

# Capital Development Board Grants

INITIAL STEPS

# GATA

The Grant Accountability and Transparency Act (GATA) of 2014, 30 ILCS 708/1 et seq., increased accountability and transparency in the use of grant funds and reduced the administrative burden on state agencies and grantees through adoption of federal grant guidelines and regulations.

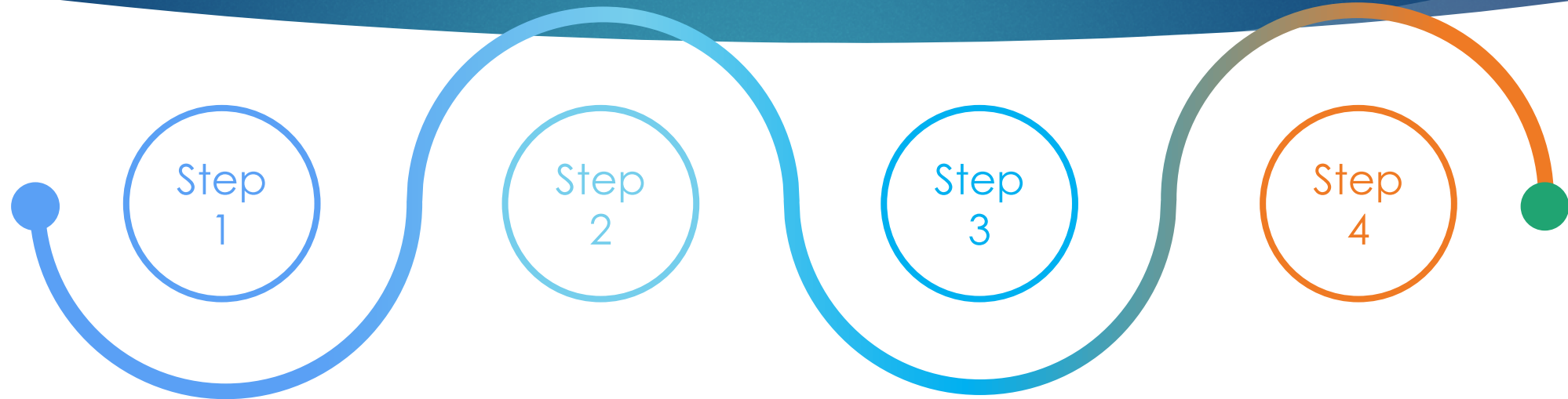
GATA requires grants administered by Executive branch state agencies to be awarded via a competitive bidding process. In addition, all applicants must undergo a registration and pre-award screening process. This competitive grant award process is initiated with a *Notice of Funding Opportunity*.

When applying for funding via a Notice of Funding Opportunity, applicants are required to concisely address a specified scope of work, provide a program budget detailing construction and equipment needs, and qualify their experience to implement the program's scope of services. Applications are competitively reviewed and scored.

## Notification

All Notice of Funding Opportunity are announced via the Catalog of State Financial Assistance(CSFA) and the Capital Development Board(CDB) Website. [CSFA | GATA | Illinois.gov](#) and [Grants - Grants \(illinois.gov\)](#)

# Grant Roadmap



## Notification

Notice of funding opportunity (NOFO)

[GATA | Illinois.gov](#) and  
[Grants - Grants \(illinois.gov\)](#)

## GATA Grantee Portal

Illinois GATA Grantee Portal  
<https://grants.illinois.gov/portal/>

## Pre-Qualification

5 Pre-Award Requirements - Grantee (illinois.gov)

<https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>

## Amplifund

Application Submission

<https://il.amplifund.com>



# Prequalification

Pre-qualification through the GATA portal must be completed prior to starting the application.

Complete the following to pre-qualify:

Register with the System for Award Management (SAM).  
Obtain a Unique Entity Identifier (UEI) code.  
Apply for, update, or verify your agency Employer Identification Number (EIN).  
Complete registration in the Illinois GATA Grantee Portal.

Also, make sure your agency IS in good standing with the Illinois Secretary of State, as applicable, and IS NOT:

- Excluded from receiving federal grants.
- On the Illinois Stop Payment list within the Grantee Compliance Enforcement System.
- On the Department of Healthcare and Family Services Provider Sanctions list.

