



AmpliFund 



American Rescue Plan – Food Assistance Program Applicant Training

Macon–Bibb County

February 8, 2023

Application Submission Overview

- ✓ Opportunity Information
- ✓ Registering to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application

Opportunity Information



American Rescue Plan - Food Assistance Program

[Print](#)
[Help](#)
[Download](#)
[Save](#)
[Apply](#)

Opportunity Information

Title American Rescue Plan - Food Assistance Program

Description Congress enacted the American Rescue Plan Act of 2021, signed into law on March 11, 2021, to provide needed relief to state, local, and Tribal governments to enable them to continue to respond to the public health emergency COVID-19 and its negative economic impacts. The current public health crisis and resulting economic crisis have devastated the health and economic wellbeing of millions of Americans. As Macon-Bibb citizens continue to regain their economic stability, their need for food assistance remains significantly greater than pre-COVID. Providing additional food assistance will alleviate some of the economic and emotional tolls on those families who remain in need.

Macon-Bibb County Board of Commission has authorized up to \$500,000 in this current funding round to support Household Assistance through food programs. Interested entities may apply for an amount up to \$50,000 in ARP Funding. If applicant is approved, the applicant must complete the Macon-Bibb County Vendor application to receive payment; contract for services with Macon-Bibb County; and submit required documentation on expenditures.

Awarding Agency Name Macon-Bibb County

Agency Contact Name Sherita Jones

Agency Contact Phone 478-300-2585

Agency Contact Email Jones@maconbibb.us

Fund Activity Categories Recovery Act

Category Explanation The ARP category for this funding opportunity is under Negative Economic Impacts 2.1: Household Assistance: Food Programs. Macon-Bibb County Commission has approved \$500,000 for distribution of food to citizens.

Departments

Subjects Round 1 ARP Food Assistance, Round 2 ARP Food Assistance

Opportunity Manager Sherita Jones

Posted Date 1/10/2022

Archive Date 10/1/2024

Announcement Type Modification Of Previous Announcement

Funding Opportunity Number 21.027

Public Link <https://www.gotomygrants.com/Public/Opportunities/Details/3feefb37-4655-4b0e-b844-33823dde9d85>

Registering to Apply

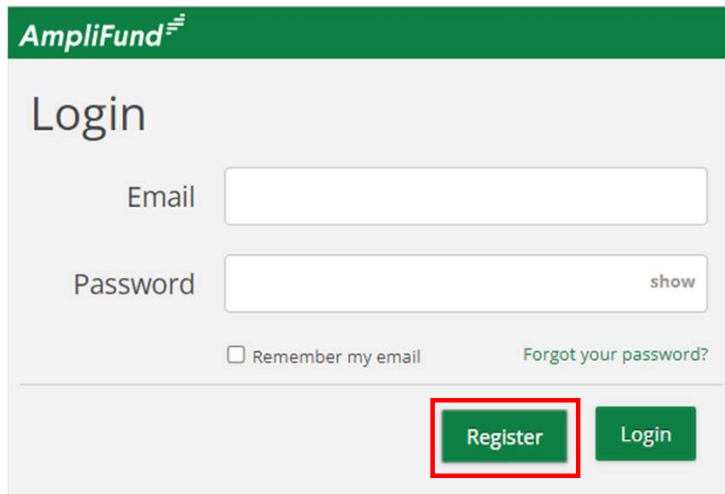
- By clicking the 'Apply' button applicants will be prompted to Log In or Register

The screenshot shows the AmpliFund portal interface for the 'American Rescue Plan - Food Assistance Program'. At the top right, the user 'Sherita Jones' is logged in, with 'Macon-Bibb County, GA' below it. A navigation bar contains buttons for 'Print', 'Help', 'Download', 'Save', and 'Apply', with the 'Apply' button highlighted by a red rectangle. Below the navigation bar is a section titled 'Opportunity Information' containing the following details:

Title	American Rescue Plan - Food Assistance Program
Description	<p>Congress enacted the American Rescue Plan Act of 2021, signed into law on March 11, 2021, to provide needed relief to state, local, and Tribal governments to enable them to continue to respond to the public health emergency COVID-19 and its negative economic impacts. The current public health crisis and resulting economic crisis have devastated the health and economic wellbeing of millions of Americans. As Macon-Bibb citizens continue to regain their economic stability, their need for food assistance remains significantly greater than pre-COVID. Providing additional food assistance will alleviate some of the economic and emotional tolls on those families who remain in need.</p> <p>Macon-Bibb County Board of Commission has authorized up to \$500,000 in this current funding round to support Household Assistance through food programs. Interested entities may apply for an amount up to \$50,000 in ARP Funding. If applicant is approved, the applicant must complete the Macon-Bibb County Vendor application to receive payment; contract for services with Macon-Bibb County, and submit required documentation on expenditures.</p>
Awarding Agency Name	Macon-Bibb County
Agency Contact Name	Sherita Jones
Agency Contact Phone	478-300-2585
Agency Contact Email	Jones@maconbibb.us
Fund Activity Categories	Recovery Act
Category Explanation	The ARP category for this funding opportunity is under Negative Economic Impacts 2.1: Household Assistance: Food Programs. Macon-Bibb County Commission has approved \$500,000 for distribution of food to citizens.
Departments	
Subjects	Round 1 ARP Food Assistance, Round 2 ARP Food Assistance
Opportunity Manager	Sherita Jones
Posted Date	1/10/2022
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Announcement Type	Modification Of Previous Announcement
Funding Opportunity Number	21.027
Public Link	https://www.gotomygrants.com/Public/Opportunities/Details/3feefb37-4655-4b0e-b844-33823dde9d85

