



ILLINOIS  
CLIMATE  
BANK

## How to Apply – IFA SolarApp+ Grants

Issued April 11, 2025

## Grantee Pre-Requisites:

- Organization must be registered in the GATA Grantee Portal.
- User must create a public.external.illinois.gov account.
- The public.external.illinois.gov account must be linked to the correct Organization in the GATA Grantee Portal.
- AmpliFund User access is managed in the GATA Grantee Portal.
  - Grantee must be granted access to AmpliFund and the Applicant Portal.
- Review the GATA website for more information: <https://gata.illinois.gov>.
  - GATA Grantee Portal: <https://grants.illinois.gov/portal/>.
  - GATA Grantee Portal FAQs: <https://gata.illinois.gov/grantee/grantee-portal-faq.html>.
  - AmpliFund Support Article: <https://il-amplifund.zendesk.com/hc/enus/articles/27588129343507-How-to-Add-New-Users-as-a-Grantee-and-SingleSign-On-SSO-Process>.
- Contact OMB.GATA@illinois.gov with questions about the GATA Grantee Portal

# GATA Grantee Pre-Requisites

- Access the CSFA and a list of current funding opportunities here:  
<https://gata.illinois.gov/grants/csfa.html>
- Search “SolarApp+” in the active programs box
- Select the program, scroll to the bottom of the page, and click on the NOFO
- Alternatively, “browse a list of current funding opportunities, and scroll down to “Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant”

CSFA Home

## Illinois Catalog of State Financial Assistance

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance program information.

**Disclaimer:** CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

### Active Programs and Awards

[Click here to browse a list of agencies that have active grant programs](#)

[Click here to browse a list of active grant programs](#)

[Click here to browse a list of current funding opportunities](#)

Search active programs :

Search registered grantees :

To subscribe to a weekly mailing list of new opportunities, send a blank email message to: [subscribe-omb-gata-grants@lists.illinois.gov](mailto:subscribe-omb-gata-grants@lists.illinois.gov)

- Continue to the NOFO in AmpliFund

# Applicant Portal – Log In

- Make sure you log in using your public.external.illinois.gov account.
- If you can see your name on the top right of the screen, you are logged in.



- If not, click log in on the top right of the screen.



- Select the Public option and enter your credentials.



# Navigation – Opportunity Details

- After accessing the public link via the CSFA or manually adding the URL, you will land on the Opportunity Details page in the Applicant Portal.
- Review the Details.
- If needed, click on the Download tab to download the application packet.

## Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

Opportunity Information

CSFA Number	560-01-3562
CSFA Popular Name	SolarApp+ Grants
Title	Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant
Description	In April 2024, Illinois was announced as one of the recipients of an award under the Greenhouse Gas Reduction Fund Solar for All program, created by the Inflation Reduction Act. The U.S. Environmental Protection Agency (US EPA) awarded \$156,120,000 to the State of Illinois to implement a variety of programs over the five-year Solar for All grant period (2024-2029). The SolarApp+ Adoption and Implementation Grant program is one of the program approved by US EPA. The grant program will provide up to \$30,000 in funding to municipalities to adopt and implement SolarApp+ and, if needed, electrical code upgrades that facilitate the use of SolarApp+. SolarApp+ is a no-cost residential solar permitting platform, created by the National Renewable Energy Laboratory, that can speed the permitting process.
Awarding Agency Name	Finance Authority
Agency Contact Name	Claire Brinley
Agency Contact Phone	312-651-1319
Agency Contact Email	cbrinley@il-fa.com
Fund Activity Categories	Energy, Environment, Housing, Regional Development, Environmental Quality
Category Explanation	This grant will assist units of government in deploying a permitting platform for residential solar energy, and so will touch on housing and energy issues. Solar energy reduces pollution emissions, so touches on environment and environmental quality. Solar energy can also reduce resident energy bills, improving community economic development.

# Navigation – Apply

- When ready, click on Apply.
- Lang on the Project Information page.

## Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant

[Print](#) [Help](#) [Download](#) [Save](#) [Apply](#)

### Opportunity Information

CSFA Number	560-01-3562
CSFA Popular Name	SolarApp+ Grants
Title	Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant
Description	In April 2024, Illinois was announced as one of the recipients of an award under the Greenhouse Gas Reduction Fund Solar for All program, created by the Inflation Reduction Act. The U.S. Environmental Protection Agency (US EPA) awarded \$156,120,000 to the State of Illinois to implement the SolarApp+ Adoption and Implementation Grant program is one of the program at municipalities to adopt and implement SolarApp+ and, if needed, electrical code upgrades that fast platform, created by the National Renewable Energy Laboratory, that can speed the permitting process.
Awarding Agency Name	Finance Authority
Agency Contact Name	Claire Brinley
Agency Contact Phone	312-651-1319
Agency Contact Email	cbrinley@il-fa.com
Fund Activity Categories	Energy, Environment, Housing, Regional Development, Environmental Quality
Category Explanation	This grant will assist units of government in deploying a permitting platform for residential solar energy, which can reduce greenhouse gas emissions, so touches on environment and environmental quality. Solar energy can also

## Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant

[Help](#) [Download](#) [Save](#) [Save & Continue](#)

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Opportunity Details Project Information Application Forms Budget\* Submit

### Project Information

#### Application Information

Application Name \*

Pre-Qualification Status **Qualified**

**How much are you requesting from the funder?**


Award Requested \*


Total Award Budget **\$0.00**


# Navigation Continued


- All navigation sections on the top of the screen must be complete before submitting your application (hit “Mark as Complete” in addition to “Save and Continue” if you’re finished with a section).
- Each circle should be green with a white checkmark, like the Opportunity Details section below. You can still reopen sections after marking them as complete, if desired.
- Navigate to different sections of the application by clicking on the desired navigation section.


## Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant

  
Opportunity  
Details

  
Project  
Information

  
Application  
Forms

  
Budget\*

  
Submit

Project Information

Help

Download

Save

Save & Continue

# Considerations

- Anything marked with an (\*) is required.
- All pages must be marked as complete and saved before submitting the application.

## Project Information

Application Information

Application Name \*

Pre-Qualification Status

Qualified

How much are you requesting from the funder?

Award Requested \*

\$0.00

Total Award Budget

\$0.00

Phone Number

Save

✓ Mark as Complete

Save & Continue



# Suggested Order of Operations

- Find below a suggested order of operations when completing this application in AmpliFund:
  - Project Information.
  - Application Forms.
  - Budget
  - Submit.

# Application Forms – Review NOFO

- Land on the Application Form grid.
- Review the ability to download and print.
- Click on the Review NOFO Application Form and complete all required fields.
- Click Mark as Complete and Save and Continue.

## Forms

Name	Status
Review NOFO	New
Uniform Grant Application - Applicant Completed Section	New
Project Narrative	
Task Timeline and Deliverables	

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1

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>|

25

Save & Continue

### Review NOFO

1 of 4

Download

Save

Save & Continue

**NOFO Information**  
The Notice of Funding Opportunity includes important information about the purpose of the SolarApp+ grants and how applications will be scored. Please review the full NOFO before applying, which can also be found on the Opportunity Details page.

**Resources**  
Download NOFO here (also available on Opportunity Details page)  
[IFA\\_SFA\\_SolarApp\\_NOFO-1.pdf](#)

**Applicant Certification**  
I certify that I have reviewed the full Notice of Funding Opportunity before applying. \*  
☐ Yes

Save

✓ Mark as Complete

Save & Continue

# Application Forms – Uniform Grant Application

- Read the instructions carefully.
- Complete all required fields.
- Click Mark as Complete and Save and Continue.

Uniform Grant Application - Applicant Completed Section

2 of 4

Download

Save

Save & Continue

Applicant Information

Legal Name (Name used for UEI registration and grantee pre-qualification) \*

Common Name (DBA) \*

Employer/Taxpayer Identification Number (EIN,TIN) \*

Organizational UEI Number \*

GATA ID (assigned through the grantee portal) \*

SAM Cage Code

# Application Forms – Project Narrative

- Read the instructions carefully. Refer to NOFO for additional information.
- Upload Project Narrative as a Microsoft Word document or readable PDF.
- Click Mark as Complete and Save and Continue.