**\*\*Grant Contact**

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Capital Development Board  
401 S. Spring, 3<sup>rd</sup> Flr, Springfield, IL 62706  
217-557-9355 (c)  
Email: CDB.Grants@Illinois.gov

# Portal Access

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. [HowToAccessTheGranteePortal.pdf](https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf)

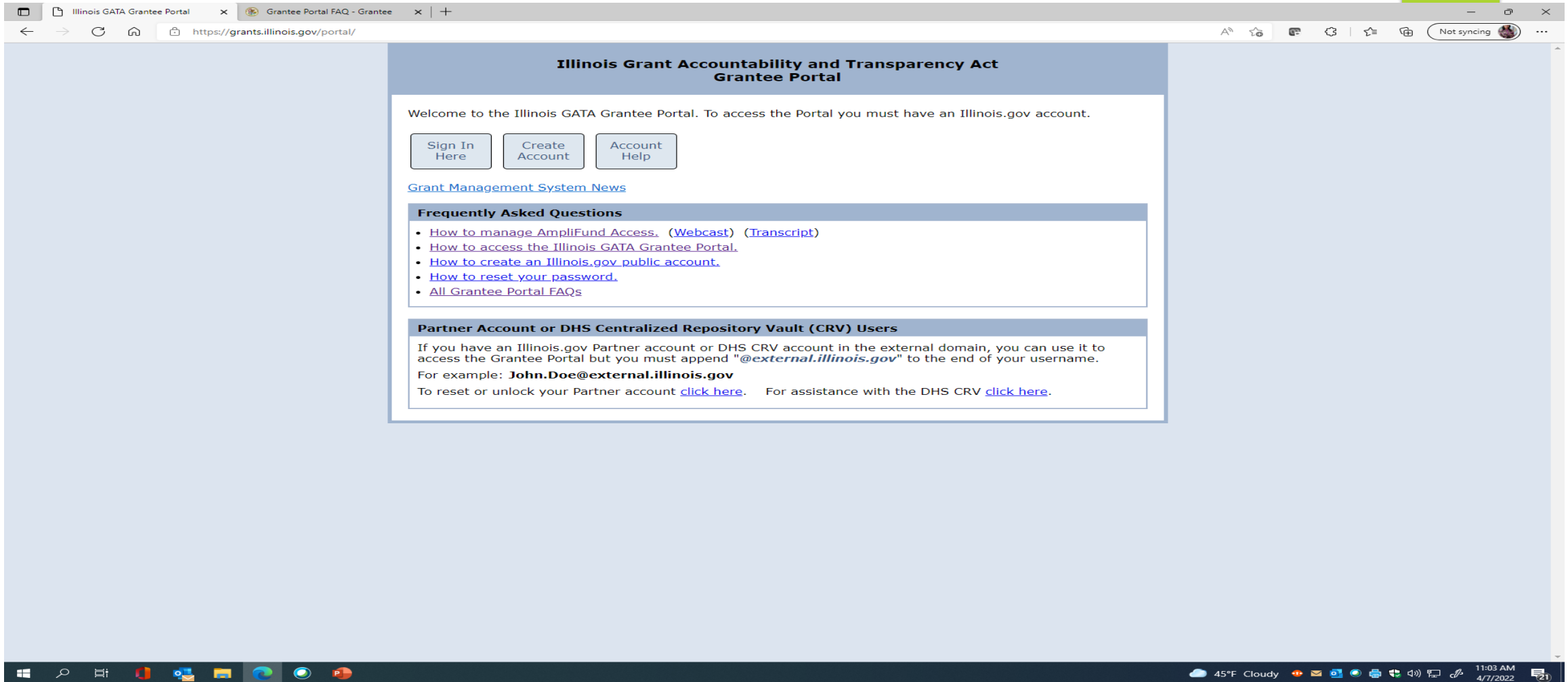
<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf>

Please refer to this FAQ for assistance: [Grantee Portal FAQ - Grantee \(illinois.gov\)](https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx)

<https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>

*Please Note: The first person to setup an organization on the Grantee Portal (the first to access a UEI code) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System.*

*Subsequent users to that organization will need to be approved by existing users with Grantee Portal access. The following will show how to give someone access to the Grantee Portal and/or Amplifund.*



## GATA GRANTEE PORTAL

To be qualified to apply for a grant, an entity must complete the following steps in the GATA Grantee Portal. [Illinois GATA Grantee Portal](#)  
[HowToAccessTheGranteePortal.pdf](#)

### Register

- Browse to (<https://grants.illinois.gov/portal>) and Click the “Create a new account” link.
- Fill in all fields of the form and click the “Register” button.
- You should receive an email from IdentityManagement@Illinois.gov to the address you registered. If you did not receive the email, check your spam or trash folder. To verify your account, click the link in the email message.
- Browse to (<https://grants.illinois.gov/portal>) and enter your Username and Password to access the Grantee Portal.


