

Step-by-Step Guide to AmpliFund for NOFO Renewal (FY26)

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Getting Started

Pre-Qualification

Prior to applying for a Notice of Funding Opportunity (NOFO), log into the GATA Portal to check if all your registration statuses for your entity are marked as Good. Check those registrations (SAM.gov Account, Illinois Secretary of State) are not set to expire close to the **Pre-Qualification** Deadline listed on the NOFO.

Internet Browsers to Use with AmpliFund

AmpliFund supports the following browser versions:

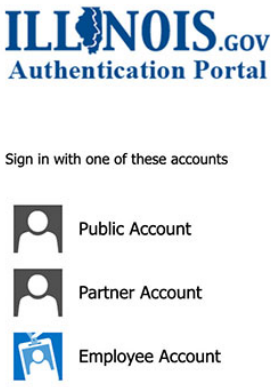
- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Microsoft IE11+
- Apple Safari 10+

Using Google Chrome is highly recommended.

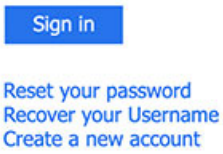
AmpliFund Access

Access to the Applicant Portal requires registration on the **Illinois GATA Grantee Portal** and an **Illinois.gov public account**.

1. Go to **https://il.amplifund.com**. You will be redirected to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click **Public Account**.



3. Click **Create a new account**.



4. Add your **account information** and click **Register**.
5. Click the **link** in the confirmation email. **Note**: The email link will only be valid for 24 hours.
6. Go to **https://grants.illinois.gov/portal**.
7. Click **Sign In Here**.

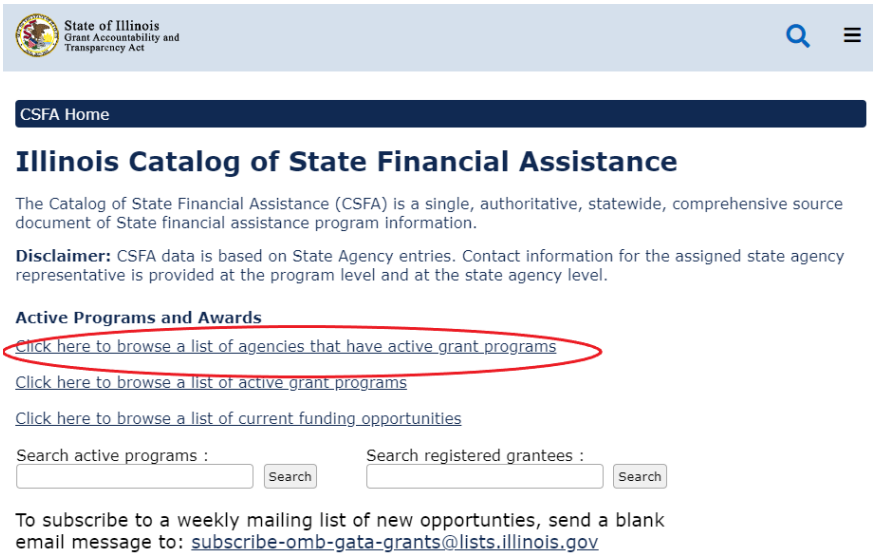


8. Log in with your newly created **user name** and **password**.
9. On the *Usage Terms and Conditions* page, click **Accept**.
10. On the *Associate Grantee* page, add your organization's **Unique Entity ID (UEI)** and click **Submit**.
11. Verify your organization and click **Yes**.
12. Your request for access must be approved by the individual with Portal Access approval.

Note: The individual with Portal Access approval can change user's access by clicking the "Manage" button on the Main Menu next to the Grantee Portal Access section.

Navigating to the Application

1. Go to the Illinois Catalog of State Financial Assistance (CSFA) on the GATA website https://gata.illinois.gov/grants/csfa.html
2. Click the link to browse the list of agencies that have active grant programs



3. Select **Department of Children and Family Services (418)**
4. Select the Program Title/CSFA Number that corresponds to the program that your agency is renewing.
5. Under the **Notice of Funding Opportunities** header, select the details link for the Continuing Application.

