

NE CC APPLICANT USER GUIDE (SFY 2024)

The following user guide is provided to assist applicants with applying for the FG&P SFY 2024 Funding Opportunities (VOCA, JAG, STOP, and SASP). The guide provides some general instructions for applying within AmpliFund as well as some specific funding opportunity notes at the end.

How to Apply: SFY 2024 Funding Opportunities

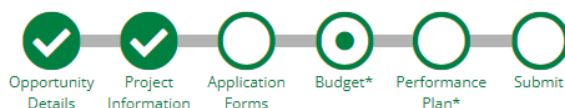
Creating a Login for AmpliFund:

- **Navigation:** Click on the application link provided by Nebraska Crime Commission > 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:



- **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 have the ability to move around in the application and do not have to complete it in the order displayed by the progress bar.

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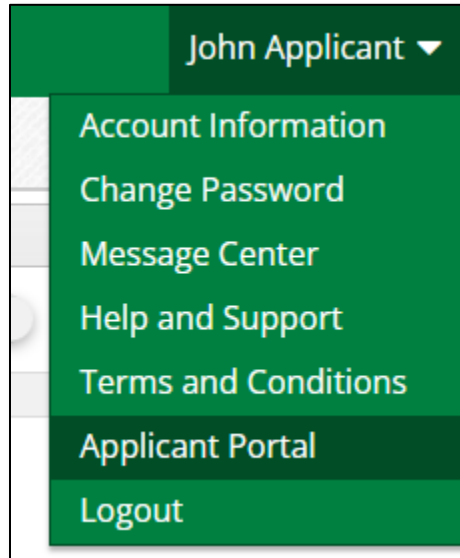
Utilizing the Different Save Options:

- **Purpose:** There are several options to save your work in each section/page of the application. For your work to be saved, you must use one of these save options on every page you work on or edit.
 - **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 and 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. To save using this button, all required information must be filled out on a page. When you use this button, it will save your work on the current page and will also update your status bar with a check mark for the section.
 - **Note:** All sections of the application must be marked as complete before the application can be submitted.

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Resuming the Application:

- You can always click save, log off, and then log back into AmpliFund to resume your application at any time.
 - Saved or started applications can be accessed again later by selecting “Applicant Portal” from the drop-down menu for the user profile (top right corner, shown below).



- Each saved application can then be accessed via hyperlink as indicated below. The application ID (which should be referenced on the SFY 2024 Certified Assurances form) can also be found on this page in the column highlighted below.

Applications		FAQ			
Applications					
Application Na...	Application ID	Submission St...	Funder Name	Title	Opportunity St...
NCC Test VOCA Application	34357	Unsubmitted	Nebraska Crime Commission	SFY 2024 VOCA	Open
NCC Test JAG Application	34359	Unsubmitted	Nebraska Crime Commission	SFY 2024 JAG	Open

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Working through the Application:

- **Opportunity Details:**
 - Upon clicking on the Apply button, you will be taken to the Project Information section of the application. You might notice that the Opportunity Details section will now 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 opportunity.
 - If you ever want to reference back to this section, simply click on the “Opportunity Details” circle on the progress bar.

- **Project Information:**
 - This section will ask you for some general information regarding your application.

- **Application Forms:**
 - Both forms hyperlinked in this section must be completed to apply.
 - Simply click on the hyperlink for each form to access it and fill out the requested information.
 - **Note:** All fields with an * are required for you to be able to “Mark as Complete” and submit your application.

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- **Budget:**

- **Adding a line item:** Begin by clicking the plus sign next to the budget category you wish to add a line item in. This will prompt a pop-up box that you are to fill out. The fields in this pop-up box are detailed and shown below.

- **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:** Enter a name to identify the line item
- **Direct Cost:** Enter the direct cost of the line item
- **Non-Grant Funded:** If you plan to allocate some of your match funds to this line item, select yes. If this line item is intended to be fully funded by requested grant dollars, select no.
- **Narrative:** Provide any information or details that you would like associated with this line item. Note that this is **NOT** a required field within the system, however, **narrative information must be provided per the instructions detailed in the grant announcement.**
- Repeat this process until you have allocated all the requested funds.

Budget			
Budget View Settings			
Options			
<input checked="" type="checkbox"/> Line Items <input checked="" type="checkbox"/> 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)

The Total Overall Budget Cost must be \$0.00

- **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.

