

Application User Guide

2021 Site and Building Development Fund (SBDF)

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

1. Click on the link to the 2021 SBDF Application provided by the Nebraska Department of Economic Development.
2. Click on the **Apply** button in the top right.

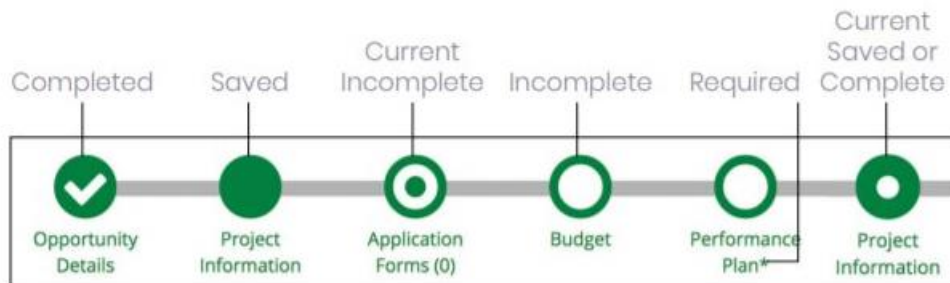


3. You will be brought to a page that asks you to either **Register** or **Log In**.
 - a. If you do not already have an AmpliFund username and password, click **Register**. Please see the 'Registering for the Applicant Portal' user guide here for more information, <http://opportunity.nebraska.gov/amplifund/#application>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

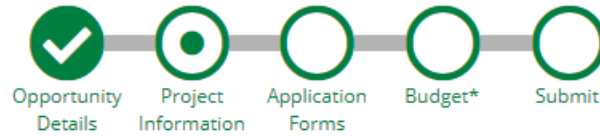
NOTE: The Progress Bar below is an example of the different statuses, your application may not include each section.



2021 Site and Building Development Fund (SBDF)

Application Progress Bar (Timeline)

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



Project Information Section

Application Information

4. 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 \$0.00

Cash Match Contributions* Cash Match

Total Award Budget \$200,000.00

Requirements

Cash Match Minimum: 100% of Award Requested

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*

Email Address*

Address Line 1*

Address Line 2

City*

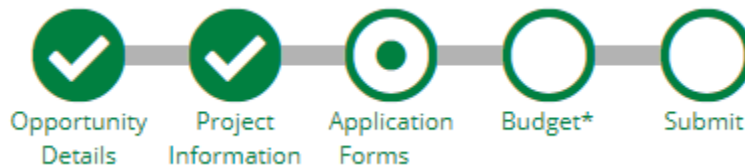
State/Province*

Postal Code*

Phone Number

Application Forms Section

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



Forms



Name	Status	Print
2021 SBDF Application	New	

25 items per page
 1 - 1 of 1 items

Filling Out Forms

- 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 to the next section or form.



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

Name	Status
Part 01:	Complete
Part 02:	In Progress
Part 03:	New
Part 04:	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
2021 SBDF Application	New	

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

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

Eligible to Submit Application:

NOTE: The forms in the picture below may not match those in your application.

Forms

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

Name	Status	Print
Part 01:	Complete	
Part 02:	Complete	
Part 03:	Complete	
Part 04:	Complete	

25 items per page
 1 - 4 of 4 items

Not Eligible to Submit Application:

NOTE: The forms in the picture below may not match those in your application.

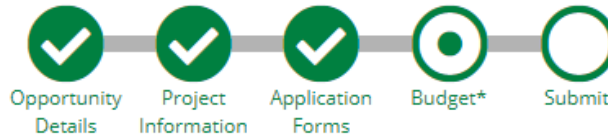
Forms Help Download Save & Continue

Name	Status	Print
Part 01:	Complete	Print
Part 02:	Complete	Print
Part 03:	Complete	Print
Part 04:	In Progress	Print

Navigation: 1 25 items per page 1 - 4 of 4 items

Budget

14. 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.

15. You will enter line items into the **Expense Budget**. The **Revenue Budget** shows the amounts that you entered in the **Project Information** section.

Proposed Budget

Expense Budget			
Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Building Construction	\$0.00	\$0.00	\$0.00
+ Electrical Substation/Distribution	\$0.00	\$0.00	\$0.00
+ Engineering	\$0.00	\$0.00	\$0.00
+ Infrastructure Development	\$0.00	\$0.00	\$0.00
+ Land and Building Acquisition	\$0.00	\$0.00	\$0.00
+ Natural Gas	\$0.00	\$0.00	\$0.00
+ Others - describe activity	\$0.00	\$0.00	\$0.00
+ Planning	\$0.00	\$0.00	\$0.00
+ Public Fac. & Improvements	\$0.00	\$0.00	\$0.00
+ Sanitary Sewers	\$0.00	\$0.00	\$0.00
+ Site Preparation	\$0.00	\$0.00	\$0.00
+ Storm Sewers	\$0.00	\$0.00	\$0.00
+ Streets	\$0.00	\$0.00	\$0.00
+ Telecommunications	\$0.00	\$0.00	\$0.00
+ Water Source/Well/Distribution	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget		
Grant Funding		
Award Requested	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00
Non-Grant Funding		
Cash Match	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00
Total Revenue Budget Cost (\$200,000.00)		
Total Overall Budget Cost (\$200,000.00)		

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.



