

# Application User Guide

Developing Youth Talent Initiative (DYTI)

**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

For Program Specific questions (eligible projects, matching requirements, etc.), please see the Application & Program Guidelines.

## How to Apply

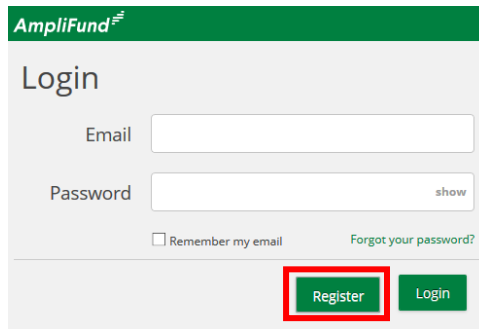
Click on the link to the DYTI application provided by the Nebraska Department of Economic Development.

Click on the **Apply** button in the top right.



You will be brought to a page that asks you to either **Register** or **Log In**.

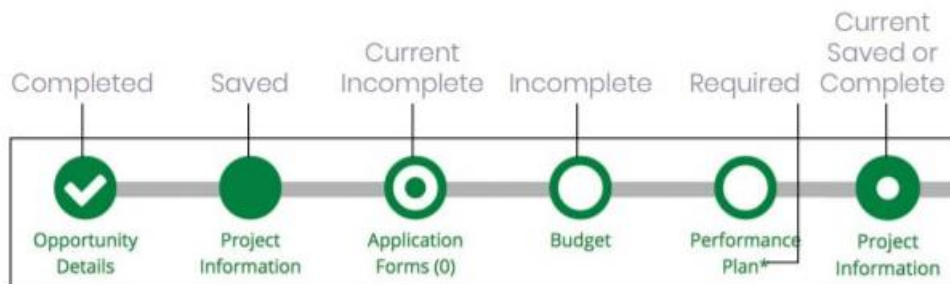
- a. If you do not already have an AmpliFund username and password, click **Register**. Please see the 'Registering for the Applicant Portal' user guide here for more information, <http://opportunity.nebraska.gov/amplifund/#FAQ-Application>
- b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.



**NOTE:** If you chose **Register**, you will be brought back to the program application 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, also known as the timeline. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

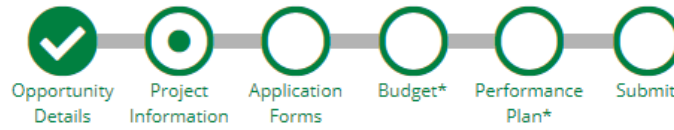
**NOTE:** The Progress Bar below is an example of the different statuses, your application may not include each section.



## Developing Youth Talent Initiative (DYTI)

### Application Progress Bar (Timeline)

**NOTE:** You do not need to complete the timeline sections in order. Although the Project Information will need to be completed before the Budget.



## Project Information Section

### Application Information

In the **Application Information** section, enter in your Application Name and Award/Contribution Amounts for the expected project.

<b>Application Information</b>		
Application Name*	<input type="text" value="Test Application"/>	Project Name
<b>How much are you requesting from the funder?</b>		
Award Requested*	<input type="text" value="\$30,000.00"/>	Grant Funds
<b>How much are you planning to contribute to the budget?</b>		
Cash Match Requirement	<input type="text" value="\$0.00"/>	
Cash Match Contributions*	<input type="text" value="\$5,000.00"/>	Cash Match
In-Kind Match Requirement	<input type="text" value="\$0.00"/>	
In-Kind Match Contributions*	<input type="text" value="\$2,500.00"/>	In-Kind Match
Total Award Budget	<input type="text" value="\$37,500.00"/>	

### Primary Contact Information

The fields in the **Primary Contact Information** section will auto-fill with the details provided from when you registered. If the Primary Contact person is someone other than yourself, complete the correct Name and details in the required fields (replacing your information with the appropriate contact).

**NOTE:** The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.

\*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. Enter the **Phone Number** of the Primary Contact.
6. 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

To move onto the next part of the application, click **Save and Continue**.

Save   ✓ Mark as Complete   Save & Continue

Primary Contact Information

Name\*

Email Address\*

Address Line 1\*

Address Line 2

City\*

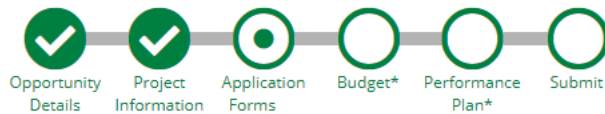
State/Province\*

Postal Code\*

Phone Number

## Application Forms Section

To navigate to the Forms section, click on the **Application Forms** timeline icon at the top.



