



State of Indiana Euna Grants AmpliFund Grant Maker User Guide

Creating, Editing, and Deleting an Opportunity

October 2026

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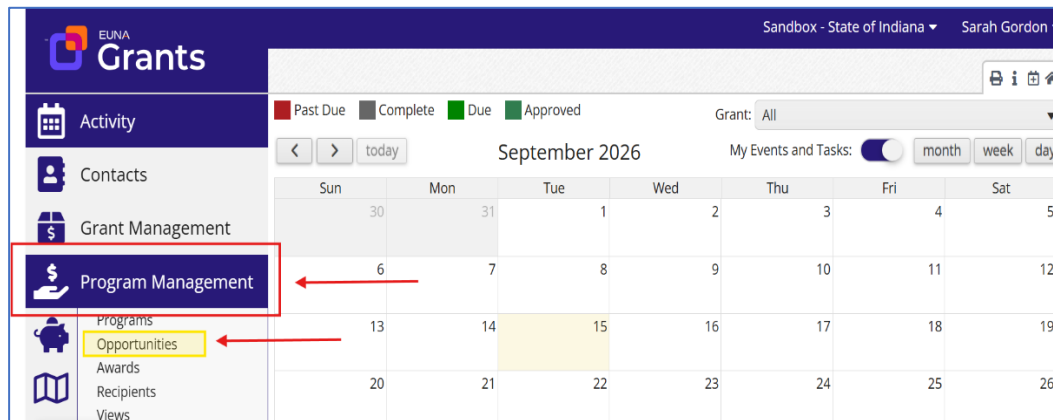
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Opportunities

Opportunity records include details about applications, customizable forms, and templates for applicants to submit proposed budgets and performance plans.

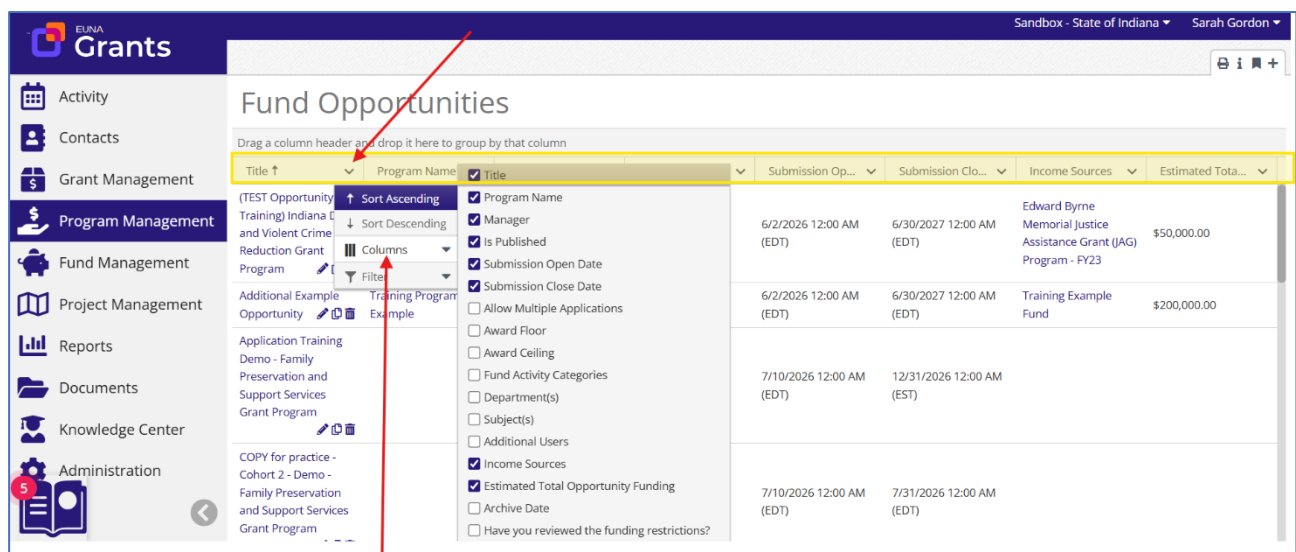
Navigating Opportunities

Open **Program Management > Opportunities**.



Once on the Opportunities Page, the list shows the following for all opportunities created -the *Title, Program Manager, Manager, Is Published, Submission Open Date, Submission Close Date, Income Sources, and Estimated Total Opportunity Funding* columns by default. In addition, these columns are also available: *Allow Multiple Applications, Award Floor, Award Ceiling, Fund Activity Categories, Department(s), Subject(s), Additional Users, Archive Date, and Have you received your funding restrictions?*