# Grantee Portal FAQ - Grantee (illinois.gov)

https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx

Illinois GATA Grantee PortalGrantee Portal FAQ - GranteeHowToCreateAnIllinoisPublicAcc

https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx

Anyone, 5 years of age and older, is eligible to receive the COVID-19 vaccine. Find your nearest vaccination location at vaccines.gov.

**Grant Accountability and Transparency Act**

Select Language  
Powered by Google Translate

HomeAboutCurrent NewsCSFAResource LibraryGrantee LinksWebinars

GATA > Grantee

## Grantee Portal FAQ

The Grantee Portal application is located at: <https://grants.illinois.gov/portal>

- How To Restrict Access To GranteePortal Or Amplifund
- Portal Roles Webcast
- Portal Roles Webcast Transcript
- How To Access The Grantee Portal
- How to create an Illinois.gov Public Account
- How to reset your password
- How to associate an account with multiple organizations
- How to create Grantee Portal notes and comments
- How to set your Organization Type and Secretary of State File ID
- How to register with SAM.gov

**GRANTEE LINKS**


- Pre-Award Requirements
- Grantee Portal
- Grantee Portal FAQs**
- Centralized Indirect Cost System

**Contact Information**

Address: Governor's Office of Management and Budget  
401 South Spring  
603 Stratton Building  
Springfield, IL 62706  
Phone: 217-782-4520  
Email: [OMB.GATA@illinois.gov](mailto:OMB.GATA@illinois.gov)

**Useful Links**

[Kids Privacy](#)

**Stay Connected**

Windows Taskbar: 11:08 AM 4/7/2022

# Overview-AMPLIFUND

Application submissions will need to be completed in Amplifund. All required documents such as the program narrative, budget, and other NOFO application requirements, will require completion and/or uploading within the sections in AmpliFund.

If you are new to AmpliFund, here are the steps applicant users should take to set up their Applicant Portal account before starting their opportunity application. Access to the Applicant Portal requires registration on the Illinois GATA Grantee Portal and an [Illinois.gov](https://www.illinois.gov) public account.