Project Narrative

3 of 4

Download Save Save & Continue

Please see the attached NOFO for full program requirements, including the program objectives, eligible activities, prohibited activities, performance metrics, and evaluation criteria. This information will be useful as you write your Project Narrative.

The applicant must submit an application Project Narrative, in Microsoft Word or a readable PDF format, of up to 5 pages, in 11- or 12-point font. The Project Narrative must describe the proposed project in sufficient details, providing the following information:

**Applicant's information and qualifications** (up to 1 page):

- Lead applicant's name, type, and contact person (name, title, phone, email and address).
- A brief description of the applicant's background and any relevant experience, including with similar codes and permitting-related projects and/or
- Indicate if the applicant has been debarred or is a suspended entity.
- If more than one entity is involved in the proposed project, describe each entity involved and provide name and contact information for each entity.

**Project Description** (up to 4 pages):

Upload Narrative Here \*

Choose File

Save ✓ Mark as Complete Save & Continue

# Application Forms – Task Timeline and Deliverables

- Read the instructions carefully.
- Download and Upload Timeline and Deliverables Spreadsheet.
- Click Mark as Complete and Save and Continue.

## Task Timeline and Deliverables

4 of 4

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Instructions

Please download the attached spreadsheet, complete it, and re-upload it below.

Timeline and Deliverables Spreadsheet

[NOFO\\_IFA-SFA SolarApp-01-Timeline.xlsx](#)

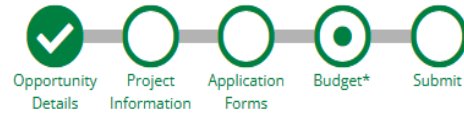
Upload Timeline and Deliverables Here \*

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# Budget Template

- Land on the Budget navigation item.
- Read instructions carefully.
- The total budget must match the amount requested on the “Project Information” page.

## Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant



### Budget

#### Instructions

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program instructions, if attached. The applicant organization should refer to 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions.

**You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.**

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded. A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely. The budget should be as concrete and specific as possible in its estimates. Make every effort to estimate costs accurately. Your budget should justify all expenses and be consistent with the program narrative.

You can add budget line items directly below.

[Help](#)[Download](#)[Save](#)

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	\$0.00	\$0.00
+ 2. Fringe Benefits (2 CFR 200.431)	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$1,000.00	\$1,000.00
Test	\$1,000.00	\$1,000.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00
+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

#### Revenue Budget

Grant Funding		
Award Requested	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
Non-Grant Funding		
<b>Subtotal</b>		<b>\$0.00</b>

**Total Revenue Budget Cost** **\$0.00**

**Total Overall Budget Cost** **\$1,000.00**

The grant funded total cannot exceed the award requested on the Project Information page.

The Total Overall Budget Cost must be \$0.00

[✓ Mark as Complete](#)[Save & Continue](#)

# Budget Template - Continued

- Click the “+” button next to a category to add a line item for that category. You can add multiple line items for each category.
- Fill out the required fields for each line item, including narrative.
- Costs must be broken out by quarter for each line item under “Purpose areas”

**Options**  
☒ Line Items

**Proposed Budget**

**Expense Budget**

Category	Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	\$0.00	\$0.00
+ 2. Fringe Benefits (2 CFR 200.431)	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$0.00	\$0.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00
+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Revenue Budget**

Grant Funding		
Award Requested	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Non-Grant Funding</b>		
<b>Subtotal</b>		<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>	<b>\$0.00</b>	
<b>Total Overall Budget Cost</b>	<b>\$0.00</b>	

✓ Mark as Complete

Save & Continue

**New Line Item**

**Budget Item Information**

Category5. Supplies (2 CFR 200.94)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item TypeDirect Cost Calculation

