How to Fill out a Form on your Grant Award

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

Viewing Available Forms

- Navigate to your Grant
  - On the left navigation click Grant Management > Grants > [Select your Grant]
- Click on Custom tab
  - A dropdown will show any forms that have been assigned to your grant
    - *NOTE: Not all of these forms may be required. Please refer to your program guidance or program rep with any questions.*
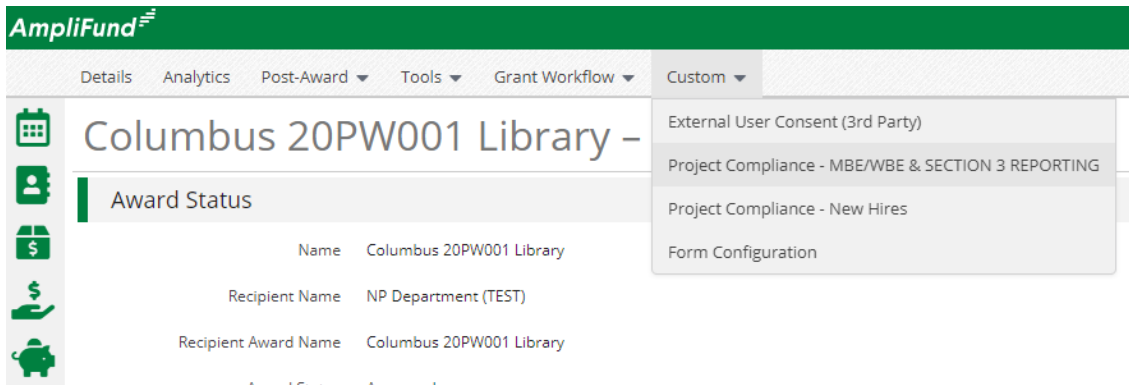
- Click on the form you need to complete (e.g. Project Compliance – MBE/WBE & SECTION 3 REPORTING).

Completing an Assigned Form

- After selecting the appropriate form, a new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.
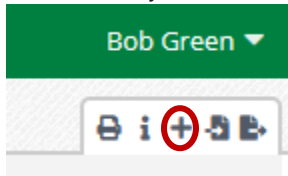
- Once the Required Fields (indicated by an '*') are filled out, the user can now click the "Create" button, located near the lower right-hand corner.
- Any existing forms will appear in this list. Select the field that is green and underlined to view any previously created forms.
  - If the form is not complete and edits need to be made. Click the pencil symbol next to the grant number to edit.

Last revised: 1/14/2021