

Application Process For IDFPR Grantees

Table of Contents

Table Of Contents	1
Gata Grantee Portal Prerequisites.....	2
Opportunity Details	3
Project Information And Navigation.....	6
Application Forms	8
Budget.....	10
Submit Application.....	13
Customer Support	16

GATA Grantee Portal Prerequisites

Applicants must register with the GATA Grantee Portal and be granted access to the AmpliFund Applicant Portal and AmpliFund GMS.

The following support article outlines the following processes:

1. Create GATA Grantee Portal Account here – <https://grants.illinois.gov/portal>.
2. Link the account to the appropriate Organization.
3. Grant access to the AmpliFund Applicant Portal and AmpliFund GMS.
4. Toggle between the Applicant Portal and AmpliFund GMS.

[How to Add New Users as a Grantee and Single-Sign-On \(SSO\) Process](#)

**Illinois Grant Accountability and Transparency Act
Welcome to the GATA Grantee Portal**

Grantee Portal
Sign In

Amplifund
Sign In

Create Account

Public Account
Help

Partner Account
Help

To access the Portal or Amplifund you must have an Illinois.gov account.
To create an account, click the Create Account button.
For Public domain account help, click the Public Account Help button.
For Partner domain account help, click the Partner Account Help button.
Partner account usernames end in "@external.illinois.gov" and are most likely DHS CRV account users.
Note: To bookmark this Portal, bookmark this page. Bookmarking the sign in page will cause an error.

[Grantee Portal Frequently Asked Questions[?]](#)

[GATA Learning Management System](#)

GOMB/GATU, in partnership with the University of Illinois Springfield, is pleased to offer comprehensive training courses for grantees, potential grantees and state agency personnel. To read more about these courses, including instructions to access the [GATA Learning Management System](#), [click here](#).

Opportunity Details

Applicants can find a link to apply on the Catalogue of State Financial Assistance (CSFA) or any other means that the funding agency provides the Public Link.

Complete the following steps to access Opportunities from the CSFA:

1. Access the CSFA here – <https://gata.illinois.gov/grants/csfa.html>.
2. Select Click here to browse a list of current funding opportunities.

CSFA Home

Illinois Catalog of State Financial Assistance

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance program information.

Disclaimer: CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

Active Programs and Awards

[Click here to browse a list of agencies that have active grant programs](#)

[Click here to browse a list of active grant programs](#)

[Click here to browse a list of current funding opportunities](#)

Search active programs :

Search

Search registered grantees :

Search

To subscribe to a weekly mailing list of new opportunities, send a blank email message to: subscribe-omb-gata-grants@lists.illinois.gov

3. Search for the appropriate Opportunity.
 - a. Anything with a green GMS sticker is published in AmpliFund.

HOW TO APPLY USING THE AMPLIFUND SYSTEM

Opportunities with [GMS](#) prepended have a NOFO in AmpliFund. NOFOs in AmpliFund have the same content but look slightly different in this system. These NOFOs are using AmpliFund for grant applications. You must have Grantee Portal access.

Also, your organization must be registered in the Grantee Portal.

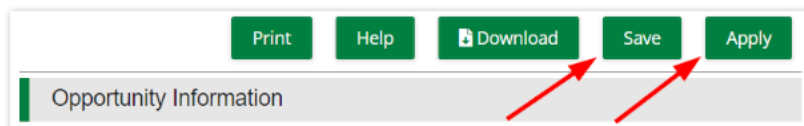
For help completing these requirements, see the [Grantee Portal User Guide](#).

Opportunity Title	Agency	Application Date Range	Award Range
Community Development Block Grant Disaster Response Program	DCEO (420)	04/05/2022 - No end date	\$0 - \$250000
Business Attraction Prime Sites	DCEO (420)	09/20/2021 - 06/30/2025	\$250000 - \$25000000
SBIR/STTR Match Program	DCEO (420)	11/17/2022 - 06/30/2025	\$1 - \$50000
Federal Grant Support Program	DCEO (420)	05/24/2023 - No end date	\$10000 - \$5000000
Illinois Reproductive Health Facilities Capital Grant Program	DCEO (420)	07/31/2023 - No end date	\$50000 - \$500000
Illinois Returning Residents Clean Jobs Program (CEJA)	DCEO (420)	02/20/2024 - No end date	\$1000000 - \$2000000
Community Development Block Grant Economic Development Program	DCEO (420)	10/23/2024 - No end date	\$300000 - \$1000000
Illinois Grocery Initiative	DCEO (420)	12/17/2024 - 12/15/2025	\$25000 - \$250000
Illinois Digital Equity Capacity Grant Program (IDEC)	DCEO (420)	02/03/2025 - 05/08/2025	\$90000 - \$900000
Clean Energy Career and Technical Education Pilot Program	DCEO (420)	02/10/2025 - 06/30/2025	\$250000 - \$750000
Clean Energy Career and Technical Education Pilot Program	DCEO (420)	02/11/2025 - 06/01/2025	Not Applicable
Future Energy Jobs Act Craft Apprenticeship Program	DCEO (420)	03/21/2025 - 05/05/2025	Not Applicable
Future Energy Jobs Act Multi-Cultural Jobs Program	DCEO (420)	05/01/2025 - 07/01/2025	\$500000 - \$1000000
Solar Pipeline Training Program	DCEO (420)	05/01/2025 - 07/01/2025	Not Applicable

