



*AmpliFund* 



# LWCF Applicant Training

**Idaho Dept. of Parks and Recreation**  
**June 5, 2024**

# Application Submission Overview

- ✓ Opportunity Information
  - ✓ Opportunity Details
  - ✓ Application Link:  
<https://www.gotomygrants.com/Public/Opportunities/Details/116bb7b1-f618-43ed-8c5f-b29b82fb703a>
- ✓ Logging in to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application

# Opportunity Information

## Land & Water Conservation Fund Grant

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### Opportunity Information

Title Land & Water Conservation Fund Grant

Description LWCF grants are provided to the States, and through the States to local governmental jurisdictions, on a matching basis for up to fifty percent (50%) of the total project-related allowable costs for the acquisition of land and the development of facilities for public outdoor recreation.

The congressional intent of the Land and Water Conservation Fund (LWCF) is to acquire, develop, and maintain outstanding property into perpetuity for outdoor recreation purposes.

Awarding Agency Name Idaho Dept. of Parks and Recreation

Agency Contact Name Kathy Muir

Agency Contact Phone 208-514-2430

Agency Contact Email [kathy.muir@idpr.idaho.gov](mailto:kathy.muir@idpr.idaho.gov)

# Registering to Apply

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

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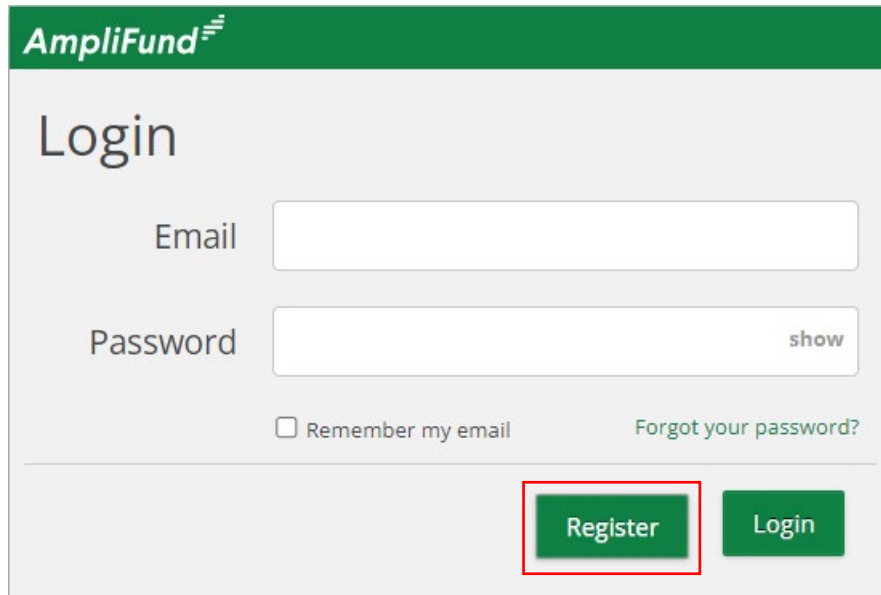
Agency Contact Name Kathy Muir

Agency Contact Phone 208-514-2430

Agency Contact Email kathy.muir@idpr.idaho.gov

# 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 right, the user name "John Doe" is shown with a dropdown menu containing "Account Information", "Change Password", and "Log Out". The "Account Information" option is highlighted with a red box. Below the navigation bar, a progress indicator shows four steps: "Opportunity Details" (checked), "Project Information" (selected), "Application Forms", and "Submit". The main content area is divided into two sections: "Project Information" and "New User". The "Project Information" section includes tabs for "Applications", "Account Information", "Users", and "FAQ". The "New User" section contains a form with fields for "Email Address\*", "Role\*", and "Contact Information". The "Role\*" dropdown menu is open, showing "Editor" (selected), "Editor", and "Administrator".

John Doe ▾

- Account Information
- Change Password
- Log Out

Opportunity Details Project Information Application Forms Submit

Help Download Save Save & Continue

Project Information

Applications Account Information Users FAQ

Users

User Information

Email Address\*

Role\* Editor Editor Administrator

Contact Information

John Doe - Organization Administrator

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



## Project Information

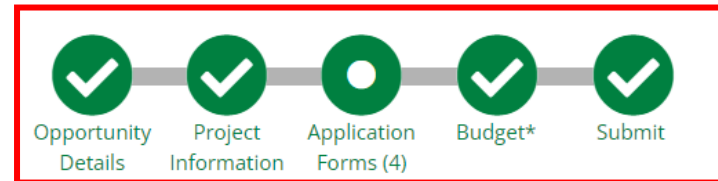
### Application Information

Application Name\*

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

Award Requested\*

Total Award Budget \$0.00



## Forms

Name	Status
Land & Water Conservation Fund Grant Application Form	Complete
Application Questions	Complete
Financial	Complete
Public Benefit	Complete

