

Applicant Portal

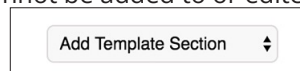
Form Builder Features

Application forms are customized forms that capture applicant information and responses. Once applicants submit applications, reviewers may score applications based on form responses.

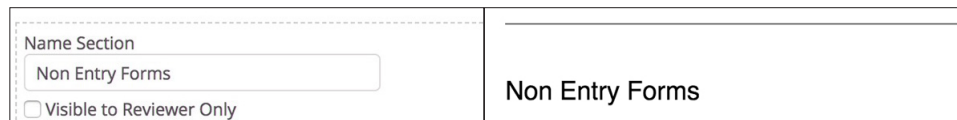
Form Builder Icons All sections and fields can be edited, deleted, or moved up or down using the icons.



Template Section The Template Section includes commonly used form sections that can be quickly added to any application form for your convenience. These templates are provided by default and cannot be added to or edited.

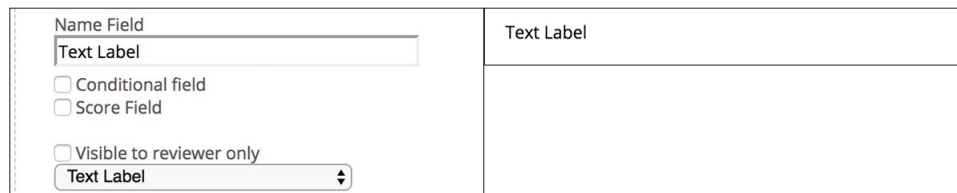


Section Sections group fields together (although not all fields are required to be within a section). Entire sections can be hidden from the applicant and only made visible to the reviewer.



Fields Fields can be content or entry types. Content fields provide content only and do not request a response. Entry fields request or require a response. Additionally, fields can be marked for reviewer scoring, be made conditional (only appearing for specific responses), or can be hidden from the applicant and only made visible to the reviewer.

Text Label Text Label fields are short texts that appear as the *Name Field* content. They do not request a response.



Description Text Description Text fields are long texts that appear as a field name and paragraph(s). They do not request a response and cannot be scored.

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|---|--|
| <p>Name Field</p> <p>Description Field</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p>Description Text</p> <p>Formats</p> <p>B <i>I</i> [List Icon] [List Icon]</p> <p>This section contains a description.</p> | <p>Description Field</p> <p>This section contains a description.</p> |
|---|--|

External Link External Link fields appear as URL links. They do not request a response and cannot be scored.

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| <p>Name Field</p> <p>External Link</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p>External Link</p> <p>https://gotomygrants.c</p> | <p>External Link</p> <p>https://gotomygrants.com</p> |
|--|--|

Attachment Attachment fields appear as links to downloadable files. They do not request a response and cannot be scored.

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| <p>Name Field</p> <p>Attachment</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p>Attachment</p> <p>Choose File</p> | <p>Attachment</p> <p>AmpliFund_UserGuide_CAM_20180510.pdf</p> |
|---|---|

Single Line Text Field Single Line Text fields request or require short answer responses.

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| <p>Name Field</p> <p>Single Line Text Field</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Single Line Text Field</p> <p>Character Limit</p> | <p>Single Line Text Field</p> |
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Multi Line Text Box Multi Line Text Box fields request or require long answer responses. A formatting toolbar can be added to the field and a character limit for responses can be enforced.

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| <p>Name Field</p> <p>Multi Line Text Box</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Multi Line Text Box</p> <p><input checked="" type="checkbox"/> Include Formatting Toolbar</p> | <p>Multi Line Text Box</p> <p>Formats ▾ B <i>I</i> [List Bulleted] [List Numbered] [List Disc]</p> |
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Multiple Choice Multiple Choice fields request or require a single selection from multiple options.

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| <p>Name Field</p> <p>Multiple Choice</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Multiple Choice</p> <p>Choice A [Add] [Remove] [Up] [Down]</p> <p>Choice B [Add] [Remove] [Up] [Down]</p> <p>Choice C [Add] [Remove] [Up] [Down]</p> | <p>Multiple Choice</p> <p><input type="radio"/> Choice A</p> <p><input type="radio"/> Choice B</p> <p><input type="radio"/> Choice C</p> |
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Multiple Selection - Checkboxes Multiple Selection - Checkboxes fields request or require selection(s) from multiple options.

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| <p>Name Field</p> <p>Multiple Selection - Checkboxes</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Multiple Selection - Checkboxes</p> <p>Choice A [Add] [Remove] [Up] [Down]</p> <p>Choice B [Add] [Remove] [Up] [Down]</p> <p>Choice D [Add] [Remove] [Up] [Down]</p> | <p>Multiple Selection - Checkboxes</p> <p><input type="checkbox"/> Choice A</p> <p><input type="checkbox"/> Choice B</p> <p><input type="checkbox"/> Choice C</p> |
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Dropdown List Dropdown List fields request or require a single selection from multiple options by default, but multiple selections can be allowed.

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| <p>Name Field</p> <p>Dropdown List</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Dropdown List</p> <p>Choice A</p> <p>Choice B</p> <p>Choice C</p> <p><input checked="" type="checkbox"/> Allow Multiple Selections</p> | <p>Dropdown List - Single Selection</p> <p>Select an item... ▼</p> <p>Dropdown List - Multiple Selection</p> <p>Choice A</p> <p>Choice B</p> <p>Choice C</p> |
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File Upload File Upload fields request or require a file to be uploaded.

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| <p>Name Field</p> <p>File Upload</p> <p><input type="checkbox"/> Conditional field</p> <p><input checked="" type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>File Upload</p> | <p>File Upload</p> <p>Choose File</p> |
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Date Date fields request or require a date to be selected.

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| <p>Name Field</p> <p>Date</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Date</p> | <p>Date</p> <p><input type="text"/></p> |
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Numeric Field Numeric Fields request or require a numeric entry. These can be decimal, whole numbers, currency, or percent entires.

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| <p>Name Field</p> <p>Numeric Field - Decimal</p> <p><input type="checkbox"/> Conditional field</p> <p><input type="checkbox"/> Score Field</p> <p><input type="checkbox"/> Visible to reviewer only</p> <p><input type="checkbox"/> Required</p> <p>Numeric Field</p> <p>Numeric - Decimal</p> | <p>Numeric Field - Decimal</p> <p>1.00</p> <p>Numeric Field - Whole</p> <p>1</p> <p>Numeric Field - Currency</p> <p>\$1.00</p> <p>Numeric Field - Percent</p> <p>1.00 %</p> |
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Table Table fields request data entered in a table. The number of rows and columns for the table can be configured, and column and row labels can be added.

Name Field

Table

Conditional field
 Score Field

Visible to reviewer only
 Table

Columns: Rows:

| | Column 1 | Column 2 |
|---|----------|----------|
| Row 1 <input style="width: 100%;" type="text"/> | | |
| Row 2 <input style="width: 100%;" type="text"/> | | |

| Table | | |
|--------------|---|---|
| | Column 1 | Column 2 |
| Row 1 | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Row 2 | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |