

# Starting your Impact Grant Application in AmpliFund- Step-by-Step Guide

This guide provides some brief tips for completing a full grant proposal in R&D's AmpliFund Portal. This example will use RFP No. 25AG-01 Agriculture and Food Systems.

**STEP 1: Go to [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact) to download and read the RFP, and to Apply online.**

## Impact Grants for Fiscal Year 2025-2026 - Now Accepting Proposals

[Notification of Funding Availability](#)

To begin your application, click the "Apply Here" link next to your choice of RFPs.

Links to the the individual RFPs and to the Application Portal for each Impact Grant Program Area are provided below. Please be sure to read the full RFP document.

[RFP No. 25AG-01 Agriculture and Food Systems – Apply Here](#)

[RFP No. 25BI-02 Business and Industry Development – Apply Here](#)

[RFP No. 25CW-03 Community Well-Being – Apply Here](#)

[RFP No. 25FM-04 Film and Creative Industries – Apply Here](#)

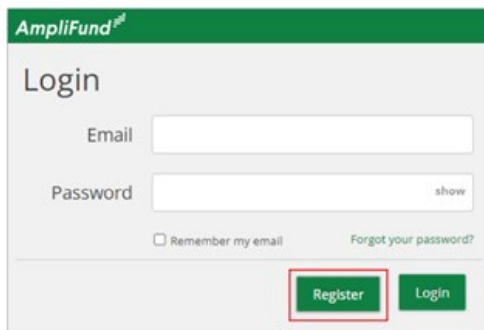
[RFP No. 24 RT-05 Regenerative Tourism – Apply Here](#)

[Frequently Asked Questions \(FAQ\)](#)

## STEP 2: After clicking “Apply Here” – Login or Register

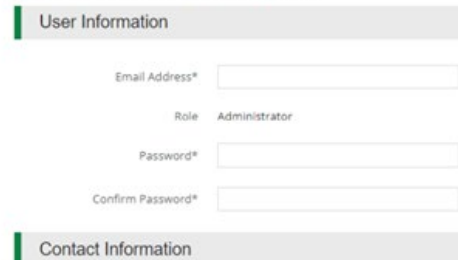
When the AmpliFund Login Screen appears, users who have already registered may login, and new users will click the “Register” button to Create New Account for their Applicant Organization.

- Applicants should only register ONCE for their organization. Users can be added to the Organization Account.
- For more help with setting up a new account in AmpliFund, see the [Applicant Portal User Guide](#).



## Create New Account

If you have already registered, please click [here](#) to login.



- 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

### STEP 3: R&D's Grant Information.

The "Opportunity Information" section of contains Opportunity Details and Evaluation and Scoring Information. The Opportunity Details section is a summary of the RFP. Please be sure to read the full RFP instead of relying on the abbreviated information provided in the Amplifund portal.

## FY 25-26 Agriculture and Food Systems Impact Grant

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[Opportunity Details](#) **Evaluation & Scoring**

### Opportunity Information

**Title** FY 25-26 Agriculture and Food Systems Impact Grant

**Description** DEPARTMENT GOAL  
The Department's goal is to support a high quality of life for Hawai'i Island residents by supporting projects that help to balance Hawai'i Island's economic, social, and environmental well-being. Through this RFP, the Department seeks proposals that demonstrate the potential to generate economic and equitable benefits to Hawai'i Island residents through capacities such as business income, job growth, increased accessibility, reduced expenses or reduced environmental footprint, and greater efficiency. The emphasis is on facilitating measurable, positive impact within Hawai'i Island communities.

AGRICULTURE AND FOOD SYSTEMS PROGRAM OBJECTIVES

The Evaluation and Scoring Section is an informational section that reminds you how reviewers will evaluate your complete proposal, which includes your abstract, narrative, budget, and required documents.

## FY 25-26 Agriculture and Food Systems Impact Grant



### Evaluation & Scoring ✓

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#### Criteria

The maximum score of 100 points will be divided among the following categories.

- Demonstrated Sector/Community Need. Maximum 10 points. Evaluation criteria:**
  - The proposal provides a comprehensive and well-supported description of the sector or community need. Evidence is robust, relevant, and demonstrates the need for the project.
- Project Impact: Maximum 30 points. Evaluation criteria:**
  - How well the proposed outcomes advance the Department's goal and Program Area objectives, and demonstrate the economic and equitable benefits to Hawai'i Island residents and businesses.
  - How well the proposed project demonstrates measurable positive impacts in the community during and after the award period.
- Project Feasibility: Maximum 15 points. Evaluation criteria:**
  - The extent to which the proposal reflects a coherent and feasible approach and includes a reasonable timeline for completion of all proposed activities.
  - The clarity with which specific roles and responsibilities are defined.
- Applicant Qualifications and Experience. Maximum 15 points. Evaluation criteria:**
  - The level of integrity, reliability, and credibility of the organization in the community.
  - The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the proposed project.
- Project Partnerships. Maximum 10 points. Evaluation criteria:**
  - The depth and breadth of experience in performing similar work.
  - Duration and strength of partnerships related to the proposed project.
  - The demonstration of established partnerships that support the success of the proposed project.
- Fiscal Capability and Accountability. Maximum 20 points.**
  - The reasonableness, accuracy, and thoroughness of the proposed project budget. This includes the appropriate allocation of funds based on planned activities.
  - Level and probability of non-County funds committed to the project.
  - Applicant's knowledge and implementation of appropriate fiscal controls and policies.

#### Review and Selection Process

Please review Section 4, EVALUATION PROCESS of the RFP for complete guidance.

Proposal review and selection under this RFP follows a three-phase process.

Phase 1: Screening for eligibility and completeness.

Phase 2: Proposal evaluation and scoring. Evaluation committee members, recommended by the Department Director and approved by the County's Chief Procurement Officer, review each proposal on its own merits, assigning a score of up to 100 points according to the evaluation criteria described in the RFP. The Proposer's total score will be determined by the average of the total points by all evaluators. Proposals whose total evaluation scores do not meet a minimum threshold of 70 points will not advance to Phase 3 of the evaluation process.

Phase 3: Priority Listed Proposer Evaluation. The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contract.

#### Anticipated Announcement Dates

The Department anticipates announcing awards by Monday, October 27, 2025.

## STEP 4 – The Application Begins

- This is the first important step in the application process. Click Apply.

FY 25-26 Agriculture and Food Systems Impact Grant



Opportunity Details Evaluation & Scoring

- Complete your Project Information Page. Please enter this information before starting the budget section of the application.
- “Application Name” is the name of your proposed project and not the name of the Applicant Organization. The Applicant Organization information will come from your initial registration.

## FY 25-26 Agriculture and Food Systems Impact Grant



### Project Information

Help Download Save Save & Continue

#### Application Information

Application Name \*

How much are you requesting from the funder?

Award Requested \*

How much are you planning to contribute to the budget?

Other Funding Requirement

Other Funding Contributions \*

Total Award Budget \$0.00

#### Primary Contact Information

Name \*

Email Address \*

Address Line 1 \*

Address Line 2

City \*

State/Province \*

Postal Code \*

Phone Number

Save ✓ Mark as Complete Save & Continue

## Example of a Completed Project Information Section:

### FY 25-26 Agriculture and Food Systems Impact Grant



#### Project Information

Help Download Save Save & Continue

##### Application Information

Application Name \* Training and Implementation Program ✓ "Application Name" is the name of your project.

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

Award Requested \* \$25,000.00 Your R&D Impact Grant Request.

##### How much are you planning to contribute to the budget?

Other Funding Requirement \$6,250.00  
 Other Funding Contributions \* \$6,250.00  
 Total Award Budget \$31,250.00  
 Amplifund automatically calculates 25% of your grant request but you still need to add it in the Other Funding Contributions field.

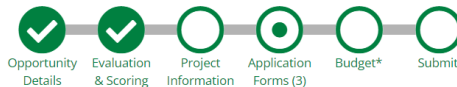
##### Primary Contact Information

Name \* Elizabeth Dykstra  
 Email Address \* Elizabeth.Dykstra@hawaiicounty.gov

## STEP 5: FORMS PAGE

This section is where you will access the Project Abstract and Project Narrative Form, the Required Documents Form, and the Acknowledgement and Terms of Use Agreement Form.