## Completing the Application – Budget\*\*\* Need to Update for budget and match

- Amount indicated in 'Award Requested' field and 'Cash Match Contributions' on **Project Information** section must be fully allocated in order to mark Budget as Complete
- Item Type can always = **Non-Personnel**

### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Administrative & Legal Expenses	\$0.00	\$0.00	\$0.00
+ B. Architectural and Engineering Fees	\$1,500.00	\$500.00	\$2,000.00
Architectural Design Consultant	\$1,500.00	\$500.00	\$2,000.00
+ C. Other Architectural & Engineering Fees	\$0.00	\$0.00	\$0.00
+ D. Project Inspection Fees	\$0.00	\$0.00	\$0.00
+ E. Site Work	\$0.00	\$0.00	\$0.00
+ F. Demolition and Removal	\$0.00	\$0.00	\$0.00
+ G. Construction	\$0.00	\$0.00	\$0.00
+ H. Equipment (no labor)	\$0.00	\$0.00	\$0.00
+ I. Supplies & Materials	\$0.00	\$0.00	\$0.00
+ J. Miscellaneous	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$1,500.00</b>	<b>\$500.00</b>	<b>\$2,000.00</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	\$5,000.00	\$5,000.00
In-Kind Match	\$0.00	\$0.00
Other Funding	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

**Total Revenue Budget Cost (\$15,000.00)**  
**Total Overall Budget Cost (\$13,000.00)**

The Total Overall Budget Cost must be \$0.00

### New Line Item

#### Budget Item Information

Category **D. Project Inspection Fees**

Item Type **Non-Personnel**

Name \* Project Inspection Fees

Direct Cost \* \$1,500.00

Non-Grant Funded **Yes**

Grant Funded \$1,000.00

Cash Match \$500.00

Dollar Percentage

In-Kind Match \$0.00

Dollar Percentage

Other Funding \$0.00

Dollar Percentage

Total Budgeted \$1,500.00

Narrative \*

Create

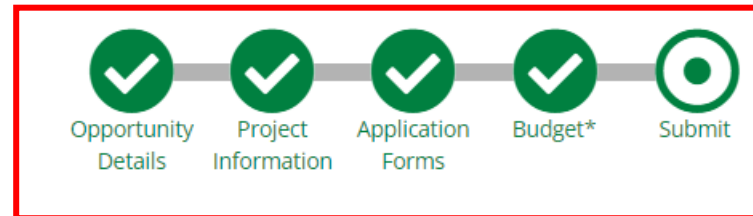
Cancel



# Completing the Application – Submitting

- 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

## Land & Water Conservation Fund Grant




You are about to submit your application, **Application for submission**, to **Idaho Department of Parks and Recreation**.

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:

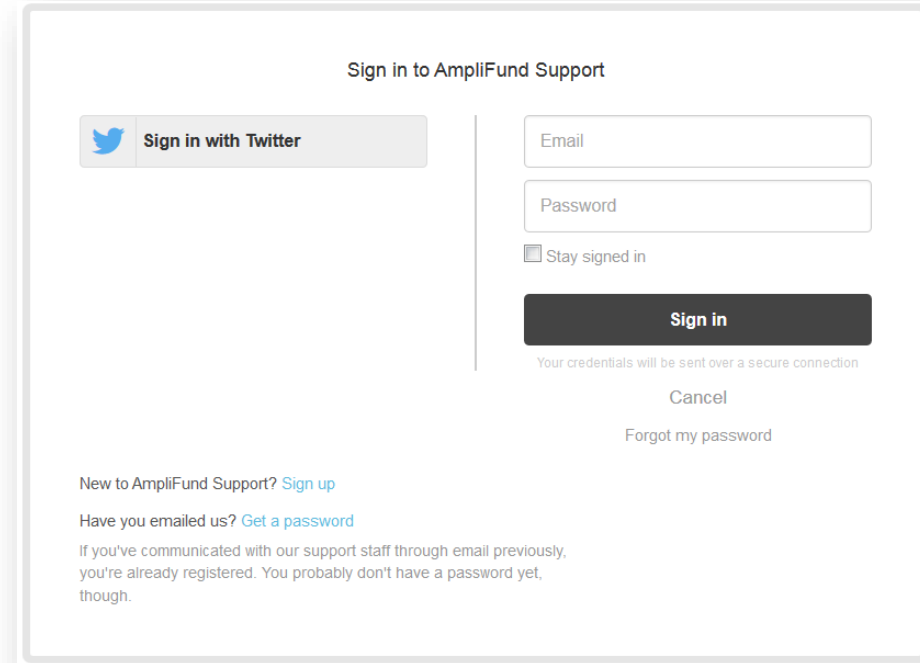
<https://amplifund.zendesk.com>

## 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.

