill out these first five forms.



1. Read through all the information, scroll to the bottom of the page, and click "Yes, I have read the above information."



2. Click "Mark as Complete," then click, "Save & Continue."

You will be taken to the next form on the list:



You can continue to fill out each form in the order they appear, or you can return to the Forms page and select which form you would like to work on next.

3. Click the Application Forms icon at the top of the screen to navigate back to the Forms page.

| Name | Status | Print |
|---|---|---|
| Program Information | Complete | 🖨 |
| Application Instructions | Complete | 🖨 |
| Budget Instructions | Complete | 🖨 |
| Performance Plan Instructions | Complete | 🖨 |
| Application Processing and Award | Complete | 🖨 |
| Response - 1. Project Information | New | 🖨 |

4. Click the next form you would like to edit (in this example, Response – 1. Project Information).

## Response – 1. Project Information



1. Click the calendar icon to the right of the Project Start Date and Project End Date fields to open the date picker tool, or simply type in the date.
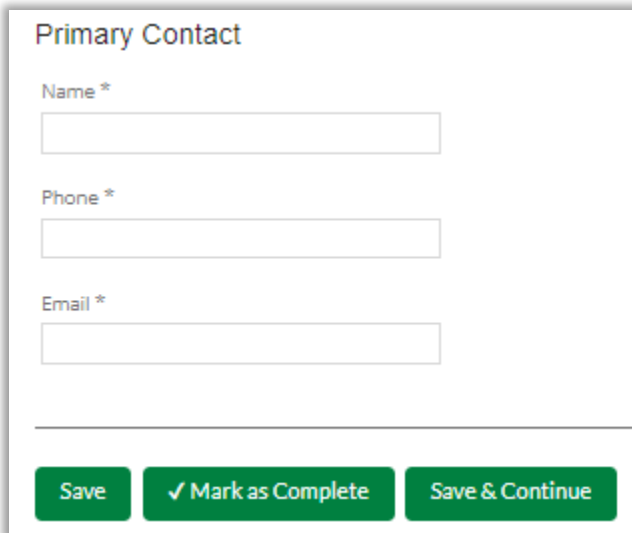
2. Enter the name, phone number, and email address of the primary grant activities point of contact for this application, then click "Mark as Complete."
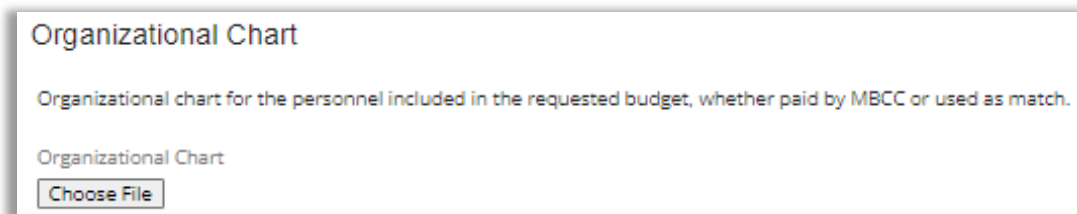


*The Primary Contact does not have any authority pertaining to the grant and is simply the main point of contact for day-to-day communication.*
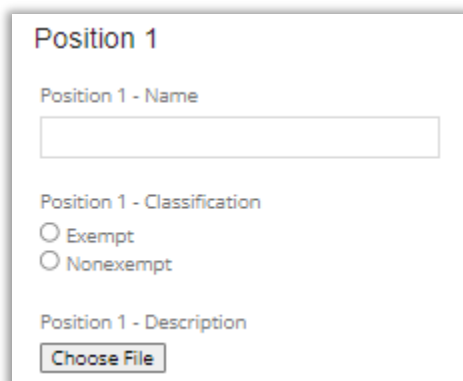
## Response – 2. Project Personnel

1. Navigate to the Organizational Chart section, click "Choose File," and upload your organizational chart.

**Organizational Chart**

Organizational chart for the personnel included in the requested budget, whether paid by MBCC or used as match.

Organizational Chart
Choose File
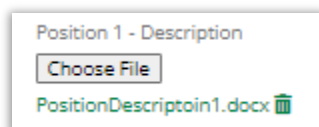
2. Under Position 1, enter the position name, select whether the position is "Exempt" or "Nonexempt," and click "Choose File" under Position Description 1.

**Position 1**

Position 1 - Name

Position 1 - Classification
○ Exempt
○ Nonexempt

Position 1 - Description
Choose File

3. A file browser will pop up. Select the file you would like to upload and click "Open."

   When the file has been successfully uploaded, the file name will appear in green below the "Choose File" button:

Position 1 - Description
Choose File
PositionDescriptoin1.docx 🗑

4. Repeat these steps for each position using Position 2, Position 3, Position 4, etc. sections.

**IMPORTANT NOTE:** *do not merge all Position Description files into one file. Please put each Position Description into its own document and upload all "Position # - Description" documents individually.*

5. Once you have uploaded all documents and filled out all the required fields, click "Mark as Complete."

## Response – 3. Budget Narrative

The Budget Narrative form consists of seven text-entry boxes: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracted Services, and Other.

Download | Save | Save & Continue

The Budget Narrative must:

- Explain and justify all budget items based on project activities.
- For each category, all requested information must be included in the category narrative and in the Proposed Budget.
- Show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.
- Ensure all costs are allowable to the program.
- Include accurate financial resource disclosure.