### FY 25-26 Agriculture and Food Systems Impact Grant



#### Forms

Help Download Save & Continue

Name	Status	Print
Project Abstract and Narrative	New	
Required Documents	New	
Acknowledgement and Term of Use Agreement	New	

1 - 3 of 3 items

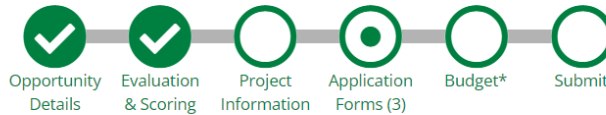
Save & Continue

**STEP 6: PROJECT ABSTRACT AND NARRATIVE – All on one page.**

**STEP 6A: Project Abstract**

Best practice is to write your Project Abstract last. The Form Page contains the guidance provided in the RFP. While the field for entering your Abstract looks small, it provides enough space for 5,110 characters (including spaces), which equates to approximately one letter-sized page with one-inch margins, and single-spaced text. A compelling Abstract is half that size and contains the pertinent facts and demonstrates project need. R&D posts the Abstracts of all awarded proposals online.

## FY 25-26 Agriculture and Food Systems Impact Grant



### Project Abstract and Narrative

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

1 of 3

#### Project Abstract

Please provide a concise Project Abstract. Note the maximum character count of 5,110 (including spaces), which equates to approximately one letter-sized page with one-inch margins, and single-spaced text. Please try to be brief, using far less space than is provided. The abstract is an introduction that lays out the basic facts of the project. In narrative format, describe the proposed project in the following order:

- Provide a concise summary of the project, including its primary goal, target beneficiaries, and key activities.  
*Example: This project aims to (insert primary goal) by (describe key activities). The target beneficiaries include (describe target beneficiaries).*
- Impact Statement: Clearly state the expected economic, social, and environmental impacts, linking them directly to the Department's Goal and Program Area Objectives.  
*Example: The project will (describe expected impacts) directly supporting the Department's Goal and Program Area objectives by (link to specific objectives).*
- Timetable Overview: Provide a high-level overview of the project timeline, highlighting major milestones and deliverables.  
*Example: This project will (describe major milestone) by the (month number) month of this twelve-month project.*
- Funding Summary: Break down the usage of R&D funds and matching resources.  
*Example: R&D funds in the amount of \$\_\_\_\_\_ (list Impact Grant request) will be used to (list major uses of Impact Grant funds). Matching funds in the amount of \$\_\_\_\_\_ (list matching funds, whether cash or in-kind contribution, along with the source of matching funds) will be used to (describe how matching funds will be used in the funded project).*

Abstract Response \*

Alt+F10 to access toolbar by keyboard

A screenshot of a TinyMCE rich text editor. The toolbar includes a dropdown menu set to 'Paragraph', followed by icons for Bold (B), Italic (I), bulleted list, numbered list, left-align, right-align, link, image, and source code (<>). The editor area is currently empty. The TinyMCE logo is visible in the bottom right corner.

## STEP 6B: Project Narrative

As with the Abstract, there is plenty of room to write a compelling narrative. There is a maximum character count of 25,550 (including spaces), which equates to approximately five letter-sized pages with one-inch margins, and single-spaced text.

### Project Narrative

Please provide a complete project narrative. Note the maximum character count of 25,550 (including spaces), which equates to approximately five letter-sized pages with one-inch margins, and single-spaced text. Describe the proposed project in the following order:

#### A. DEMONSTRATED SECTOR/COMMUNITY NEED:

Provide the Program Sector and/or community need that the project is seeking to address. Provide evidence that supports the need. Acceptable evidence includes, but is not limited to industry data, community feedback, research findings, or needs assessments.

#### B. PROJECT IMPACT

In narrative format, address the following:

- Explain how the proposed project addresses this demonstrated need.
- Explain how the expected project goals and outcomes help to achieve the Department's Goal and Program Area Objectives.
- Explain how you will measure the success of your project. Describe the tools or methods used to track and report progress on your project goals. Goals must be SMART - specific, measurable, achievable, relevant, and time-bound.

#### C. PROJECT ACTIVITIES AND OUTCOMES:

Describe all planned project activities, including the timeline, locations, and key staff involved. Explain what each activity will accomplish and specify the measures (addressed in Section B. above) you will use to evaluate project success. The following example is for illustrative purposes only.

