Applicant Portal Guide
2020 Developing Youth Talent Initiative (DYTI)

How to Apply to the 2020 DYTI Grant
If you are applying for the 2020 DYTI grant on behalf of an organization, please complete the following steps to register in the portal.

1. Click on the link to the 2020 DYTI application provided by the Nebraska Department of Economic Development.

2. Locate and click on the **Apply** button in the top right-hand corner

3. You will be brought to a page that asks you to either **Register** or **Log In**
   a. If you do not already have an AmpliFund username and password, click **Register**
   b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Log In**

Note: If you chose **Register**, you will be brought back to the 2020 DYTI program page upon completing registration. Once again, click the Apply button to begin the application

The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page’s name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.
Completing the Project Information Section
2020 Developing Youth Talent Initiative (DYTI)

Application Information section

1. Enter a name for your application in the Application Name field. The Application Name can be the name of your proposed program and/or the name of the organization you are applying with.

2. Enter the amount you are requesting, plus Cash Match, plus In-Kind in the Total Amount of Award Requested field.

   NOTE: Total Amount of Reward of Requested = Grant Funded + Cash Match + In-Kind Match. A later question will ask you for the Amount of DYTI funds requested.

   Ex. Suppose you are requesting $10,000 of DYTI funds and you have $5,000 cash match and $5,000 In-Kind Match. Total Amount of Award Requested is 20,000 = 10,000 + 5,000 + 5,000.

3. Enter the amount you are matching in the Total Amount of Cash Match field.

4. Enter the amount of In-Kind Match in the Total Amount of In-Kind Match field.

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Application Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Name*</td>
<td>Municipality Application</td>
</tr>
<tr>
<td>Total Amount of Award Requested*</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Calculated Amount of Cash Match</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Amount of Cash Match*</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Calculated Amount of In-Kind Match</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Amount of In-Kind Match*</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Primary Contact section

The fields in the Primary Contact section will auto-fill with the details provided from when you registered. If you are completing this application on behalf of an organization or if the Primary Contact person is someone other than yourself, populate the correct Name and details in the required fields.

*Fields marked with an asterisk are required

1. Enter the first and last name of the Primary Contact person in the Name field
2. Enter the email address of the Primary Contact person in the Email Address field
3. Enter the number and street name in the Address Line 1 field
4. Populate the City, State/Province and Postal Code fields accordingly
5. Once all required fields are populated, please click Mark as Complete

Note: In order to successfully submit an application, all sections must be marked as Complete

6. To move on to the next section of the application, click Save and Continue

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### Primary Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td>Ken Blein</td>
</tr>
<tr>
<td>Email Address*</td>
<td><a href="mailto:afnededtest+2@gmail.com">afnededtest+2@gmail.com</a></td>
</tr>
<tr>
<td>Address Line 1*</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
</tr>
<tr>
<td>State/Province*</td>
<td></td>
</tr>
<tr>
<td>Postal Code*</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

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Save  |  Mark as Complete  |  Save & Continue
Completing the Application Forms Section
2020 Developing Youth Talent Initiative (DYTI)

The Application Forms section contains 4 (four) forms:

- Each form needs to be clicked on, filled in per the instructions, and then Marked as Complete when finished
- If you have partially completed an Application Form and wish to save changes and return later, please click the Save button on the bottom of the form you are working on

The ‘Status’ column indicates the progress of each application form

- **New**: Application Form has not yet been clicked on. All forms will appear as ‘New’ the first time you access the application
- **In Progress**: Application Form has been partially completed, and Saved
- **Complete**: All required fields have been entered on an Application Form, and the form has been Marked as Complete
Printing Forms
Each form can be printed individually by clicking the 'Print' icon located in the same row of the form

*Note: Applicants will have the ability to print a completed version of the application in its entirety before final submission

Each Application Form must be “Marked as Complete” in order to successfully submit an application

Eligible to Submit Application:

Not Eligible to Submit Application:

* Note: The 'For Further Questions' form only contains DYTI contact information, however it still needs to be Marked as Complete.
Completing the Budget Section
2020 Developing Youth Talent Initiative (DYTI)

Access the Budget section by clicking the circle labeled Budget at the top of the page.

