

# FY25 NSPG Application Guide

## Getting Started:

- Due date is Wednesday, October 15, 2025, at 11:55 p.m.
- The application link and guidance documents can be found here:
  - <https://des.mt.gov/Grant-Programs/Nonprofit-Security-Grant-Program-NSGP>



# FY25 NSPG Application:

## How To Create an Account on the Applicant Portal

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization.

Once you register, you will be able to access the opportunity.

1. Use the **opportunity link** from the funder.
2. Click an open **opportunity name**.
3. Click **Apply** to the right of the opportunity name.
4. On the login screen, click **Register**.
5. On the *Create New Account* page, add your **user information**, **contact information**, and **organization information**. All required fields are noted with an asterisk (\*).
6. Click **Register**.
7. Click to **I Accept** to accept AmpliFund's terms and conditions.

### Applications

Application Name	Application ID	Submission Status	Funder Name
FY24 Nonprofit Security 	3882	Unsubmitted	Montana Disaster and Emergency Services

# FY25 NSPG Application:

## How To Invite Users to Your Organization Account

Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default.

1. Open the **Applicant Portal**.
2. Click the **logo** in the top-left corner of any page.
3. Click **Users**.
4. Click **+ Add User**.
5. Add the user's **Email Address**.
6. Select the user's **Role**.

- **Administrator:** Administrators can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.
- **Editor:** Editors can edit applications and update their account settings.

7. Add the **user's name, mailing address, and phone number**. Required fields are marked with an asterisk (\*).
8. Click **Invite**.

The logo for AmpliFund, featuring the word "AmpliFund" in a dark blue sans-serif font, followed by a green icon consisting of three horizontal bars of increasing length, resembling a staircase or a signal.

---

[Applications](#)

[Account Information](#)

[Users](#)

[FAQ](#)

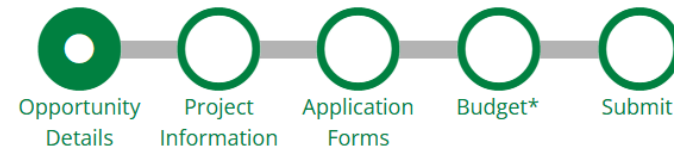
---

# FY25 NSPG Application: Opportunity Details

The first section of the grant application is the **Opportunity Details**. This page is informational. Read through the information provided, and then select Save and Continue.

The top of the screen has circles to illustrate where you are in the application process. The circles are hyperlinked and can be used to access the different steps of the application

## FY25 Nonprofit Security Application



### Opportunity Details ✓

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

Opportunity Information

# FY25 NSPG Application: Project Information

For this step, you will be providing the name of your grant, the amount being requested, and information about the primary contact.

When this section is completed, remember to select **Mark as Complete** at the bottom of the page. Next, select **Save & Continue**.

The screenshot displays the 'Project Information' section of the FY25 NSPG Application. At the top, a progress bar shows five steps: Opportunity Details (completed with a checkmark), Project Information (current step with a target icon), Application Forms, Budget\*, and Submit. Below the progress bar, the 'Project Information' title is followed by buttons for 'Help', 'Download', 'Save', and 'Save & Continue'. The 'Application Information' section includes a text input for 'Application Name \*' with the value 'Genny Lighthiser TEST' and a green checkmark. Below this, the question 'How much are you requesting from the funder?' is followed by an 'Award Requested \*' input field containing '\$45,000.00' and a 'Total Award Budget' label with the value '\$45,000.00'. The 'Primary Contact Information' section is partially visible, showing a 'Postal Code \*' input field with '59602' and a 'Phone Number' input field with '(406) 202-0030'. At the bottom, there are three buttons: 'Save', '✓ Mark as Complete', and 'Save & Continue'.

Progress bar: Opportunity Details (✓), Project Information (●), Application Forms, Budget\*, Submit

Project Information: Help, Download, Save, Save & Continue

Application Information

Application Name \* Genny Lighthiser TEST ✓

How much are you requesting from the funder?

Award Requested \* \$45,000.00

Total Award Budget \$45,000.00

Primary Contact Information

Postal Code \* 59602

Phone Number (406) 202-0030

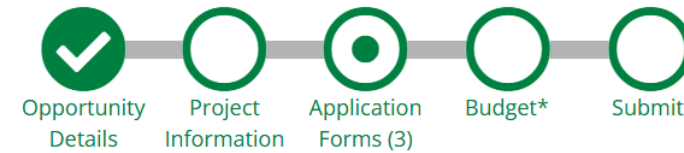
Save, ✓ Mark as Complete, Save & Continue

# FY25 NSPG Application: Forms, Applicant Assessment Page

The **Forms** section is made up of three linked subsections. Click on the name of each section.

For the **Applicant Assessment** section, you will need to provide some basic information about your organization. Please fill in the sections about Fiscal Assessment, Procurement Procedures, Conflict of Interest, and Indirect Cost Rate Documents (if applicable).

## FY25 Nonprofit Security Application



### Forms

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

Name	Status	Print
<a href="#">Applicant Assessment</a>	In Progress	
<a href="#">NSGP Overview</a>	In Progress	
<a href="#">Application Documents</a>	In Progress	

⏪ ⏩ 1 25 ▼ 1 - 3 of 3 items

[Save & Continue](#)

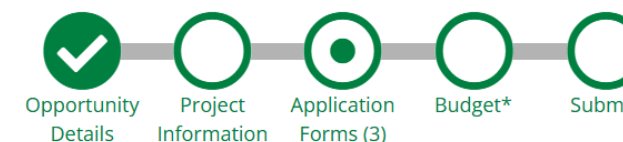
# FY25 NSPG Application: NSGP Overview Page

For the **NSGP Overview** section, you will need to provide contact information for your organization, project manager, and the signatory authority for the organization.

