



Recipient Training: Euna Grants Overview

April 2, 2026

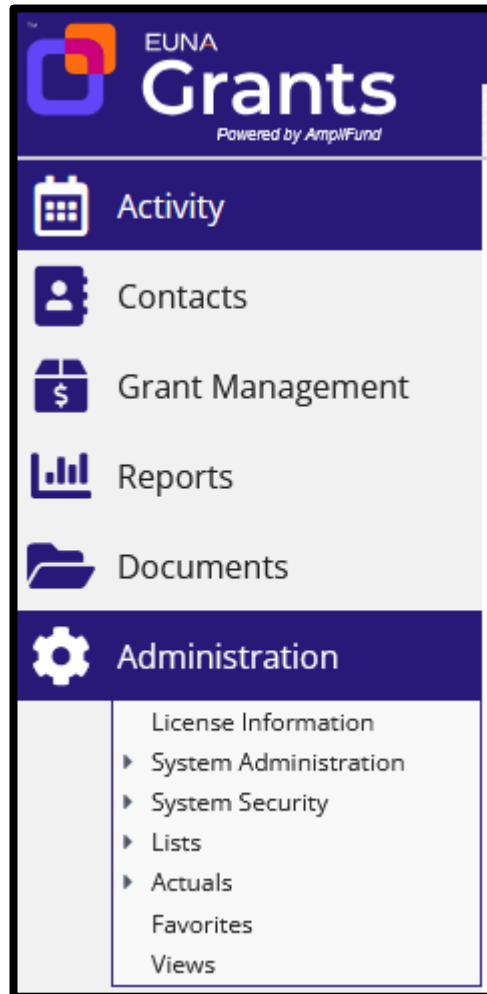


Agenda

- 1. Introductions**
- 2. Accessing/Activating our Euna Grants Account**
- 3. General Euna Grants Site Navigation**
 - **Adding Users**
 - **Award Details**
 - **Tasks Feature**
 - **Reporting**
 - **Custom Form Navigation**
 - **How to Complete**
 - **How to Reopen/Resubmit**
 - **Budget Information**
 - **Payment Requests**
- 4. How to Access Technical Support**
- 5. Q&A**



Logging into Euna Grants



- Award Activation Email – Account Owner
- All Users with a Security Role of 'Account Admin' can add Users

- Update Recipient Portal **Account Owner** or **Organization Address**
 - Administration (left module) > License Information > Edit Pencil icon > [update information] > Update



Primary Admin User

#3 Account Owner* ⓘ

Primary Phone Number

#4



Email Subject: Award Activation

*Award
Available in
Recipient
Portal*

Hello **Account Owner** **Name of Account Owner**

You are receiving this notification because your organization has been given an award from **Funder Organization Name**

This award of **Award Length and Start Date**

If you currently use Euna Grants, please [login](#) to see the details of your award and get started.

Link if you have
an account

If you have never used Euna Grants, please use [this link](#) to set your password and login.

Link to register

Regards,
Euna Grants Administrator

Funder Organization Name



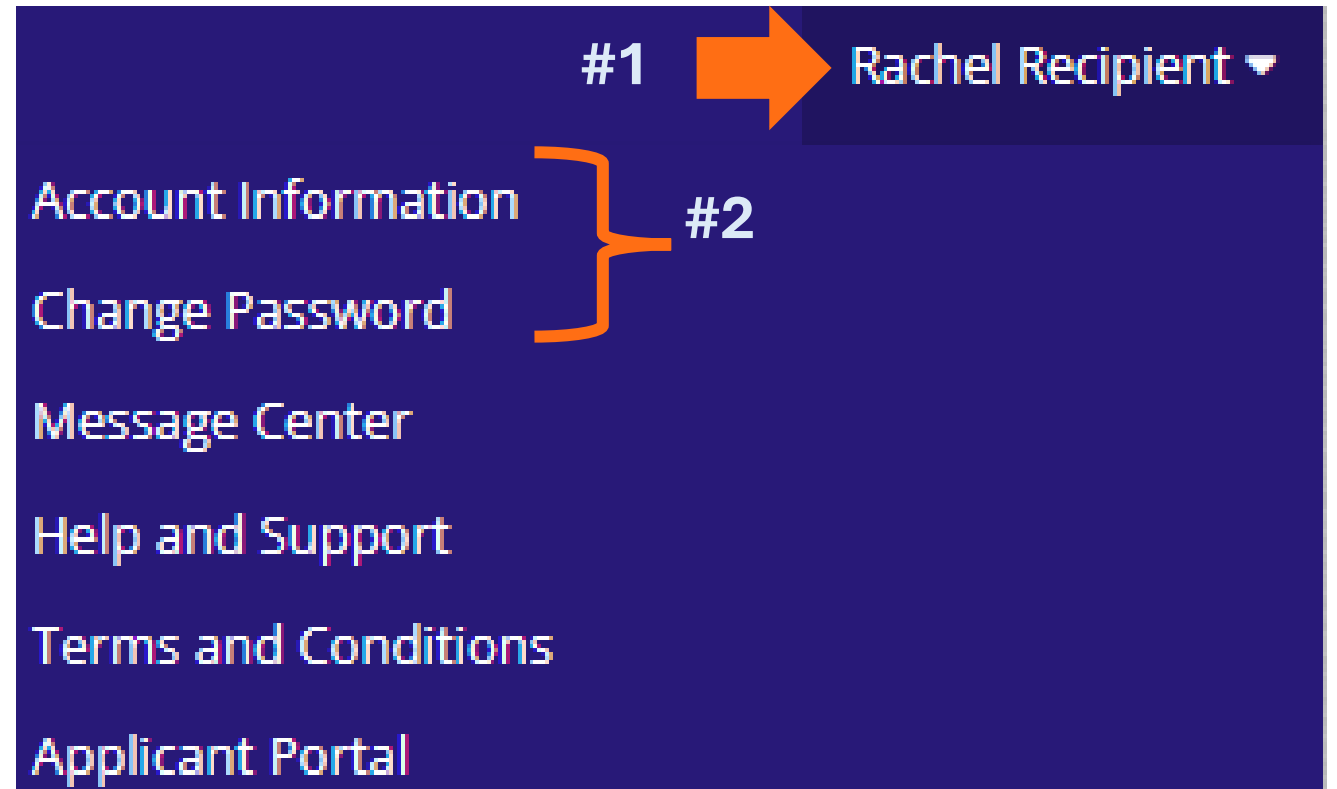
Update your User Account or Reset Password