The Budget will display Categories that all proposed costs should be entered against.

<table>
<thead>
<tr>
<th>Category</th>
<th>Grant Funded</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment &amp; Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Evaluation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Marketing</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Space Renovation or Upgrades</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staff &amp; Personnel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
1. Begin entering line items for each Category, by clicking on the green ‘+’ next to the Category name.

2. Follow the instructions on how to complete the line items for each category.

- Type: Non-Personnel
- Name:
- Description:
- Direct Cost: $0.00
- Calculate Match: Yes
- Grant Funded: $0.00
- Cash Match Amount*: 0.00 %, Dollar
- In-Kind Amount*: 0.00 %, Dollar
- Total Budgeted: $0.00

3. Type in the line item name in the **Name** field
   - Ex: Supplies

4. Enter a description of the line item (if applicable) in the **Description** field

5. Enter the total amount of the line item (Grant Funded + Match) in the **Direct Cost** field
   - Ex: Grant Funded Amount = $50.00, Match Amount = $50.00, the Direct Cost should be $100

6. In the **Calculate Match** dropdown, select ‘Yes’ if entering Cash Match

7. Enter either the total dollar amount or percentage you are matching in the **Cash Match Amount** field, and select either ‘Dollar’ or ‘Percentage’

8. If you are proposing an In-Kind Match amount, enter that as a dollar amount or a percentage in the **In-Kind Amount** field.

9. Click **Save** to save your line item

10. Repeat steps 1-11 for all line items you would like to enter in your Proposed Budget

11. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button
Completing the Performance Plan Section

2020 Developing Youth Talent Initiative (DYTI)

Access the Performance Plan section by clicking the circle labeled Performance Plan at the top of the page.

Performance Plan

Proposed Performance Plan

Milestones Throughout the Project* + Add Goal
List the anticipated project milestones.

For each milestone please provide:
1. Name of milestone
2. Provide the projected completion date (due date)
In the Description box for each milestone:
3. Describe the activity, event, task, monitoring or evaluation
4. The anticipated output or outcome

Please include at least 5 milestones.

No items for strategy

Mark as Complete  Save & Continue

Please add at least 5 Milestones
For each milestone please provide:
1. Name of milestone
2. Provide the projected completion date (due date)
In the Description box for each milestone:
3. Describe the activity, event, task, monitoring or evaluation
4. The anticipated output or outcome
Click on + Add Goal to begin adding Milestones

1. A pop-up window will appear where information about the Milestone can be added.
2. Enter the name of the Milestone in the Name field
3. In the Description field, describe the activity, event, task, monitoring or evaluation
4. In the Due Date field, provide the projected completion date
5. Click Save

New Goal

Goal Information

<table>
<thead>
<tr>
<th>Goal Type*</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td></td>
</tr>
</tbody>
</table>

Save
Submitting your Application

2020 Developing Youth Talent Initiative (DYTI)

When you are ready to submit your application, click on the Submit button at the top of the page.

From the Submit page, you will be able to:

- Download and Review your completed application before or after submission
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page
- Submit your application

How to Download and Review your Application

- Click the green Review button to download a PDF of your completed application

How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be Marked as Complete.
- You can verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section
- When all sections have been Marked as Complete, submit your application by clicking on the green Submit button

NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS

Eligible to Submit Application:

You are about to submit your application, Test App, to Nebraska Department of Economic Development.

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.
Not Eligible to Submit Application:

- If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application.
- A message will appear on this page in red, notifying you of any uncompleted forms or sections.

You are about to submit your application, Test App, to Nebraska Department of Economic Development. 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.

You have forms that are either "New" or "In Progress" for this application!
You have empty strategies in the performance plan which require Goals!

Successful Submission:

- Once you have successfully submitted your application, a success message will appear on your screen and you will receive an email notifying you of the date and time of your submission.
- Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at https://ne.amplifund.com

Success!

You have submitted your application.
Download your completed application by selecting the "Application" button below.
To return to the main screen with all of your applications, select the "Exit" button.