



Step-by-Step Guide to Euna Grants for ILDCFS Grant Award Applicants (FY27)

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Getting Started

Notification of New Funding Opportunities

Sign up for the weekly email of all State of Illinois grants to ensure you don't miss out on any funding opportunities.

Send a blank (subject and body) email to subscribe-omb-gata-grants@lists.illinois.gov to subscribe to the mailing list to receive a weekly email of the Notice of Funding Opportunities published the previous week.

Pre-Qualification

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

Pre-Qualification Status

Your organization is currently in good standing with all pre-qualification requirements.

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
View	2021	04-08-2020	04-13-2020	04-27-2020
View	2017	09-20-2016	09-30-2016	10-05-2016

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Internet Browsers to Use with AmpliFund

Euna Grants supports the following browser versions:

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

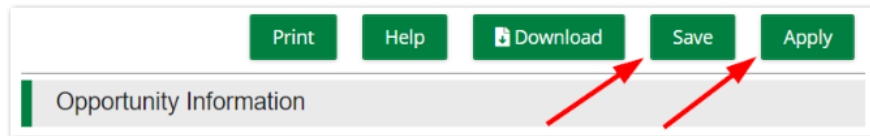
Using Google Chrome is highly recommended.

Navigating to the Opportunity

1. Using a supported browser, go to <https://gata.illinois.gov>.
2. Click **CSFA** to go to the Illinois Catalog of State Financial Assistance.
Note: The CSFA may be in the drop-down menu; click the button with the three horizontal lines in the upper right corner to access.
3. Under the Active Programs and Awards header, select the hyperlink [Click here to browse a list of current funding opportunities](#).
4. Select the opportunity your agency intends to apply for.
5. Click the link under Continue to the NOFO in AmpliFund.

PLEASE NOTE:

To Apply or Save an opportunity using the AmpliFund system you will be prompted to sign in. You must have Grantee Portal access and your organization must be registered in the Grantee Portal.



For help completing these requirements, see the [Grantee Portal User Guide](#).

Continue to the NOFO in AmpliFund...

[Sample NOFO](#)

Reviewing Opportunity Details

Review the **Opportunity Details** for the grant award your entity is interested in. 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.


Login

SAMPLE NOFO

Opportunity Information

CSFA Number	41B-00-1341
CSFA Popular Name	Early Childhood Education
Title	SAMPLE NOFO
Description	<p>PROGRAM DESCRIPTION</p> <p>The provider will implement and coordinate a comprehensive program approach in partnership with participating alternative schools.</p> <p>Each participating school will:</p> <ul style="list-style-type: none"> • Complete an education and graduation assessment on all students upon acceptance of referral for program consideration. • Provide a 12-month program year, with 10 months of full day programming and a 2-month summer program that continues youth in care involvement in the program. This involves providing summer employment and/or academic, social, cultural, and recreational activities. The two-month summer program is a combination of school based and after-school program and involves youth in care approximately 10 hours per week.

Print Help Download Save Apply

Setting up Euna Grants Accounts

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**.



Sign in with one of these accounts



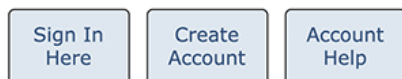
3. Click **Create a new account**.

[Sign in](#)

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

4. Add your **account information** and click **Register**.
5. Click the **link** in the conformation 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**.

Welcome to the Illinois GATA Grantee Portal. To acc



8. Log in with your newly created **username** 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.
13. Once approved, follow the **Logging into Euna Grants for the First Time** instructions.

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

Logging into Euna Grants for the First Time

All **GATA Grantee Portal** users have immediate access to AmpliFund. Use your GATA Grantee Portal username and password to log into Euna Grants to access your saved, started, and submitted applications.

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 the **Public Account**.



Sign in with one of these accounts



Public Account



Partner Account



Employee Account

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

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

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.

