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.*

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

 Research grant opportunities in AmpliFund

 Optional:

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)

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

*Notes*:

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

 Enter a pre-award and a post award grant into AmpliFund

 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)

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

*Notes*:

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

Visit 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!

 Optional:

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

Check in 3: Do you have any questions on grant tools?

*Notes:*

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

Enter a performance plan for one of your grants

AmpliFact:

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

 Optional:

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

Check in 4: Do you have any questions on performance plans?

*Notes:*

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

Enter at least 1 achievement to a performance plan

AmpliFact:

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

 Optional:

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

Check in 5: Do you have any questions on entering achievements?

*Notes:*

 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)

Check 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)*!*