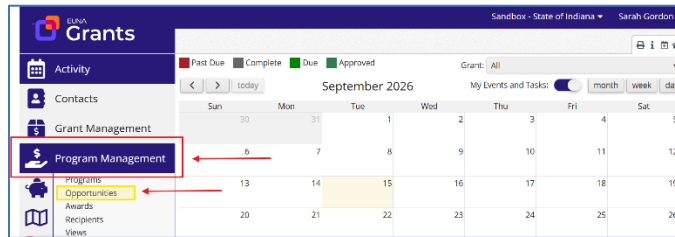
Each of these columns may be shown or hidden, sorted, or filtered. (See example below)



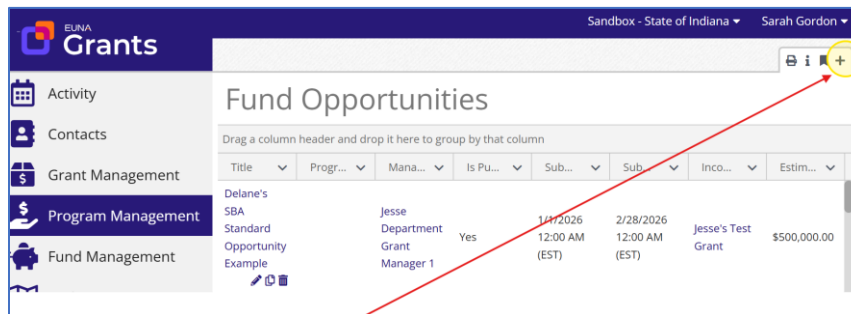
Many of the fields are optional on the Opportunity form so that information can be added later. **However, publishing and posting an opportunity without the necessary information is not recommended.**

How to Create an Opportunity

1. Open **Program Management>Opportunities**.



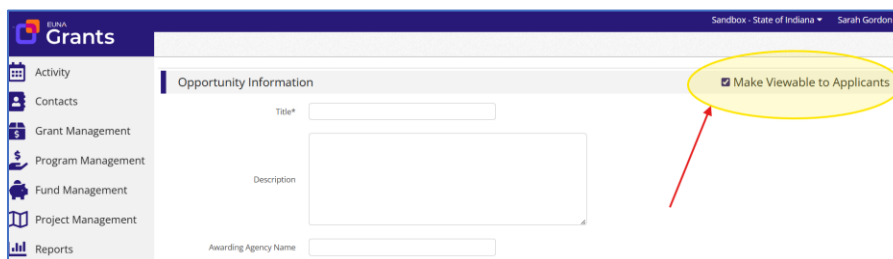
2. Click the **+** (Create icon) in the Icon Bar in the upper right-hand corner of the screen.



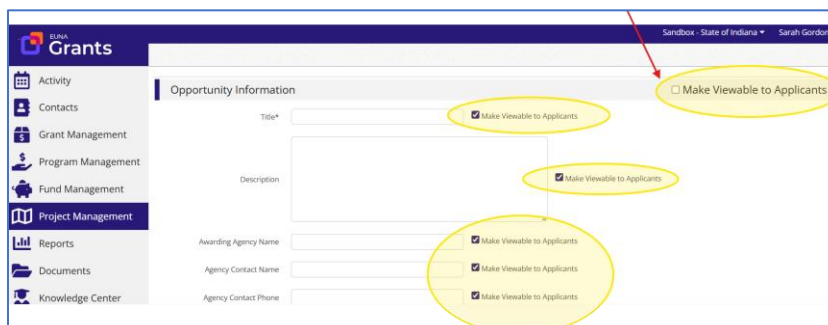
Below are instructions for each section of an opportunity.

Please note, as the creator of the opportunity you can decide which fields are “viewable to applicants”. At the top of each section there is a checkbox that allows all fields to be viewable to applicants. If you would like to decide which fields are viewable or hidden from the applicants, please uncheck the checkbox.