6. Click the link to continue to AmpliFund.

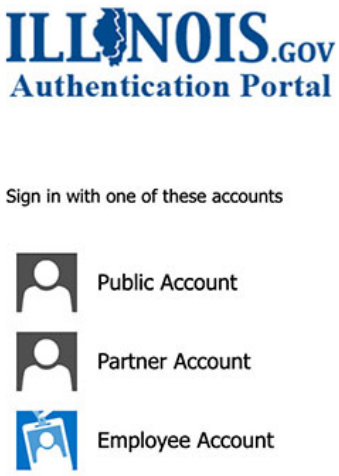
Reviewing Opportunity Details

Review the **Opportunity Details** tab for the grant award your entity is renewing. This will include the following information: opportunity information, funding information, award information, submission information, question submission information, technical assistance session (if applicable), eligibility information, and award administration information.

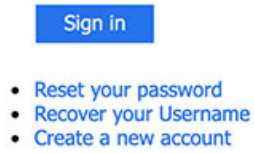
Logging into AmpliFund

Use your GATA Grantee Portal user name and password to log into AmpliFund to access your saved, started, and submitted applications.

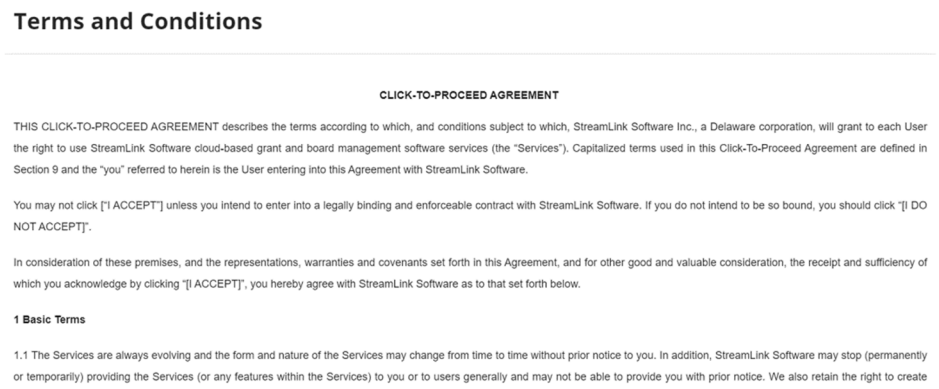
1. Click log in. You will be redirected to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click **Public Account**.



3. Enter your GATA Applicant portal **user name** and **password**.
4. Click **Sign In**. **Note**: You'll notice your entered user name automatically should turn into your public.external.illinois.gov email address.



5. Review the Usage Terms and Conditions page, click **Accept**.



Terms and Conditions

CLICK-TO-PROCEED AGREEMENT

THIS CLICK-TO-PROCEED AGREEMENT describes the terms according to which, and conditions subject to which, StreamLink Software Inc., a Delaware corporation, will grant to each User the right to use StreamLink Software cloud-based grant and board management software services (the "Services"). Capitalized terms used in this Click-To-Proceed Agreement are defined in Section 9 and the "you" referred to herein is the User entering into this Agreement with StreamLink Software.

You may not click ["I ACCEPT"] unless you intend to enter into a legally binding and enforceable contract with StreamLink Software. If you do not intend to be so bound, you should click "[I DO NOT ACCEPT]".

In consideration of these premises, and the representations, warranties and covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which you acknowledge by clicking "[I ACCEPT]", you hereby agree with StreamLink Software as to that set forth below.

1 Basic Terms

1.1 The Services are always evolving and the form and nature of the Services may change from time to time without prior notice to you. In addition, StreamLink Software may stop (permanently or temporarily) providing the Services (or any features within the Services) to you or to users generally and may not be able to provide you with prior notice. We also retain the right to create

Having log-in issues? Email DCFS.GATA@Illinois.gov for assistance.

Saving and Applying for an Opportunity

Once you have logged into AmpliFund, you can save opportunities, access in progress applications, and submit applications to DCFS.

Opportunities can be saved before submitting. Saved opportunities can be accessed by clicking the DCFS logo in the top-left corner of the Applicant Portal.

1. Review the **Opportunity Details**.
2. Once you review the **Opportunity Details** page, click **Save**.



3. If you would like to download the application as a PDF first, click **Download.** **Note**: This will download all components of the application except for the **Budget Template.** You'll be able to download the Budget Template once you click Apply.
4. If you are ready to apply, click **Apply**.