- Review the note as needed.
- Select the Opportunity Title 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...

[Special Wildlife Funds - Duck Stamp - DU Line Item 100K Canada \(FY26 Budget\)](#)

- Alternatively, use the Public Link provided by your Funder.
- Land on the Opportunity Details page.

Complete the following steps to review the Opportunity Details:

- Review the Print, Help, Download, Save, and Apply options on the top right of the screen.
 - Use the back button on the browser to get back to the Opportunity Details page.
- Review the Opportunity Details and related attachments.

3. Select Apply.

FY26 Cemetery Relief Grant

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

Opportunity Information

CSFA Number 440-00-3400

CSFA Popular Name Cemetery Relief Fund

Title FY26 Cemetery Relief Grant

Description Allows not-for-profit organizations and units of local government access to grant funds to clean up cemeteries that have been abandoned, neglected, or are otherwise in need of additional care.

Awarding Agency Name Financial And Prof Reg

Agency Contact Name Denise Bullocks

4. Land on the Project Information Page.

Project Information and Navigation

Navigate throughout the Application Packet by selecting the appropriate element across the top of the screen. For example, select the Application Forms to review all the required Application Forms. Then, select the Project Information element to navigate back to the Project Information page.

FY26 Cemetery Relief Grant



Project Information

[Help](#)
[Download](#)
[Save](#)
[Save & Continue](#)

Enter basic Application Information and Primary Contact information on the Project Information page.

Complete the following fields on the Project Information page:

1. Application Name.
2. Award Requested.
3. Match Amounts.

a. Leave Cash Match, In-Kind Match, and Other Match as \$0.00

Project Information ✓

[Help](#)
[Download](#)
[Save](#)
[Save & Continue](#)

Application Information

Application Name * ✓

Pre-Qualification Status Not Qualified

How much are you requesting from the funder?

Award Requested *

How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions *

In-Kind Match Requirement \$0.00 ⓘ

In-Kind Match Contributions *

Other Funding Requirement \$0.00 ⓘ

Other Funding Contributions *

Total Award Budget \$50,000.00

4. Enter Name.
5. Enter Email Address.
6. Enter Address Line 1.
7. Enter Address Line 2
 - a. As needed.
8. Enter City.
9. Enter State/Province.
10. Enter Postal Code.
11. Enter Phone Number.
12. Mark as Complete.
13. Save and Continue.

Primary Contact Information

Name *	<input type="text" value="Test"/>
Email Address *	<input type="text" value="Test@test.com"/>
Address Line 1 *	<input type="text" value="Test"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Test"/>
State/Province *	<input type="text" value="Test"/>
Postal Code *	<input type="text" value="Test"/>
Phone Number	<input type="text"/>

Save

Mark as In Progress

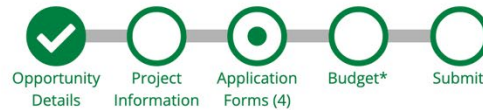
Save & Continue

14. Land on the Application Forms list page.

Application Forms

Funders configure Application Forms to collect data from Applicants. The Application Forms Grid shows the Name, Status, and Print options of each form.

FY26 Cemetery Relief Grant



Forms

[Help](#)
[Download](#)
[Save & Continue](#)

Name	Status	Print
Uniform Grant Application - Applicant Completed Section	New	
Program Specific Application	New	
Applicant Conflict of Interest	New	
Document Uploads	New	

[K](#)
[<](#)
[1](#)
[>](#)
[X](#)
25

1 - 4 of 4 items

[Save & Continue](#)

Complete the following steps for each Application Form:

1. Select the Name to start the Application Form.

Name	Status	Print
Uniform Grant Application - Applicant Completed Section	New	
Program Specific Application	New	
Applicant Conflict of Interest	New	
Document Uploads	New	

[K](#)
[<](#)
[1](#)
[>](#)
[X](#)
25

1 - 4 of 4 items

2. Review all application instructions, fields, and downloadable attachments carefully.
3. Complete all required fields marked with an (*).
4. Complete all applicable optional fields.
5. Mark as Complete.