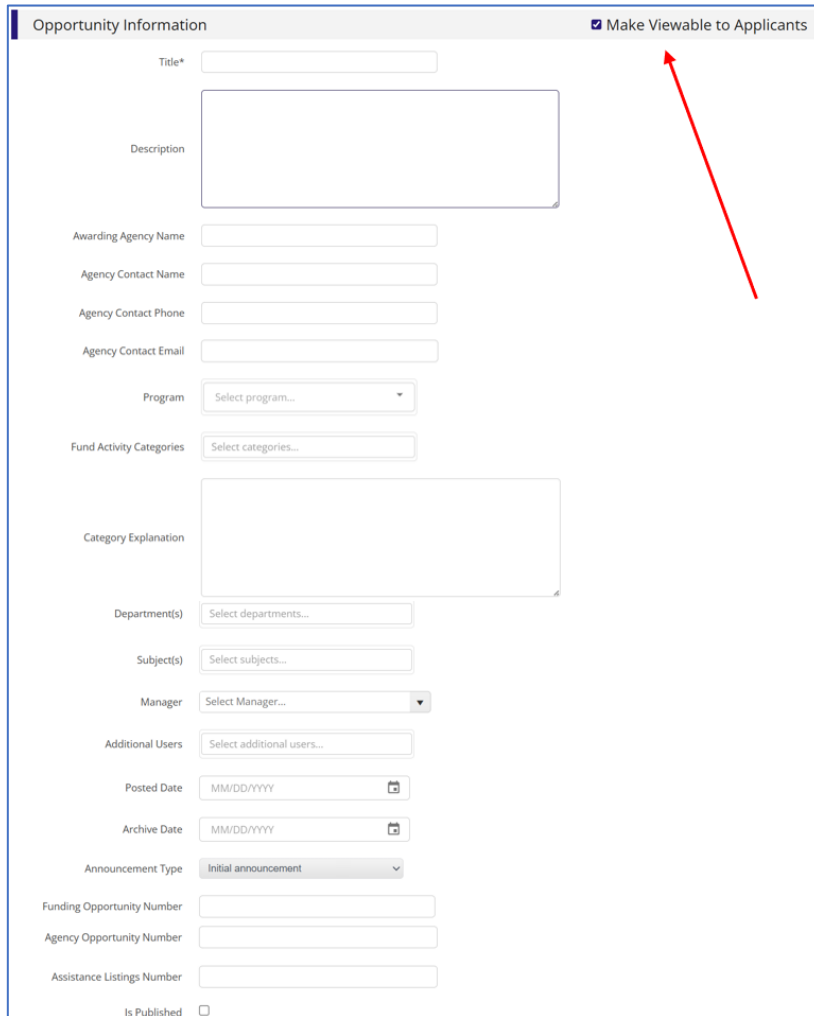
Select the Checkbox if you would like all fields to be viewable.



Unselect the checkbox if you would like to select which fields are viewable or hidden from applicants.



Opportunity Information



The screenshot shows a web form titled "Opportunity Information". At the top right of the form is a checkbox labeled "Make Viewable to Applicants" which is checked. A red arrow points from the right side of the form towards this checkbox. The form contains the following fields:

- Title* (text input)
- Description (text area)
- Awarding Agency Name (text input)
- Agency Contact Name (text input)
- Agency Contact Phone (text input)
- Agency Contact Email (text input)
- Program (dropdown menu with "Select program..." text)
- Fund Activity Categories (dropdown menu with "Select categories..." text)
- Category Explanation (text area)
- Department(s) (dropdown menu with "Select departments..." text)
- Subject(s) (dropdown menu with "Select subjects..." text)
- Manager (dropdown menu with "Select Manager..." text)
- Additional Users (dropdown menu with "Select additional users..." text)
- Posted Date (text input with MM/DD/YYYY format and a calendar icon)
- Archive Date (text input with MM/DD/YYYY format and a calendar icon)
- Announcement Type (dropdown menu with "Initial announcement" selected)
- Funding Opportunity Number (text input)
- Agency Opportunity Number (text input)
- Assistance Listings Number (text input)
- Is Published (checkbox, currently unchecked)

As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Add **Title**.
2. Add **Description** (optional).
3. Add **Awarding Agency Name** (optional).
 - Enter the name of the agency responsible for awarding the opportunity. This should be the agency that will issue and administer the award(s).
4. Add **Agency Contact Name** (optional).
5. Add **Agency Contact Phone** (optional).
6. Add **Agency Contact Email** (optional).
7. Select **Program** (optional).
 - Use this if you want to create a collection of opportunities - a portfolio or larger program initiative, not just an individual opportunity.
8. Select **Fund Activity Categories**.
 - Use this feature if you want to bundle your opportunities using standard funding activity categories for reporting purposes
9. Add **Category Explanation** or description (optional).
10. Select **Department(s)** who can view and manage the opportunity. This list mimics the Department(s) in eCivis.
 - If you do not see your Department, contact the Grants Management Team, as this needs to be added in eCivis first.
11. Select **Subject(s)** (optional).
 - Use this for assistance with opportunity reporting. For example, you use “Victims” as a subject then you can run a report pulling all the victim opportunities into one report.

- This list pulls from Administration>Lists>Subjects – access this if you need to add more subjects. To add more subjects, click on the “+” in the right-hand corner on the Subjects Screen.
12. Select a **Manager**.
 - If you do not see the person you are looking for, please fill out the [New User Request form](#) in ServiceNow to get this user added to Euna Grants Powered by AmpliFund.
 - Opportunity Managers with Admin access, can edit Opportunity Details and create, edit, and delete all items related to their opportunity, including application forms, and budget and performance plan templates. Additionally, Opportunity Managers, Admin access, can enroll opportunities and applications in workflows and will receive automated emails when applications have been submitted to their opportunity.
 13. Select **Additional Users** (optional).
 - Use this to add users who do not have access to the department selected above but need to perform actions within this opportunity.
 14. Select a **Posted Date**.
 - This is the date a published opportunity will be available to applicants.
 15. Select an **Archive Date**.
 - This is the date a published opportunity will no longer be available to applicants.
 16. Select **Announcement Type**.
 - Initial Announcement
 - Renewal
 - Modification of previous announcement
 17. Add a **Funding Opportunity Number** (optional).
 - This is a reference number for the opportunity assigned by your organization.
 18. Add an **Agency Opportunity Number** (optional).
 - This is a reference number for the awarding agency assigned by your organization.
 19. Add an **Assistance Listings Number** (formerly CFDA Number) (optional).
 - Use this field for all federally funded opportunities.
 20. Check the **Is Published** checkbox only when you are ready to publish the opportunity. A published opportunity will be available to applicants between the Posted and Archive Dates. **We recommend that you only publish the opportunity after all changes to the opportunity have been made.**

