**Grant Award Overview**

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| Script |
| Welcome to the AmpliFund recipient series video focused on your grant award and editing grant award details. |
| You can access your grant award in AmpliFund by navigating to Grant Management then Grants. This will take you to a list of any grant awards you have in AmpliFund. To access a grant award click on the name. |
| In AmpliFund you can review and update some important grant award details. After you’ve navigated to the grants page, you can click on the pencil icon next to the grant name or in the upper right hand corner if you’ve clicked into the grant details. Then you can edit the Recipient Award Name and add your grant manager. |
| Let’s jump into AmpliFund and complete these items together. After logging in, from the calendar, click on Grant Management then Grants. Select the award you’d like to review and edit by clicking on the name. |
| After clicking on the name, you’ll land on the award details page. The award details page includes relevant information from your funder, including their award name, the grant funded amount, any match requirement, among other key award details. There are also a variety of financial fields on the award details like expenses to date, that will begin to update as you take action in your AmpliFund account. You can review the details of each field by hovering over the I icon to learn more. |
| To edit the award details, click on the pencil icon in the upper right hand corner of your screen. |
| This will take you to an editable page of the award. You will notice that not all fields are editable, there are specific items on the award that can only be edited by your funder, such as the Name, Responsible Person and Grant Funded Amount, among others. As the recipient you may edit the recipient award name. This is pre-populated with the name that your funder gave the award, to edit the name, click into the box and type the name you’d like populated. |
| You also need to designate a grant manager within your organization, this individual must be entered as a staff or user in your account. For instructions on how to add staff or users, please reference the video on our support site. From the field next to Recipient Grant Manager, select the applicable person by starting to type their name or hit the space bar to see all available users. The recipient grant manager has access to view and edit relevant areas of the grant award, as dictated by the permissions your funder has set. The recipient grant manager will also be the recipient of any automated notifications about the award, such as if you submit a payment request or amendment to your funder, the recipient grant manager would receive the approval or denial emails automatically generated by AmpliFund. |
| As you scroll down on the award there are also fields where you may enter a description and unique identifier, these are optional, but you may populate them if you’d like. |
| To save your changes on the grant award click on the green save button in the bottom right hand corner of the screen, this will take you back to the award details page. |
| While on the award details page, there is a tools drop down menu option. The tools drop down menu, provides you access to tools you may use to manage your grant award in AmpliFund, including the Email Manager, Tasks, Documents and Notes. Should you like to explore these tools further please reference the tools video on the AmpliFund Support site. |
| Through this AmpliFund Recipient Series video, you’ve learned about the grant award record in AmpliFund. If you have additional questions, please reference our support site. Thank you! |