6. Save and Continue.

Uniform Grant Application - Applicant Completed Section

1 of 2

[Download](#)[Save](#)[Save & Continue](#)

Applicant Information

Legal Name (Name used for UEI registration and grantee pre-qualification) *

Common Name (DBA) *

Employer/Taxpayer Identification Number (EIN,TIN) *

Organizational UEI Number *

GATA ID (assigned through the grantee portal) *

SAM Cage Code

[Save](#)[✔ Mark as Complete](#)[Save & Continue](#)

7. Land on the next Application Form page.
8. Complete the above steps for all Application Forms.
9. Land on the Budget after completing the last Application Form.

Budget

Applicants must account for all the Award Requested amount on the Project Information page when completing the Budget. For example, if requesting \$50,000 on the Project Information page corresponding Line Items must be entered against allowable Budget Categories to reconcile the Award Requested with the Total Revenue Budget Cost on the Budget.

Complete the following steps to add Budget Line Items:

1. Select the + icon next to the appropriate Budget Category.

Budget View Settings

Options

☒ Line Items ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ 4. Equipment (2 CFR 200.439)	\$0.00	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$0.00	\$0.00	\$0.00
+ 6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)	\$0.00	\$0.00	\$0.00
+ 8. Construction	\$0.00	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00	\$0.00
+ 14. Other or Miscellaneous Costs	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

2. Enter Name.
3. Enter all required fields based on Category.
4. Enter Direct Cost.
5. Add a detailed Narrative.
6. Add Supporting Documentation.
7. Click Create on the bottom right of the screen.
8. Repeat for all Line Items.

New Line Item

Budget Item Information

Category 4. Equipment (2 CFR 200.439) ▾

Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual Services category.

Item Type Direct Cost Calculation

Calculation Type Quantity x Rate

Name *

Cost Rate *

Quantity *

Direct Cost \$0.00

Non-Grant Funded No ▾

Total Budgeted \$0.00

Create



Cancel

9. Select the pencil edit icon to edit Line Items.

10. The Total Overall Budget Cost must be \$0.00.

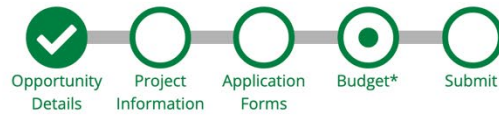
Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ 4. Equipment (2 CFR 200.439)	\$1,000.00	\$0.00	\$1,000.00
Test  	\$1,000.00	\$0.00	\$1,000.00
+ 5. Supplies (2 CFR 200.94)	\$0.00	\$0.00	\$0.00
+ 6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)	\$0.00	\$0.00	\$0.00
+ 8. Construction	\$0.00	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00	\$0.00
+ 14. Other or Miscellaneous Costs	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$1,000.00	\$0.00	\$1,000.00

11. Toggle to and update Award Requested amount on the Project Information page, then back to the Budget to reconcile as needed.

FY26 Cemetery Relief Grant



Budget

[Help](#)[Download](#)[Save & Continue](#)

12. Save progress before navigating.
13. Select Mark as Complete.
14. Save and Continue.

[✓ Mark as Complete](#)[Save & Continue](#)

15. Land on the Submit page.

Submit Application

The Project Information page, all Application Forms, and the Budget must be Marked as complete to submit. The navigation element will be green with a white checkmark when complete. AmpliFund displays validation errors if there are incomplete sections in the Application Packet.

Incomplete Application:



Grantee Pre-Award Processes



You are about to submit your application, **Test**, to **Board of Elections**.

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 containing required fields which have not been completed.

You have forms that have not been completed.

Your budget has errors that require your attention.



Complete Application:

Grantee Pre-Award Processes



You are about to submit your application, **Test**, to **Board of Elections**.

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

Submitted Application:

Grantee Pre-Award Processes



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.



Application

Exit

Download Complete Application:

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.

 Application

Exit

Customer Support

Housekeeping User Tips:

- Create an AmpliFund favorites folder in your browser.
- Follow AmpliFund Release Notes to stay up to date on product updates.
AmpliFund Release Notes: <https://il-amplifund.zendesk.com/hc/en-us/categories/360001754633>

AmpliFund Links:

- Production Link: <https://il.amplifund.com>

AmpliFund Support Contacts:

- AmpliFund Support Site: <https://il-amplifund.zendesk.com>
- AmpliFund Support Email: support@il-amplifund.zendesk.com
- AmpliFund Support Phone: [\(844\) 407-3573](tel:(844)407-3573)

GATU Support Contacts:

- GATU Support Site: <https://gata.illinois.gov>
- GATU Support Email: omb.gata.gms@illinois.gov
- GATU Support Phone: [\(217\)-782-4520](tel:(217)782-4520)