Funding Information

Funding Information ☒ Make Viewable to Applicants

Opportunity Funding \$0.00

Funding Sources ☐ Federal or Federal Pass Through
☐ State
☐ Private / Other Funding

Funding Source Description

Funding Restrictions

As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Opportunity Funding.
 - An amount will not generate until the opportunity has been fully created and you have added a fund source to the *Total Program Funding*.
2. Select **Funding Sources**.
3. Add **Funding Source Description** (optional).
 - Use this to enter information about the funding source. For example, if this is a federal funding source you could enter information where the funding comes from.

4. Add **Funding Restrictions** (optional).
 - Use this to enter restrictions about the fund source. For example, funds cannot be used for construction projects.

Award Information

Award Information
☒ Make Viewable to Applicants

Award Ceiling

Award Floor

Award Start Date

Award End Date

Award Announcement Date

Award Type Competitive

Capital Grant No

Expected Number of Awards

Indirect Costs Allowed No

Matching Requirement No

As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Add **Award Ceiling** (optional).
 - This is the maximum amount a single award recipient may receive.
2. Add **Award Floor** (optional).
 - This is the minimum amount a single award recipient may receive.
3. Select the expected **Award Start Date** (optional).
4. Select the expected **Award End Date** (optional).
5. Select the expected **Award Announcement Date** (optional).
6. Select the **Award Type** (optional).
 - Competitive: Applications will be scored in a merit-based review.
 - Non-competitive: Applications will not be scored.
 - *This field is informative only; it will not determine your ability to add scores to your opportunity.*
7. Select if the Award is a **Capital Grant**,
8. Add the **Expected Number of Awards** (optional),
9. Select if **Indirect Costs Allowed**,
 - If Yes, add **Indirect Cost Description** (optional) and **Indirect Cost Rate** (optional)
 - Select if there are **Restrictions on Indirect Costs**.
 - If Yes, add Citation Governing Indirect Cost Restriction (optional).

10. Select **Matching Requirement**.

- If Yes, add **Cash Match Requirement**, **In-Kind Match Requirement**, and **Other Funding Requirement** in percentages.

Reconciliation Methods

As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Select **Allowable Reconciliation Methods**.

- Advance Payment:** Grant funds are given to a recipient at a defined payment schedule which includes an initial advance
 - If *Advance Payment*, add Suggested Initial Advance and Payment Schedule Instructions.

- **Working Capital:** Grant funds are given to a recipient based on maintaining the working capital rate over the life of the grant. Includes an initial advance.
 - If *Working Capital*, add Suggested Initial Advance and Suggested Working Capital Rate.

- Reimbursement: Recipient spends own money and then requests grant funds as reimbursement.
 - This choice is the default.
2. Add **Attachments** (optional).

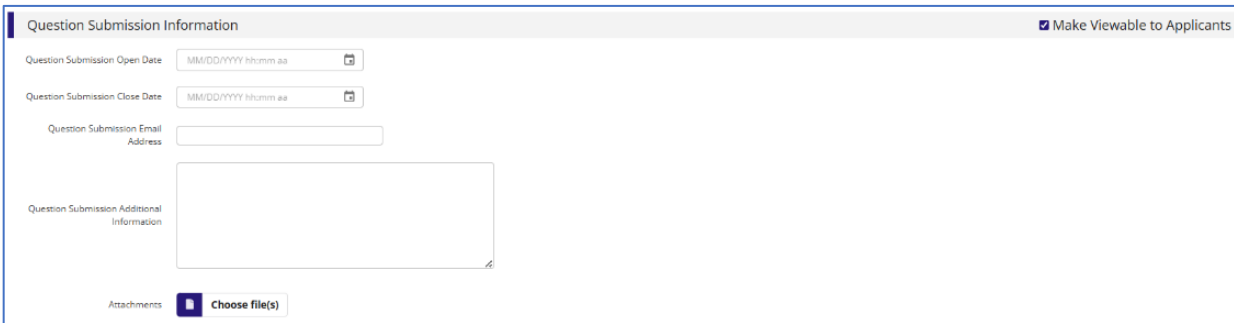
Submission Information

As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Select **Submission Timeline Type**.
 - One-Time: Applications will only be accepted for a specified timeframe
 - Rolling: Applications will continuously be accepted after specified date
2. Select **Submission Open Date**.
 - This is the date and time that applications will be accepted.
3. Add **Submission Close Date** (for one-time submissions).
 - This is the date and time that applications will no longer be accepted.
4. Select **Time Zone**.
5. Add **Submission Timeline Additional Information** (optional).