Forms

Help   Download   Save & Continue

Name	Status	Print
Part 01: Developing Youth Talent Initiative	New	

Navigation: < < 1 > > 25 Items per page      1 - 1 of 1 items

- Each form needs to be clicked on, filled in per the instructions supplied on the respective form, 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.
- **Save & Continue** will move you onto the next section or form.


Save   ✓ Mark as Complete   Save & Continue

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.

Name	Status	Print
Part 01: Developing Youth Talent Initiative	New	

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

Each Application Form must be "Marked as Complete" in order to successfully submit an application.

### Eligible to Submit Application:

Forms 

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Part 01: Developing Youth Talent Initiative	Complete	

Navigation: < < 1 > > 25 items per page 1 - 1 of 1 items

### Not Eligible to Submit Application:

Forms

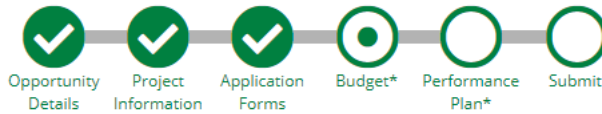
[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Part 01: Developing Youth Talent Initiative	In Progress	

Navigation: < < 1 > > 25 items per page 1 - 1 of 1 items

## Budget

To navigate to the Proposed Budget section, click on the **Budget** timeline icon at the top.



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

You will enter line items into the **Expense Budget**, the **Revenue Budget** are the amounts that you entered on the **Project Information** section.

**Proposed Budget**

**Expense Budget**

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Equipment & Supplies	\$0.00	\$0.00	\$0.00
+ Evaluation	\$0.00	\$0.00	\$0.00
+ Maintenance	\$0.00	\$0.00	\$0.00
+ Marketing	\$0.00	\$0.00	\$0.00
+ Other	\$0.00	\$0.00	\$0.00
+ Space Renovation or Upgrades	\$0.00	\$0.00	\$0.00
+ Staff & Personnel	\$0.00	\$0.00	\$0.00
+ Training	\$0.00	\$0.00	\$0.00
+ Transportation	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Revenue Budget**

Grant Funding		
Award Requested	\$30,000.00	\$30,000.00
<b>Subtotal</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>
Non-Grant Funding		
Cash Match	\$5,000.00	\$5,000.00
In-Kind Match	\$2,500.00	\$2,500.00
<b>Subtotal</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>Total Revenue Budget Cost (\$37,500.00)</b>		
<b>Total Overall Budget Cost (\$37,500.00)</b>		

The Total Overall Budget Cost must be \$0.00

Enter your line items here with the corresponding Category

Project Information section amounts

✓ Mark as Complete

Save & Continue

To create a line item, click the **+** sign to the left of the category.



After filling out the line item information, click **Create**.

When completing the budget, follow these guidelines:

1. Create multiple line items. Do not group all expenses into a generic category line item.
2. Provide detail with a well-defined description for each line item in the **Narrative** field.

## New Line Item

### Budget Item Information

Category

Dropdown of Categories

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. Grant funds may not be used for: indirect costs; wages or salaries that are already paid by the business or school (note: wages paid to compensate additional hours necessary to the project may be a reimbursable expense at the discretion of DED); alcohol, tobacco and entertainment; politically related activities (ex. lobbying services etc.); individual donations or fundraising activities; costs incurred outside of the contract period of the grant; and other costs deemed unallowable by DED. See the DYTl Guidelines for more information. See Budget User Guide for error explanations.

Item Type

Non-Personnel or Personnel

Name\*

Name Line Item

Direct Cost\*

Total Cost (Grant Funds + Matching Funds)

Non-Grant Funded

Yes – Includes Match

Total Budgeted \$750.00

No – Only Grant Funds (see below for Match example)

Narrative

Description of Line Item

Create

Cancel

Item Type:

Name\*:

Direct Cost\*:

Non-Grant Funded:

Grant Funded:  ← Grant Funded portion of Line Item (Auto calculated)

Cash Match:  ← Line Item includes Match

In-Kind Match:

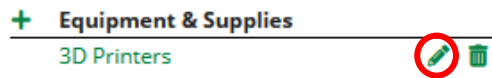
Total Budgeted:

Narrative:

Toggle to enter the Match Dollar amount or Percentage of Direct Cost  
  ↑

### Editing Line Items

To edit a line item that has already been created, click the **pencil icon** next to the Line Item.



After you are done editing the line item, click **Save**.

## Balanced Budget

Your Budget will be complete when the Expense Budget = (Revenue Budget).