Update User Name

[Your User Name] (top right) > Account Information > Edit Pencil icon > [update profile] > Save

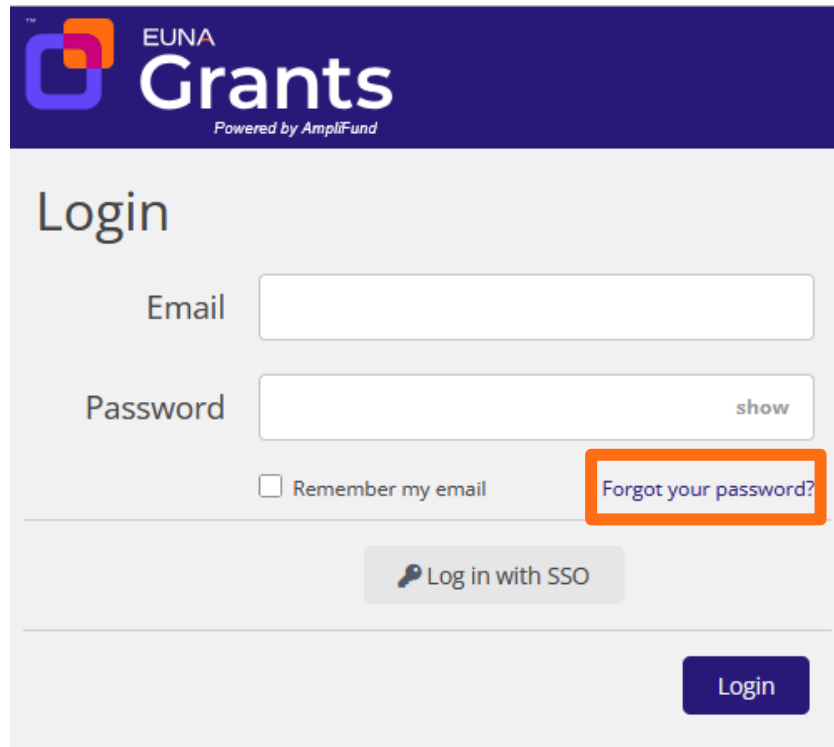
Reset Password

[Your User Name] (top right) > Change Password > [update password] > Change Password



Forgot Your Password

Euna Grants Login URL > Forgot your password? > [enter your email address for your User profile]
> Submit > [use link in email]



EUNA Grants
Powered by AmpliFund

Login

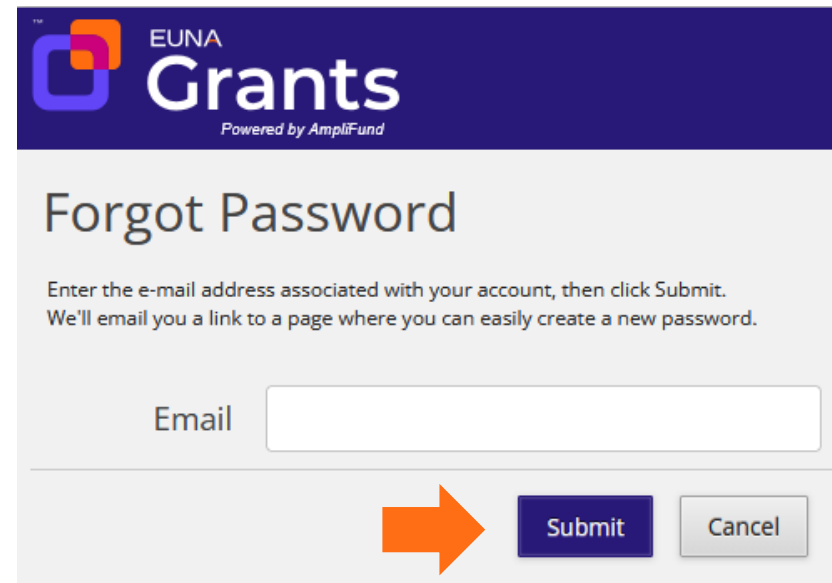
Email

Password [show](#)

Remember my email [Forgot your password?](#)

[Log in with SSO](#)

[Login](#)



EUNA Grants
Powered by AmpliFund

Forgot Password

Enter the e-mail address associated with your account, then click Submit.
We'll email you a link to a page where you can easily create a new password.