##### EXAMPLE - ACTIVITY 1

- Activity Description: The Project lead will facilitate connections between stakeholders through networking events involving at least 50 participants.
- Activity Timeline: Ten monthly networking events will take place from the second to the eleventh month of the project period.
- Activity Location: Networking events will be hosted by network members at their facilities in Waimea, Honoka'a, Kailua-Kona, Captain Cook, Miloli'i, and Hawaiian Ocean View Estates.
- Key Staff Assigned to the Activity: *Guidance* - List the key staff who are involved in this activity. The Key staff listed in this section should be consistent with the full staff list and qualifications submitted with your required documents.
- Measures: The number of formal executed agreements.
- Expected Outcome of this Activity: A total of 25 participants will establish formal collaborative partnerships to build the sector with shared resources, leading to an estimated 15% increase in revenues

#### D. ORGANIZATIONAL QUALIFICATIONS


In narrative format, please address the following:

- Briefly describe the applicant's history, mission, goals, target population served, and past accomplishments.
- Explain the applicant's experience in performing work similar to the proposed project.
- Briefly describe the applicant's community partners or examples of past partnerships.
- Explain the duration and strengths of the partnerships involved in the proposed project.
- Describe the applicant's fiscal and administrative controls in place to properly manage County funds. See more about fiscal and administrative controls at the National Council of Nonprofits <https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/internal-controls-nonprofits>.

Narrative Response \*

Alt+F10 to access toolbar by keyboard

Paragraph ▼ **B** *I* [List Icons] [Link Icon] [Image Icon] [Code Icon]

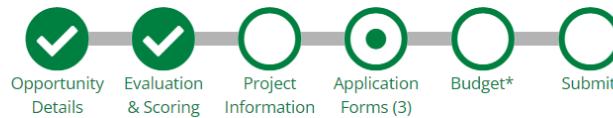
p 

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

## STEP 7: REQUIRED DOCUMENTS

- Upload all required documents on this page. See the RFP for full instructions.
- The Conflict of Interest Disclosure Form is a required County form. Please note that your own Organization’s Policy is not an acceptable alternative. The County Conflict of Interest form is posted on the Impact Grant Website for easy download.
- Note that proposals submitted without the correct documents will not pass the evaluation prescreening process. Make sure you are attaching the appropriate documents. Prescreeners will review the submissions for accuracy.

## FY 25-26 Agriculture and Food Systems Impact Grant



### Required Documents

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

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#### Required organizational documents uploaded

Conflict of Interest Disclosure Form(s) \*

[Choose File](#)

Current Charter or Articles of Incorporation \*

[Choose File](#)

Current By-Laws \*

[Choose File](#)

Current Corporate Resolution, if required per By-Laws

[Choose File](#)

Current Board of Directors list, including names, titles, addresses occupations, and terms of office for all officers and members of the Board of Directors. \*

[Choose File](#)

Copy of IRS verification of tax-exempt status, if applicable.

[Choose File](#)

Current Financial Statements – signed and dated. \*

[Choose File](#)

A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience and qualifications. \*

[Choose File](#)

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

## STEP 8: ACKNOWLEDGEMENT AND TERM OF USE AGREEMENT

This is essentially the application signature page. Please review and complete.

### Acknowledgement and Term of Use Agreement

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

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#### Acknowledgement

By submitting this proposal/grant application, I hereby understand, acknowledge, and agree to all of the requirements, terms, and conditions of the RFP No. 25AG-01. I understand and agree that by submitting this proposal/grant application, it is sufficient to validate my electronic signature.

Signature (type name) \*

Title

Date signed

#### Term of Use Agreement

##### Your Responsibility as the Applicant:

1. Before submitting your application to the County of Hawai'i, Department of Research and Development, it is your responsibility to ensure the correctness of all information submitted in the application. If you would like a copy of the application for your records, you may print it via this online application portal.
2. You are required to provide a valid email address. After submitting your application, make certain that you receive an immediate email response verifying receipt of your application.
3. If you do not receive the confirmation email, it is your responsibility to contact the Department of Research and Development. If you fail to do so, your application may not be considered for the grant for which you have applied.

Your application is submitted using secure encryption to ensure the privacy of all information you transmit over the internet.

##### Definitions:

1. The term "applicant", "you", or "your" means the person, individual, entity, or representative of an entity, who has the authority to submit a grant application and proposal to the County of Hawai'i, Department of Research and Development for RFP No. 25AG-01.
2. The term "RFP" means Request for Proposals No. 25AG-01, for the Impact Grant for Fiscal Year 2025-2026.
3. The term "web site" used herein means the Amplifund web site, used to submit an electronic application for the authorized purpose of submitting a proposal to the County of Hawai'i Department of Research and Development for RFP No. 25AG-01.