### Personnel

- List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.
- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
- Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals.
- Show funding sources for FTE even if only partial funding support from MBCC is requested.

**Personnel Calculation Example**

Personnel/Salary: Position Title (i.e. Administrative Assistant) – Taylor Smith
1 FTE @ $15.38/hr. = $31,990.40
MBCC funding = .5 FTE (1040 hrs.) @ $15.38/hr. = $15,995.20
Other funding source (County surcharge fees) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Other funding source (Federal grant) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Grand Total = $31,990.40

Personnel

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As pictured above, formatting options have been enabled in this Form. While there is no table editor in the options, tables can be copied and pasted from Microsoft Word. If the table was originally created in Excel, it is recommended that the Excel table be copied and pasted into Microsoft Word first, then copied from Word into AmpliFund for best results. Formatting may or may not carry over depending on your browser and operating system but can be adjusted in the text boxes once pasted.

For security purposes, AmpliFund will automatically time out if there has been no activity after a short period of time. **Therefore, we recommend that you compose your Budget Narrative sections in another program (i.e. Microsoft word) and copy and paste your narrative into each section.**

Utilize the "Save" button at the bottom right of the screen often so that you do not lose any of your progress.

Once the Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracted Services, and Other sections have been completed, click "Mark as Complete."

## Response – 4. Executive Summary

Response - 4. Executive Summary

The Executive Summary should summarize the proposed project, and should be written for a general public audience, and provide an outline limited to the scope of the program.

Example format:

- One to two sentences for description of the issue.
- Three to four sentences outlining how this year's award will be utilized, specifying how the awarded funds will reduce the financial burden on the PFMA clients being monitored.
- One to two sentences describing the outcome.

Executive Summary *

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1. Enter your Executive Summary into the text-entry box.

   As mentioned previously, AmpliFund will time out after a short period of time. Therefore, we recommend clicking the "Save" button often, or working in another program first (i.e. Microsoft Word) and copying and pasting your summary into the text-entry boxes.

2. When finished, click "Mark as Complete."

## Response – 5. Needs Statement



1. Enter your Needs Statement into the text-entry box.

   As mentioned previously, AmpliFund will time out after a short period of time. Therefore, we recommend clicking the "Save" button often, or working in another program first (i.e. Microsoft Word) and copying and pasting your summary into the text-entry boxes.

2. When finished, click "Mark as Complete."

## Response – 6. Collaboration Plan

Response - 6. Collaboration Plan

Download   Save   Save & Continue

- Describe and demonstrate how the project will partner with public and private agencies.
- Identify the specific activities performed with each partner as it pertains to achieving the goals of this proposal. This includes, but is not limited to describing:
  - Partnerships built through the program.
  - How the established partnerships compliment one another's programs.

Collaboration Plan *

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Save   ✓ Mark as Complete   Save & Continue

1. Enter your Collaboration Plan into the text-entry box.

   As mentioned previously, AmpliFund will time out after a short period of time. Therefore, we recommend clicking the "Save" button often, or working in another program first (i.e. Microsoft Word) and copying and pasting your summary into the text-entry boxes.

2. When finished, click "Mark as Complete."

## Response – 7. Sustainability Plan

Response - 7. Sustainability Plan

📄 Download    Save    Save & Continue

- Include a plan outlining how your organization plans to sustain the proposed project after the project period ends and federal funding is reduced or no longer exists.
- Include all efforts made to establish outside funding or support.
- The plan should identify and explain any potential challenges to sustaining the proposed project.
- What happens when the project is over?

Sustainability Plan *

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Save    ✓ Mark as Complete    Save & Continue

1. Enter your Sustainability Plan into the text-entry box.

   As mentioned previously, AmpliFund will time out after a short period of time. Therefore, we recommend clicking the "Save" button often, or working in another program first (i.e. Microsoft Word) and copying and pasting your summary into the text-entry boxes.

2. When finished, click "Mark as Complete."

## Supplement – 1. Applicant Information



1. Enter your Federal Employer Identification Number (FEIN).

2.  Select your Organization Type.

    If you select "Private/Non-Profit" or "Private/For-Profit," another set of questions will
    appear:

**Organization Details**

Organization Type *
- ⚪ City
- ⚪ County
- ⚪ District Court
- ⚪ Municipal Court
- 🔵 Private/Non-Profit
- ⚪ Private/For-Profit
- ⚪ School District
- ⚪ State
- ⚪ Tribal Government

**Non-Profit Status Verification**

**Required for non-profit applicants.** Upload a copy of current Non-Profit status determination.

Non-Profit Status Verification *
[ Choose File ]

**Current Board Members**

**If applicable for non-profit applicants.** Upload listing of current Board Members providing information on board compilation, positions, and individual contact information.

Current Board Members
[ Choose File ]

**Certificate of Exemption for Hiring Practices on the Basis of Religion**

**If applicable for non-profit applicants.**

Faith-based organizations are required to provide the Certificate of Exemption for Hiring Practices on the Basis of Religion if seeking an exemption to the prohibition against religious discrimination in hiring.

Download the blank form. Upload the completed form below.