Email

[Submit](#) [Cancel](#)

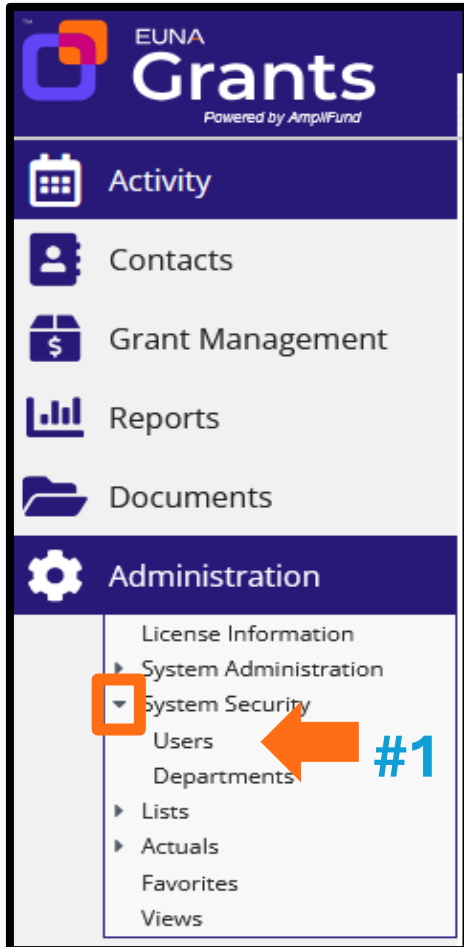




General Euna Grants Site Navigation



Adding Users

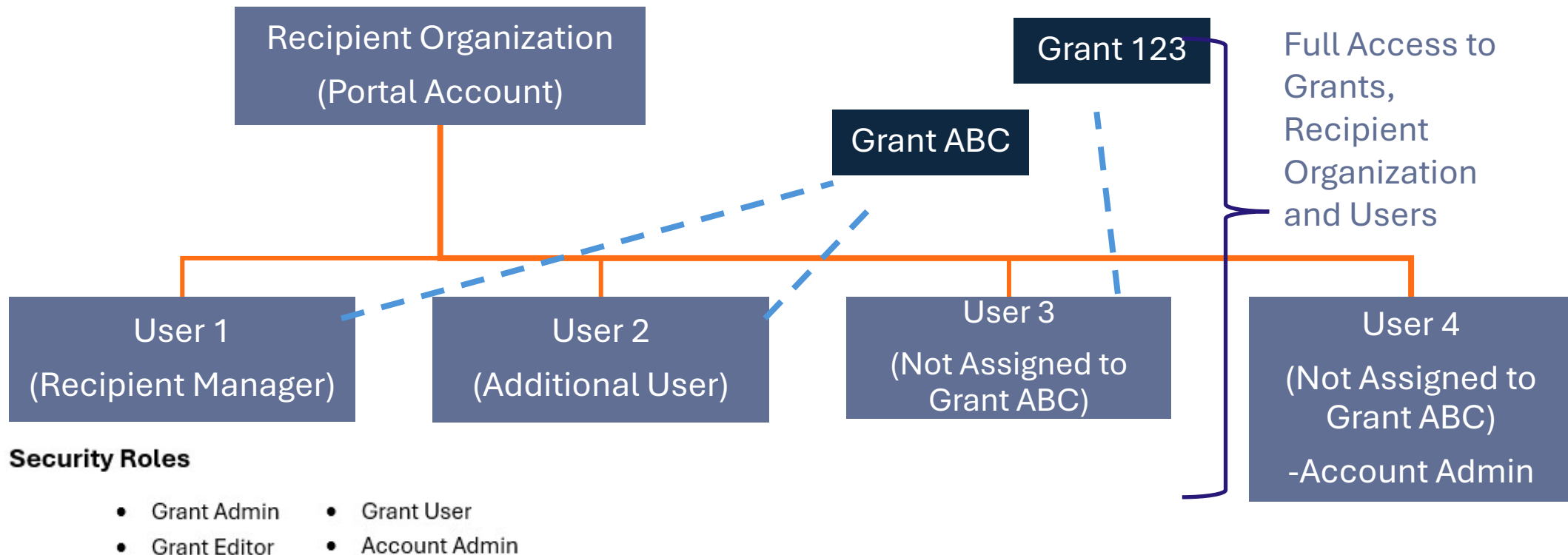


- Administration (left module) > System Security > Users > + icon (top right) > [complete required fields] > Create
- ‘Security’ section
 - Being assigned to a Grant will over-ride the access selected except for the Advanced Restrictions information selected.
- ‘Staff Information’ section
 - First Name / Last Name
- Email Address
- Send Email Invite to User (Send Invitation icon)
- **Best Practice:** Have at least two ‘Account Admin’ Users in your Recipient Portal

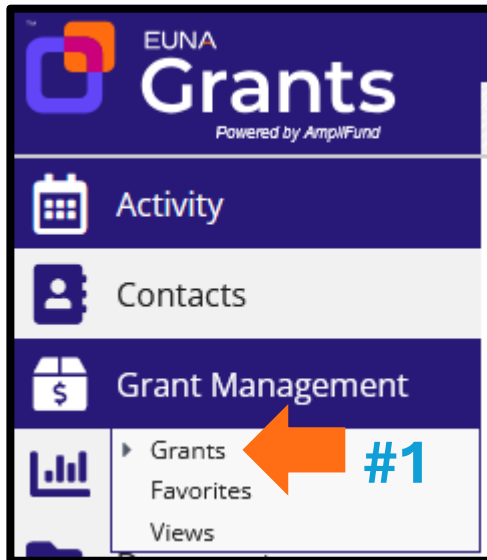


Users in your Account

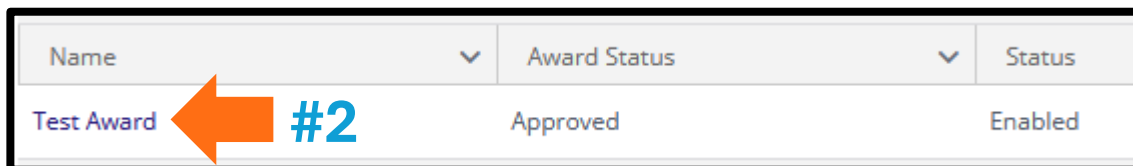
Best Practice: Each individual has their own login, do not share User login credentials



