

MONITORING APPLICATION PROGRESS AND VIEWING AWARDS

This document provides step by step examples on how to monitor your application’s approval status and how to view your awarded amount.

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APPLICATION STATUS

Once your application is submitted, your organization's application contact (the person named on the application as the contact) will receive emails throughout the approval process.

Depending on the grant, the Judicial Grant Administrator may also send updates and other email communications. The examples in this document are the updates from AmpliFund that are sent throughout the approval process.

All emails from AmpliFund will come from: **AmpliFund Administrator** no-reply@gotomygrants.com

After your application has been reviewed, it will be **Approved*** or **Rejected**. Your organization's application contact will receive an email similar to this:



Hello Test,

You are receiving this AmpliFund notification email because the status of the application you submitted to Colorado Judicial (Sandbox Environment) for 2023/24 Eviction Legal Defense Fund Grants has been updated.

Your application, SM Award Test, now has a status of Approved.

Select <https://www.gotomygrants.com/> to log in to the Amplifund Applicant Portal to view your application.

Regards,
AmpliFund Administrator
Colorado Judicial (Sandbox Environment)

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

****Please note that an Approved application does not indicate that the application was approved for the full amount requested.***

Application status can also be viewed from your *Applications* page.

Applications

Application Name	Application ID	Submission Status	Funder Name	Title	Opportunity Status	Submission Open D...	Submission Close D...	Award Floor	Award Ceiling
SM Award Test	50637	Approved	Colorado Judicial (Sandbox Environment)	2023/24 Eviction Legal Defense Fund Grants	Closed	3/27/2023 8:00 AM	5/31/2023 5:00 PM		

RECEIVING AND VIEWING AN AWARD

If you have been awarded a grant, your organization's application contact will receive an email similar to this:



Hello Test,

You are receiving this notification because your organization has been given an award from Colorado Judicial (Sandbox Environment).

This award of 0 years 0 months 17 days begins on 5/24/2023.

If you currently use AmpliFund, please [login](#) to see the details of your award and get started.

If you have never used AmpliFund, please use [this link](#) to set your password and login.

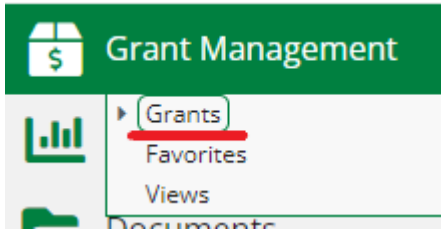
Regards,
AmpliFund Administrator
Colorado Judicial (Sandbox Environment)

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To view your awarded amount, click the login link in the email. Once you have logged on, your organization's home page appears. Click the **Grant Management** menu tab.

The screenshot shows the AmpliFund dashboard interface. On the left is a vertical navigation menu with the following items: Activity, Contacts, Grant Management (highlighted with a red box), Reports, Documents, Knowledge Center, and Administration. The main content area displays a calendar for the month of May, with columns for Sun, Mon, and Tue. The calendar shows dates from 28 to 13. Above the calendar, there are status indicators for 'Past Due' (red square), 'Complete' (grey square), and 'Due' (green square). Navigation buttons for '<', '>', and 'today' are also visible.

Click **Grants**.



Your grant award amount is shown in the *Total Awarded Amount* column.

Drag a column header and drop it here to group by that column

Name	Grantor	Award Status	Total Awarded Amount	Fiscal Year Received	Close Out Date	Status
Test Organization - Award	Colorado Judicial (Sandbox Environment)	Approved	\$10,000.00		12/9/2023	Enabled