

## Pre-Application: Letter of Intent

Civic and Community Center Financing Fund (CCCCF)

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

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

### How to Apply

Click on the link to the Pre-App CCCFF 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**.

- 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>
- If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.

A screenshot of the AmpliFund application portal. At the top is a green header with the AmpliFund logo. Below the header, the word 'Login' is centered. There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'show' link. Below the input fields, there is a checkbox for 'Remember my email' and a link for 'Forgot your password?'. At the bottom, there are two green buttons: 'Register' and 'Login'. The 'Register' button is highlighted with a red box.

**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.

## 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*	<input type="text" value="CCCCFF Demo"/> <b>Project Name</b>
<b>How much are you requesting from the funder?</b>	
Award Requested*	<input type="text" value="\$11,000.00"/> <b>Grant Funds</b>
<b>How much are you planning to contribute to the budget?</b>	
Cash Match Requirement	\$11,000.00 ⓘ
Cash Match Contributions*	<input type="text" value="\$11,000.00"/> <b>Cash Match</b>
In-Kind Match Requirement	\$0.00 ⓘ
In-Kind Match Contributions*	<input type="text" value="\$5,000.00"/> <b>In-Kind Match (Optional)</b>
Total Award Budget	\$27,000.00

### 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.

<b>How much are you planning to contribute to the budget?</b>	
Cash Match Requirement	\$15,000.00 ⓘ
Cash Match Contributions*	<input type="text" value="\$7,500.00"/> <b>Contribution is less than funder cash match requirement.</b>
In-Kind Match Requirement	\$0.00 ⓘ
In-Kind Match Contributions*	<input type="text" value="\$7,500.00"/>
Total Award Budget	\$30,000.00

## 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).

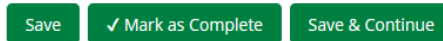
**NOTE:** *The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.*

\*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**.

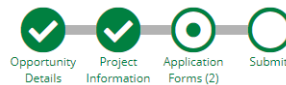
**NOTE:** *In order to successfully submit an application, all sections must be marked as Complete*

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



## Application Forms Section

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



Forms



Name	Status	Print
Part 01: Applicant Information & Letter of Intent	New	
For Further Questions	New	

items per page
 1 - 2 of 2 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.




The 'Status' column indicates the progress of each application form.

Name	Status
Part 01: Applicant Information & Letter of Intent	Complete
For Further Questions	In Progress

- **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: Applicant 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: Applicant Information & Letter of Intent	Complete	
For Further Questions	Complete	

 25 items per page 1 - 2 of 2 Items

## Not Eligible to Submit Application:

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

Name	Status	Print
Part 01: Applicant Information & Letter of Intent	Complete	
For Further Questions	New	

 25 items per page 1 - 2 of 2 Items

**NOTE:** The 'For Further Questions' form only contains Program Specific contact information. However, it still needs to be Marked as complete to submit the 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.

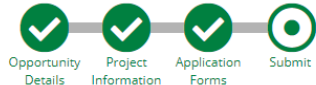
## How to Download and Review your Application

- 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

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You are about to submit your application, **CCCFF Demo**, to **Nebraska Department of Economic Development**.

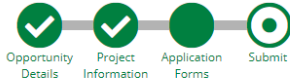
Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

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## 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.



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You are about to submit your application, **CCCFF Demo**, 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.

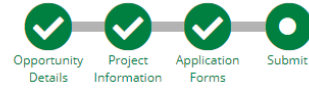
You have forms that are either "New" or "In Progress" for this application!

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## Successful Submission

- Once you have successfully submitted your application, a success message will appear on your screen and the Registered User in the Applicant Portal will receive an email notifying you of the date and time of your submission.
- To be considered for an award, you must submit a pre-application (i.e., letter of intent) and a full application. The full application becomes available and accessible to applicants on January 15. For more information, refer to the CCCFF Application and Program Guidelines available on the CCCFF webpage, <https://opportunity.nebraska.gov/cccff>.

- **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.
- Once submitted, no changes can be made to the pre-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