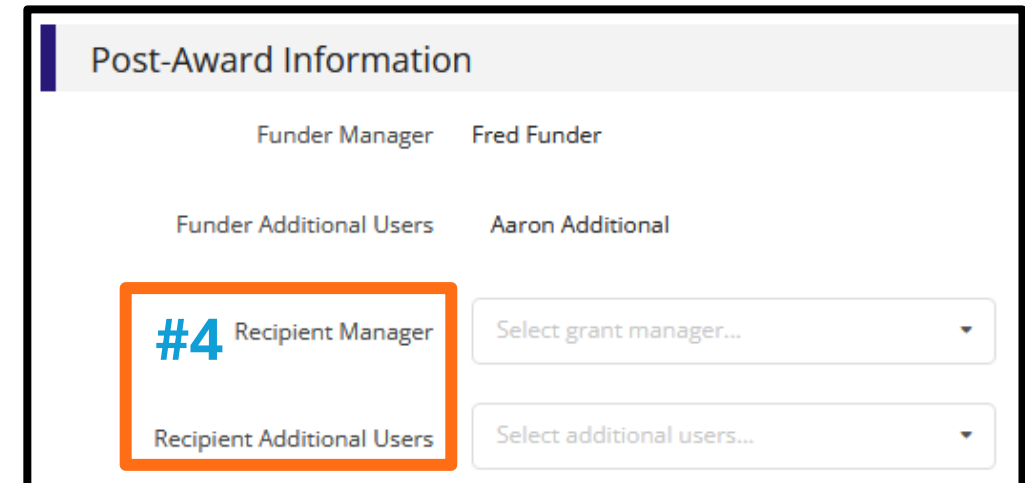
Navigating to your Award & Assigning Recipient Manager



- Navigate to your Award
 - Grant Management (left navigation) > Grants > [Choose your Grant Awarded]
- Assign Recipient Manager
 - {Navigate to your Award} > Edit Pencil icon (top right) > [update award details] > Save



#3



#5



Award Navigation

- Details
 - Award Information and Status
 - Post-Award Information
 - Award Budget Information
- Analytics
 - Shortcut links
 - Visual Information
- Post-Award

The screenshot displays the EUNA Grants system interface. The header includes the EUNA logo and the text 'EUNA Grants Powered by AmpliFund'. Navigation tabs are visible: 'Details', 'Analytics', 'Post-Award', 'Tools', and 'Custom'. The main content area shows the title 'Test Award - Award D' and a sub-section 'Award Information and Status'. A table lists the following details:

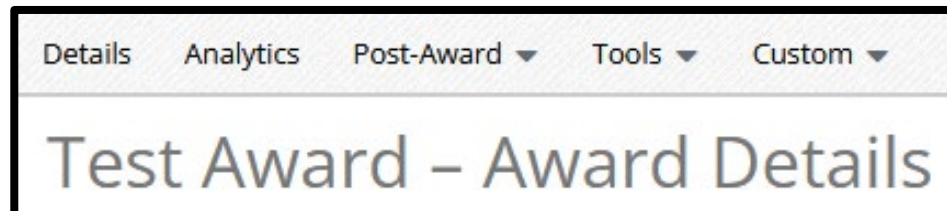
Name	Test Award
Recipient Name	Demo Organizat
Recipient Award Name	Test Award
Award Status	Approved
Grant-Funded Amount	\$20,000.00
Match Requirement	\$5,000.00

A dropdown menu is open under the 'Post-Award' tab, listing options: Financial, Performance, Cash Flow, Management, and Settings.