Completing Project Information

You can add your application information and primary contact information on the Project Information page. You will come to this page automatically when you click **Apply**.

1. Now that you've reviewed Opportunity Details (note that the circles for those sections have been marked with a checkmark as complete), you will now need to complete the

   Project Information page.



2. In the *Application Information* section, add the **Application Name**. For DCFS applications, type in your grant award program's name.
3. Add the **Award Requested**.
4. **Cash Match Contributions** and **In-Kind Match Contributions** (the amount your organization is planning to contribute to the program with non-state funds) is not a requirement for DCFS grants. Feel free to enter $0.00.
5. In the *Primary Contact Information* section, add the application's primary **contact information**. The contact info entered will receive all communication regarding the status of the application once submitted. The information in this section defaults to the contact information provided by the user who started the application. Please update to the CEO, Executive Director, CFO, or the authorized official ultimately responsible for grant awards in the organization. **Note**: The email address will default to the public.external.illinois.gov email address. **Remember to update.**
6. Click **Save** to save your progress; **Mark as Complete** to save the page and mark as complete; or **Save & Continue** to save your progress and move to the next page. Your information will not be shared with DCFS until you click **Submit** on the Submit page.



Note: If you receive this message "ERROR: This page contains invalid entries" double check if all required fields are filled out.

Completing Application Forms

Each DCFS application will have **One** form. Remember to Mark as Complete, then Save and Continue as you progress through the form.

The form marked as complete will have a white checkmark. Those in progress will have a small white circle.

Note: While in a form, clicking **Download** will download the full application packet. Clicking **Print** will download the individual form.

Uniform Grant Application

- Complete all required fields.

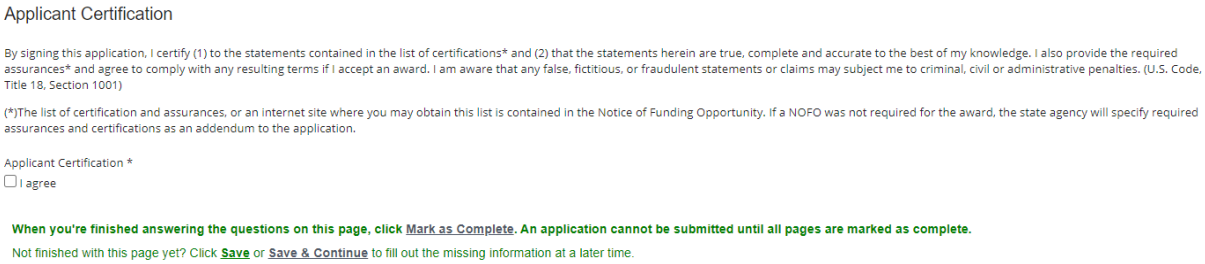
Note: List applicable amounts in the Amount column of the Estimated Funding chart



Estimated Funding (include all that apply):

	Amount
Amount Requested from the State	
Applicant Contribution (e.g., in kind, matching)	
Local Contribution	
Other Source of Contribution	
Program Income	

- When listing areas affected by the project, please list cities, counties, zip codes or "state-wide."
- Look up legislative and congressional districts using zip codes online.
- Remember to read and agree to the Applicant Certification.



Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*)The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification *

☐ I agree

When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.

Not finished with this page yet? Click **Save** or **Save & Continue** to fill out the missing information at a later time.

Reviewing and Submitting the Application

Once all required fields and sections have been completed, your application can be submitted to DCFS.

You can download your application and its materials for review before submitting. Reviewing your application will download a PDF packet of the project information, forms, downloads, and uploads.

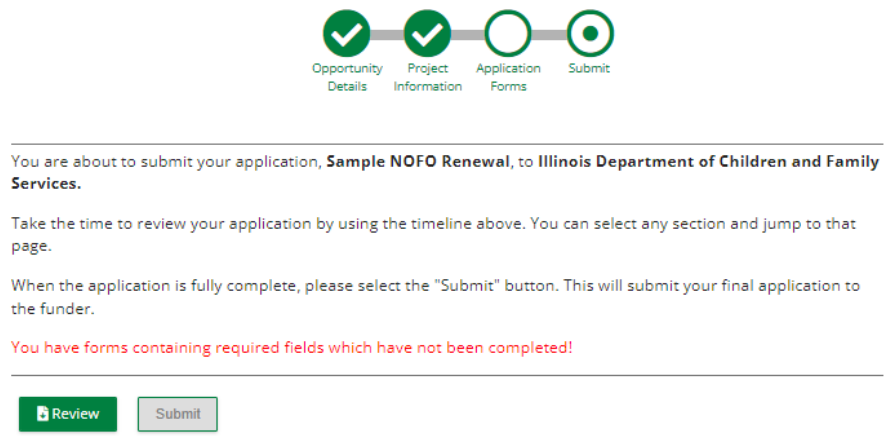
1. Open the **application**.
2. Navigate to the **Submit** page.
3. Click **Review.**



