URBAN AGRICULTURE GRANT PROGRAM APPLICANT USER GUIDE

How to Apply: Urban Agriculture Grant Program

Creating a Login for AmpliFund:

- ○ **Navigation:** Click on the application link provided by the CDFA Urban Agriculture Grant Program > Click Apply > Enter in your email > Enter in a Password > Click Register
  - ▪ **Note*** If you have already registered with AmpliFund, simply enter in the email and password that you previously registered with and click Login.

Starting your application:

- ○ After registering or logging in, AmpliFund will take you back to the application page, you will click the "Apply" button a second time.
- ○ **Navigation:** Click Apply > Begin to work through and fill in the displayed fields. If you wish to move to a different part of the application, click save > then click on the circle on the Progress bar that represents the section you would like to move to.

The Progress Bar:

Opportunity Details — Evaluation & Scoring — Project Information — Application Forms — Budget* — Submit

- ○ **Purpose:** Creates a visual of where you are at in the application process. Allows you to skip to different parts of the application and shows when each section of the application has been completed.
  - ▪ **Note*** You do not have to complete the application in the order displayed by the progress bar, you do have the ability to move around to different part of the application.

Utilizing the Different Save Options:

- ○ **Purpose:** There are several options to save your work in each section/page of the application.
  - ▪ **The "Save" Button:** This button can be found at the top or bottom of each page in the application. This button simply allows you to save your work on a specific page at any point in time. When you use this button, the system will keep you on the same page.
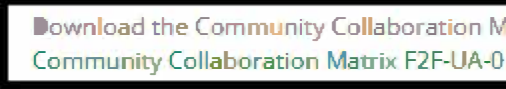
- **The "Save and Continue" Button:** This button can be found at both the top and bottom of each page in the application. When you use this button, the system will save your current work for a page but will automatically take you to the next section of the application.

- **The "Mark as Complete" Button:** This can be found at the bottom of each application section. In order to use this button, all required information must be filled out on a page. When you used this button, it will not only save your work on your current page but will update your status bar with a check mark for that particular section. Before you are able to submit, all sections of the application must be marked as complete.

- **Note*** In order for your work to be saved, you must use one of these save options on every page you work on or edit.

- **Remember,** you can always click save, log off, and then log back into AmpliFund to resume you application at any time.

Working through the Application:

o **Opportunity Details:**

- Upon clicking on the Apply button you will be taken to the Project Information section of the application. You might notice that at this point the Opportunity Details section will be marked as complete.

- This section is all the information you were shown on the "Apply" screen. This section does not have any fields that an Applicant must populate but is a great reference for information about the grant as a whole.

- If you ever want to reference back to this section, simply click on the opportunity details circle on the progress bar.

o **Project Information:**

- This section will ask you for some general information regarding your application.

- **Fields to Note:**

- **The Cash Match and In-Kind Match Requirement** is **zero**, simply leave the contribution fields as zero and move on.

- **Application Forms:**
  - The CDFA Urban Agriculture Grant Program requires that you complete both forms hyperlinked in this section.
  - Simply click on the hyperlink of each form to access it and fill out the required information.
  - **Note*** All fields with an * are required for you to be able to "Mark as Complete" the form and submit your application.
  - **Things to Consider:**
    - Each question is separated by a horizontal line.
    - For questions that ask you to download a form, fill in information, and then upload the form the process will look as follows:
      - Click the green hyperlink to download the form. Ex.

        > Download the Community Collaboration Matrix here
        > Community Collaboration Matrix F2F-UA-01.pdf