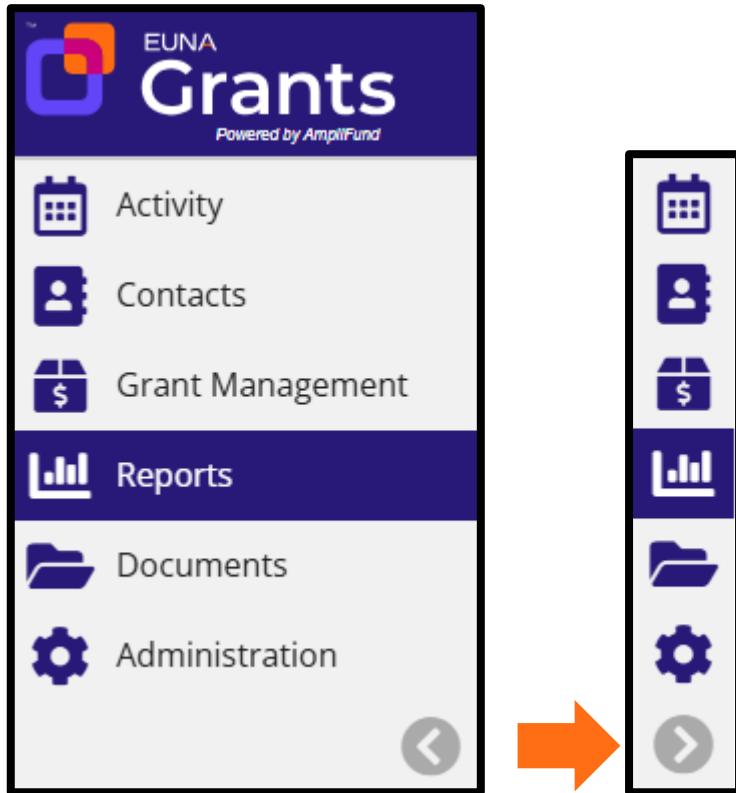


Award Sections - Reference

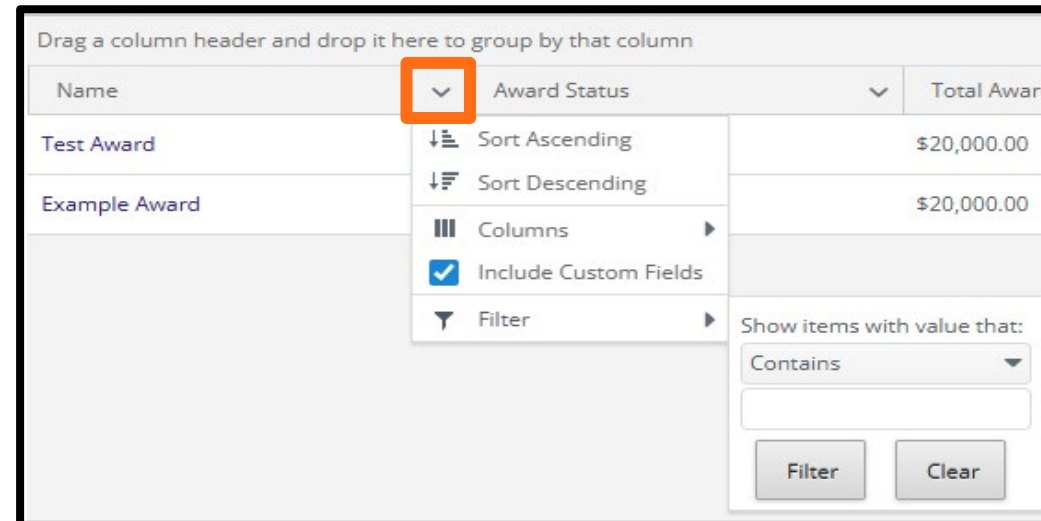
- **Details:** *Default page when selecting an Award*
- **Amendments:** Post-Award (top tab) > Management > Amendments
- **Custom Forms:** Custom (top tab) > [Select custom form name]
- **Budget / Performance Reporting Periods:** Post-Award (top tab) > Management > Reporting Periods
- **Tasks:** Tools (top tab) > Tasks
- **Budget:** Post-Award (top tab) > Financial > Budget
- **Expenses:** Post-Award (top tab) > Financial > Expenses
- **Payment Requests:** Post-Award (top tab) > Cash Flow > Payment Requests



Views / Grids



- Left Navigation – Collapse & Expand
- Grids
 - **Sort:** Click on Column Header
 - **Add Columns:** Click on Down Arrow > Columns > [select/unselect columns]
 - **Filter:** Click on Down Arrow > [choose/enter criteria] > Filter
 - **Columns** can be dragged around (left click)



Tasks

- Tools (top tab) > Tasks
- Tasks are automatic or manually created on your Grant
 - Email Reminders – Subscribe to Daily/Weekly Emails
- How to Complete Task
 - Option 1: [select Task name] > Mark as Complete icon > Confirm
 - By viewing the Task individually, the Description field is viewable
 - Option 2: [select 1 or more Task box] > Mark as Complete icon (under Actions)

Actions

#2

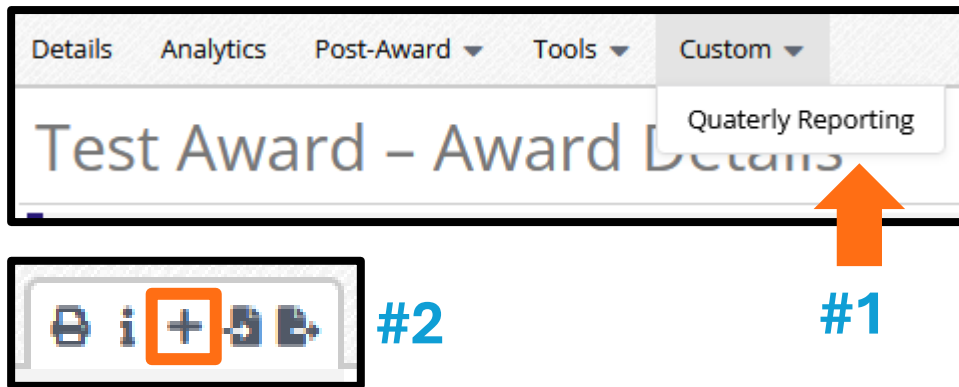
<input type="checkbox"/> Select All	Name	Assignee(s)
<input checked="" type="checkbox"/>	Upload Report Documentation	Rachel Recipient
<input checked="" type="checkbox"/>	Performance Report Due	Rachel Recipient

#1



Custom Forms

- Custom (top tab) > [select custom form name] > + [complete form] > Submit
- Custom Forms can be used to collect information and/or performance reporting.

