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

Sherita Jones
Macon-Bibb County, GA

American Rescue Plan - Food Assistance Program

Print | Help | Download | Save | Apply

Opportunity Information

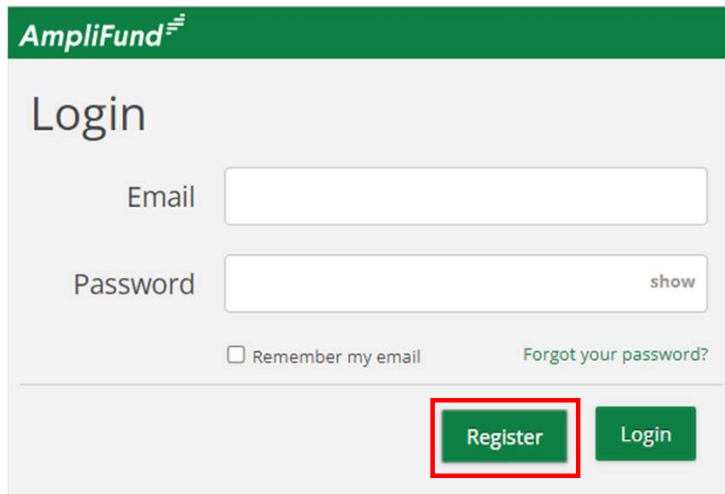|	
Title	American Rescue Plan - Food Assistance Program
Description	Congress enacted the American Rescue Plan Act of 2021, signed into law on March 11, 2021, to provide needed relief to state, local, and Tribal governments to enable them to continue to respond to the public health emergency COVID-19 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

AmpliFund

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

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

Navigating the Applicant Portal

AmpliFund

- 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
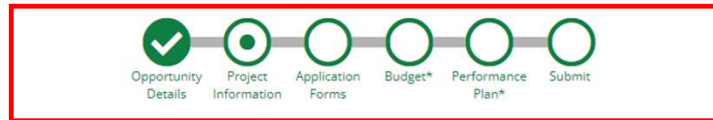 - Editor can modify application but cannot submit

Completing the Application

AmpliFund

- 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

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

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

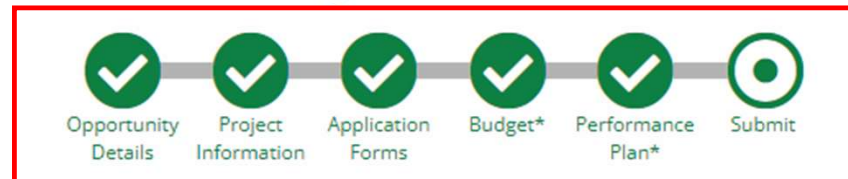|	
Goal Type*	Numeric
Name*	Total Meals Served
Number To Be Achieved*	3000
Description	Description of number of intended meals served and corresponding plan of action to accomplish.

Save

Completing the Application – Performance Plan

AmpliFund

- 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

AmpliFund Support Site

AmpliFund

Submit a support ticket:

support@amplifund.Zendesk.com

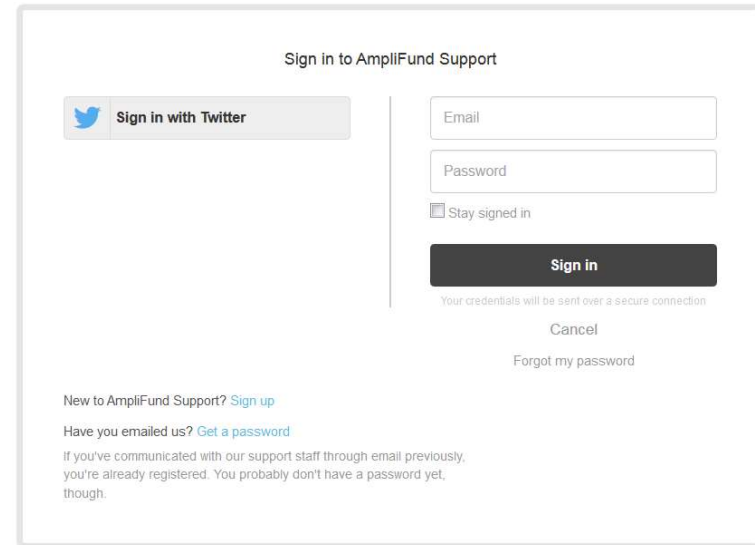## Visit the support portal:

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 Corporate Presentation

AmpliFund Support Site

AmpliFund

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