

Applicant: Completing an Application

Revision Date: 3/30/2026

Introduction

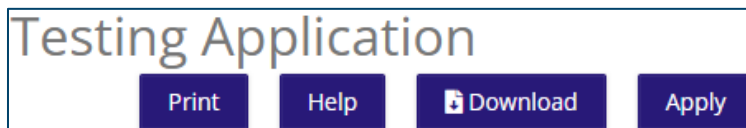
Welcome to Franklin County Euna Grants. The Euna Grants Applicant Portal will be used by your organization to **manage Grant Applications with Franklin County**. This guide explains the basics of completing your Grant Application.

Please review first:

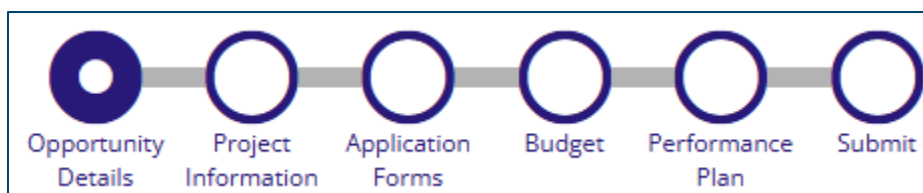
- You should watch the [Euna Grants Recipient training videos](#) to get a more in-depth overview of the website.
- Every application is unique. This guide outlines the general process for using the Euna Grants Applicant Portal to complete and submit a grant application.
- This guide assumes you have already created your login and account. If not, please refer to the “Euna Grants Registration Your Organization Guide.”
- Review the entire application before you begin to ensure you have all required information and documents ready to complete it.

Accessing your Awards

1. Click the Opportunity Link to access the Opportunity you are applying for.
2. Click the “**Apply**” button and log in using your email address and password.

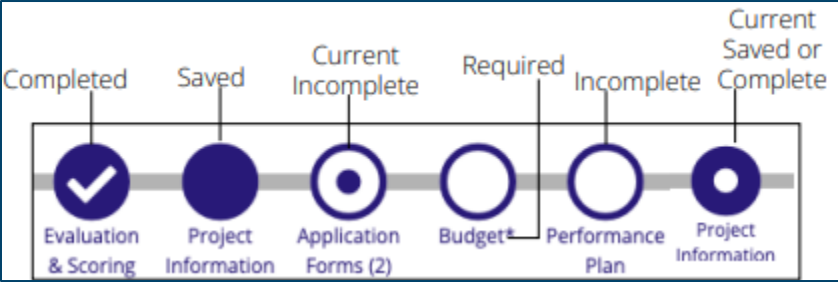


3. If you need a more detailed explanation of how to complete an Application, click the “**Help**” button to access the Euna Grants Applicant Portal Guide.
4. Click “**Apply**” again to open the application in edit mode.
5. The application process includes several steps shown on the progress bar. You can select any step to view or update its details. While the steps may be completed in any order, all must be marked as complete before the application can be submitted.



Progress Step	Overview of the Step
Opportunity Details	Read only description of the opportunity
Project Information	Add application information, primary contact and if required match details.
Application Forms	One or more forms used to collect information specific to the opportunity you are applying for. Each opportunity may have different forms and requirements.
Budget	Add budget line items under various budget categories. We advise reviewing the Euna Grants guide or videos on adding a budget.
Performance Plans	Fill in each Performance Goal that are required for the opportunity you are applying for. The requirements differ for each application.
Submit	Once all sections are completed, you can submit your application for review.

6. The progress bar shows the status of each step in the application process. Refer to the image below for an explanation of each status option.



7. Once all sections are marked as complete, select the ‘Submit’ step in the progress bar.

- Click the “**Review**” button to download a PDF of your full application. It is **important** to carefully review all information before submitting, as no changes can be made after submission.
- Click “**Submit**” to send your application for review. If the submit button is disabled, it means your application is not yet complete.

8. If your application requires modification, the reviewers may reopen your application for edits. If this occurs the “primary contact” on the application will receive an email.

Additional Training Resources:

- Review additional training videos provided by [Euna Grants](#).
- Review training guides on withdrawing and application or resubmitting your application on the [Euna Grants website](#).

Euna Grants Technical Support: (8:00 AM – 8 PM EST M – F)

- Call Euna Grants Support: +1 (844) 407-3572
- Email Euna Grants Support: support@amplifund.zendesk.com
and Please CC: grantshelp@franklincountyohio.gov
- Euna Grants Support Portal: <https://amplifund.zendesk.com/hc/en-us>