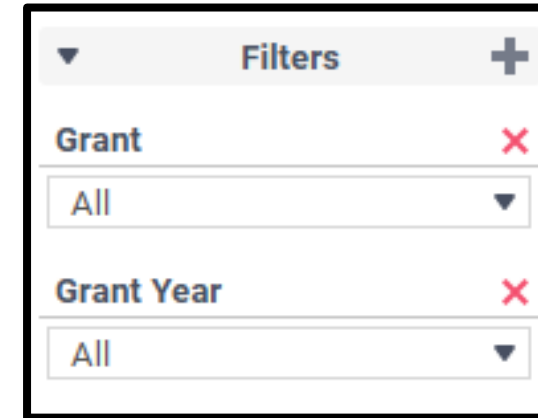
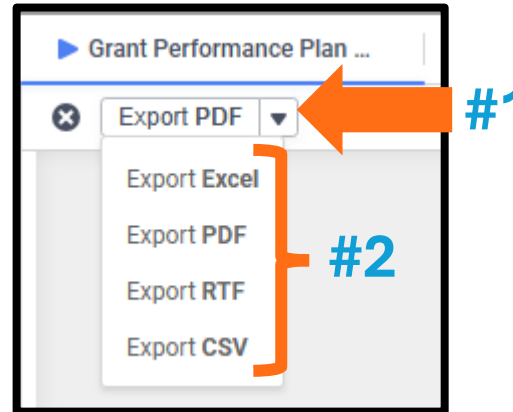


A screenshot of the 'Quaterly Reporting' form. The form has a title 'Quaterly Reporting' and a subtitle 'Quaterly Reporting'. It contains a 'Year*' dropdown menu set to '2025' and a 'Quarter*' section with four radio button options labeled '1', '2', '3', and '4'. Below this is a 'Questions' section with two text input fields: 'Overall Project Progress*' and 'Units Complete*' (with the value '0'). At the bottom right, there are three buttons: 'Save as Draft', 'Submit' (highlighted with an orange arrow and labeled '#3'), and 'Cancel'.



Reports

- Reports (left navigation) > Post-Award > [select report]
 - Grant Budget Variance
- Popup or Right-Side Filter to select 1 Grant
- Able to Export to local computer
 - Export down arrow > [select export file type]



Grant Budget Variance Report
 Test Award

Grant Dates: 01/01/2025 - 06/30/2027
 Period: 01/31/2025 - 06/30/2027
 \$20,000.00

	Budgeted Grant Funded	Budgeted Cash Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual Total
Construction						
Construction	\$15,000.00	\$5,000.00	\$20,000.00	\$9,000.00	\$3,000.00	\$12,000.00
Sub-Total	\$15,000.00	\$5,000.00	\$20,000.00	\$9,000.00	\$3,000.00	\$12,000.00
Consultants/Contracts						
Contract A	\$600.00	\$0.00	\$600.00	\$750.00	\$0.00	\$750.00
Contract B	\$2,400.00	\$0.00	\$2,400.00	\$3,000.00	\$0.00	\$3,000.00
Sub-Total	\$3,000.00	\$0.00	\$3,000.00	\$3,750.00	\$0.00	\$3,750.00
Grand Total	\$18,000.00	\$5,000.00	\$23,000.00	\$12,750.00	\$3,000.00	\$15,750.00



Budget Overview

[ACTIVE] CK_TEST_AWARD – Budget

Start: 10/1/2025 End: 12/31/2026

Version Budget Version 1 +

Budget View Settings

Actuals

Show Actuals From 10/1/2025 To 12/31/2026

Options

Show/Hide

Grant Year Line Items Assignee(s) GL Accounts Actuals Remaining

Based on **Reviewed** Expenses

Budget

Expense Budget +

Budget Categories

A. Project Plan +

01. Aggregated project plan with milestones and budget and submission of NEPA requirements
Subtotal

B. Engineering & Permitting +

02. Completed engineering drawings and executed permits for 20% of project BSL
03. Completed engineering drawings and executed permits for 40% of project BSL
04. Completed engineering drawings and executed permits for 60% of project BSL
05. Completed engineering drawings and executed permits for 80% of project BSL
06. Completed engineering drawings and executed permits for 100% of project BSL
Subtotal

Line Items

C. Pre-construction +

07. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 20% of project BSL
08. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 40% of project BSL
09. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 60% of project BSL
10. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and

	Grant-Funded Budgeted	Grant-Funded Actuals	Total Budgeted	Total Actuals	Grant-Funded Remaining	Total Remaining
01. Aggregated project plan with milestones and budget and submission of NEPA requirements	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Subtotal	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
02. Completed engineering drawings and executed permits for 20% of project BSL	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
03. Completed engineering drawings and executed permits for 40% of project BSL	\$400.00	\$500.00	\$400.00	\$500.00	(\$100.00)	(\$100.00)
04. Completed engineering drawings and executed permits for 60% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
05. Completed engineering drawings and executed permits for 80% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
06. Completed engineering drawings and executed permits for 100% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
Subtotal	\$2,000.00	\$900.00	\$2,000.00	\$900.00	\$1,100.00	\$1,100.00
07. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 20% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
08. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 40% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
09. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and material delivery for 60% of project BSL	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
10. Documentation of binding agreements for all required contracted labor and materials. Evidence of construction staging and	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00



Payment Requests

CK_TEST_2_Milestone – Payment Request: CK_TEST_

Organization and Grant Information

Funder Organization ConnectMT Program

Grant Name CK_TEST_2_Milestone

Payment Request Information

Payment Request Name * Payment Request: CK_TEST_2_Milestone_3/25/2

Date Created * 3/25/2026

Related Reporting Period(s) Select reporting periods...

