



*AmpliFund* 



# 2022 COE Human Needs Funds Applicant Training

**City of Everett**

**August 30, 2021**

# Application Submission Overview

- ✓ Opportunity Information
  - ✓ Opportunity Details
  - ✓ Evaluation & Scoring
- ✓ Registering to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application

# Opportunity Information



Log In

## 2022 City of Everett Human Needs Funds

- Print
- Help
- Download
- Save
- Apply

- Opportunity Details
- Evaluation & Scoring**

### Opportunity Information

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                  | 2022 City of Everett Human Needs Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Description            | <p>Each year, the City allocates \$3 per capita for grants to non-profit human service organizations providing services to City of Everett residents. Since 2016, an additional \$1 per capita has been included for Community Streets Initiative activities.</p> <p>Human Needs funds are provided to programs that are accessible without regard to ability to pay, as well as programs that are physically accessible, culturally sensitive, linguistically accessible, and non-discriminatory. The City intends to support programs that promote diversity of all types.</p> <p>Funds are available on a January 1 - December 31 calendar year. Funds do not 'rollover' into the next program year and any unexpended funds at the end of the year cannot be combined for a future ask.</p> |
| Awarding Agency Name   | City of Everett                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency Contact Name    | Kembra Landry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Agency Contact Phone   | 425-257-7155                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Agency Contact Email   | klandry@everettwa.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Fund Activity Category | Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Category Explanation   | These funds are aimed at serving the basic needs of low/moderate income residents within the City of Everett.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Opportunity Manager    | Kembra Landry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Posted Date            | 7/1/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Announcement Type      | Initial Announcement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Public Link            | <a href="https://www.gotomygrants.com/Public/Opportunities/Details/68fa4163-bf12-4af8-8739-94a6c734f016">https://www.gotomygrants.com/Public/Opportunities/Details/68fa4163-bf12-4af8-8739-94a6c734f016</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# Evaluation & Scoring



## 2022 City of Everett Human Needs Funds

- Print
- Help
- Download
- Save
- Apply

- Opportunity Details
- Evaluation & Scoring**

### Criteria

Applicants must be registered 501(c)(3) organizations, as per EMC 2.93.010.

Applications must serve low or moderate income City of Everett residents in need.

Projects must provide basic needs services and should support established annual priorities set by the City's Citizen Advisory Committee.

### Review and Selection Process

Proposals will go through initial staff review for application completeness and project eligibility. Once cleared, proposals will be submitted to the Citizen Advisory Committee for review and award consideration.

Proposals that directly support established annual priorities will be considered for funding first, with any remaining funds available for non-priority proposals.

Priority consideration will also be given to those programs which apply requested funds to a direct public service rather than to the administration of a program.

Agencies receiving human needs funding are not eligible for funding from another city of Everett funding source for the same program in any given year.