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

## REGISTER

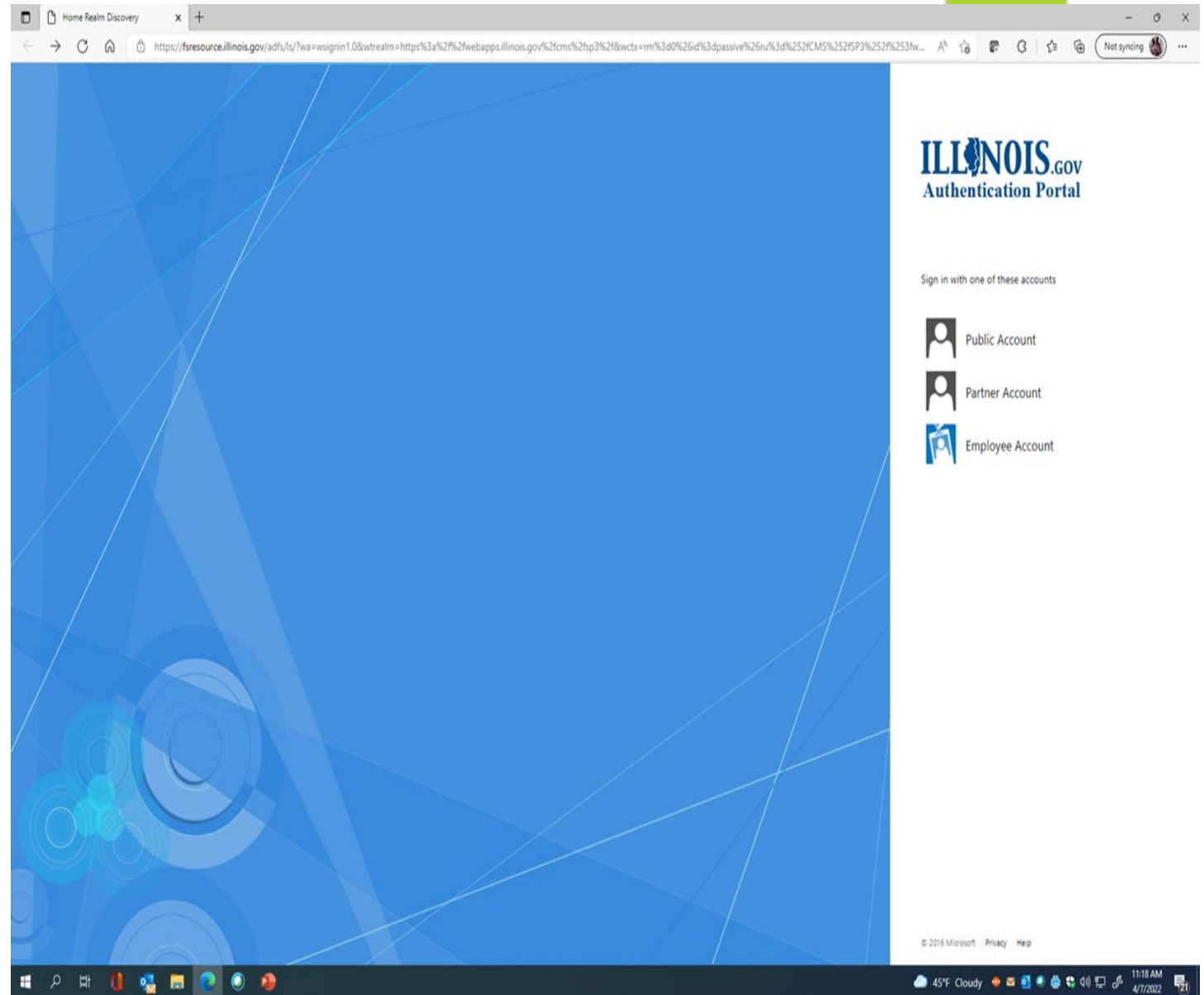
1. Go to <https://il.amplifund.com>. You will be redirected to the Illinois authentication portal page.
2. On the Illinois portal page, click "Public Account."
3. Click "Create a new account."
4. Add your account information and click "Register."
5. Click the link in the confirmation email. Note: The email link will only be valid for 24 hours.
6. Go to <https://grants.illinois.gov/portal>.
7. Click "Sign in here."
8. Log in with your newly created username and password.
9. Review the Usage Terms and Conditions, click "Accept."
10. On the Associate Grantee page, add your organization's Unique Entity Identifier (UEI) number and click "Submit."
11. Verify your organization and click "Yes."
12. Your request to join your organization must be approved by administrator users before continuing. Once approved, click "After approval is granted to browse to the Grantee Portal main menu."
13. To view the applicant portal, go to <https://il.amplifund.com>



# Amplifund Access

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password.

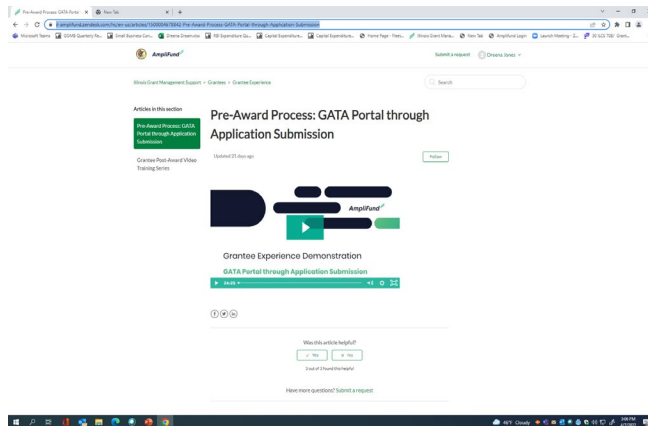
Alternatively, users may receive an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.