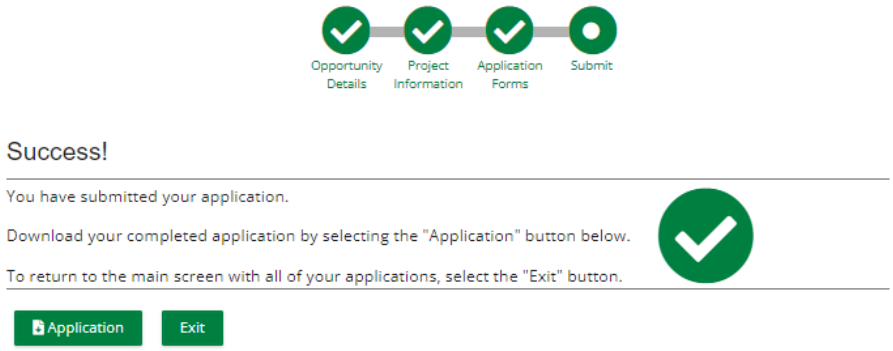
Review Submit

All forms must be marked as complete to submit application.

1. Open the **application**.
2. Navigate to the **Submit** page.
3. Click **Submit**
4. **Note**: If any required forms or fields are missing, you will not be able to submit an application and you will receive an error message.



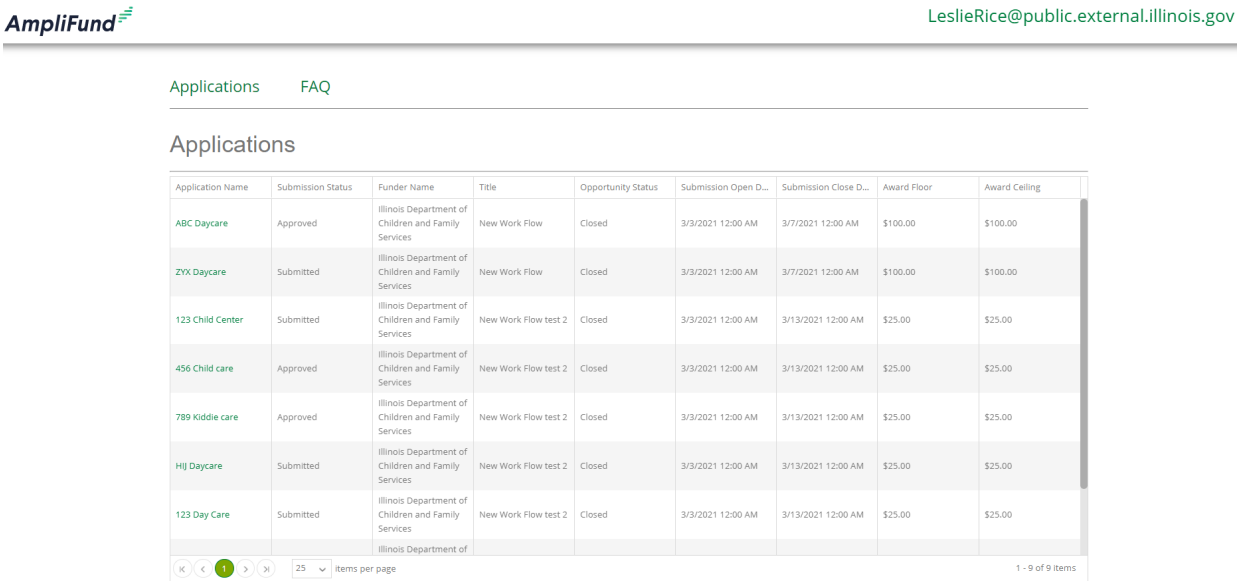
If you have completed all forms and fields, you will receive a success message.