### Anticipated Announcement Dates

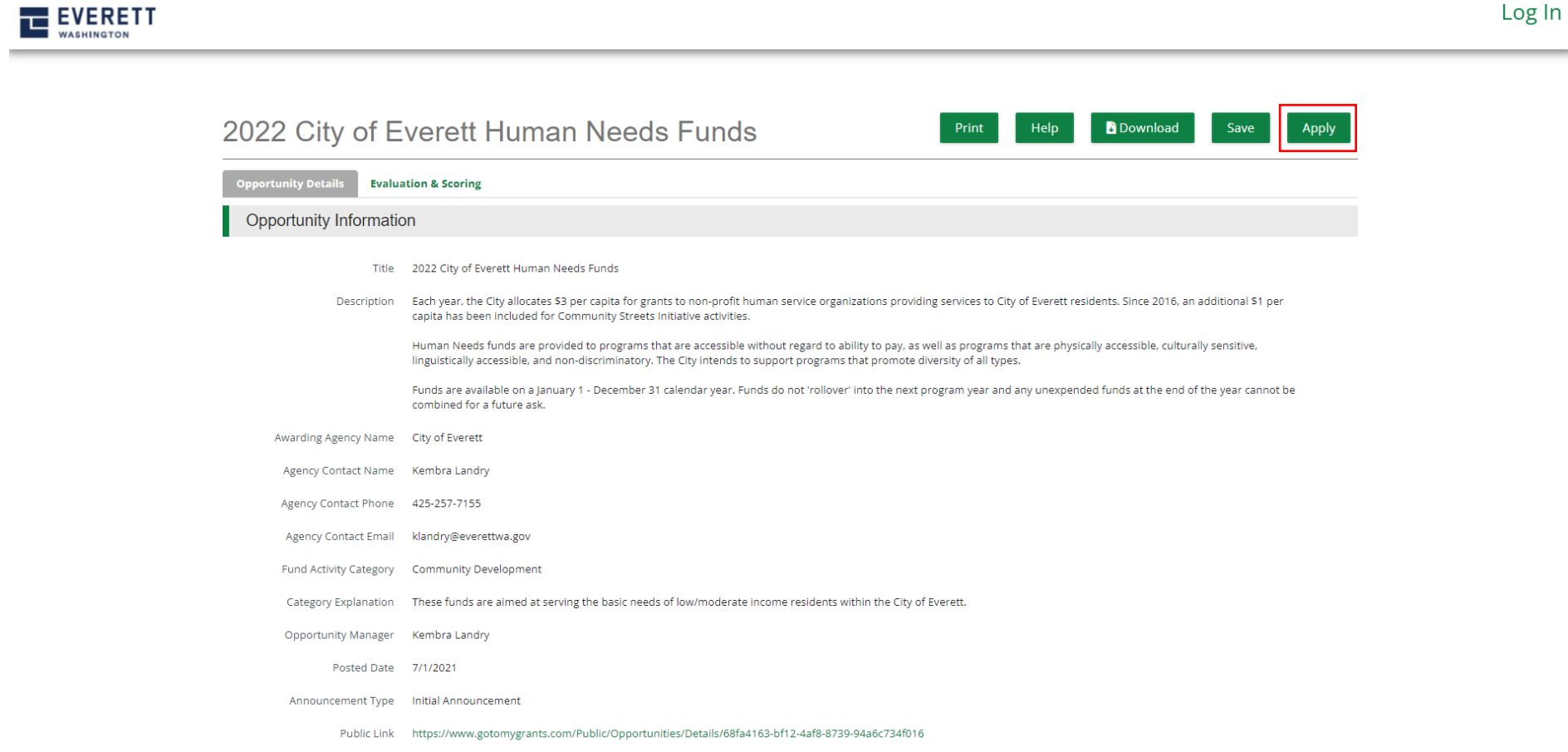
Awards will be announced following City Council adoption of Citizen Advisory Committee funding recommendations. Contracts are typically executed in the late Winter/early Spring.

Costs incurred since January 1 of Calendar Year for the award are eligible for reimbursement.

- Save
- Apply

# Registering to Apply

- By clicking the 'Apply' button applicants will be prompted to Log In or Register

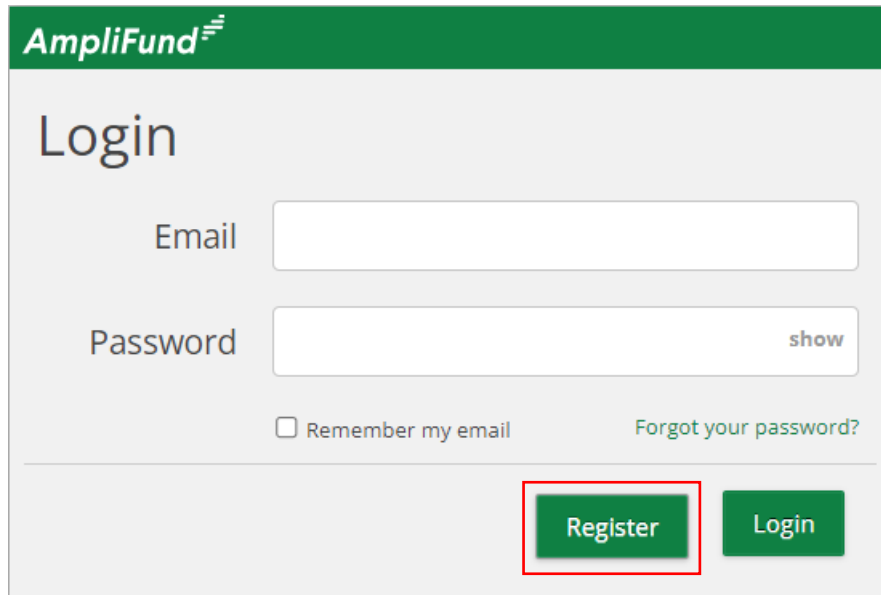


The screenshot displays the AmpliFund interface for the '2022 City of Everett Human Needs Funds' opportunity. At the top left is the 'EVERETT WASHINGTON' logo, and at the top right is a 'Log In' link. Below the header, the title '2022 City of Everett Human Needs Funds' is centered, with action buttons for 'Print', 'Help', 'Download', 'Save', and 'Apply' to its right. The 'Apply' button is highlighted with a red border. Below the title, there are two tabs: 'Opportunity Details' (selected) and 'Evaluation & Scoring'. Under the 'Opportunity Details' tab, the 'Opportunity Information' section is visible, containing the following details:

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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# Registering to Apply

- When the AmpliFund Login screen appears, users will click the 'Register' button to Create New Account for their Applicant Organization
- Applicants should only Register ONCE for their Organization
  - Users can be added to the Organization account



The image shows the AmpliFund Login screen. At the top is the AmpliFund logo. Below it is the word "Login". There are two input fields: "Email" and "Password". The "Password" field has a "show" button to its right. Below the input fields are two links: "Remember my email" (with a checkbox) and "Forgot your password?". At the bottom right, there are two buttons: "Register" (highlighted with a red box) and "Login".