6. Check the **Allow Multiple Applications** checkbox to allow an organization to submit multiple applications.
7. Add the **Application Review Start Date / Pre-Qualification Deadline** (optional).
 - This is the date applications will start being reviewed.
8. Add **Other Submission Requirements** (optional).

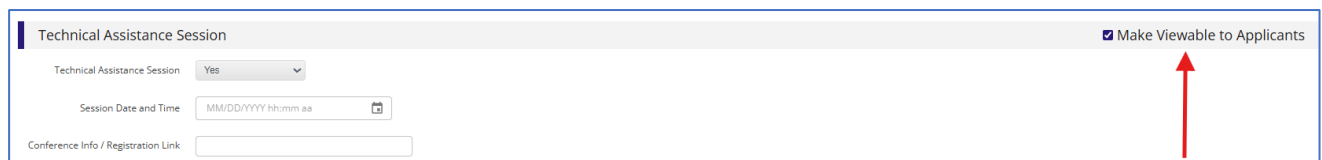
Questions Submission Information



As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Add a **Question Submission Open Date** (optional).
 - This is the date that applicants may start submitting questions about the opportunity.
2. Add a **Question Submission Close Date** (optional).
 - This is the date that applicants can no longer submit questions about the opportunity.
3. Add a **Question Submission Email Address** (optional).
 - This is the email address where applicants should submit their questions. It will appear as a link on the opportunity. The email subject will default to the opportunity's name.
4. Add **Question Submission Additional Information** (optional).
5. Add **Attachments**.
 - This can include a summary of questions and answers for applicants to view.

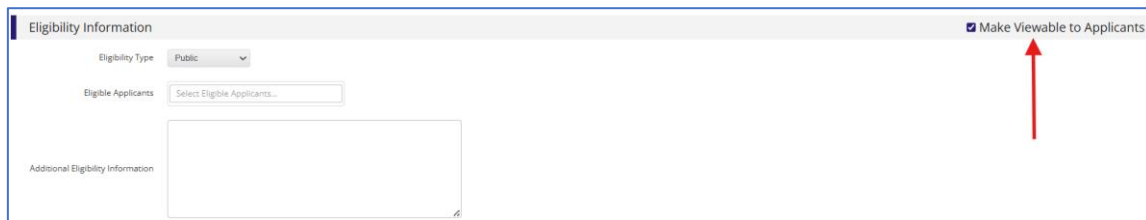
Technical Assistance Session



As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Select if there will be a **Technical Assistance Session** for applicants.
 - If Yes or Yes and Mandatory are selected add **Session Date and Time** (optional).
 - Add **Conference Info / Registration Link** (optional). This will appear as a link on the opportunity.

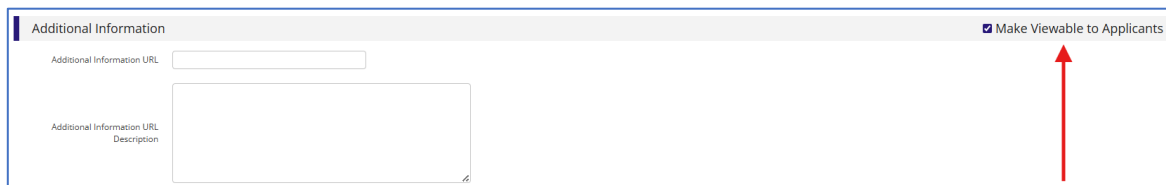
Eligibility Information



As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Select **Eligibility Type**.
 - Public: Opportunity appears on funder's opportunity list in the Applicant Portal
 - Private: Opportunity does not appear on funder's opportunity list in the applicant portal and can only be accessed by URL link
2. Select **Eligible Applicants**.
 - These are organization types that can apply to the opportunity.
3. Add **Additional Eligibility Information** (optional).