Returning to Started or Saved Applications

Once you have logged into your AmpliFund account for the first time, you can view **saved** and **submitted** applications can be viewed on the **Applications** list. The Applications list will become your new landing page when you log-in.

Note: If you mistakenly navigate away from your current application to your **homepage,** click on the **AmpliFund logo** in the top left corner to return to the Applications list. If you are in one DCFS application and would like to work on another, click on the **DCFS logo** in the top left corner to return to the Applications list.



Note: If you select Apply more than once per NOFO, a Multiple Applications notification will pop-up. To continue working on a started application, click the application's name hyperlink. Click start a new application for a new application.

Deleting an Application

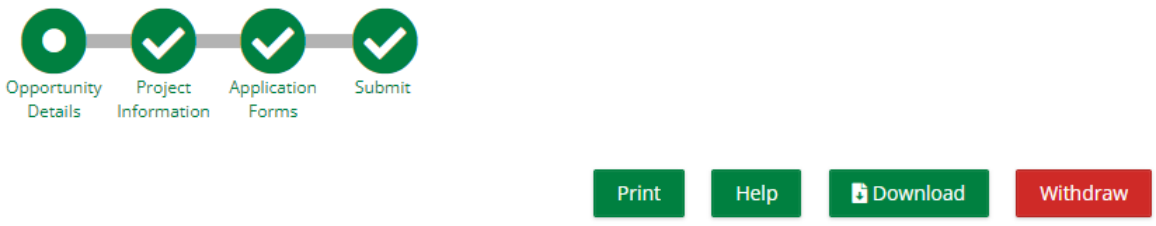
You may delete an application that has not yet been submitted. Once deleted, that application will no longer be retrievable.

1. Click **Applications**.
2. Click the trash icon next to an application name.
3. In the confirmation pop-up window, click **Delete**.

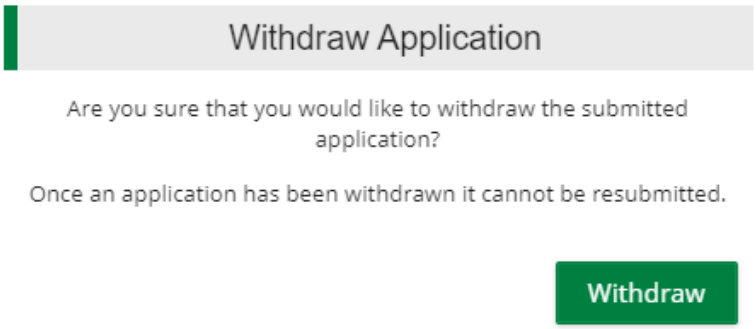
Withdrawing a Submitted Application

After you have submitted your application, you may withdraw your application at any time.

1. Click **Applications**.
2. Click the submitted application name.
3. Click **Withdraw**.



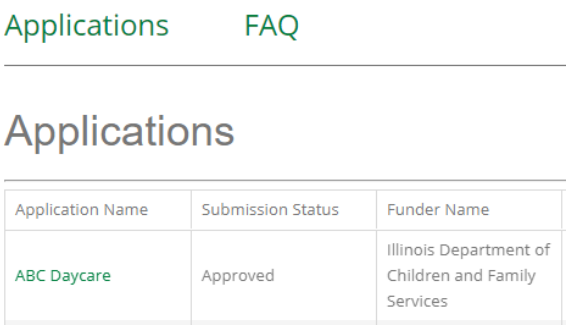
Note: You cannot edit an application once it has been submitted. If you'd like to change something in your previously submitted application, you must withdraw the application and begin a new one for the same opportunity. Only Administrators may withdraw an application.



Reviewing Application Status and Notifications

Submission Status

On the **Applications** page you can see the **Submission Status** of all your entity's applications.



Email Notifications

Applicants will receive an automatic email from AmpliFund when an application has been submitted on behalf of their organization.

Award notification from DCFS will be via two emails sent to the applicant:

One stating that the status of the application has been updated to **Approved**. The second prompting to login to view **Award Details**.

Note: All AmpliFund notifications will go to the Primary Contact email address listed on the **Project Information** form.

Questions and Assistance

Need help? Email DCFS.GATA@Illinois.gov. Response within 2 business days.