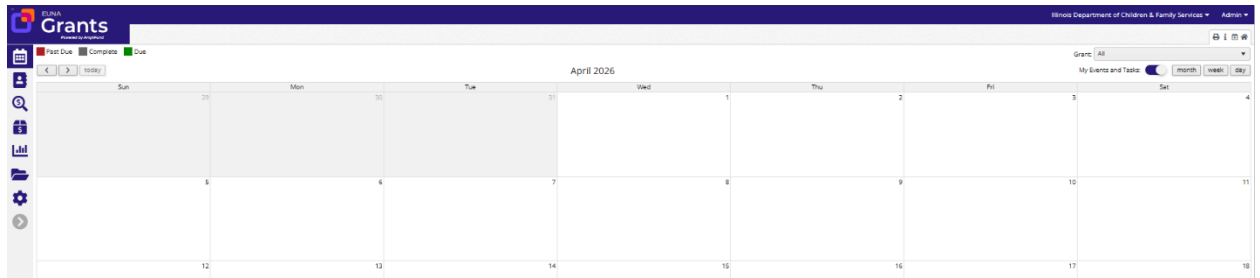
You may not click "[I ACCEPT]" unless you intend to enter into a legally binding and enforceable contract with StreamLink Software. If you do not intend to be so bound, you should click "[I DO NOT ACCEPT]".

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

6. You should now be logged into Euna Grants and see your dashboard.



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

Important to note:

- Multiple users can work on application at once. All must have individual GATA grantee portal credentials.
- It is strongly suggested not to work on the same form at once. You will overwrite the form.

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**.

SAMPLE NOFO

Print

Help

Download

Save

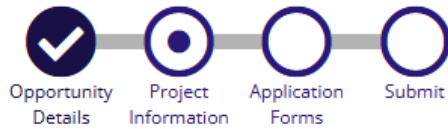
Apply

3. If you would like to download the application as 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**.

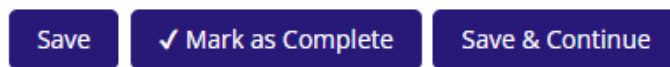
Completing the Project Information Form

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 the Opportunity Details and Evaluation & Scoring (note that the circles for those sections have been marked with a checkmark as complete), you will now need to complete the Project Information Form.



2. In the *Application Information* section, add the **Application Name**. For DCFS applications, simply type in your organization’s name, NOFO title, and geo area number (if applicable). Examples: *ABC Agency – Adoption Respite*, *Geo Area #4* or *ABC Agency – Adoption Respite*.
3. Add the **Award Requested**. This should match the award amount listed in the Notice of Funding Opportunity.
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 nor will influence scoring. Feel free to enter \$0.00.
5. In the *Primary Contact Information* section, add the application’s primary **contact information**. The contact information entered will receive all communications 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 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 at least five forms. Some Notice of Funding Opportunities will have additional forms such as the *Geographical Areas* form. Remember to Mark as Complete, then Save and Continue as you progress through the forms.

Those forms 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.

Geographical Areas

If applicable, select the geo area and corresponding grant award amount. **Note:** Your budget amount should equal the selected grant award amount. If applying for more than one geo area, your organization should submit one application per geo area.

Uniform Grant Application

- Complete all required fields.
- 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.
- When entering the Description Title of Applicant’s Project, use the NOFO title.
- Remember to read 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.

Program Narrative & Budget

Please answer all narrative questions in full—being as descriptive and specific as possible. While there is not a set min/max number of characters/words, adequate responses are **typically between 250 and 1000 words** (between ½ page and 2 pages single-spaced) depending on the question.

Note: You can type directly in the text boxes or copy/paste from a word document or PDF. If your mouse won’t allow you to right-click paste, use Ctrl key and V at the same time.

Uniform Budget Template instructions

1. **Download** the Budget Template by clicking the link.
2. Enter budget information into the fillable PDF.
3. Signatures are required on page 4.
4. Remember to fill out the FFATA Data Collection Form on page 5. If answering “no” to Q1, you do not have to complete Q2.
5. **Upload** the budget when the budget is complete and signed.

Download GATA Budget Template here:
[GATA Uniform Budget Template.pdf](#)

Upload completed budget here: *

Choose File

If you receive the following message while attempting to download the GATA Uniform Budget template, **email DCFS.GATA@Illinois.gov and request a PDF to be emailed to you.**

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Important to Note:

- The budget is REQUIRED to include clear narrative descriptions. The narrative should explain how costs were estimated AND justify the need for the cost. The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic and to estimate costs accurately. Each section of the budget should be in outline format, listing line items under major headings and subheadings. If needed, each of the major components should be subtotaled with a grand total at the end. A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The grant award will be subject to state statutory requirements that limit the administrative costs to 20%. Fringe Benefits cannot exceed 25% of total salaries.
- If applying for multi-year award, listed award amounts are for the single fiscal year. For application submission, only one budget is reviewed for expenses incurred for that single fiscal year (i.e., year 1 of the multi-year award).

