

Application User Guide

2022 Civic and Community Center Financing Fund (CCCFF)

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

- For Program Specific questions (e.g., eligible projects, matching requirements, etc.), please see the CCCFF Application & Program Guidelines available on the CCCFF webpage, <https://opportunity.nebraska.gov/ccff>.
- **NOTE:** To be considered for an award, you must submit a pre-application (i.e., letter of intent) and a full application. For more information, refer to the CCCFF Application and Program Guidelines.

NOTE for External Users

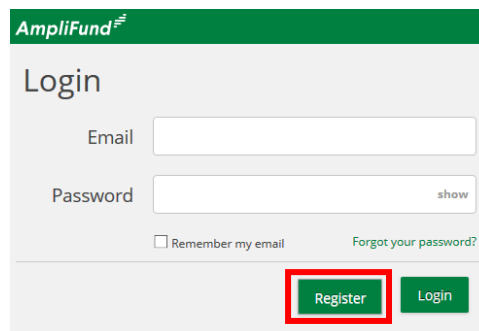
If you are an External User applying on behalf of another organization, you need to be added as a user to the applicant organization’s account. See the “How to Add Users” for more information. You will then log-in to the applicant organization’s account. After verifying that you are in the correct account, navigate to the applicant portal.

How to Apply

1. Click on the link to the 2022 Full-App CCCFF application provided by the Nebraska Department of Economic Development.
2. Click on the **Apply** button in the top right.



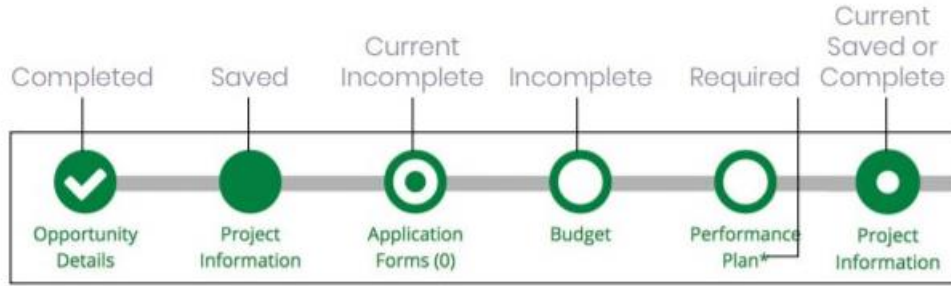
3. You will be brought to a page that asks you to either **Register** or **Log In**.
 - a. If you do not already have an AmpliFund username and password, click **Register**. Please see the ‘Registering for the Applicant Portal’ user guide here for more information, <http://opportunity.nebraska.gov/amplifund/#FAQ-Application>
 - 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 choose **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.



2022 Civic and Community Center Fund (CCCF)

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.

Application Information

Application Name* Project Name

How much are you requesting from the funder?

Award Requested* Grant Funds

How much are you planning to contribute to the budget?

Cash Match Requirement ⓘ

Cash Match Contributions* Cash Match

In-Kind Match Requirement ⓘ

In-Kind Match Contributions* In-Kind Match

Total Award Budget

Requirements

Award Requested (Grant Funds) Minimum and Maximum: Planning grants are available for \$3,000 – \$15,000. Construction grants are available for a minimum of \$15,000 and a maximum as defined in the appropriate Grant Maximum Schedule.

Cash Match Minimum: 1:1 of Award Requested (See below if using In-Kind Match)

In-Kind Match: Not Required, Optional. At least ½ of the match must be in cash and the other ½ can be in-kind.

If using In-Kind Match resulting in the Cash Match to be less than the Cash Match Requirement field (1:1 of Award Requested), you will see red text stating “Contributions is less than funder cash match requirement.” You will still be able to **Mark as Complete** the Project Information section after filling out the Primary Contact Information fields.

How much are you planning to contribute to the budget?

Cash Match Requirement	\$15,000.00 ⓘ	
Cash Match Contributions*	<input type="text" value="\$7,500.00"/>	Contribution is less than funder cash match requirement.
In-Kind Match Requirement	\$0.00 ⓘ	
In-Kind Match Contributions*	<input type="text" value="\$7,500.00"/>	
Total Award Budget	\$30,000.00	

- **NOTE:** If the information submitted with the pre-application is different from the full application for any reason (e.g., change of primary contact, award amount requested, etc.), please be sure the full application reflects the most current information.

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

5. Enter the first and last name of the Primary Contact person in the **Name** field.
6. Enter the email address of the Primary Contact person in the **Email Address** field.
7. Enter the number and street name in the **Address Line 1** field.
8. Populate the **City, State/Province, and Postal Code** fields accordingly.
9. Enter the **Phone Number** of the Primary Contact.
10. 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.