Calculation TypeQuantity x Rate

Name \*

Cost Rate \*

Quantity \*

Direct Cost\$0.00

Total Budgeted\$0.00

Narrative \*

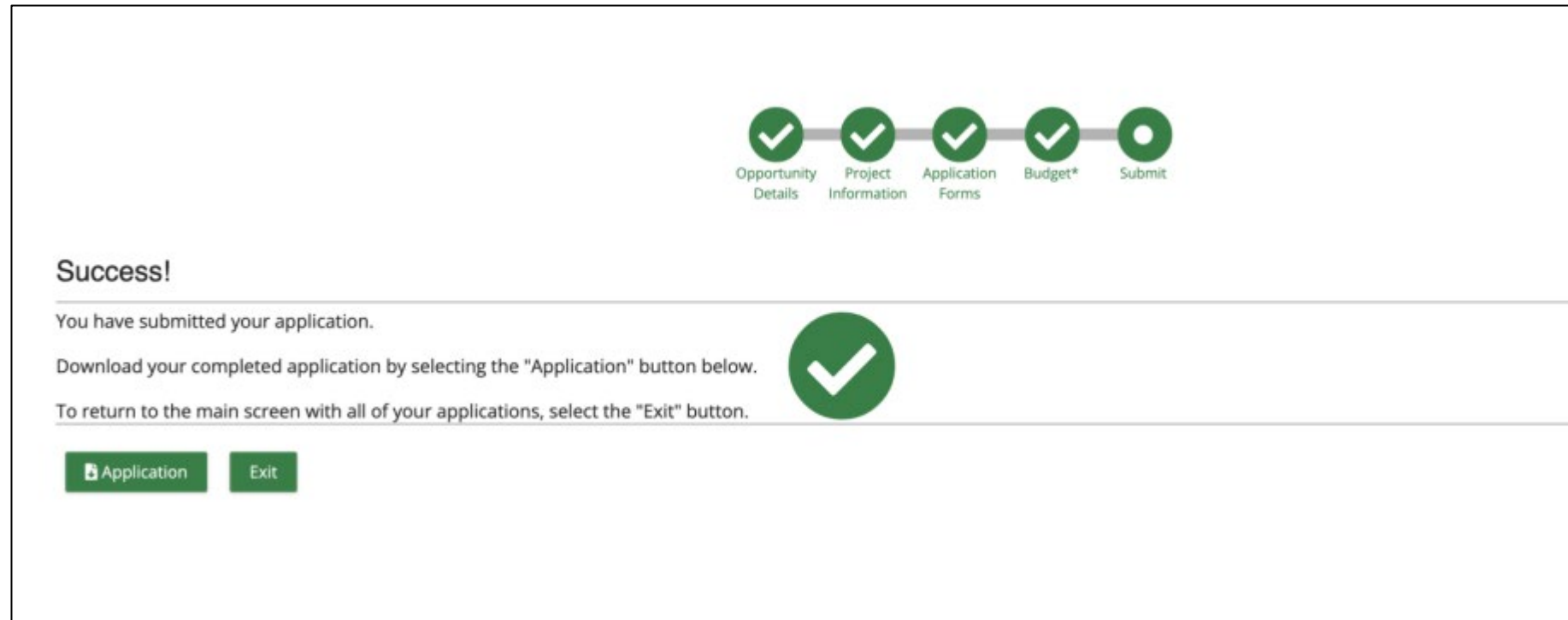
**Purpose Areas**

SolarApp+ - Year 1 Q1	<input type="text" value="\$0.00"/>
SolarApp+ - Year 1 Q2	<input type="text" value="\$0.00"/>
SolarApp+ - Year 1 Q3	<input type="text" value="\$0.00"/>
SolarApp+ - Year 1 Q4	<input type="text" value="\$0.00"/>
SolarApp+ - Year 2 Q1	<input type="text" value="\$0.00"/>
SolarApp+ - Year 2 Q2	<input type="text" value="\$0.00"/>
SolarApp+ - Year 2 Q3	<input type="text" value="\$0.00"/>
SolarApp+ - Year 2 Q4	<input type="text" value="\$0.00"/>
<b>Total</b>	<b>\$0.00</b>

Total must equal Total Budgeted amount.

# Submission – Ready to Submit

- If the Application is complete, all navigation elements will be green with a checkmark.
- Click on the Submit button to submit the Application.
- AmpliFund will display a success message.
- Click the Application tab on the bottom left to download your Application if needed.