      - Then fill in the information on your downloaded copy.
      - Save the completed copy to your computer.
      - Then click the "Choose File" button and select your completed version of the form. Ex. (Next Page)
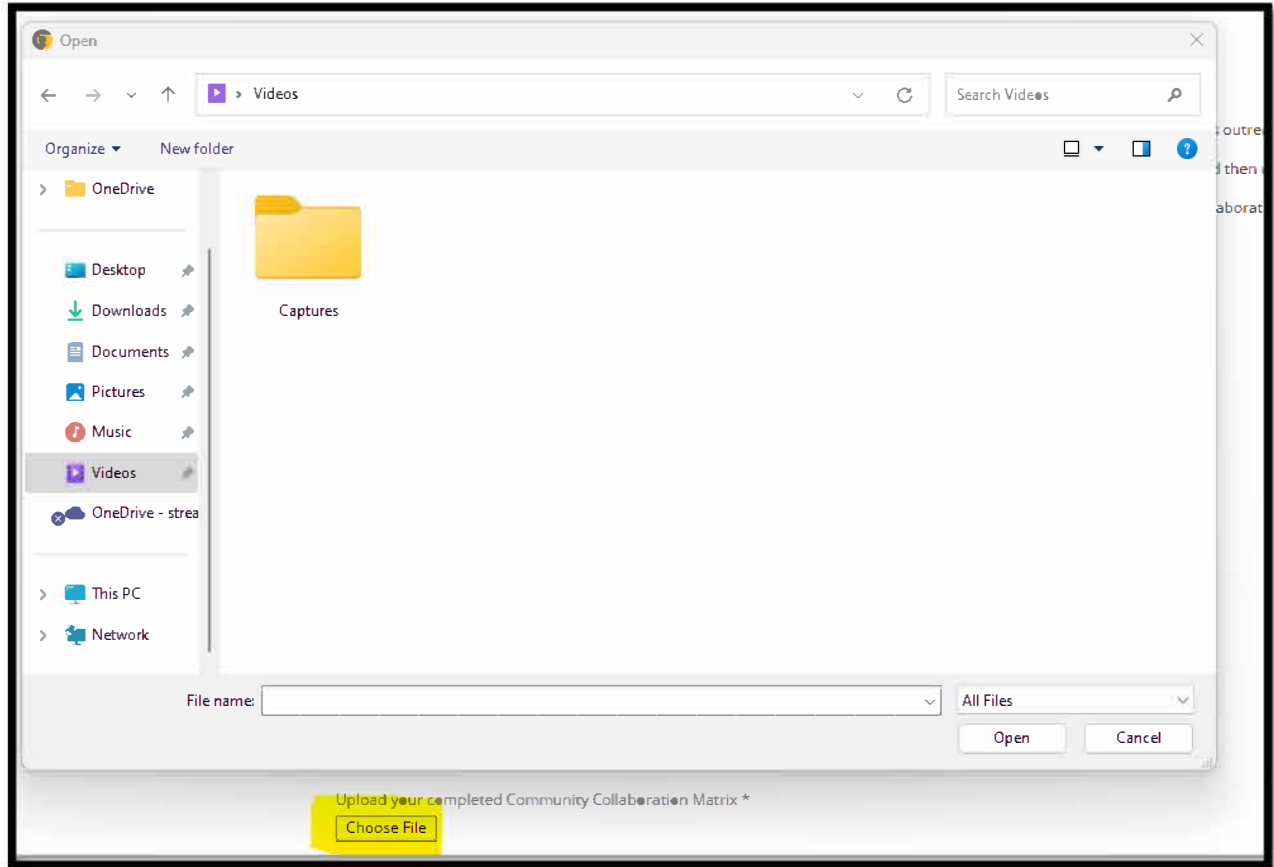
- o **Budget:**
  - ▪ **Adding a line item:** Begin by clicking the plus sign next to the budget category you wish to put in the line-item in. This will prompt a pop-up box that you are to fill out. The fields in this pop-up box are listed and detailed below. (See Picture Below)

Budget

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
➕ Personnel	$0.00	$0.00	$0.00
➕ Fringe Benefits	$0.00	$0.00	$0.00
➕ Travel	$0.00	$0.00	$0.00
➕ Equipment	$0.00	$0.00	$0.00
➕ Supplies	$0.00	$0.00	$0.00
➕ Indirect Costs	$0.00	$0.00	$0.00
➕ Other Costs	$0.00	$0.00	$0.00
➕ Procurement Contracts	$0.00	$0.00	$0.00
➕ Subawards (Subgrants)	$0.00	$0.00	$0.00
Total Expense Budget Cost	**$0.00**	**$0.00**	**$0.00**

Revenue Budget

Grant Funding

Award Requested	$7,000.00		$7,000.00
Subtotal	**$7,000.00**		**$7,000.00**

Non-Grant Funding

Cash Match		$500.00	$500.00
In-Kind Match		$0.00	$0.00
Subtotal		**$500.00**	**$500.00**

Total Revenue Budget Cost	**($7,500.00)**
Total Overall Budget Cost	**($7,500.00)**

- o **Budget Line-Item Fields:**
  - ▪ **Category:** Select the category that the line item belongs to
  - ▪ **Item Type:** Select whether the line item is Personnel or Non-Personnel
  - ▪ **Name:** Give a name to identify the line item
  - ▪ **Direct Cost:** Enter the direct cost of the line item
  - ▪ **Narrative:** Provide any information or details that you would like associated with this line item. Note that this is **NOT** a required field.

- Repeat this process until you have allocated out all the requested funds.
- **Note*** In order for the budget to populate with your "Award Requested" amount, you must first populate the "Award Requested" field in the "Project Information" Section of the Application.

- **Submit:**
    - Once you have completed all sections of the application and have marked them as Complete, you will be given the option to Submit.
    - You can submit your application by clicking the green "Submit" button at the top of the application page.

- Once you submit, you will no longer be able to edit. Thus, AmpliFund will ask you to confirm that you wish to submit. Click the confirm button and wait for AmpliFund to show a pop-up box confirming that your application has been submitted.