CCCFF - How To Request Your Advance
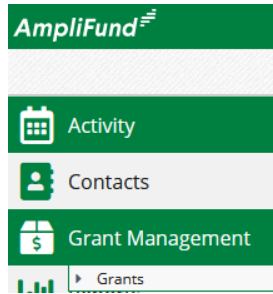
Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

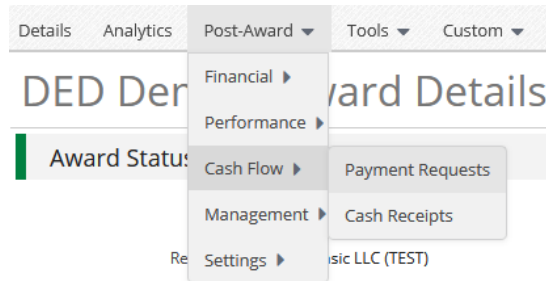Your advance will not be approved until you have signed your contract.

You will create a Payment Request to initiate the advance process.

How to Create the Advance

Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose your Grant]

Post-Award (tab) > Cash Flow > Payment Requests

Click the **+ icon** in the top right.

Payment Request Name: Payment Request #1 – Initial Advance

Date Created: Today's date

Related Reporting Period(s): Leave blank

Payment Type: Advance

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AmpliFund

In the Financial Detail section, enter your advance amount in the **Projected Expenses** field communicated to you by your Program Manager. This will be __50%__ of your Grant-Funded Amount.

Keep **Match Contribution** to $0.

In the **Requested Amount**, enter the same amount as the **Projected Expenses**.

Financial Detail

Expenses

Remaining Balance	$15,000.00 ⓘ
Projected Expenses	$5,000.00

Contributions

Match Contribution	$0.00 ✏
Net Contribution	$0.00

Totals

Net Total	$0.00
Requested Amount*	$5,000.00
Remaining Grant Balance	$15,000.00

Example: Requesting a $5,000 advance of grant funds

Optional – adding additional Comments or Uploading File(s).

If you are done, click **Submit**. If you do not want to submit yet, you can **Create** and come back later to submit.

Create   Submit   Cancel

Submitting the Payment Request will notify your Program Manager.

The **Recipient Grant Manager** assigned on your Award will receive an email notification when your Payment Request has been approved or rejected by your Program Manager.