Blank Certificate of Exemption for Hiring Practices on the Basis of Religion
certificationregardinghiring.pdf

Certificate of Exemption for Hiring Practices on the Basis of Religion
[ Choose File ]

    Click "Choose File" for each non-profit document required for/applicable to your
    organization's non-profit status.

3. Select **all** counties where your agency/organization delivers services.

4. Indicate whether you have had a grant with MBCC previously.



If you select "Yes," a list of grants will appear. Please select all that apply.

## Supplement – 2. Accounting Documentation



1. Click the link under "UEI Example Registration" for more information.



2. When you have obtained your UEI, click "Choose File" and select the document you would like to upload.

When you have successfully uploaded your UEI, the filename will appear as a link below the "Choose File" button:
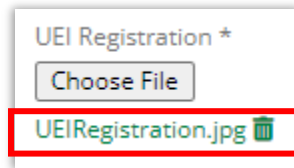


3. Click the link under "Blank Accounting System and Financial Capability Questionnaire" to download the blank form.
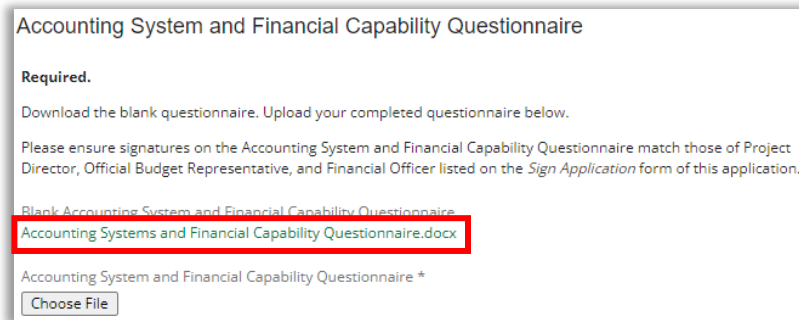


4. Fill out the blank form, print, sign, and scan.

   The signatures on your Accounting System and Financial Capability Questionnaire must match the signatures on your signature page.

5. Click "Choose File" and select your scanned, signed form.
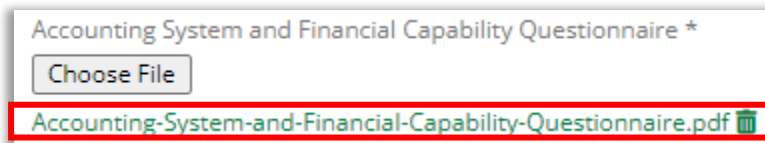


   The filename will appear in green below the "Choose File" button when your signed, scanned form has been uploaded.

6. If using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, click "Choose File" under "Federal Indirect Cost Rate Agreement" and select the file.
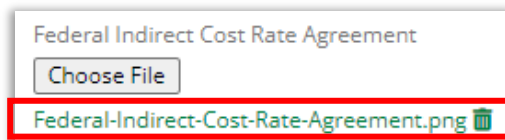


   The filename will appear in green below the "Choose File" button when your signed, scanned form has been uploaded.

7. Select "Yes" if your organization expended more than $750,000.00 in federal funds during your fiscal year. Otherwise, select "No."

   If "Yes" is selected, the following fields will appear:

   ## 2 C.F.R. 200

   Non-Federal entities that expend $750,000 or more in Federal funds (from all sources including pass-through subawards) in the organization's fiscal year are required to arrange for a single organization-wide audit conducted in accordance with the provisions of Title 2 C.F.R. Subpart F.

   Has the applicant organization expended more than $750,000.00 in federal funds during the applicant organization's fiscal year? *
   ● Yes
   ○ No

   If your organization's A-133 audit can be viewed online, please provide the URL.

   [                              ]

   If your organization's A-133 audit is available as a PDF, please upload it.
   [ Choose File ]

   If your organization's A-133 audit can be viewed online, paste the URL in the text box.

   **OR**

   If your organization's A1-133 audit is available as a PDF, click the "Choose File" button and select it.

8. Click the link under "Financial Resource Disclosure Template" to download the template.

   ## Financial Resource Disclosure

   **Required.**

   Download the blank document. Upload your completed document below listing all funding sources and amounts required to support your program.

   Financial Resource Disclosure Template
   Financial Resource Disclosure.xlsx

   Financial Resource Disclosure *
   [ Choose File ]

9. Click "Choose File" and select your completed form.
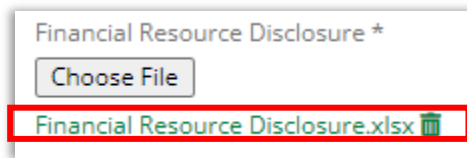
The filename will appear in green below the "Choose File" button when your signed, scanned form has been uploaded.

10. When finished with the "Supplement – 2. Accounting Documentation" form, click "Mark as Complete."

## Supplement – 3. MOUs

1. Click "Choose File" to upload any required/applicable documents.



2. When finished, click "Mark as Complete."

## Supplement – 4. Equal Employment Opportunity (EEO)



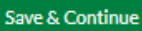Supplement - 4. Equal Employment Opportunity (EEO)

[Download] [Save] [Save & Continue]

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**Required.**

The Equal Employment Opportunity (EEO) Reporting Tool is designed to assist recipients of DOJ financial assistance with meeting some of their related civil rights reporting requirements. Compliance with various federal civil rights standards and reporting is a condition of accepting federal financial assistance. Failure to meet these requirements could result in loss of current and/or future funding. However, use of this tool to prepare and submit required reports, while encouraged, is voluntary.
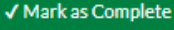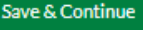
The online EEO Reporting Tool enables users to establish accounts and login credentials so that they can set up organization profiles, create and submit their certifications and utilization reports (if required), and then access the saved information in subsequent logins.