### Budget

Budget View Settings

### Options

Line Items  Non-Grant Funded

Proposed Budget

### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
<b>+ Equipment &amp; Supplies</b>	\$22,500.00	\$7,500.00	\$30,000.00
3D Printers	\$18,750.00	\$6,250.00	\$25,000.00
Laptops	\$3,750.00	\$1,250.00	\$5,000.00
<b>+ Evaluation</b>	\$0.00	\$0.00	\$0.00
<b>+ Maintenance</b>	\$0.00	\$0.00	\$0.00
<b>+ Marketing</b>	\$750.00	\$0.00	\$750.00
Flyers Sent to Schools	\$750.00	\$0.00	\$750.00
<b>+ Other</b>	\$1,750.00	\$0.00	\$1,750.00
Software Licenses	\$1,750.00	\$0.00	\$1,750.00
<b>+ Space Renovation or Upgrades</b>	\$0.00	\$0.00	\$0.00
<b>+ Staff &amp; Personnel</b>	\$5,000.00	\$0.00	\$5,000.00
Careers Presentations	\$3,000.00	\$0.00	\$3,000.00
Equipment Training for Staff	\$2,000.00	\$0.00	\$2,000.00
<b>+ Training</b>	\$0.00	\$0.00	\$0.00
<b>+ Transportation</b>	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$30,000.00</b>	<b>\$7,500.00</b>	<b>\$37,500.00</b>

### Revenue Budget

Grant Funding		
Award Requested	\$30,000.00	\$30,000.00
<b>Subtotal</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>
Non-Grant Funding		
Cash Match	\$5,000.00	\$5,000.00
In-Kind Match	\$2,500.00	\$2,500.00
<b>Subtotal</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>Total Revenue Budget Cost</b>	<b>(\$37,500.00)</b>	
<b>Total Overall Budget Cost</b>	<b>\$0.00</b>	

Expense Budget =  
(Revenue Budget)

This Budget is balanced



✓ Mark as Complete

Save & Continue

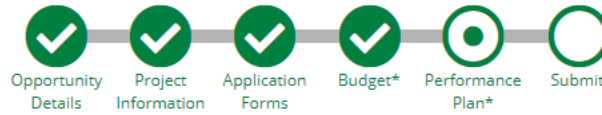
Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.

**Additional Resources:** For more information including if you have red text errors at the bottom of your budget, please view the 'Budget User Guide' or the 'Budget Error Guide' here, <http://opportunity.nebraska.gov/amplifund/#FAQ-Application>.



## Performance Plan

To navigate to the Goals section, click on the **Performance Plan** timeline icon at the top.



To create a strategy goal, click the **+** next to the corresponding strategy name.

### 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.

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.

## Flyers sent to Schools

Goal Information

Goal Type\* Milestone

Name\* Flyers sent to Schools

Description Flyers have been printed, and distributed to the 5 participating schools.

Due Date 5/31/2021

Save

Click **Save** when you are done.

Flyers sent to Schools

Milestone

Flyers have been printed, and distributed to the 5 participating schools.

Equipment Ready

Milestone

All printers, monitors, software has been received and installed. Ready for training Staff.

## Editing a Goal

To edit a goal that has already been created, click the **pencil icon**.



After you are done editing the line item, click **Save**.

## Completing the Performance Plan

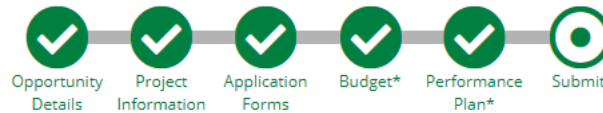
You will need to create at least 5 goals for the “Milestones Throughout the Project” strategy.

When you are done creating goals on the Performance Plan, click the **Mark as Complete** button.



## Submitting your Application

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



From the Submit page, you will be able to:

- Download 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

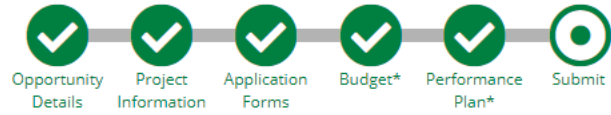
- Click the green **Review** button to download a PDF of your completed application.



## 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.

## Eligible to Submit Application:



Application Name



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

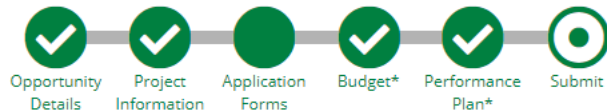
Take the time to review your application by using the timeline above. You can select any section and jump to that page.

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 Application**, 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!



## Successful Submission

- Once you have successfully submitted your application, a success message will appear on your screen and the Primary Contact Email Address (entered on the Project Information section) will receive an email notifying of the date and time of the submission, 'Application Submit Success Notification'.
  - The Application Preparer will receive the 'Application Status Change Notification' automated responses.
- The Application Status (e.g. Submitted, Unsubmitted, Approved, Rejected) can be checked by the Application Preparer by logging into the Applicant Portal at <https://ne.amplifund.com>.
- Once 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.



 Application

Exit