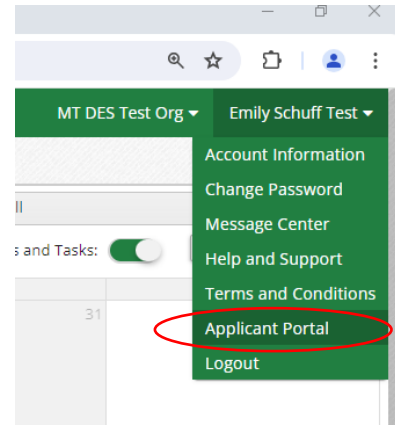


## Updating your FY24 EMPG Application in Amplifund

1. Log into Amplifund <https://mt.amplifund.com/account/Login.aspx>

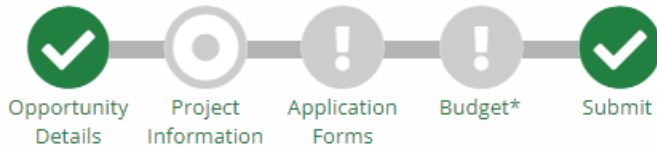
2. Use the dropdown menu (top right corner) under your name to access the “applicant portal”



3. Select **your** FY24 EMPG Application, open the application By clicking the title.

FY 24 EMPG MT  
DES TEST

4. Use the circular dials to navigate the application sections.



### Updating your Budget: Part 1

Your budget must be updated if your awarded amount from MT DES is different than your original requested amount. There are two separate sections in your application that must be updated (project information and budget). Please follow our example jurisdiction below.

**Example:** Jurisdiction X’s original proposed budget was \$50,000.00; they were only approved for \$45,000.00 and will need to reduce their total budget by \$5,000.00.

1. Using the dials, navigate to “Project Information.”

This screen will show the original funding request made

in your application, **you will see Jurisdiction X still has a budget of \$50,000.00, they need to reduce by \$5,000.00 to reflect their new budget of \$45,000.00.**



#### Project Information ✓

Funder Comments

Application Information

Application Name \* FY 24 EMPG MT DES TEST ✓

How much are you requesting from the funder?

Award Requested \* \$25,000.00

How much are you planning to contribute to the budget?

Cash Match Requirement \$25,000.00 ⓘ

Cash Match Contributions \* \$25,000.00

Total Award Budget \$50,000.00

Enter new amounts into two fields “Award Requested” and “Cash Match Contribution.”

**a. How much are you requesting from the funder?**

i. Award Requested: Enter your approved FY24 federal awarded amount

**b. How much are you planning to contribute to the budget?**

i. Cash Match Contributions: Enter your match amount

ii. Total Award Budget: This number will populate based on the amounts you entered above. It will be your total budget, both your cash match and your federal award combined.

**Example:**

New Budget for Jurisdiction X will be \$45,000.00.

Award Requested: \$22,500.00 (“Award requested” = “approved federal award”)

Cash Match Contributions: \$22,500.00 (What Jurisdiction X will contribute)

Total Award Budget: \$45,000.00 (Federal award + Cash Match = Total Award Budget)


2. Save by selecting “Mark as Complete” or “Save and continue”

## Project Information

Funder Comments

Application Information

Application Name \*


FY 24 EMPG MT DES TEST 

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

Award Requested \*

\$22,500.00

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

Cash Match Requirement \$22,500.00 

Cash Match Contributions \*

\$22,500.00

Total Award Budget

\$45,000.00

Save & Continue

## Updating your Budget: Part 2

Using the dials, navigate to “Budget” →



**Example:** Jurisdiction X’s Proposed Budget still reflects their old request of \$50,000.00. Let’s update it!









### Options

Line Items  Non-Grant Funded

Select both “line items” and “non-grant funded” for best view.

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
<b>+ A. Organization: Personnel Salary</b>	\$12,500.00	\$12,500.00	\$25,000.00
FTE Salary  	\$12,500.00	\$12,500.00	\$25,000.00
<b>+ B. Organization: Fringe Benefits</b>	\$5,000.00	\$5,000.00	\$10,000.00
Fringe for 1 FTE  	\$5,000.00	\$5,000.00	\$10,000.00
<b>+ C. Operational Utilities</b>	\$0.00	\$0.00	\$0.00
<b>+ D. Travel for EMPG</b>	\$0.00	\$0.00	\$0.00
<b>+ E. Supplies / Accountable Supplies</b>	\$1,000.00	\$1,000.00	\$2,000.00
General DES Office Supplies  	\$1,000.00	\$1,000.00	\$2,000.00
<b>+ F. Public Information and Warning System</b>	\$0.00	\$0.00	\$0.00
<b>+ G. Consultants / Contractual</b>	\$6,500.00	\$6,500.00	\$13,000.00
Project Consultant  	\$6,500.00	\$6,500.00	\$13,000.00
<b>+ H. Management And Administration</b>	\$0.00	\$0.00	\$0.00
<b>+ I. Indirect Costs</b>	\$0.00	\$0.00	\$0.00
<b>+ J. Equipment</b>	\$0.00	\$0.00	\$0.00
<b>+ K. Soft Match / In-Kind Match</b>	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$50,000.00</b>