View detailed instructions and an example certificate below. Upload your completed certificate at the bottom of this page.

EEO Reporting Tool Instructions
EEOP-Reporting-Instructions.pdf

Example EEOP Certification Form
Completed-EEOP_Redacted.pdf

EEOP Certification Form *
[Choose File]

[Save] [✓ Mark as Complete] [Save & Continue]

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1. Click the link under "EEO Reporting Tool Instructions" to download the EEO Reporting Instructions.

2. Click the link under "Example" EEOP Certification Form" for an example of what your EEOP certificate should look like.

3. Click "Choose File" and upload your EEOP Certification Form.

4. Click "Mark as Complete."

## Supplement – 5. Special Assurances and Conditions

1. Click the link below "Blank Project Service Area Survey" to download the blank Service Area Survey.



1. Read through the Assurances of Compliance with Nondiscrimination Provisions, Audit Requirement, and Applicants Agreement section.



2. Select "Yes, I have read the above information" and click "Mark as Complete."

1. Click the link in the section to download the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; Law Enforcement and Community Policing" form.

2. Click "Choose File" to upload the completed form.



   The filename will appear in green below the "Choose File" button when your signed, scanned form has been uploaded.

3. Click "Mark as Complete."

## Sign Application

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### Designate Certifying Officials

This application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. Electronic and stamped signatures are not acceptable.

- The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, or department director.
- The Project Director must be an employee of the applicant agency.
- Duplication of responsibilities by one individual for any position listed below is **not** acceptable.

The officials who certify this document, including Special Assurances and Conditions, agree to adhere to all terms and conditions relating to this application.

### Signatures

Download the Signatures Page below and have the appropriate persons complete and sign. Scan and upload the completed form below.

Blank Signature Page
SignaturePage.docx

Signature Page *
Choose File

1. Carefully read the instructions under "Designate Certifying Officials."

2. Download the Blank Signature Page.

3. Print, fill out, sign, and scan the Blank Signature Page.

4. Click "Choose File" to upload the scanned, signed Signature Page.

5. Fill in all required fields for the Official Budget Representative, Project Director, and Financial Officer sections:



6. If the Official Budget Representative, Project Director, or Financial Officer changes at any point, please fill out the [Signature Page](#) on the MBCC [Subgrantee Resources page](#) and email it to your Program Staff point of contact.

   *Not sure who your MBCC Program Staff point of contact is? Search by grant program on the [Board Staff webpage](#).*

## Finalizing Application Forms

| Name | Status |
|---|---|
| Program Information | Complete |

Before submitting your applications, each form should be marked as "Complete" in the Status column.

### Forms ✔

| Name | Status | Print |
|---|---|---|
| Program Information | Complete | 🖨 |
| Application Instructions | Complete | 🖨 |
| Budget Instructions | Complete | 🖨 |
| Performance Plan Instructions | Complete | 🖨 |
| Application Processing and Award | Complete | 🖨 |
| Response - 1. Project Information | Complete | 🖨 |
| Response - 2. Project Personnel | Complete | 🖨 |
| Response - 3. Budget Narrative | Complete | 🖨 |
| Response - 4. Executive Summary | Complete | 🖨 |
| Response - 5. Needs Statement | Complete | 🖨 |
| Response - 6. Collaboration Plan | Complete | 🖨 |
| Response - 7. Sustainability Plan | Complete | 🖨 |
| Supplement - 1. Applicant Information | Complete | 🖨 |
| Supplement - 2. Accounting Documentation | Complete | 🖨 |
| Supplement - 3. MOUs | Complete | 🖨 |
| Supplement - 4. Equal Employment Opportunity (EEO) | Complete | 🖨 |
| Supplement - 5. Special Assurances and Conditions | Complete | 🖨 |
| Supplement - 6. Certifications | Complete | 🖨 |
| Sign Application | Complete | 🖨 |

1 - 19 of 19 items
25 items per page

Help | Download | Save & Continue

Save & Continue

When you click "Save & Continue," you will be taken to the Budget Page. If all Application Forms have been successfully completed, the tracker at the top of the page will look like this:

✓ Opportunity Details — ✓ Project Information — ✓ Application Forms — ⦿ Budget* — ◯ Performance Plan* — ◯ Submit

## Budget (Match Not Required)



1. Click the "+" icon next to one of the Categories to add a new line item.

The New Line Item window will pop open.



2. Ensure that the correct Item Type is selected.

3. Enter all required information.



4. Click "Create."

   The line item will appear in the Expense Budget section:

The Total Revenue Budget Cost and Total Overall Budget Cost are calculated from the amount you entered in the Award Requested field in the Project Information form at the beginning of the application.