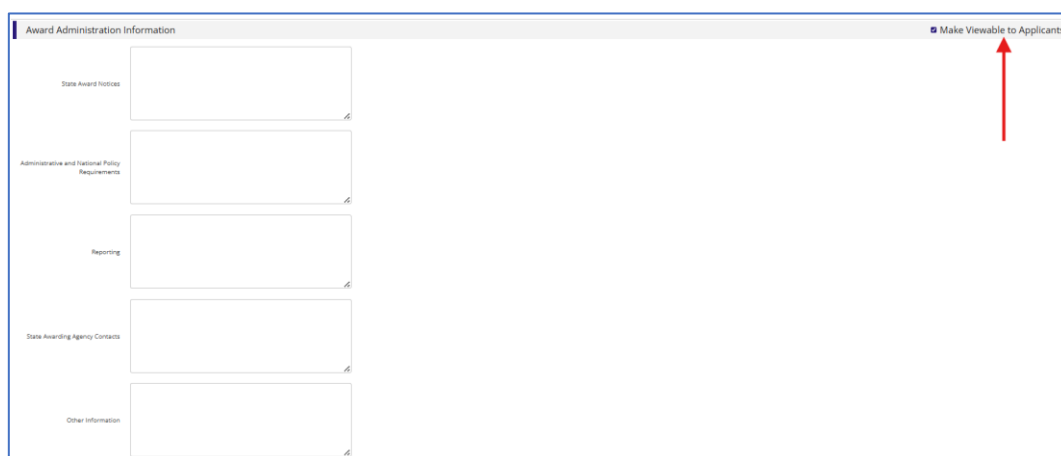
Additional Information



As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

1. Add **Additional Information URL** (optional).
 - This is a website link that may provide more information for applicants. For example, state agencies can include the link to their state website or SBA Grant Management Subrecipient Resources Website.
2. Add **Additional Information URL Description** (optional).

Award Administration Information



As stated, [above](#), as the creator/manager you can decide which fields are “viewable to applicants” – please see instructions above.

3. Add **State Award Notices, Administrative and National Policy Requirements, Reporting, State Awarding Agency Contacts, and Other Information** (optional).
4. Click **Create**. This will also create a Public Link that can be used to access the opportunity on the Applicant Portal. The link will only be active for applicants when the opportunity has been published.

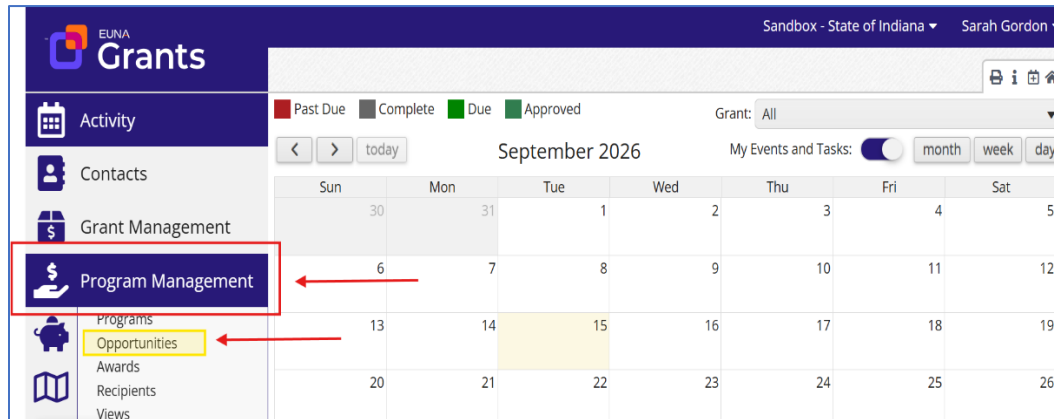
Public Link <https://demo.amplifund.com/Public/Opportunities/Details/2e569f26-b0fa-4871-90b0-9af2967b86a6>

Additional Sections

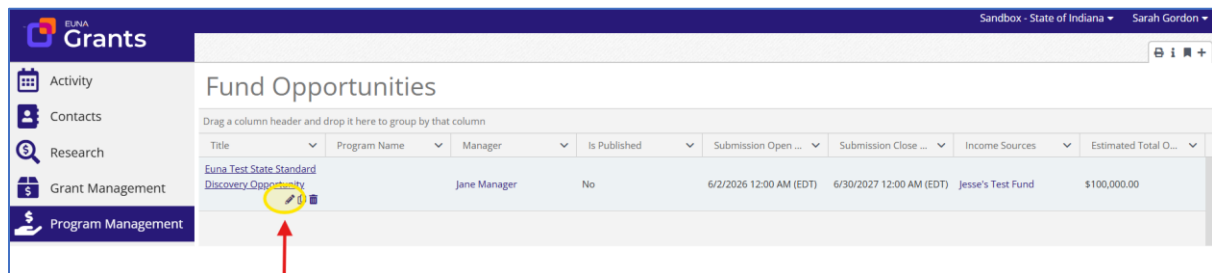
If you created any Custom Form extensions that you made required for all opportunities, they will show up as additional sections to fill out. See the Custom Form Extension user guide for more information on creating these.