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

Primary Contact Information

Name* John Doe

Email Address* john.doe@test.com

Address Line 1* 123 Main St

Address Line 2

City* Lincoln

State/Province* NE

Postal Code* 68505

Phone Number 4021234567

Application Forms Section

12. 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: Application General Information	New	Print icon
Part 02: Project Information	New	Print icon
Part 03: Confirmation of Eligibility	New	Print icon

Navigation: 1 - 3 of 3 items, 25 items per page

- 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.

Name	Status
Part 01: Application General Information	Complete
Part 02: Project Information	In Progress
Part 03: Confirmation of Eligibility	New

- **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: Application General Information	Complete	

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: Application General Information	Complete	
Part 02: Project Information	Complete	
Part 03: Confirmation of Eligibility	Complete	

Navigation: < 1 > 25 items per page 1 - 3 of 3 items

Not Eligible to Submit Application:

Forms

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

Name	Status	Print
Part 01: Application General Information	Complete	
Part 02: Project Information	Complete	
Part 03: Confirmation of Eligibility	New	

Navigation: < 1 > 25 items per page 1 - 3 of 3 items

Budget

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



The Budget will display **Categories** (e.g., Construction, Consultant Fees – Construction Only, Consultant Fees – Planning Only, Fixed Equipment and Furnishings, Other Ineligible Project Costs) that all proposed costs should be entered against.

15. You will enter line items into the **Expense Budget** to account for all proposed costs associated with the project (e.g., for a capital construction grant, you may enter a line item under the “Construction” category for costs associated with demolition, renovation, etc.). These line items may be a high level description of categorized costs. The **Revenue Budget** reflects the amounts that you entered on the **Project Information** section.

NOTE: Please enter line items associated with eligible expenses for the appropriate Budget Categories. Any ineligible expenses should be categorized under the “Other Ineligible Project Costs” category.

Proposed Budget			
Expense Budget			
Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Consultant Fees - Planning Only	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00
Revenue Budget			
Grant Funding			
Award Requested	\$15,000.00		\$15,000.00
Subtotal	\$15,000.00		\$15,000.00
Non-Grant Funding			
Cash Match		\$15,000.00	\$15,000.00
In-Kind Match		\$3,000.00	\$3,000.00
Subtotal		\$18,000.00	\$18,000.00
Total Revenue Budget Cost			(\$33,000.00)
Total Overall Budget Cost			(\$33,000.00)

The Total Overall Budget Cost must be \$0.00

Enter your line items here with the corresponding Category

Project Information section amounts

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



New Line Item

Budget Item Information

Category ▼ Dropdown of Budget 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. There is a 50% minimum Cash Match requirement (If the grant funds are \$100, you must match \$100 (50% of \$200)). 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. See CCCFF Application and Program Guidelines for more information.

Item Type ▼ Non-Personnel or Personnel

Name* Name Line Item

Direct Cost* Total Cost (Grant Funds + Matching Funds)

Non-Grant Funded ▼ Mark **Yes** if both Grant and Match funds will be used to pay for this cost.

Total Budgeted Mark **No** if only Grant Funds will be used. (see below for example using both grant and matching funds)

Narrative Description of Line Item

Create

Cancel

Example Screen where expense will be paid using grant funds and matching funds:

Name*

Direct Cost*

Non-Grant Funded ▼ Line Item includes Matching Funds

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

Cash Match

In-Kind Match

Total Budgeted

Narrative

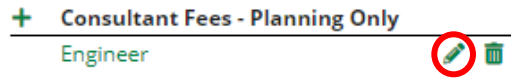
Dollar ▼ Use toggle to enter the Match *Dollar* amount or *Percentage* of Direct Cost. Remember there is a 1:1 match requirement, 50% of which must be in cash.

Dollar ▲

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

Editing Line Items

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



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

Balanced Budget

20. 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
+ Consultant Fees - Planning Only	\$15,000.00	\$18,000.00	\$33,000.00
Engineer	\$10,000.00	\$0.00	\$10,000.00
Supplies	\$3,500.00	\$9,500.00	\$13,000.00
Survey	\$1,500.00	\$8,500.00	\$10,000.00
Total Expense Budget Cost	\$15,000.00	\$18,000.00	\$33,000.00

Revenue Budget

Grant Funding		
Award Requested	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00
Non-Grant Funding		
Cash Match	\$15,000.00	\$15,000.00
In-Kind Match	\$3,000.00	\$3,000.00
Subtotal	\$18,000.00	\$18,000.00
Total Revenue Budget Cost		(\$33,000.00)
Total Overall Budget Cost		\$0.00

Expense Budget = (Revenue Budget)

This Budget is balanced

21. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button. To move onto the next part of the application, click **Save and Continue**.

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>.

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

22. 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.

23. When all sections have been **Marked as Complete**, submit your application by clicking on the green **Submit** button.



Eligible to Submit Application:



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:

24. 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.
25. 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.



Successful Submission

26. 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'.
 - a. The Application Preparer will receive the 'Application Status Change Notification' automated responses.
27. 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>.
28. 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.