If you did not enter anything in the Award Requested field in Project Information before starting your Budget, you will get the following message under Total Overall Budget Cost.

This just means you'll need to navigate back to the Project Information page and enter the required information.



5. Add the rest of your line items:

Your Total Overall Budget Cost must equal $0.00 before you can click "Mark as Complete".

## Expense Budget

| | Category | | | Grant Funded | Total Budgeted |
|---|---|---|---|---|---|
| + | **Personnel** | | | $31,990.40 | $31,990.40 |
| | Taylor Smith | ✏ | 🗑 | $31,990.40 | $31,990.40 |
| + | **Fringe Benefits** | | | $7,982.00 | $7,982.00 |
| | Fringe Benefits - Taylor Smith | ✏ | 🗑 | $7,982.00 | $7,982.00 |
| + | **Travel** | | | $0.00 | $0.00 |
| + | **Equipment** | | | $0.00 | $0.00 |
| + | **Supplies** | | | $0.00 | $0.00 |
| + | **Contracted Services** | | | $0.00 | $0.00 |
| + | **Other** | | | $0.00 | $0.00 |
| | **Total Expense Budget Cost** | | | **$39,972.40** | **$39,972.40** |

## Revenue Budget

### Grant Funding

| | Grant Funded | Total Budgeted |
|---|---|---|
| Award Requested | $39,972.40 | $39,972.40 |
| **Subtotal** | **$39,972.40** | **$39,972.40** |

### Non-Grant Funding

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

| | |
|---|---|
| **Total Revenue Budget Cost** | **($39,972.40)** |
| **Total Overall Budget Cost** | **$0.00** |

## Budget (Match Required)

**Budget**  [Help]  [📄 Download]  [Save & Continue]

**Budget View Settings**

**Options**

☑ Line Items  ☑ Non-Grant Funded

**Proposed Budget**

**Expense Budget**

| Category | Grant Funded | Non-Grant Funded | Total Budgeted |
|----------|-------------|------------------|----------------|
| + Personnel | $0.00 | $0.00 | $0.00 |
| + Fringe Benefits | $0.00 | $0.00 | $0.00 |
| + Travel | $0.00 | $0.00 | $0.00 |
| + Equipment | $0.00 | $0.00 | $0.00 |
| + Supplies | $0.00 | $0.00 | $0.00 |
| + Contracted Services | $0.00 | $0.00 | $0.00 |
| + Indirect | $0.00 | $0.00 | $0.00 |
| + Other | $0.00 | $0.00 | $0.00 |
| **Total Expense Budget Cost** | **$0.00** | **$0.00** | **$0.00** |

**Revenue Budget**

**Grant Funding**

| | | | |
|---|---|---|---|
| Award Requested | $19,986.20 | | $19,986.20 |
| **Subtotal** | **$19,986.20** | | **$19,986.20** |

**Non-Grant Funding**

| | | | |
|---|---|---|---|
| Cash Match | | $19,986.20 | $19,986.20 |
| In-Kind Match | | $0.00 | $0.00 |
| **Subtotal** | | **$19,986.20** | **$19,986.20** |

| | |
|---|---|
| **Total Revenue Budget Cost** | **($39,972.40)** |
| **Total Overall Budget Cost** | **($39,972.40)** |

The Total Overall Budget Cost must be $0.00

[✓ Mark as Complete]  [Save & Continue]

1. Click the "+" icon next to one of the Categories to add a new line item.

**Expense Budget**

| Category | Grant Funded | Non-Grant Funded | Total Budgeted |
|----------|-------------|------------------|----------------|
| + Personnel | $0.00 | $0.00 | $0.00 |

The New Line Item window will pop open:



2. Ensure the correct Item Type is selected:

3. Add the total amount required to fund this line item (amount requested from MBCC + your match) in the Direct Cost text entry field.



In this example, the grand total needed to fund Taylor Smith's position is $31,990.40 ($15,995.20 MBCC funding, $15,995.20 cash match). Therefore, $31,990.40 should be entered into the Direct Cost field.

4. Next, select "Yes," from the Non-Grant Funded drop-down menu:

This will cause the Cash Match and In-Kind Match fields to appear:



5. Since $15,995.20 of the total will be covered by match, enter $15,995.20 into the Cash Match field.



As you can see above, the Grant Funded portion is now calculated and displayed.

Direct Cost*     $31,990.40

Non-Grant Funded     Yes

Grant Funded     $15,995.20

Cash Match     $15,995.20     Dollar | Percentage

In-Kind Match     $0.00     Dollar | Percentage

Total Budgeted     $31,990.40

Narrative     • Personnel -Sally Smith's full-time equivalent position at $31,990.40 per year: Position Title (i.e. Victim Advocate) – Sally Smith
1 FTE @ $15.38/hr. $31,990.40
MBCC funding = .5 FTE (1040 hrs.) @

**Important Note:** *make sure "Dollar" is selected next to "Cash Match" or "In-Kind Match." Please do not select "Percentage" at this time. Currently, there is a bug in AmpliFund that causes a rounding error when Cash Match or In-Kind Match are entered as percentages. As a result, you will get the following error when you try to submit your application:*



2021 STOP Violence Against Women Act (VAWA)

Opportunity Details — Project Information — Application Forms — Budget* — Performance Plan* — Submit

You are about to submit your application▮

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.