How to Edit an Opportunity

1. Open **Program Management>Opportunities**.



2. Search for the Opportunity you want to edit.
3. Click the  (Edit icon) next to the opportunity name you want to edit.

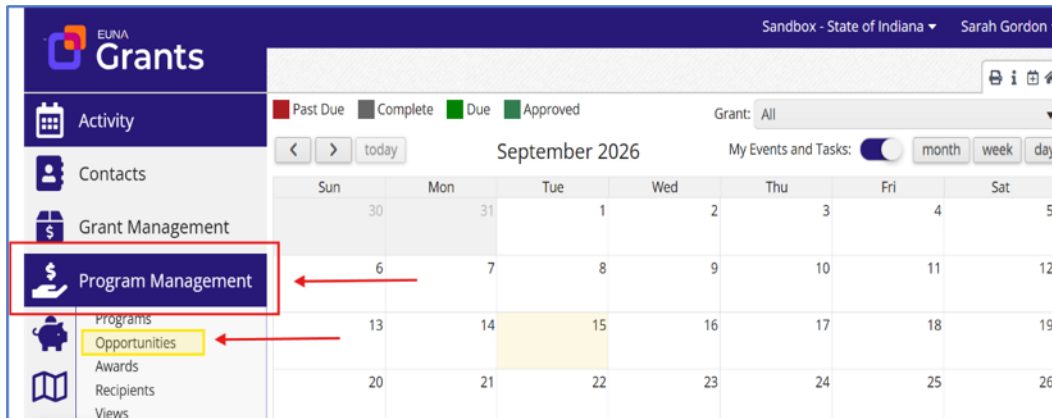


4. Update the information as necessary.
5. Click Save.

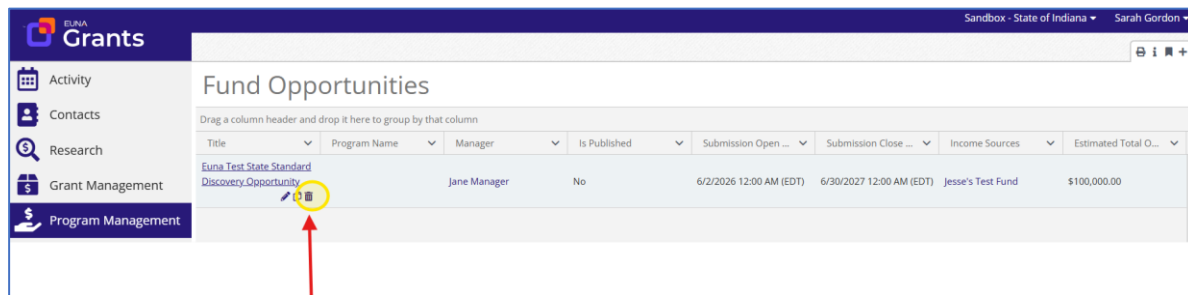
How to Delete an Opportunity

Note: You can only delete an opportunity if there are no applications that have been started or submitted.

1. Open **Program Management>Opportunities**.



2. Search for the Opportunity you want to delete.
3. Click the  (Delete icon) next to an opportunity name.



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

Definitions

Additional Users – A user that needs access to a particular opportunity and will have the same capabilities as an opportunity manager but will not receive the automated system emails.

Advance Payment – The disbursement of grant funds to a recipient before the recipient expends the money on approved project activities.

Agency Euna Grants AmpliFund User – A user of Euna Grants AmpliFund. This is a State of Indiana staff person using the system as a Grant Maker. See [Grant Maker](#).

Agency Opportunity Number – This is a reference number for the awarding agency assigned by your organization.

Applicant – An individual or entity applying to a grant program.

Application – The specific set of forms, documents, and attachments that comprise an Applicant's submission to a solicitation. See [Opportunity](#).

Application Budget – The financial information Applicants are required to submit to the Funder or Grantor detailing how they will spend grant funds, if awarded. This budget is carried over to the awarded grant so that the Grantee or Subrecipient reports financial information at the level of detail required by each grant program.

Archive Date – The date the opportunity is no longer accessible to applicants.

Assistance Listing Number (ALN) – A unique number assigned to identify a Federal Assistance Listing, formerly known as the CFDA number.

Award Announcement Date – The date the awarding agency will officially announce the grant opportunity award decision and will notify the applicants.

Award End Date – see Period of Performance

Award Start Date – see Period of Performance

Capital Grant – An opportunity awarded to fund the construction, improvement or renovations of an asset or infrastructure. Typically support projects like buildings, facilities and/or other investments.

Cash Match – A portion of project costs not paid by Federal funds as a direct project expense ([2 CFR 200.306](#)). This portion of the project costs are provided as cash from the Indiana State Agency or State of Indiana resources. Cash Match is also referred to as cost sharing.

Catalog of Federal Domestic Assistance (CFDA) Number – Now known as the Assistance Listing or Assistance Listing Number (ALN), it refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration (GSA).

Competitive Opportunity – An opportunity in which applicants compete for grant funding through an application process.

Custom Forms – These are configurable forms within AmpliFund that can be tailored with specific fields, questions and requirements to capture data from applicants.

Department – Departments are added to Euna Grants AmpliFund by the SBA Grants Management Team, mirroring the Departments in eCivis. If you do not see your Department in Euna Grants AmpliFund, enter a ticket to the SBA Grants Management Team, by clicking the link [here](#). A single Indiana State Agency may have one or more departments within Euna Grants AmpliFund representing their divisions, offices, agencies, etc.

