

January 9, 2012

This year's AMAP process will be managed using online grant software from Foundant Technology.

Here is the link to the diocesan page which contains all the information you will need to apply, including the link to the application website.

We hope you will find it easy to use, with many features that have long been requested by applicants, including the ability to save the application in process. One of the benefits of the online site is its extensive help database, plus the availability of phone support for technical assistance problems. We encourage you to check the help database for answers to any technical questions you might have. For questions about the process itself, or for clarification regarding the meaning or intent of application questions, please contact Ruslyn Case-Compton or Jill Heink at 859-253-1993.

The first step to apply involves creating an account for the application site. This account will only need to be created once and will be used in subsequent years to re-apply for funding.

Since this is our pilot year, all of us will be working through this process. We welcome your feedback about what works and doesn't work, what questions are confusing and what questions should be added.

We hope this first year will be bug-free, but one never knows! Thank you in advance for your patience.

Helpful Hints

Printing the Application: At the top of the application, you will see a printer icon and the words "print question legend". This nifty feature will allow you to print out the application to use as a reference. You will also be able to print a copy of your completed application once it has been saved as a draft or submitted.

Save as Draft Feature: There are two buttons at the bottom of the application. Use the "save as draft" button to save an incomplete application which is not yet ready to submit. If your Internet connection is unreliable (meaning you can easily lose the connection), it might be a good idea to save a draft frequently to avoid losing your work. Use the "submit form" button when the application is complete and you are ready to send it to the Diocese for review. Be aware that an application cannot be submitted if all the required responses (those marked with an asterisk) haven't been completed.

Fax to File: Need to send us a document, but only have a hard copy? Not to worry! Simply follow the "fax to file" instructions to fax the document to a number which will email you a .pdf version of it. Upload the .pdf file to your application, and keep the computer copy for your future needs.

Submitting the Application: Upon submission, you will receive an email from us confirming receipt of the application. If you do not receive that email, it may mean that the application wasn't submitted. Please contact us if you don't receive a submission acknowledgement.

DEADLINE TO APPLY IS FEBRUARY 15