Your budget has errors that require your attention!

[Review] [Submit]

*The **CORRECT** way to enter Cash Match or In-Kind Match (as a dollar amount):*

Budget Item Information

| | |
|---|---|
| Category | Personnel |
| | List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. |
| Item Type | Personnel |
| Name* | ████████████ |
| Direct Cost* | $90,487.98 |
| Non-Grant Funded | Yes |
| Grant Funded | $67,865.98 |
| Cash Match | $22,622.00 **CORRECT** |
| In-Kind Match | $0.00 |
| Total Budgeted | $90,487.98 |

*The **INCORRECT** way to enter Cash Match or In-Kind Match (as a percentage):*

Budget Item Information

| | |
|---|---|
| Category | Personnel |
| | List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. |
| Item Type | Personnel |
| Name* | █████████████ |
| Direct Cost* | $57,726.29 |
| Non-Grant Funded | Yes |
| Grant Funded | $43,294.72 |
| Cash Match | 25.00% **INCORRECT** |
| In-Kind Match | $0.00 |
| Total Budgeted | $57,726.29 |

6.  Provide narrative detail about what the requested funds are for in the Narrative text-entry field.

    Example: for the Taylor Smith personnel line item above, you could add the following to the Narrative field: "Taylor will be the Victim Advocate for Agency X. 50% funding requested for this position. The remaining funding will come from foundation funds as match".

7.  Click "Create."



Proposed Budget

**Expense Budget**

| Category | Grant Funded | Non-Grant Funded | Total Budgeted |
|---|---|---|---|
| + Personnel | $15,995.20 | $15,995.20 | $31,990.40 |
| Taylor Smith | $15,995.20 | $15,995.20 | $31,990.40 |
| + Fringe Benefits | $0.00 | $0.00 | $0.00 |
| + Travel | $0.00 | $0.00 | $0.00 |
| + Equipment | $0.00 | $0.00 | $0.00 |
| + Supplies | $0.00 | $0.00 | $0.00 |
| + Contracted Services | $0.00 | $0.00 | $0.00 |
| + Indirect | $0.00 | $0.00 | $0.00 |
| + Other | $0.00 | $0.00 | $0.00 |
| Total Expense Budget Cost | $15,995.20 | $15,995.20 | $31,990.40 |

**Revenue Budget**

| Grant Funding | | | |
|---|---|---|---|
| Award Requested | $19,986.20 | | $19,986.20 |
| Subtotal | $19,986.20 | | $19,986.20 |
| **Non-Grant Funding** | | | |
| Cash Match | | $19,986.20 | $19,986.20 |
| In-Kind Match | | $0.00 | $0.00 |
| Subtotal | | $19,986.20 | $19,986.20 |
| **Total Revenue Budget Cost** | | | ($39,972.40) |
| **Total Overall Budget Cost** | | | ($7,982.00) |

The Total Overall Budget Cost must be $0.00

As you can see, the line item was added, and we still have $7,982.00 to account for.

The Total Revenue Budget Cost and the Total Overall Budget Cost are calculated from the Award Requested and Cash Match Contribution fields in the Project Information section.

8. Add the rest of your line items:



## New Line Item

**Budget Item Information**

| | |
|---|---|
| Category | Fringe Benefits |

Fringe benefits should be based on actual known costs.

| | |
|---|---|
| Item Type | Non-Personnel |
| Name* | Fringe Benefits for Taylor Smith |
| Direct Cost* | $7,982.00 |
| Non-Grant Funded | Yes |
| Grant Funded | $3,991.00 |
| Cash Match | $3,991.00 |  Dollar  Percentage |
| In-Kind Match | $0.00 |  Dollar  Percentage |
| Total Budgeted | $7,982.00 |
| Narrative | costs for a full-time position.<br>MBCC funding = $7,982 x .5 = $3,991.00<br>Other funding source (Foundation) =<br>$7,982 x .25 = $1,995.50<br>Other funding source (OVW Rural grant) =<br>$7,982 x .25 = $1,995.50 |

Create   Cancel

Your Total Overall Budget Cost must equal $0.00 before you can click "Mark as Complete".

**Expense Budget**

| Category | | | Grant Funded | Non-Grant Funded | Total Budgeted |
|---|---|---|---|---|---|
| + | Personnel | | $15,995.20 | $15,995.20 | $31,990.40 |
| | Taylor Smith | ✏ 🗑 | $15,995.20 | $15,995.20 | $31,990.40 |
| + | Fringe Benefits | | $3,991.00 | $3,991.00 | $7,982.00 |
| | Fringe Benefits for Taylor Smith | ✏ 🗑 | $3,991.00 | $3,991.00 | $7,982.00 |
| + | Travel | | $0.00 | $0.00 | $0.00 |
| + | Equipment | | $0.00 | $0.00 | $0.00 |
| + | Supplies | | $0.00 | $0.00 | $0.00 |
| + | Contracted Services | | $0.00 | $0.00 | $0.00 |
| + | Indirect | | $0.00 | $0.00 | $0.00 |
| + | Other | | $0.00 | $0.00 | $0.00 |
| | **Total Expense Budget Cost** | | **$19,986.20** | **$19,986.20** | **$39,972.40** |

**Revenue Budget**

**Grant Funding**

| | Grant Funded | Total |
|---|---|---|
| Award Requested | $19,986.20 | $19,986.20 |
| Subtotal | $19,986.20 | $19,986.20 |

**Non-Grant Funding**

| | Non-Grant Funded | Total |
|---|---|---|
| Cash Match | $19,986.20 | $19,986.20 |
| In-Kind Match | $0.00 | $0.00 |
| Subtotal | $19,986.20 | $19,986.20 |

| **Total Revenue Budget Cost** | **($39,972.40)** |
|---|---|
| **Total Overall Budget Cost** | **$0.00** |

If you did not enter anything in the Award Requested field in Project Information before starting your Budget, you will get the following message under Total Overall Budget Cost.