# Grant Applications in Amplifund

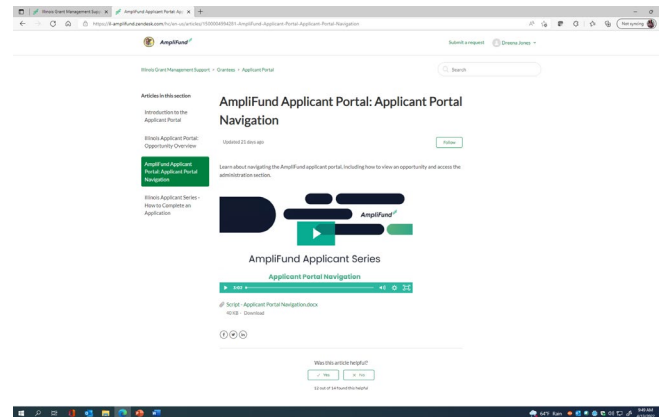
## Pre-Award from GATA Portal to Submission

<https://il-amplifund.zendesk.com/hc/en-us/articles/150004678842-Pre-Award-Process-GATA-Portal-through-Application-Submission>



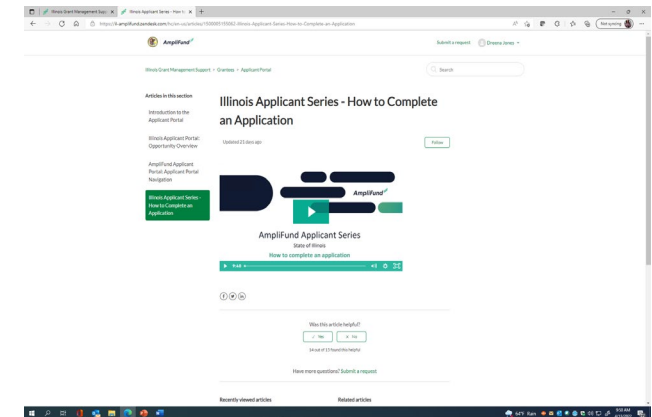
## Amplifund Applicant Portal Navigation

<https://il-amplifund.zendesk.com/hc/en-us/articles/150004994281-Amplifund-Applicant-Portal-Applicant-Portal-Navigation>



## How to Complete an Application

<https://il-amplifund.zendesk.com/hc/en-us/articles/150005155062-Illinois-Applicant-Series-How-to-Complete-an-Application>




# How To Start an Application

Applications may be started from previously saved opportunities, or may be started directly from the opportunity link after registering.

- ▶ 1. Use the opportunity link from the funder.
- ▶ 2. On the opportunity details page, click Apply.

--OR--


- ▶ 1. Open the Applicant Portal.
- ▶ 2. Click the logo in the top-left corner of any page.
- ▶ 3. Click Applications.
- ▶ 4. Click an opportunity name.
- ▶ 5. Click Apply.



APPLICANT PORTAL  
Managing and Applying to Opportunities

Applications

FAQ

3. Click the  next to an application name.

Application No.	Submission Sta.	Funder Name	Title
Public Service	Unsubmitted	AmpliFund	Public Service
Aviation		Aviation	Aviation
Opportunity		Opportunity	Opportunity
Homelessness Services		Homelessness Services	Homelessness Services

4. In the confirmation pop-up window, click **Delete**.

How To Start an Application

Applications may be started from previously saved opportunities, or may be started directly from the opportunity link after registering.