##### Disclaimer of Warranties:

The use of this web site to submit your application is provided "AS IS" and without warranties of any kind. To the fullest extent of the law, the County of Hawai'i, including each agency, officer, or employee of the County of Hawai'i, disclaims all warranties, expressed or implied, including but not limited to, warranties of merchantability and fitness for a particular purpose, with respect to the web site; the disclaimer of warranties includes, but is not limited to, disclaimers in regard to the following: (1) that the functioning of this web site will be uninterrupted and error-free; (2) that any defects or other errors on this web site will be corrected; and (3) that this web site as well as the computer system are, or will be, free of viruses or other harmful components. In addition, neither the County of Hawai'i, or any agency, officer, or employee of the County of Hawai'i makes any representations, guaranties, or warranties as to: (1) the accuracy, completeness, currency, or suitability of the information provided via this web site; (2) the use of, or in the results of the use of this web site; and (3) the accuracy, reliability, availability or completeness or usefulness of the content of web sites created and maintained by person other than the County of Hawai'i and linked to, or from, this web site.

##### Limitation of Liability:

Under no circumstances, including but not limited to, negligence, shall the County of Hawai'i, nor any agency, officer, or employee of the County of Hawai'i, be liable for any special consequential and/or incidental damages that may result from the use of, or the inability to access or use this web site, even if the County of Hawai'i has been advised of the possibility of such damages. Applicable law may not allow the limitation or exclusion of liability or incidental or consequential damages, so the above limitation or exclusion may not apply to you. In no event shall the County of Hawai'i's total liability to you for all damages, losses, and causes of action exceed the amount paid by you, if any, to access this web site.

##### Links to External Web Sites and Pages:

The content of this web site may contain hypertext links to external web sites and pages containing information created and maintained by the County of Hawai'i, and/or information created and maintained by public and private organizations other than the County of Hawai'i. These hypertext links may be created by the County of Hawai'i if it determines that establishing the external link will be consistent with assisting or furthering the purpose of its RFP No. 25AG-01. In addition, hypertext links may be created by the County of Hawai'i for informational purposes, that is, where the linked external web site will provide useful and valuable information about its RFP No. 25AG-01, or where the linked external web site is required or authorized by law. The inclusion of a hypertext link to an external web site is not intended as an endorsement of any products or service offered or referenced on the linked web site, the organizations sponsoring such web site, or any views which might be expressed or referenced in the web site. These hypertext links to external web sites and pages may be removed or replaced in the sole discretion of the County of Hawai'i, at any time, without notice.

##### Disclaimer of Endorsement:

Any reference in this web site to any specific commercial products, processes, or services by trade name, trademark, manufacturer, or otherwise, does not constitute or imply, its endorsement, recommendation, or favoring by the County of Hawai'i.

##### Jurisdiction:

Any person choosing to access and use this web site is subject to the jurisdiction of the State of Hawai'i. These terms shall be governed by, and construed in, accordance with the laws of the State of Hawai'i. Any dispute arising out of, or relating to, these terms, or access and use of this web site and submission of any grant application, shall be decided under the laws of and in the state courts in the State of Hawai'i, and you hereby consent to, and submit to, the personal jurisdiction of such courts for the purpose of adjudicating such dispute.

##### Severability:

If any provision in these terms shall be determined to be unlawful, void, or unenforceable by a court of competent jurisdiction, then that provision shall be deemed severable from the remaining terms and shall not affect the validity and enforceability of the remaining provisions.

By accepting the Terms of Use Agreement set forth herein, you agree to all of the above terms and you agree to use this online grant application system only for the submission of a bona fide grant application to County of Hawai'i, Department of Research and Development. Any other use of this online grant application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Term of Use Agreement, and may be reason to reject any grant application. Be advised that, by submitting a grant application, you are agreeing to the Term of Use Agreement and also acknowledge and understand all of the proposal requirements, terms, and conditions of the RFP No. 25AG-01. By submitting a grant application, you understand and agree that it is sufficient to validate your electronic signature.

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

## STEP 9: BUDGET

- Important – Be sure to complete Step 4: Project Information first.
- **Best Practice** – being entering budget information as soon as you start your application. You can save your work along the way and edit as needed.