As you are creating line items, keep in mind that you will have to log expenses against the line items you create. Create the line items with enough detail to make your expense tracking easy and clear. A good rule of thumb is that you will have one receipt per expense.

When completing a budget, include as much detail as you can:

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

Line Item: Grant Funds only (No Match)

New Line Item

Budget Item Information

Category	Engineering	Dropdown of Categories
Item Type	Non-Personnel	Non-Personnel or Personnel
Name*	Consultant	Name Line Item
Direct Cost*	\$50,000.00	Total Cost (Grant Funds + Matching Funds)
Non-Grant Funded	No	Yes – Includes Match No – Only Grant Funds (see below for Match example)
Total Budgeted	\$50,000.00	
Narrative	Evaluation of project.	Description of Line Item

Create Cancel

Line Item: Match

Category **Building Construction**

Round Amounts to the nearest hundred dollars. In the "Narrative" field, identify the sources such as the business, city, CDBG, etc.

Item Type **Non-Personnel**

Name*

Direct Cost*

Non-Grant Funded **Yes** **Line Item includes Match**

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

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

Total Budgeted \$75,000.00

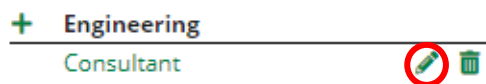
Narrative

Create

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).

Proposed Budget				
Expense Budget				
Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ Building Construction		\$50,000.00	\$25,000.00	\$75,000.00
Materials	 	\$50,000.00	\$25,000.00	\$75,000.00
+ Electrical Substation/Distribution		\$0.00	\$0.00	\$0.00
+ Engineering		\$50,000.00	\$0.00	\$50,000.00
Consultant	 	\$50,000.00	\$0.00	\$50,000.00
+ Infrastructure Development		\$0.00	\$75,000.00	\$75,000.00
Infrastructure development	 	\$0.00	\$75,000.00	\$75,000.00
+ Land and Building Acquisition		\$0.00	\$0.00	\$0.00
+ Natural Gas		\$0.00	\$0.00	\$0.00
+ Others - describe activity		\$0.00	\$0.00	\$0.00
+ Planning		\$0.00	\$0.00	\$0.00
+ Public Fac. & Improvements		\$0.00	\$0.00	\$0.00
+ Sanitary Sewers		\$0.00	\$0.00	\$0.00
+ Site Preparation		\$0.00	\$0.00	\$0.00
+ Storm Sewers		\$0.00	\$0.00	\$0.00
+ Streets		\$0.00	\$0.00	\$0.00
+ Telecommunications		\$0.00	\$0.00	\$0.00
+ Water Source/Well/Distribution		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$100,000.00	\$100,000.00	\$200,000.00
Revenue Budget				
Grant Funding				
Award Requested		\$100,000.00		\$100,000.00
Subtotal		\$100,000.00		\$100,000.00
Non-Grant Funding				
Cash Match			\$100,000.00	\$100,000.00
Subtotal			\$100,000.00	\$100,000.00
Total Revenue Budget Cost		(\$200,000.00)		
Total Overall Budget Cost				\$0.00

Expense Budget =
(Revenue Budget)

This Budget is balanced

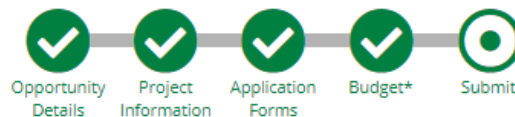


21. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.

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

Submitting your Application

22. 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

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



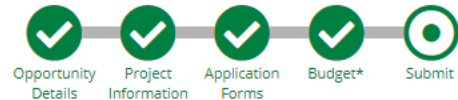
How to Submit Application

- 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.
 - NOTE:** Whatever section you are in (like the 'Submit Section'), will have a circle, not a checkmark.
24. 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**.

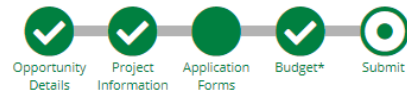
Take the time to review your application by using the timeline above. You can select any section and jump to that page.

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:

25. 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.
26. 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

27. 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.
28. 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>.
29. 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.