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 heading "Login". There are two input fields: "Email" and "Password". The "Password" field has a "show" link to its right. Below the "Email" field is a checkbox labeled "Remember my email" and a link "Forgot your password?". At the bottom of the form 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 is logged in as 'testemail34@noemail.com'. A dropdown menu is open, showing options: 'Account Information', 'Change Password', and 'Log Out'. The main content area is titled 'American Rescue Plan - Food Assistance Program' and features a progress bar with six steps: 'Opportunity Details' (completed), 'Project Information', 'Application Forms', 'Budget*', 'Performance Plan*', and 'Submit'. Below the progress bar, there are navigation tabs for 'Applications', 'Account Information', 'Users', and 'FAQ'. The 'Users' tab is active, showing a 'Users' section with a 'User Information' sub-section and a '+ Add User' button. To the right, the 'New User' form is visible, with fields for 'Email Address*' and 'Role*'. The 'Role*' dropdown menu is open, showing 'Editor' (selected) and 'Administrator' options. At the bottom left, the user's profile is shown as 'John Doe - Organization Administrator' with the username 'testemail34@noemail.com' and an edit icon.

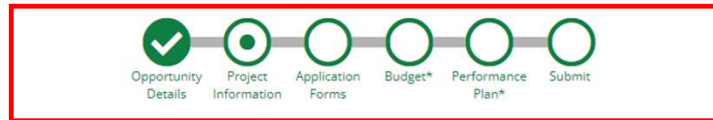
Completing the Application

- 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



American Rescue Plan - Food Assistance Program

Project Information



Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

Total Award Budget \$0.00

Forms

Name	Status
Project Description	New

items per page

Save & Continue

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

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ Travel	\$0.00	\$0.00
+ Equipment	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$30,000.00	\$30,000.00
Subtotal	\$30,000.00	\$30,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost		(\$30,000.00)
Total Overall Budget Cost		(\$30,000.00)

The Total Overall Budget Cost must be \$0.00

New Line Item

Budget Item Information

Category:

Examples: refrigerators, racks, freezers, storage bins

Item Type:

Name*:

Direct Cost*:

Total Budgeted: \$0.00

Narrative:

Completing the Application – Performance Plan

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

Performance Plan

Proposed Performance Plan

How many meals will be served* [+ Add Goal](#)

Using the funds provided please indicate how many meals your program intends on serving

No items for strategy

Describe the impact of the program [+ Add Goal](#)

Please describe the impact of this program on your local food shelter

No items for strategy

✓ Mark as Complete

Save & Continue

New Goal

Goal Information

Goal Type* Numeric

Name*

Number To Be Achieved*

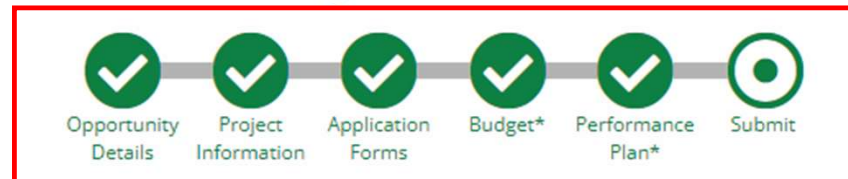
Description

Save

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

American Rescue Plan - Food Assistance Program



You are about to submit your application, **Test App**, to **Macon-Bibb County, GA**.

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

Visit the support portal:

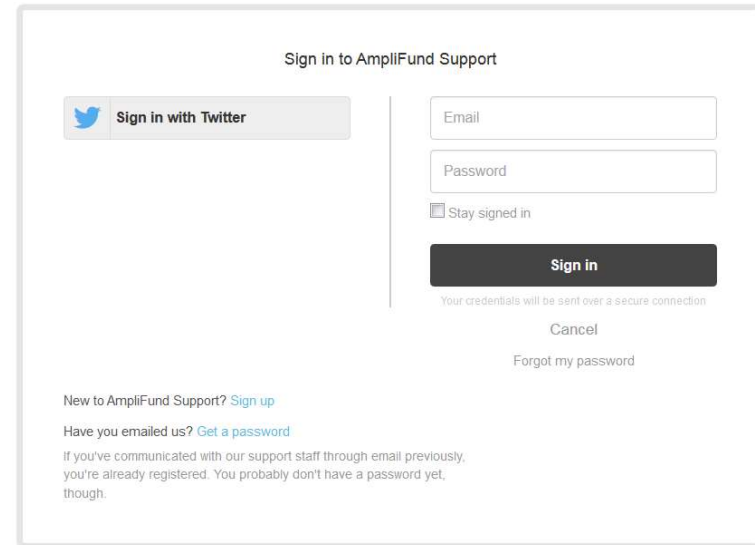
<https://amplifund.zendesk.com>

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 will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

Stay signed in

Your credentials will be sent over a secure connection

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.