Supplemental Questions

- Complete all required fields.
- If assistance is needed to complete questions (i.e., to clarify or confirm applicability of a specific question), please direct those questions to DCFS.GATA@Illinois.gov.

Board of Directors

Please either type the information requested for your Board of Directors or upload a file. Files should include contact information including address, email, and phone numbers (including fax). If not applicable, put N/A.

Note: Please note the address provided for each board member cannot be the same as the organization/applicant.

NOFO Review Scoresheet

This page is intended for grant reviewers only.

1. Click **Mark as Complete**.
2. Click **Save & Continue**.

Returning to a Partially Started or Saved Application

Once you have logged into your Euna Grants 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 Euna logo in the top left corner to return to the Application 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 Application list.


Admin
Illinois Department of Children & Family Services

[Applications](#)
[FAQ](#)

Applications

Application Name	Application ID	Submission Status	Funder Name	Title	Opportunity Status	Submission Open D...	Submission Close D...	Award Floor	Award Ceiling
123 Child Center	258	Submitted	Illinois Department of Children and Family Services	New Work Flow test 2	Closed	3/3/2021 12:00 AM (CST)	10/31/2021 12:00 AM (CST)	\$25.00	\$25.00
456 Child Care	259	Approved	Illinois Department of Children and Family Services	New Work Flow test 2	Closed	3/3/2021 12:00 AM (CST)	10/31/2021 12:00 AM (CST)	\$25.00	\$25.00

Note: We highly suggest downloading the application after you've clicked **Apply**. This allows you to give pieces of the application to those individuals responsible for completing them (e.g., CFO can complete the GATA Uniform Budget template, Program Director can work on the narrative, etc.). Once ready to apply, copy/pasting and uploading information makes the process go more smoothly.

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 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's name.
3. In the confirmation pop-up window, click **Delete**.

Reviewing and Submitting the Application

Once all required fields and sections are 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.



All forms must be marked as complete to submit an application.

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

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.

SAMPLE NOFO



You are about to submit your application, **Sample NOFO**, to **Illinois Department of Children and Family Services**.

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

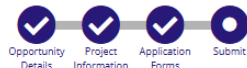
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that have not been completed.



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

SAMPLE NOFO

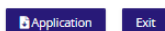


Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

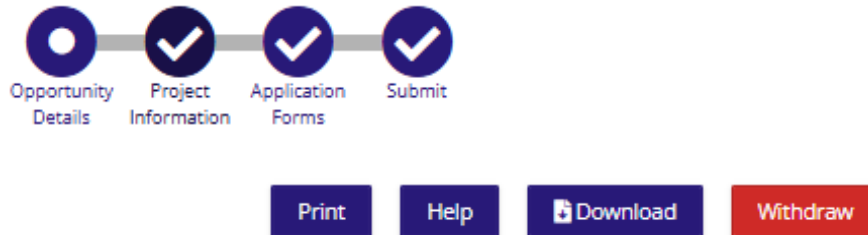
To return to the main screen with all of your applications, select the "Exit" button.



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.

Withdraw Application

Are you sure that you would like to withdraw the submitted application?

Once an application has been withdrawn it cannot be resubmitted.

Withdraw

Reviewing Application Status of Notifications

Submission Status

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

[Applications](#) [FAQ](#)

Applications

Application Name	Application ID	Submission Status	
Sample NOFO	26557	Submitted	

Email Notifications

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

Award notification from DCFS will be provided within three (3) weeks after the application deadline. Two emails will be sent to the applicant:

- If awarded, the entity will receive two Euna Grants emails. One stating that the status of the application has been updated to **Approved**. The second prompting to login to view **Award Details**.
- If denied, the entity will receive a Euna Grants email that the status of the application has been updated to **Rejected**, and an emailed Notice of Denial from DCFS.GATA@Illinois.gov.

Note: All Euna Grants notifications will go to Primary Contact email address listed on the **Project Information** form. All DCFS notifications will go to those contacts listed in the GATA Grantee Portal.

Questions and Assistance

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