## Create New Account

If you have already registered, please [click here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

### Contact Information

# Navigating the Applicant Portal

- Once registered and in the applicant portal, users can edit their information or add Users through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit

The screenshot displays the AmpliFund Applicant Portal interface. At the top left is the EVERETT WASHINGTON logo. At the top right, the user's email address 'testemail34@noemail.com' is shown with a dropdown menu containing 'Account Information', 'Change Password', and 'Log Out'. The main heading is '2022 City of Everett Human Needs Funds'. Below this is a progress bar with seven steps: Opportunity Details (checked), Evaluation & Scoring (checked), Project Information (active), Application Forms, Budget\*, Performance Plan\*, and Submit. A navigation bar includes 'Project Information', 'Application Information', 'Help', 'Download', 'Save', and 'Save & Continue'. The left sidebar has 'Applications', 'Account Information', 'Users', and 'FAQ'. The 'Users' section is active, showing 'User Information' and a '+ Add User' button. The 'New User' form is open, with 'User Information' and 'Contact Information' sections. The 'Email Address\*' field is empty. The 'Role\*' dropdown menu is open, showing 'Editor' (selected), 'Editor', and 'Administrator'. The bottom left shows the user's name 'John Doe - Organization Administrator' and username 'testemail34@noemail.com'.

# Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form



## 2022 City of Everett Human Needs Funds

### Project Information

#### Application Information

Application Name\*

#### How much are you requesting from the funder?

Award Requested\*

#### How much are you planning to contribute to the budget?

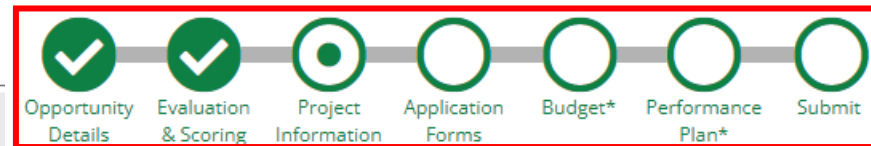
Cash Match Requirement  ⓘ

Cash Match Contributions\*

In-Kind Match Requirement  ⓘ

In-Kind Match Contributions\*

Total Award Budget



### Forms

| Name                                  | Status |
|---------------------------------------|--------|
| 2022 Human Needs Proposal Narratives  | New    |
| 2022 Human Needs Proposal Attachments | New    |

items per page



# Completing the Application - Budget

- Approved Categories have already been established for applicants
- Budget line items can be created by clicking the + next to the appropriate category
  - Total Requested amount must be fully allocated within budget before marking as complete

## 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         |
| + Travel                              | \$0.00        | \$0.00           | \$0.00         |
| + Supplies                            | \$0.00        | \$0.00           | \$0.00         |
| + Consultants/Contracts               | \$0.00        | \$0.00           | \$0.00         |
| + Childcare                           | \$0.00        | \$0.00           | \$0.00         |
| + Clothing                            | \$0.00        | \$0.00           | \$0.00         |
| + Direct Financial Housing Assistance | \$0.00        | \$0.00           | \$0.00         |
| + Food Costs                          | \$0.00        | \$0.00           | \$0.00         |
| + Operational                         | \$0.00        | \$0.00           | \$0.00         |
| <b>Total Expense Budget Cost</b>      | <b>\$0.00</b> | <b>\$0.00</b>    | <b>\$0.00</b>  |

### Revenue Budget

| Grant Funding     |                    |                    |
|-------------------|--------------------|--------------------|
| Award Requested   | \$10,000.00        | \$10,000.00        |
| <b>Subtotal</b>   | <b>\$10,000.00</b> | <b>\$10,000.00</b> |
| Non-Grant Funding |                    |                    |
| Cash Match        | \$0.00             | \$0.00             |
| In-Kind Match     | \$0.00             | \$0.00             |
| <b>Subtotal</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      |

**Total Revenue Budget Cost (\$10,000.00)**

**Total Overall Budget Cost (\$10,000.00)**

The Total Overall Budget Cost must be \$0.00

## New Line Item

### Budget Item Information

Category **Travel**

Limited to travel necessary to conduct the delivery of service. Example: gas expenses for volunteer transportation service.