This just means you'll need to navigate back to the Project Information page and enter the required information.

**Revenue Budget**

**Grant Funding**

| | | |
|---|---|---|
| Award Requested | $0.00 | $0.00 |
| Subtotal | $0.00 | $0.00 |

**Non-Grant Funding**

| | | |
|---|---|---|
| Cash Match | $0.00 | $0.00 |
| In-Kind Match | $0.00 | $0.00 |
| Subtotal | $0.00 | $0.00 |

| **Total Revenue Budget Cost** | **$0.00** |
|---|---|
| **Total Overall Budget Cost** | **$31,990.40** |

The cash match total cannot exceed the cash match on the Project Information page.
The grant funded total cannot exceed the award requested on the Project Information page.
The Total Overall Budget Cost must be $0.00

## Performance Plan

In the Performance Plan of the application, you will identify the goals for your project. You will be required to report quarterly on your goals to evaluate the progress of your project.



1. Click "Add Goal."

   The New Goal window will pop open:

2. Select the Goal Type that best fits your goal:

**Milestone:** track completion of grant milestones (i.e. will you complete X?). This adds the Due Date field:



**Numeric:** capture a narrative response (i.e. How will you complete X?). This adds the Number To Be Achieved field:

3. Add all required information:



4. Click "Save."
   The Goal will be added in the Proposed Performance Plan section:



5. Click "Add Goal" to add the rest of your Goals.

   You must enter a minimum of three goals--up to a maximum of five goals--before you can click the "Mark as Complete" button.

## SUBMITTING YOUR APPLICATION

The application may be submitted when all sections (besides "Submit") on the progress tracker have green check marks:



**IMPORTANT NOTE:** *once the application is submitted, applicants cannot go back in and edit any of the sections. Therefore, before submitting the application, it is recommended that the applicant either:*

*Click each section on the progress tracker and review each section; and/or*

*Click the "Review" button to download and review a PDF version of the application and all uploaded documents.*

When you are ready to submit your application, click the "Submit" button.

You will get the following message when you have successfully submitted your application:
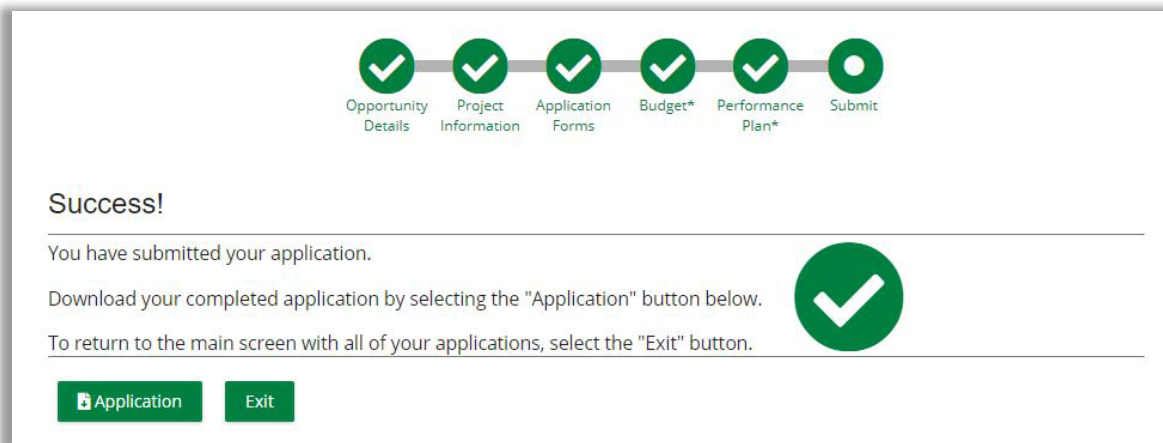


An email will be sent to the primary contact listed on the Project Information (**not** the email address used for registration) stating that the application was successfully submitted.

*IMPORTANT NOTE:* *applicants cannot edit an application once submitted.*

*While the applicants can withdraw an application and make edits to the withdrawn application, a withdrawn application can never be re-submitted.*

# QUESTION AND ANSWER SUBMISSION

Question and Answer Submission information can be found in the Question Submission Information section on the Opportunity Details page within each funding opportunity in AmpliFund.

1.  Navigate to the Funding Opportunities page on the MBCC website:

## MBCC Funding Opportunities

The grants listed below are the foundation for our *Building Blocks* to reduce crime and improve safety for Montana communities. Open the grant to view what the grant is about and what is required to apply.

