**Core Concept: How to add funding to an opportunity**

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| Script |
| Welcome to the AmpliFund Core Concept training video focused on adding funding to your opportunity |
| Before you can add program funding to an opportunity, there are a few steps you need to be sure you’ve taken.  If you’ve been following our Core Concept videos, you should be ready, but make sure you’ve entered the relevant organization, and fund in AmpliFund and you’ve created your opportunity record. |
| To get back to our opportunity record, after we log in, we’ll go to Award Management, then Fund Opportunities. |
| This will take you to a list of all opportunity records you’ve created in AmpliFund.  Click on the name of the opportunity to get to the opportunity details page.  You can leverage the filtering options on this page by clicking on the caret next to any column header, you can also watch our video on opportunity views to learn more about how to manipulate the data on this page. |
| On the opportunity details page, you are able to see all the information you entered about your opportunity.  To add funding, scroll down to the section titled Funding Information.  To add funding click on the plus icon next to the Total Program funding.  Program funding can only be added from this screen, you cannot add from the edit opportunity page. |
| A box will appear to add program funding.  Your grant maker core subscription includes creating program funding via a fund, so you can leave the drop down option as selected.  Then use the second field to selected your fund. |
| Select your fund from the drop down list and enter the amount committed to your program.  Note that your fund must already have income received, which are added on the fund details page.  If you need to update your fund, navigate back to that section and add income. |
| Once you’ve entered funding you can click on add. |
| You will notice after you click save that the funding information section is updated to include the amount you entered.  The plus sign is present so you can go back and add additional funding at a later date, you can continue to add funding throughout the life of the opportunity.  Note that to create awards in AmpliFund, you must have funding entered on your opportunity.  You are able to publish the opportunity and receive applications, prior to adding funding. |
| If you want to review the details of funding entered, you can click on Configuration then Program Funding. |
| Through this Core Concept training video you learned how to add funding to an opportunity.  Should you have additional questions, please reference our support site.  Thank you! |