Item Type **Non-Personnel**

Name\*

Direct Cost\*

Non-Grant Funded **No**

Total Budgeted \$0.00

Narrative

Create

Cancel

# Completing the Application – Performance Plan

- At least **One** goal is required for each Performance Strategy
- Numeric Program Service Goal requires identifying projected number of persons/households to be served along with Description
- Narrative of accomplishment goal required
  - Should support Numeric Program Service Goal

## Performance Plan

### Proposed Performance Plan

#### Annual Program Service Goal\* [+ Add Goal](#)

Please provide the projected number of persons or households served by the end of the year from the use of these funds.

*No items for strategy*

#### Annual Service Accomplishment Goal\* [+ Add Goal](#)

Please provide narrative of the annual goal you hope to achieve in use of these funds. This should support the numeric annual service goal you provide.

For example, "Through the use of 2022 Human Needs funds we plan to increase food accessibility for low-income residents in Everett."

*No items for strategy*

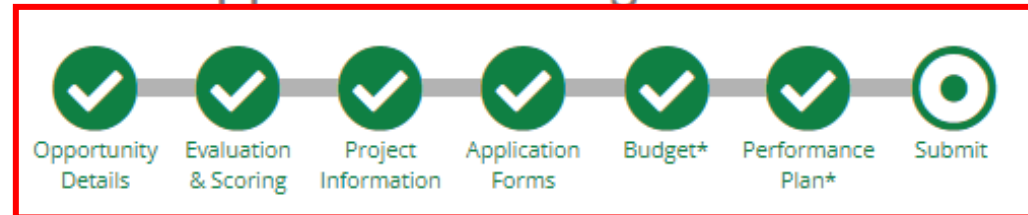
✓ Mark as Complete

Save & Continue

# Completing the Application – Performance Plan

- Once all sections have been Completed and the Checkmark displays in the Navigation Timeline, a user with the **Administration** role can click the **Submit** button.
- Once Submitted, applications cannot be modified

## 2022 City of Everett Human Needs Funds- Applicant Training




You are about to submit your application, **Application**, to **City of Everett**.

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.

 Review

 Submit

# AmpliFund Support Site

## Submit a support ticket:

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

## Visit the support portal:

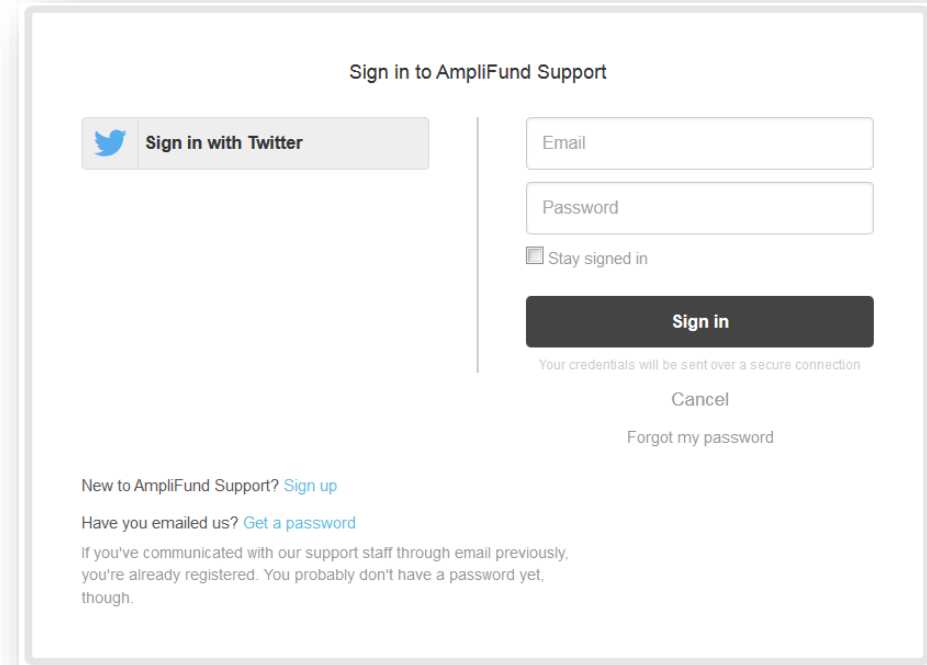
<https://amplifund.zendesk.com>

## Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

# AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from [support@zendesk.com](mailto:support@zendesk.com) will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

**Sign in**

Your credentials will be sent over a secure connection

Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

