

Programs Overview

By connecting Funding Sources, Opportunities, Awards, and Recipients under a single Program record, users can view, report on, and manage all grant-related data in a more streamlined and consolidated manner. Programs is designed for Grant Maker and Lifecycle users who need to organize their grant-making activities at a higher level than individual awards or opportunities.

How to Access Programs

1. Navigate to **Program Management** > **Programs**.
2. To create a new Program, click the plus + (Create icon) at the top-right corner or edit an existing one by clicking on the pencil icon.

How to Create a Program

When setting up a Program, assign a Name. You may add additional information such as Program Number, Manager, Additional Users, Description, and Program Status (active, on hold, or closed).

How to Add Programs to Records

You can associate a Program with three objects: Awards, Funds, and/or Opportunity records. To do this:

1. Open **Program Management** > Navigate to the Object.
2. Click the + (Create icon) in the Icon Bar to add a new record or click the pencil (edit icon).
3. In the Program field on the record, select the desired Program from the dropdown.
4. Click Save or Create to apply the changes.

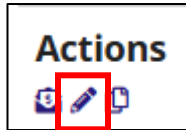
Adding Program to Awards, Funds and/or Opportunities ties the Program to the object creating a hierarchy that enables bulk activities such as editing, copying and activating awards in bulk.

How to Edit Awards in Bulk Using Programs

The Bulk Edit feature allows you to update multiple awards at once from within a Program record. To use this feature:

Programs in Euna Grants, Powered by AmpliFund

1. Navigate to **Program Management > Programs**
2. Click on a **Program record > Awards tab > Program Awards**
3. Use the checkboxes in the Select column to choose the awards you want to edit
4. Click the Edit icon in the Actions area



5. In the Bulk Edit modal, check the box of the field(s) you want to edit, then assign the new value using the field on the right.

Copy Awards

You will copy 3 awards totaling \$3,900.00.

Select information to be copied for all selected awards. Any information that is not copied will be left blank on the copied award record. If information is updated, it will be updated for all records.

Award Details

Include	Update
<input type="checkbox"/> All Award Details	
<input checked="" type="checkbox"/> Recipient	
<input checked="" type="checkbox"/> Opportunity	
<input checked="" type="checkbox"/> Funding Sources	
<input type="checkbox"/> Funder Grant Manager	<input type="text" value="Select user..."/>
<input type="checkbox"/> Funder Additional Users	<input type="text" value="Select users..."/>
<input type="checkbox"/> Award Name	
<input checked="" type="checkbox"/> Awarded Date	<input type="text" value="1/1/2026"/>
<input type="checkbox"/> Start Date	<input type="text" value="MM/DD/YYYY"/>
<input type="checkbox"/> End Date	<input type="text" value="MM/DD/YYYY"/>
<input type="checkbox"/> Awarded Amount	

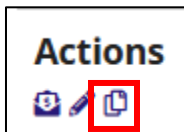
6. Click Next.
7. Review the summary of changes, when ready click Update.

How to Copy Awards in Bulk Using Programs

Awards can be copied in bulk to streamline the process of creating similar award records.

To copy awards using Programs:

1. Navigate to **Program Management > Programs**
2. Click on a **Program record > Awards tab > Program Awards**
3. Use the checkboxes in the Select column to choose the awards you want to copy.
4. Click the Copy icon in the Actions area.



5. A series of modals will appear where you can review and tweak fields from the original award if needed, such as updating dates, awarded amounts, and other details.
6. Select information to be copied for selected awards. Any information that is not copied will be left blank on the copied award record. If information is updated, it will be updated for all records. Move through the different sections by clicking Next.
 - a. Award Details
 - i. Note: Recipient, Opportunity, Funding Sources cannot be updated.
 - b. Award Budget
 - c. Award Performance
 - d. Award Settings
 - e. Award Reminders
 - f. Award Risk Configuration
 - g. Award Custom Form Configuration
7. In the confirmation window, confirm the Copy action

How to Bulk Activate Awards Using Programs

Bulk activation allows you to activate multiple awards at once, sending invitation emails to recipient organizations so they can manage their awards in Euna Grants.

To bulk activate awards:

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1. Navigate to the **Programs > Awards tab > Program Awards**
2. Use the checkboxes in the Select column to choose the awards you want to activate or check the select all checkbox.
3. Click the Activate Awards icon in the Actions area.



4. In the confirmation pop-up window, click Activate. The selected awards will be activated and invitation welcome emails will be sent to the Lead Recipient organizations.

Best Practices for Program Management

- **Organize by funding cycle or strategic initiative** to make program management more intuitive
- **Link all related funding sources** to ensure comprehensive tracking of resources
- **Connect opportunities in logical groups** based on your organization's structure
- **Use consistent naming conventions** to make programs easily identifiable across your system
- **Review and update program settings regularly** to ensure data accuracy and relevance