Expenses From MM/DD/YYYY To MM/DD/YYYY

Payment Type Reimbursement

Payment Request Status Not Submitted

- Post-Award (top tab) > Cash Flow > Payment Requests > + icon > [complete Payment Request sections] > Submit

CK_TEST_AWARD – Payment Request: CK_TEST_AWARD_3/30/2026

Financial Detail

Create New Expense +

Expensed Cash Match In-Kind Match Other Funding Match Grant Funded Grant-Funded Remaining

Requested Amount* \$200.00

Remaining Grant Balance \$10,000.00

Use popup to view
'Remaining Available
Grant-Funded Amount'

Additional Information

Comments

Attachments Choose file(s)

Match Information

Match Tracking Template Match Tracking Template - Draft (with sample entries) 02182026.xlsx

Upload Match Tracking Template* Choose File No file chosen

Upload Match Justification Choose File No file chosen




Payment Requests

Resubmitting a Previously Rejected Payment Request

CK_TEST_AWARD – Payment Requests

Drag a column header and drop it here to group by that column

Payment Re... ▾	Date Created ▾	Date Submi... ▾	Expenses Fr... ▾	Expenses To ▾	Amount Re... ▾	Status ▾	Decision Da... ▾
Payment Request: CK_TEST_AWARD... 	10/28/2025	10/28/2025 10:08 AM	10/1/2025	10/31/2025	\$200.00	Rejected	3/11/2026 10:31 AM

- Post-Award (top tab) > Cash Flow > Payment Requests > [Select Rejected Payment Request] > Edit Pencil icon (top right) > [If necessary, update any fields] > Submit
- The ‘Payment Request History’ section will update.





In System Training



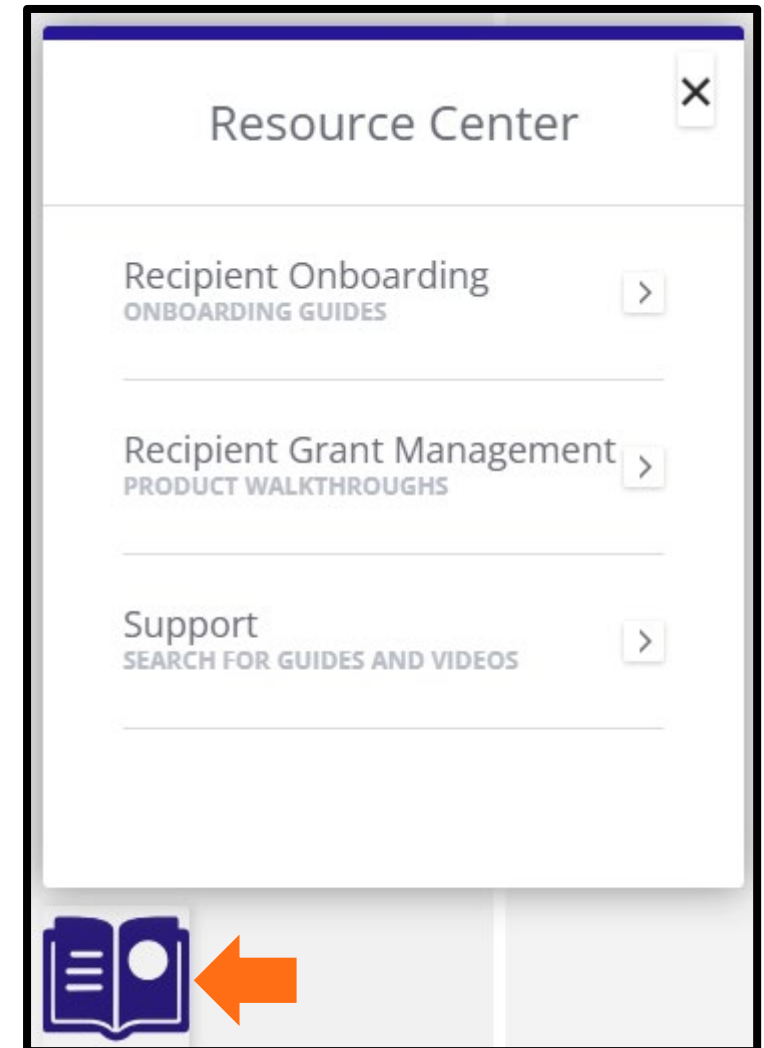


How to Access Technical Support



How to Get Technical Support

- Resource Center (bottom of left navigation)
 - User Guides
 - Product Walkthroughs
- Customer support
 - For any program-related questions, contact ConnectMT Customer Support.
 - For minor technical issues, reach out to CTC using the contact email, GMSAssist@ctcnet.us
 - For system errors, account issues, or more complex questions about how the platform works, then visit the support site at <https://amplifund.zendesk.com> to submit a support ticket.