We input \$45,000.00 in the “project information” section.

You can now see we are \$5,000.00 over budget and need to correct.

#### Revenue Budget

Grant Funding		
Award Requested	\$22,500.00	\$22,500.00
<b>Subtotal</b>	<b>\$22,500.00</b>	<b>\$22,500.00</b>
Non-Grant Funding		
Cash Match	\$22,500.00	\$22,500.00
<b>Subtotal</b>	<b>\$22,500.00</b>	<b>\$22,500.00</b>
<b>Total Revenue Budget Cost</b>	<b>(\$45,000.00)</b>	
<b>Total Overall Budget Cost</b>	<b>\$5,000.00</b>	

The cash match total cannot exceed the cash match on the Project Information page.

The grant funded total cannot exceed the award requested on the Project Information page.

The Total Overall Budget Cost must be \$0.00

**See next page for step-by-step directions.**

## Updating individual line-items

Select the pencil icon to edit each individual expense line item. We will update Jurisdiction X's Consultants/Contracts to reflect the changes in our budget by reducing this by \$5,000.00.

<b>+ G. Consultants / Contractual</b>		\$6,500.00	\$6,500.00	\$13,000.00
Project Consultant	 	\$6,500.00	\$6,500.00	\$13,000.00

### Project Consultant

#### Budget Item Information

Category **G. Consultants / Contractual**

Please include in the Name field below yearly contracts, maintenance contracts, etc. (other than public information and warning system) being funded with this grant. DO NOT put regular operational utilities or phone costs in this line. \*\*\*  
The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. \*\*\*

Item Type **Non-Personnel**

Name \* Project Consultant

Direct Cost \* \$8,000.00

Non-Grant Funded **Yes**

Grant Funded \$4,000.00

Cash Match **50.00%**

Dollar

**Percentage**

Total Budgeted \$8,000.00

Narrative \* This is a consultant to assist with our project.

#### Attachments

**Save**



Cancel

Enter the TOTAL (cash match and federal combined) into "Direct Cost." Set "non-grant funded" to "YES" and ensure your cash match is set to 0.50 and "percentage."

Jurisdiction X will pay \$4,000.00 for the consultant and the other \$4,000.00 will be paid for by the EMPG funds for a total budget of \$8,000.00.

Continue to update line items until the “Total Overall Budget Cost” is \$0.00 dollars and your “Total Revenue Budget Cost” is equal to your corrected budget amount.

You can see the budget has been updated, be sure to save your updated budget by selecting “saved and continue” or “mark as complete.”

<b>+ G. Consultants / Contractual</b>		\$4,000.00	\$4,000.00	\$8,000.00
Project Consultant	 	\$4,000.00	\$4,000.00	\$8,000.00
<b>+ H. Management And Administration</b>		\$0.00	\$0.00	\$0.00
<b>+ I. Indirect Costs</b>		\$0.00	\$0.00	\$0.00
<b>+ J. Equipment</b>		\$0.00	\$0.00	\$0.00
<b>+ K. Soft Match / In-Kind Match</b>		\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>		<b>\$22,500.00</b>	<b>\$22,500.00</b>	<b>\$45,000.00</b>
<b>Revenue Budget</b>				
<b>Grant Funding</b>				
Award Requested		\$22,500.00		\$22,500.00
<b>Subtotal</b>		<b>\$22,500.00</b>		<b>\$22,500.00</b>
<b>Non-Grant Funding</b>				
Cash Match			\$22,500.00	\$22,500.00
<b>Subtotal</b>			<b>\$22,500.00</b>	<b>\$22,500.00</b>
			<b>Total Revenue Budget Cost</b>	<b>(\$45,000.00)</b>
			<b>Total Overall Budget Cost</b>	<b>\$0.00</b>

You are done updating your budget!

