Getting Going with Grants: Progress Checklist

*Welcome to Getting Going with Grants, your second implementation phase focused on building your grant portfolio and your performance plans. Please follow this checklist and complete all items before our next call.*

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Description automatically generated Core Concept Video 1: [Research Tool](https://amplifund.zendesk.com/hc/en-us/articles/360002975234-AmpliFund-Research-Overview-Video)

A close up of a logo

Description automatically generated Research grant opportunities in AmpliFund

A picture containing object, drawing, room

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AmpliFact:

The research tool can help you find new sources of funding for your organization!

* [User Guide](https://amplifund.zendesk.com/hc/en-us/articles/216504103-Grant-Research-Guide)

A picture containing suitcase, luggage, night, lit

Description automatically generated Check in 1: Do you have any questions on how to research grants in AmpliFund?

*Notes*:

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Description automatically generated Core Concept Video 2: [Grants Overview](https://amplifund.zendesk.com/hc/en-us/articles/360053622374-Getting-Going-with-Grants-Core-Concept-Grant-Overview)

A close up of a logo

Description automatically generated Enter a pre-award and a post award grant into AmpliFund

A picture containing object, drawing, room

Description automatically generated Optional:

* [User Guide](https://amplifund.zendesk.com/hc/en-us/articles/210570423-Grant-Management-Guide)
* [Step by Step instructions](https://amplifund.zendesk.com/hc/en-us/articles/360020437033-How-To-Add-a-Grant)

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Description automatically generated Check in 2: Do you have any questions on how to enter grants in AmpliFund?

*Notes*:

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Description automatically generated Core Concept Video 3: [Grant Tools](https://amplifund.zendesk.com/hc/en-us/articles/360053622554-Getting-Going-with-Grants-Core-Concept-Grant-Tools)

A close up of a logo

Description automatically generatedVisit each of the grant tools in AmpliFund to get familiar with the functionality

AmpliFact:

With your AmpliFund subscription you have unlimited document storage. You can upload relevant grant documents for easy access!

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Description automatically generated Optional:

* [User Guide](https://amplifund.zendesk.com/hc/en-us/articles/210570423-Grant-Management-Guide)

A picture containing suitcase, luggage, night, lit

Description automatically generatedCheck in 3: Do you have any questions on grant tools?

*Notes:*

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Description automatically generated Core Concept Video 4: [Performance Plans](https://amplifund.zendesk.com/hc/en-us/articles/360055409933-Getting-Going-with-Grants-Core-Concept-Performance-Plans)

A close up of a logo

Description automatically generatedEnter a performance plan for one of your grants

AmpliFact:

Performance plans can be copied from pre-award to post award status.

A picture containing object, drawing, room

Description automatically generated Optional:

* [User Guide](https://amplifund.zendesk.com/hc/en-us/articles/210570423-Grant-Management-Guide)

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Description automatically generatedCheck in 4: Do you have any questions on performance plans?

*Notes:*

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Description automatically generated Core Concept Video 5: [Entering an Achievement](https://amplifund.zendesk.com/hc/en-us/articles/360055410133-Getting-Going-with-Grants-Core-Concept-Entering-Achievements)

A close up of a logo

Description automatically generatedEnter at least 1 achievement to a performance plan

AmpliFact:

Achievements=progress towards one of your goals in a performance plan

A picture containing object, drawing, room

Description automatically generated Optional:

* [Step by Step instructions](https://amplifund.zendesk.com/hc/en-us/articles/360020168873-How-To-Add-Achievements-Against-a-Goal)

A picture containing suitcase, luggage, night, lit

Description automatically generatedCheck in 5: Do you have any questions on entering achievements?

*Notes:*

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Description automatically generated Supplemental Videos (Optional):

* [How to create a view](https://amplifund.zendesk.com/hc/en-us/articles/210570183-How-To-Create-a-View)
* [Events](https://amplifund.zendesk.com/hc/en-us/articles/360051097254-Events)

A picture containing suitcase, luggage, night, lit

Description automatically generatedCheck in 6: Any additional questions on Getting Going with Grants?

*Notes:*

*Thank you for your hard work during this phase to Get Going with Grants in AmpliFund! We’d appreciate your feedback, take our short survey* [*here*](https://amplifund.typeform.com/to/IUhDvhKp)*!*