Support Site – View/Create Support Tickets

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Click the **Sign up** button
6. A welcome email from support@zendesk.com will be sent to you
7. Click **the link in the email** to set your password and activate your account

Sign in to Euna Grants Support
Switch to agent sign-in >

Email

Password

[Forgot password?](#)

Sign in

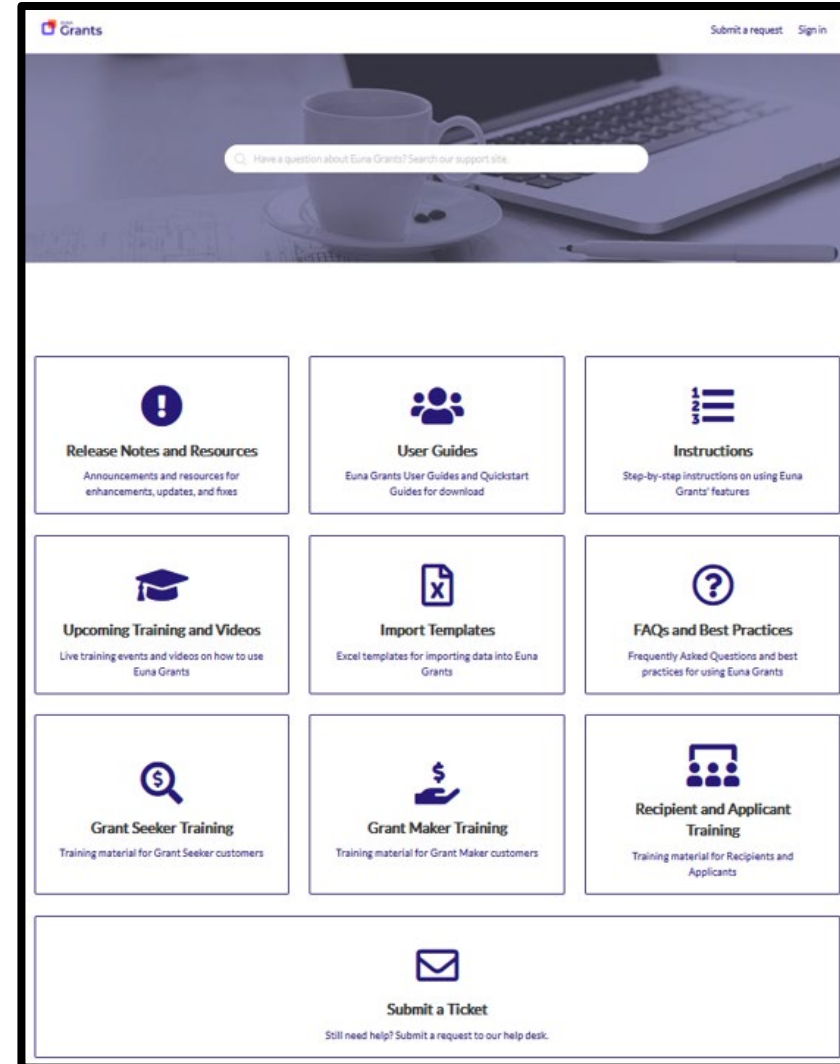
Emailed us for support? [Get a password](#)
New to Euna Grants Support? [Sign up](#)



Resources – Support Site

Amplifund.Zendesk.com

[Euna Grants Recipient Series](#)



Post Award Resources

Broadband Equity, Access, and Deployment (BEAD) / Digital Equity (DE)

The Infrastructure Investment and Jobs Act (IIJA), signed into law in November 2021, provided \$550 billion in federal funding. The Broadband Equity, Access, and Deployment (BEAD) program and the Digital Equity Act (DE) program were funded through IIJA; both programs will be administered by the National Telecommunications and Information Administration (NTIA).

Montana has been awarded \$628,973,798.59 million through the Broadband Equity, Access, and Deployment (BEAD) program.

The ConnectMT Program was codified in Senate Bill 297 and House Bill 632 in Montana's 67th legislative session by Governor Gianforte to award grants to internet service providers (ISPs) to improve broadband access across the state. In 2021, the Montana Legislature dedicated \$270 million from the American Rescue Plan Act (ARPA) to the first round of grants.

Funding

FAQ

Internet Service Provider Information

Resources

IIJA Map

BEAD/DE Newsletter

Sign up to receive email updates including news, training opportunities, meetings and other topics related to BEAD/DE.

Where to find resources:

- All resources are found on:
<https://connectmt.mt.gov/IIJA/>
- The most commonly referenced resources are located under “FAQ” and “Internet Service Provider Information.”
 - Disbursement Guide
 - EHP Materials
 - Euna Grants Support



Post Award Resources

Technical Assistance

connectmt@mt.gov

Kim Martinell – Broadband Program Supervisor

kim.martinell@mt.gov

406-444-3307

Moriah Keller – Broadband Program Coordinator

moriah.keller@mt.gov

406-444-4099

Maria Jackson – Grants and Contracts Coordinator

maria.jackson2@mt.gov

406-444-3393



Upcoming Technical Assistance

Technical Assistance Session Calendar		
Topic	Date	Time*
Submitting Quarterly Reports	April 28 and May 14, 2026	1 PM & 11 AM
Permitting Overview	June 3, 2026	1PM
Submitting Quarterly Reports Q&A	June 4 and June 11, 2026	1PM & 11 AM
Submitting Annual Reports	November 3 and November 5, 2026	1 PM & 11 AM

Where to find webinar links:

- All webinar dates, times, and links to register can be found at:
<https://connectmt.mt.gov/Events/Upcoming>
- All webinars are recorded and will be posted on the ConnectMT website.

*All times are MST

**Additional questions should be submitted to the Technical Assistance email at connectmt@mt.gov





Questions