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- **Performance Plan:**
 - Grants will be pre-populated with a general strategy or strategies that summarize the overarching purpose(s) of the project.
 - Add 2-5 goals/objectives for each proposed strategy by clicking the “Add Goal” plus sign. Goals/Objectives should be measurable and state what the project will accomplish.
 - **Select the Goal Type:** When you are creating a goal, you will be asked to select a goal type. This will allow for goals to be correctly measured and tracked via performance reporting. The available goal types are listed below:
 - **Narrative:** This goal type allows you to set a goal and track the progress of the goal by written narratives.
 - **Numeric:** This goal type allows you to set a number you wish to achieve, and then later input your progress against that number.
 - **Percent Achieved:** This goal type allows you to set a goal percentage that you hope to achieve. Later you will be able to track the actual percentage achieved vs. the percentage you set as your goal.

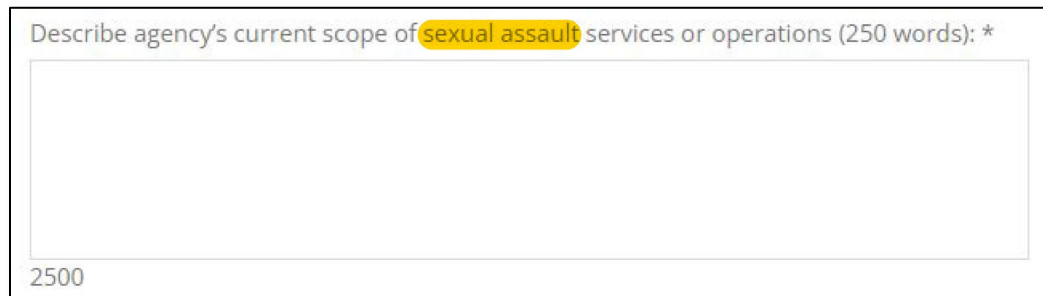
- **Submitting the Application:**
 - Once you have completed all sections of the application and have marked them as Complete, you will be given the option to Submit.
 - You can submit your application by clicking the green “Submit” button at the top of the application page.
 - Once you submit, you will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

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SFY 2024 Funding Opportunities: Specific Notes

SFY 2024 VOCA:

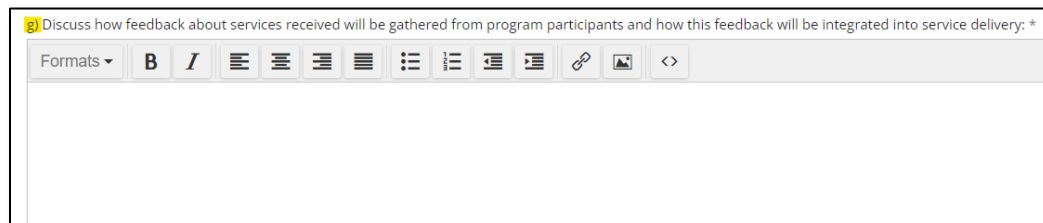
- **Application Forms: SFY 2024 VOCA – Application Form:** The following question on scope of services mistakenly includes sexual assault – please disregard the highlighted words when answering this question describe the full scope of services or operations.



Describe agency's current scope of **sexual assault** services or operations (250 words): *

2500

- **Application Forms: SFY 2024 VOCA – Application Form:** The following section (g) of the project narrative is mistakenly excluded from the **Transitional Housing** application. Please submit an additional attachment under Document Uploads addressing this question.



g) Discuss how feedback about services received will be gathered from program participants and how this feedback will be integrated into service delivery: *

Formats ▾ B I [List icons] [Link icon] [Image icon] [Code icon]

If this narrative is not submitted as part of the application due to this oversight in the system, it may then be requested as a contingency once funding determinations are made.

- **Application Forms: SFY 2024 VOCA – Document Uploads:** The following document upload question is mistakenly showing as required for all applicants (not just those requesting indirect costs). If indirect cost paperwork doesn't apply to your agency, a document noting "Not Applicable" can be uploaded to fulfill this requirement.



Indirect Cost Rate Agreement OR De Minimis Certification of Indirect Costs: *

Choose File

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SFY 2024 JAG:

- **Application Forms: SFY 2024 JAG – Application Form:** The following section (e) of the project narrative referenced in the application instructions is mistakenly excluded from the AmpliFund application. Please submit an additional attachment under Document Uploads addressing this question. Note that section (e) in AmpliFund is section (f) in the application instructions.

e) In addition to JAG funded employees included in the proposed budget, describe any other individuals that will be supporting the project.

If this narrative is not submitted as part of the application due to this oversight in the system, it may then be requested as a contingency once funding determinations are made.

SFY 2024 STOP:

- **None**

SFY 2024 SASP:

- **None**