# Submission – Not Ready to Submit


- AmpliFund will display a validation error on the Submission page if there are any incomplete items or items not marked as complete.
- If so, navigate to the appropriate section by clicking the tab across the top of the screen.
- Complete the required information and Mark as Complete.
- Navigate back to the Submit tab across the top of the screen and click Submit.


### Illinois Solar for All Expansion: SolarApp+ Adoption and Implementation Grant

  
Opportunity  
Details

  
Project  
Information

  
Application  
Forms

  
Budget\*

  
Submit

---

You are about to submit your application, , to **Illinois Finance Authority**.


Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

The Project Information has not been marked "Complete."

You have forms containing required fields which have not been completed.

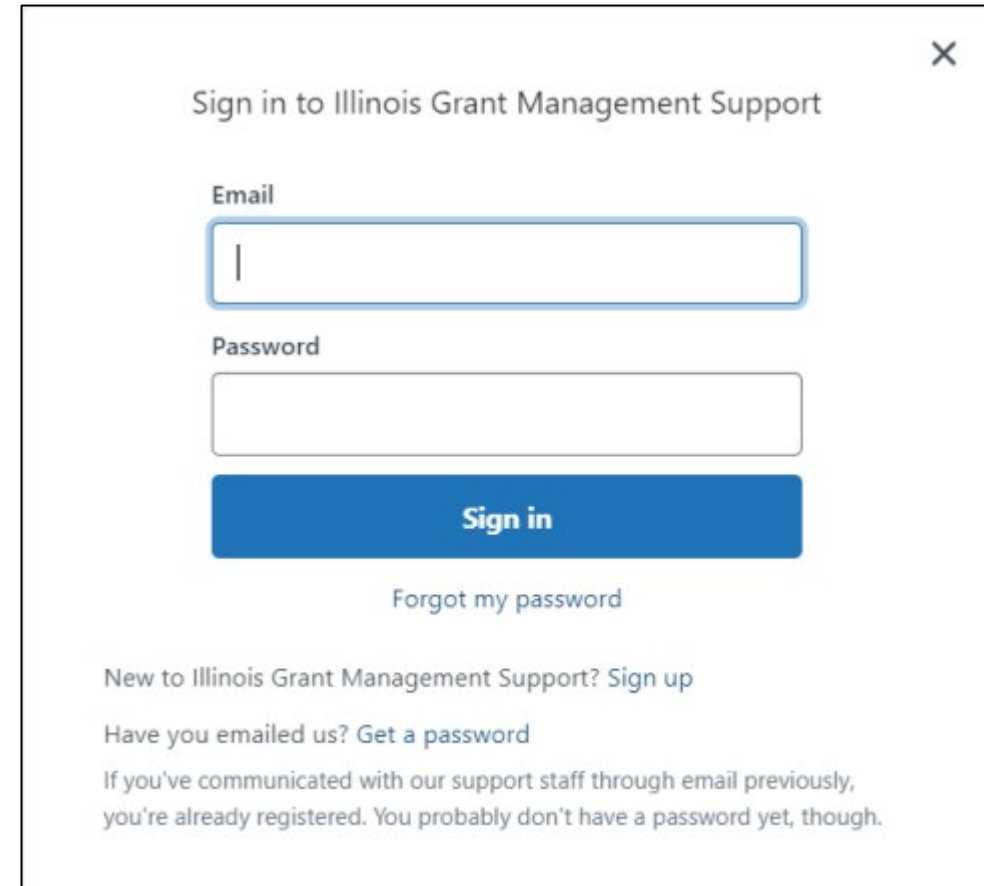
You have forms that have not been completed.

 Review

Submit

# Customer Support – Create Support Account

1. Go to <https://il-amplifund.zendesk.com>
2. Click the Sign up link
3. Enter your full name
4. Enter your email address
5. Complete the “I’m not a robot” check
6. Click the Sign up button
7. An email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to Illinois Grant Management Support

Email

Password

**Sign in**

[Forgot my password](#)

New to Illinois Grant Management Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

# AmpliFund Illinois Support Portal

## Submit a support ticket:

[support@il-amplifund.zendesk.com](mailto:support@il-amplifund.zendesk.com)

## Visit the support portal:

<https://il-amplifund.zendesk.com>

## Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