Budget

Help
Download
Save & Continue

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Budget View Settings

**Options**

Line Items  Non-Grant Funded

Proposed Budget

**Expense Budget**

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$0.00	\$0.00	\$0.00
+ H. Administrative	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Revenue Budget**

Grant Funding			
Award Requested	\$0.00		\$0.00
<b>Subtotal</b>	<b>\$0.00</b>		<b>\$0.00</b>
Non-Grant Funding			
Other Funding		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>			<b>\$0.00</b>
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>

Mark as Complete
Save & Continue

**Example and tips:** For the example application in Step 4 above, we start a new line item under Contracts by clicking on the green plus sign and entering the line item information:

**New Line Item**

scope of work or services to be provided, and how the costs were estimated, if matching resources are used, specify the source and form (e.g., cash/in-kind).

Item Type: Non-Personnel

Name:

Direct Cost:

Non-Grant Funded: Yes

Grant Funded:

Other Funding:  Dollar Percentage

Total Budgeted:

Narrative: 

Professional Training Firm XYZ will conduct 10 training programs for 50 participants per session per contract. We will use \$6,250.00 in our training budget to leverage the \$22,500 Impact Grant funding.

Create
Cancel

- You may always choose Non-Personnel as Item Type. If you provide enough detail in the Narrative Section you do not need to use the Direct Cost Calculation type.
- Not even though the description is Non-Grant Funded.
- When entering the other funding amount, use Dollar instead of Percentage.
- There is a field available for an attachment. Attachments are NOT required. But, if you have documentation that supports the line item cost you may attach it in this section.

After pressing the “Create” button you will see that the budget cannot be submitted because there is a missing \$2,500.00 funded expense. We need to add an additional line item.

## Budget

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



Budget View Settings

### Options

Line Items  Non-Grant Funded

Proposed Budget

### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$22,500.00	\$6,250.00	\$28,750.00
Training Vendor  	\$22,500.00	\$6,250.00	\$28,750.00
+ H. Administrative	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$22,500.00</b>	<b>\$6,250.00</b>	<b>\$28,750.00</b>

### Revenue Budget

#### Grant Funding

Award Requested	\$25,000.00	\$25,000.00
<b>Subtotal</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>

#### Non-Grant Funding

Other Funding	\$6,250.00	\$6,250.00
<b>Subtotal</b>	<b>\$6,250.00</b>	<b>\$6,250.00</b>

**Total Revenue Budget Cost** (\$31,250.00)

**Total Overall Budget Cost** (\$2,500.00)

The Total Overall Budget Cost must be \$0.00

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

For this example we enter the 10% Admin fee. And after creating, the budget is balanced and ready to submit.

## Budget

Help

Download

Save & Continue





### Budget View Settings

#### Options

Line Items  Non-Grant Funded

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$22,500.00	\$6,250.00	\$28,750.00
Training Vendor  	\$22,500.00	\$6,250.00	\$28,750.00
+ H. Administrative	\$2,500.00	\$0.00	\$2,500.00
Admin Expense  	\$2,500.00	\$0.00	\$2,500.00
<b>Total Expense Budget Cost</b>	<b>\$25,000.00</b>	<b>\$6,250.00</b>	<b>\$31,250.00</b>

#### Revenue Budget

Grant Funding		
Award Requested	\$25,000.00	\$25,000.00
<b>Subtotal</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>
Non-Grant Funding		
Other Funding	\$6,250.00	\$6,250.00
<b>Subtotal</b>	<b>\$6,250.00</b>	<b>\$6,250.00</b>
<b>Total Revenue Budget Cost</b>		<b>(\$31,250.00)</b>
<b>Total Overall Budget Cost</b>		<b>\$0.00</b>

Mark as Complete

Save & Continue

This is a simplified budget example. Please refer to [R&D's Budget Tutorial](#) created for the FY24-25 Impact Grant funding cycle. See also last year's [Amplifund Applicant Training Webinar Slide Deck](#)

#### Final Reminders:

- Read the RFP and attend the Informational Webinar.
- Do not wait until the last minute to begin your online application.
- Save your work as you go (the system times out after a period of time so save frequently.)
- Do not press the "Mark as Complete" button on any form or page until you are certain you are finished with that section.
- Do not press SUBMIT until you are ready to go.