Euna Solutions – The software vendor that created Euna Grants AmpliFund (Indiana State Agencies as Grant Makers) and Euna Grants AmpliFund Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

Evaluator – The person responsible for reviewing and evaluating a grant application. An Evaluator may be a State of Indiana employee or an external party (non-State of Indiana employee). Reviewers do not need to have an Euna Grants AmpliFund Grants Network license/account. Also referred to as a Reviewer or Peer Reviewer.

Federal Award Identification Number (FAIN) – The unique identifier within the Federal agency for each financial assistance award.

Federal Fiscal Year (FFY) – The 12-month period the Federal government uses for financial or budgetary reporting. The FFY begins on October 1st and ends on September 30th. For example, FFY 2023 begins October 1, 2022, and ends September 30, 2023.

Financial Report (Payment or Reimbursement Request) – The task assigned to a Grantee or Subrecipient to submit financial data. Financial reports can also include payment or reimbursement requests within them. These reports are usually recurring in nature through the grant term.

Formula Award – An opportunity in which funding is distributed to recipients based on a specific formula, an example is population, rather than through a competitive opportunity.

Fund Activity Category – System generated categories to note the type of activities for a fund.

Funder – See [Grant Maker](#).

Funding Opportunity Number – a reference number for an opportunity assigned by the awarding organization.

Funding Sources – A numerical number assigned to a grant award in PeopleSoft Financials. FMC 4.1 states, a “Funding Source” is a budgeting tool in the PeopleSoft Financials Commitment Control Module that is used to distinguish separate funding streams, such as federal grants or state matching funds, to be allocated to federal projects.

Goals – The outcomes to be achieved as a byproduct of the projects or programs administered by an Indiana State Agency. Goals can be captured and tracked in Euna Grants AmpliFund Grants Network, depending on the requirements of each grant program.

Grant Term – See Period of Performance.

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantee Project – Indiana State Agencies can manage grants that they pursue from pre-award to post-award by creating a project.

Grant Maker – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grant Makers when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

In-Kind Match (Third-Party In-Kind Contribution) – The value of a non-cash contribution (i.e., property or services) that—(1) benefit a Federally-assisted project or program; and (2) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award ([2 CFR 200.1](#)).

Non-Competitive Opportunity – An opportunity in which a grant award is given to a subrecipient without a competitive application process.

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency. As known as an Notice of Funding Opportunity Announcement (NOFA), Request for Funding Proposal (RFP), and Request for Funding (RFF).

Opportunity Manager – The individual who will be creating, editing, and/or deleting an opportunity. Additionally, an opportunity manager can enroll opportunities and applications in workflows and receive automated emails when applications have been submitted to their opportunity.

Pass-Through Funding – Refers to grant funds received by one organization and then given/award to another entity to support grant activities.

Period of Performance (Performance Period) – Time interval between the start of an award and the end date. Referred to also as the Grant Term and Project Period.

Portal (Euna Grants AmpliFund Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in Euna Grants AmpliFund Grants Network. URL: <https://portal.EunaGrantsAmpliFund.com/#/login>.

Posted Date – This refers to the date in which an opportunity is available for applicants to view and apply.

Program Income – Gross income earned by a non-Federal entity that is directly generated by a supported activity or earned because of the Federal award during the period of performance.

Program Manager – An Agency Euna Grants AmpliFund user that is the first Agency Euna Grants AmpliFund user to set up a Grantee project or solicitation (Grantor).

Project – See Grantee Project.

Question Submission Close Date – This is the date that applicants may start submitting questions about the opportunity to the awarding agency.

Question Submission Open Date – This is the date that applicants can no longer submit questions about the opportunity to the awarding agency.

Reimbursement – The disbursement of grant funds to a recipient after the recipient expends the money on approved project activities.

Reviewer – See Evaluator.

Opportunity – The public-facing notification of available grant funding. The opportunity setup in Euna Grants AmpliFund creates either public-facing or internal content, dependent upon program-specific requirements. See [Notice of Funding Opportunity](#) (NOFO).

State Fiscal Year (SFY) – The 12-month period the State of Indiana uses for financial or budgetary reporting. The SFY begins on July 1st and ends on June 30th.

Submission Close Date – This is the date and time that applications will no longer be accepted.

Submission Open Date – This is the date and time that applications will be accepted.

Subrecipient – An entity that receives a grant from an Indiana State Agency utilizing Euna Grants AmpliFund. Also, it can be referred to as a Grantee of the Indiana State Agency.

Workflow Classic – A series of review and approval activities or tasks that must be completed to accomplish specific parts of the grant process, e.g., State Budget Agency (SBA) pursuance approval or financial reports with/without payment/reimbursement requests from Subrecipients.

Working Capital – Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant.