

## Nebraska Rural Projects Act: Application Checklist

- Check Nebraska Rural Project Act [webpage](#) for current information
- Read the Nebraska Rural Projects Act Guidelines and the Application Guide in their entirety
- Review the Sample Application provided (**NOTE:** *Applications must be submitted electronically through AmpliFund. DED will NOT accept applications that are mailed or emailed to the Department.*)
- Gather information needed for the application:
  - Applicant's Federal Tax Identification Number (FEIN)
  - Applicant's Nebraska Secretary of State Account Number
  - Applicant's E-Verify Number(s) to be used at the Project location
  - Address and legal description of the Project's location
  - Current use of the Project's location
  - Applicant Resources (donations specifically for Project) itemized by donor type (e.g. individuals, 501(c) organizations, nongovernmental organizations, and federal, state, or local government)
  - A detailed description of the Project (**NOTE:** *Applicants will have 3,000 characters to describe the Project. A prepared description of the Project may be copied and pasted into the answer field*)
- Prepare documents to upload: (**NOTE:** *Applicants need to merge documents to create a single file where there are multiple documents for an upload category (e.g. multiple Project surveys need to be merged.)*)
  - Applicant's articles of incorporation or bylaws
  - The Project Schedule Template completed in the Excel spreadsheets provided by DED
  - Applicant's IRS 501(c) determination letter
  - Studies/survey results conducted regarding the Project (*Optional*)
  - Commitment letter from a primary rail carrier to provide service to the Project (*Optional*)
  - Land purchase option agreement(s) to secure the location for the Project (*Optional*)
  - Zoning approval for the Project (*Optional*)
- Submit Applicant's \$1,000.00 nonrefundable application fee (**NOTE:** *The application fee may be submitted before the application window opens*)
- Register for an account on AmpliFund (if you do not already have one)
  - User guide: [Registering for the Applicant Portal](#) (**NOTE:** *If you are a consultant applying on behalf of another organization, please read [3rd Party Consultant – Registering for the Applicant Portal](#)*)
  - Help video: [Getting Started – Registering and Application Portal](#)
- Review all resources to learn how to apply through AmpliFund
  - Other guides that may be helpful:
    - [How to Login to the Applicant Portal](#)
    - [Forgot Password](#)
    - [How to Add Users in the Applicant Portal](#)
      - Only needed if more than one person is creating or reviewing the application
  - Errors/Troubleshooting Help
    - [Completing the Application – General Errors](#)
    - [Browser Troubleshooting](#)
    - [How to Reset a Password](#)
  - Videos that may be helpful
    - [Opportunity Details & Project Information](#)
    - [Forms](#)
    - [Submitting and Downloading an App](#)

## Resources

- AmpliFund resources can be found at: <https://opportunity.nebraska.gov/amplifund/#application>