You will also need to provide your UEI number.

The federal government now requires the Unique Entity Identifier (UEI) numbers that are created in [SAM.gov](https://sam.gov). This number is required to apply for NSGP. Jurisdictions that do not have a UEI may retrieve it through [SAM.gov](https://sam.gov).

## FY25 Nonprofit Security Application



### Forms

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

Name	Status	Print
<a href="#">Applicant Assessment</a>	In Progress	
<a href="#">NSGP Overview</a>	In Progress	
<a href="#">Application Documents</a>	In Progress	

⏪ ⏩ 1 ⏴ ⏵ 25 ▼ 1 - 3 of 3 items

[Save & Continue](#)

# FY25 NSPG Application: Application Documents Page

NSGP applications must provide the following documents:

1. Mission statement on official company letterhead.
2. Vulnerability assessment specific to the location/facility being applied for.
3. Investment Justification (IJ) in the completed fillable adobe file (not scanned copy).

*The new FY2025 Investment Justification document can be found here:*

<https://des.mt.gov/Grant-Programs/Nonprofit-Security-Grant-Program-NSGP>

Additional documentation may be provided to support project. Such as additional justification that substantiates threat.

Applicants with multiple sites may apply for up to three project sites. Each site must have it's own Investment Justification (IJ), vulnerability assessment, and application submitted within AmpliFund. Multiple project sites may not be combined into one application.

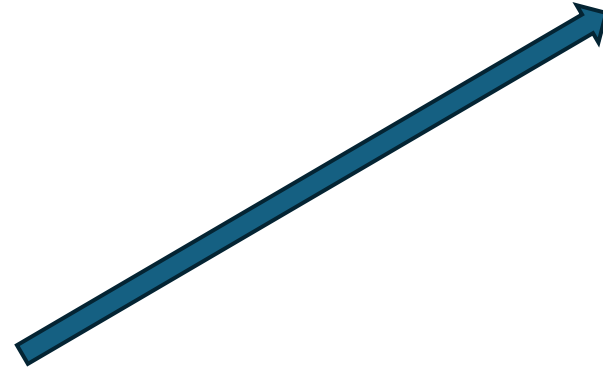


# FY25 NSPG Application: Budget

When you get to the **Budget** section, you will see that the budget amounts you entered in the **Project Information** section of the application are already loaded into this step and displayed under **Revenue Budget**.

*Tip: Make sure **Line Items** is selected with a checkmark under **Options** at the top of the screen.*

Now you will need to fill in the **Expense Budget**. For each expense, you will click on the green plus-sign next to the corresponding category. A window will pop up and ask for the details of the expense.



## Proposed Budget

### Expense Budget

Category	Grant Funded	Total Budgeted
+ Construction	\$0.00	\$0.00
+ Consultants / Contractual	\$0.00	\$0.00
+ Equipment / Accountable Supplies	\$0.00	\$0.00
+ Indirect Costs	\$0.00	\$0.00
+ Management and Administration	\$0.00	\$0.00
+ Planning, Training, and Exercise	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00

### Revenue Budget

Grant Funding		
Award Requested	\$45,000.00	\$45,000.00
Subtotal	\$45,000.00	\$45,000.00
Non-Grant Funding		
Subtotal		\$0.00

**Total Revenue Budget Cost** (\$45,000.00)  
**Total Overall Budget Cost** (\$45,000.00)

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete

Save & Continue

# FY25 NSPG Application: New Line Item

1. In the pop-up, select the correct **Category** and **Item Type** from the drop-down menus.
2. **Name:** This is the line-item description that will display on the budget in AmpliFund.
3. **Direct Cost.** This will be the total expense cost.
4. The **Narrative** section can be used for further explanation of the item.
5. You do not need to add any attachments.

**New Line Item**

Budget Item Information

Category Construction ▼

Include specifics in the narrative section as to what costs are being requested, such as security camera system, shipping, and installation.

Item Type Non-Personnel ▼


Name \*

Direct Cost \*

Total Budgeted \$0.00

Narrative

Attachments

Attachment(s)  Choose file(s)

Create Cancel

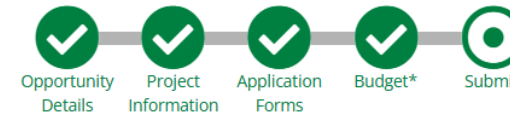
# FY25 EMPG Application: Submit

You are now ready to submit your application. If there are any errors with your application, there will be messages in red on this section.

## Common Errors:

1. Make sure you selected **Mark as Complete** at the bottom of each section.
2. Make sure all required questions were answered and required documents uploaded.
3. Make sure the budget amounts on the **Project Information** section and the **Budget** section match.

## FY25 Nonprofit Security Application




---

You are about to submit your application, **Genny Lighthiser TEST**, to **Montana Disaster and Emergency Services**.

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.

---

 Review

# Questions

## **Preparedness Grants Coordinators:**

Pam Fruh  
Pam.Fruh@mt.gov  
(406) 439-5917

Genny Lighthiser  
Genevieve.Lighthiser@mt.gov  
(406) 417-8685

Emily Schuff  
Emily.Schuff@mt.gov  
(406) 417-9236