**As MTIBRS is temporarily down, please use the Crime in Montana Data Request Form**

For more information about each grant program, please visit our Grant Descriptions page.

**2021 Funding Opportunities:** VOCA | VAWA | SASP | DVI | CESF
**2020 Funding Opportunities:** JRJ | VAWA Court | Tribal VOCA | Title II | RSAT | JAG

## 2021 Funding Opportunities

### 2021 VICTIMS OF CRIME ACT (VOCA)

The funding opportunity is now open.

**Apply:** https://tinyurl.com/mbcc-2021-voca
**Open Date:** December 21, 2020
**Close Date:** February 1, 2021 at 12:00 p.m. noon
**Questions & Answers:** VOCA Q&A
The Question & Answer period is **open until January 22, 2021.**

**Offeror's Call:** Tuesday, January 5, 2020 - 11:00 a.m - 12:00 p.m.

- **Join Zoom Meeting**
- **Join by phone:** +1 646 558 8656 or +1 406 444 9999
- **Meeting ID:** 975 0790 2815
- **Password:** 837369

2.  Locate the funding opportunity you would like to ask a question about and click the link next to "Apply."

You will be taken to the Opportunity Details page for the selected funding opportunity in AmpliFund:

3. Scroll down to the Question Submission Information section:



4. Follow the steps outlined in the Question Submission Additional Information section.

   MBCC staff will review your question and post the answer within the timeframe outlined.
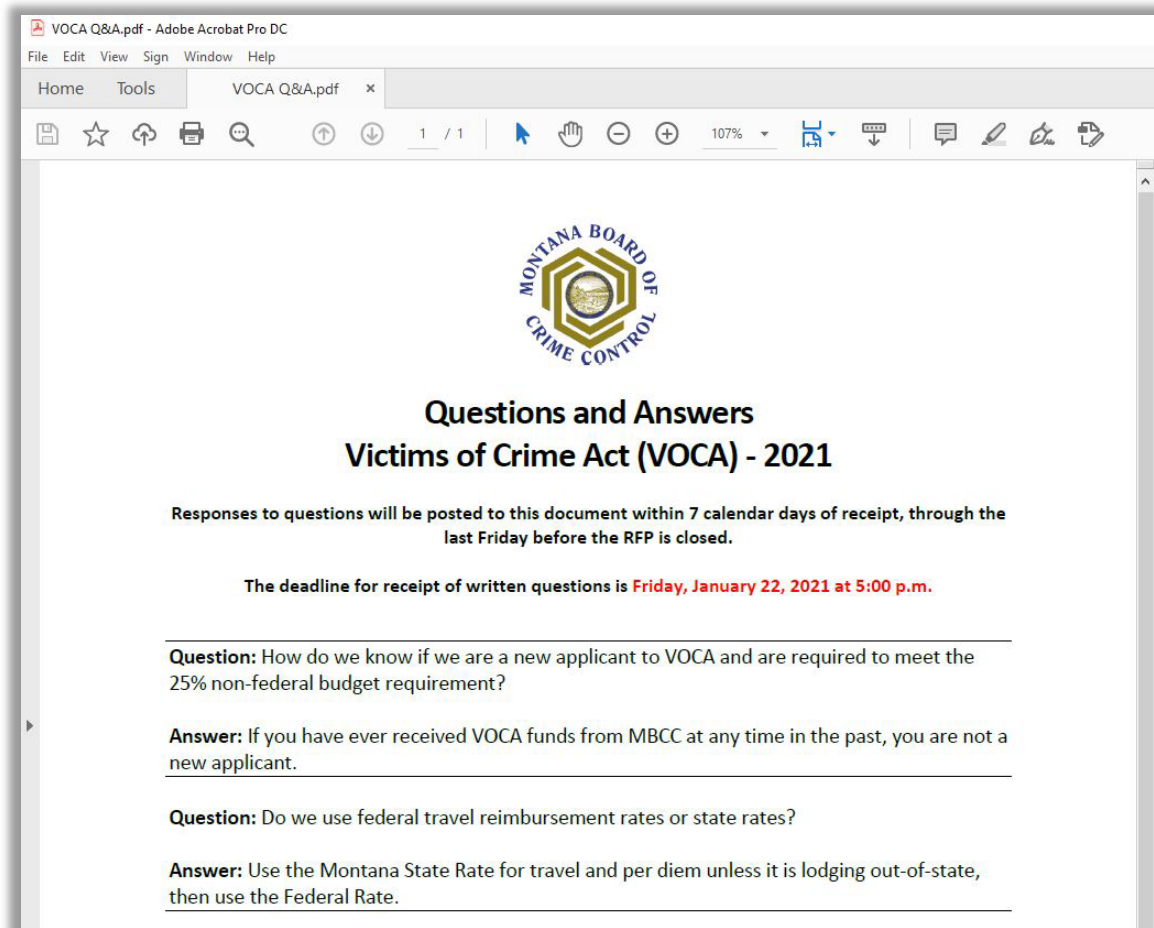
5. Your question and the answer will be posted in "Attachments:"



6. Click the link next to "Attachments" to download the Q&A document and view all questions and answers.

The Q&A document will be a PDF file that looks something like this:



If your question was not answered, please send an email to the address listed in the Opportunity Details page or by clicking the email link in the Q&A document.