1. Use the **opportunity link** from the funder.

2. On the opportunity details page, click **Apply**.

unity - Homelessness Services

Print

Help

Download


Save

Apply

--OR--

1. Open the **Applicant Portal**.

2. Click the **logo** in the top-left corner of any page.



3. Click **Applications**.

Applications

FAQ

4. Click an **opportunity name**.

5. Click **Apply**.

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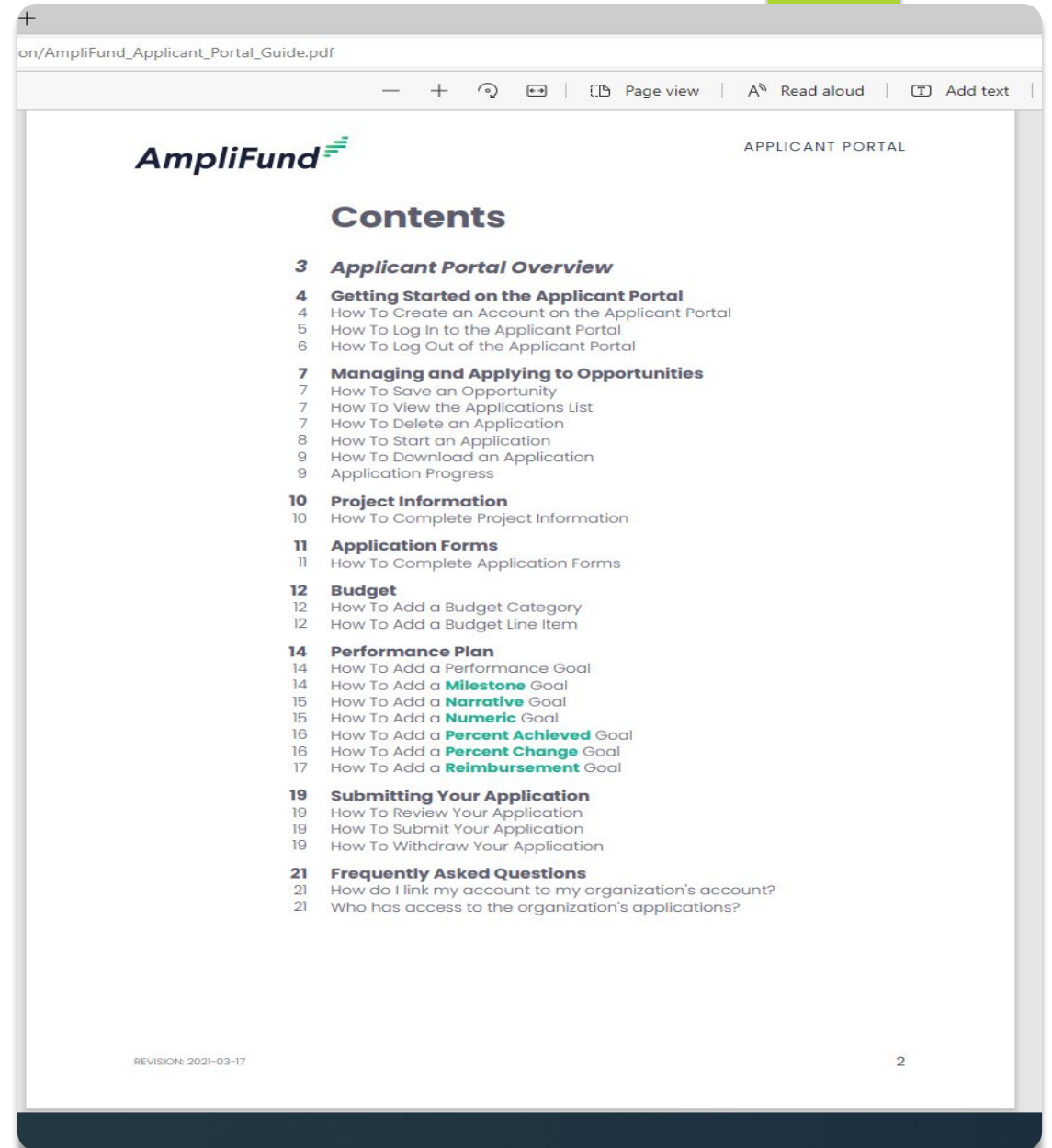


# Successfully Submitting Applications

The Amplifund Applicant Portal Guide provides Helpful Tips for navigating the system.

[Amplifund Applicant Portal Guide.pdf](#)

<https://il.amplifund.com/Public/faq/documentation/AmplifundApplicantPortalGuide.pdf>



The screenshot shows a PDF viewer window with the title 'on/Amplifund\_Applicant\_Portal\_Guide.pdf'. The document header includes the 'Amplifund' logo and the text 'APPLICANT PORTAL'. The main content is a 'Contents' page with a list of sections and their corresponding page numbers. The sections are: 3 Applicant Portal Overview, 4 Getting Started on the Applicant Portal, 7 Managing and Applying to Opportunities, 10 Project Information, 11 Application Forms, 12 Budget, 14 Performance Plan, 19 Submitting Your Application, and 21 Frequently Asked Questions. Each section is followed by a list of sub-topics and their page numbers.

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16	How To Add a <b>Percent Change</b> Goal
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21	Who has access to the organization's applications?

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