

**Illinois Department of Early Childhood
Grant Management System Training**

Frequently Asked Questions for Grantees

A note from the IDEC Team:

Thank you for partnering with us in this exciting transition to the AmpliFund grants management system, now called EUNA Grants. Over the next few months, we will be offering several trainings to walk through the functionality and different system requirements and understand you probably have several questions about the transition. We want to be responsive to your concerns and have compiled this list of questions and answers that are being updated as we launch our new grants management system.

Please send any immediate questions to: Questions.IDEC@illinois.gov

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1. GENERAL INFORMATION

Q: What is AmpliFund or EUNA Grants?

A: EUNA Grants is a grant management system used by the State of Illinois. IDEC will use the system to administer all early childhood grants starting in FY 2027.

Q: Will EUNA Grants replace current grantmaking systems entirely (i.e., IWAS and CSA)?

A: IDEC will use EUNA Grants for application, award, fiscal and performance reporting, and reconciliation functions.

Q: What grants will be administered through EUNA Grants?

A: All grants administered by IDEC will be administered through EUNA Grants. This includes the Early Childhood Block Grants (Prevention Initiative, Preschool for All, and Expansion Grants) currently managed by the Illinois State Board of Education (ISBE). It also includes the grants currently administered by the DHS Division of Early Childhood.

Q: Will current Early Childhood Block Grants (i.e., Preschool For All, PreSchool For All Expansion, and Prevention Initiative grants) be continued or will we need to reapply for FY27?

A: Early Childhood Block Grants (i.e., Preschool For All, PreSchool For All Expansion, and Prevention Initiative grants) are in a continuation year in FY27. As with past grant cycles, grantees need to reapply annually to receive the awards. Grantees will use EUNA Grants to apply for the FY27 award. The proposed FY27 budget maintains flat funding for ECBG, so IDEC does not anticipate making new ECBG (PFA, PFAE, and PI) awards at this time.

Q: Will the trainings for EUNA Grants be recorded?

A: Trainings for the EUNA Grants Management System will be recorded and available after scheduled sessions. [You can view them here.](#)

Q: When will EUNA Grants start being used?

A: For FY27 grants, grantees will enter information to apply in a continuation (non-Notice of Funding Opportunity (NOFO)) year. All FY27 grant information for state fiscal year 2027 (July 1, 2026 – June 30, 2027) will be entered into EUNA Grants. Grants are anticipated to open for applications in April 2026.

Q: How will EUNA Grants handle payment schedules?

A: In FY27, all IDEC grants will be paid based on the current payment methodology for the grant used in FY26.

Q: Are current daycare providers sent emails about IDEC and the upcoming transition and tech talks scheduled?

A: IDEC shares details about the transition and tech talks through their monthly newsletter. External meetings are also posted on the website [through their calendar.](#)

2. USER ACCESS, ROLES & PERMISSIONS

Q: Does EUNA Grants allow multiple users with varying levels of access and authority?

A: Yes, multiple users can have the same access to EUNA Grants, such as approvals or submission, and users can have multiple roles (for example, apply for a grant and submit performance measures). Grantees will grant permissions to users through the GATA (Grant Accountability and Transparency Act) portal.

Q: If we already have a GATA account, what do we need to do?

A: Please verify that EUNA Grants access is available in your existing GATA account once the system goes live.

Q: Do you need one GATA login per agency or per user?

A: GATA login is by person.

Q: How can we check who the primary GATA contact is?

A: Log in to the GATA system and view access rights, or talk with your grant manager/consultant.

Q: Is there someone we can contact to confirm who is assigned to receive the continuation application?

A: Please talk to your grant manager/consultant.

Q: Will the process be the same as it was for IWAS where the superintendent has to register within the management system first and then provide us with access?

A: Access to EUNA Grants is provided through the GATA portal by the administrator of the GATA portal.

Q: How do we associate a new email login with our organization in Amplifund EUNA?

A: To add new users please follow steps outlined here: [How to Add New Users as a Grantee and Single-Sign-On \(SSO\) Process – State of Illinois Euna Grants Support](#)

Q: How can I associate my Illinois.gov account with multiple organizations in the Grantee Portal?

A: Please refer to the following guide: [How to associate an account with multiple organizations](#)

Q: What do I do if I am getting the 403: Forbidden Access error message when I try to log into EUNA?

A: This is typically a result of your network or web browser blocking access to the AmpliFund website. One potential solution is clearing cookies/cache in your web browser or attempting to use a different web browser.

3. GATA REGISTRATION & PORTAL ACCESS

Q: If we are already in GATA for other programs, how do we add the Prevention Initiative (PI) program?

A: The GATA system provides access to EUNA Grants; grants are not added in the GATA portal. The PI continuation application will be available in EUNA Grants, which you will access using the GATA portal.

Q: Do we already need to be registered with GATA?

A: You will need to register through the GATA portal to access EUNA Grants. You can register at any time, but we suggest registering early because there are several steps in the process.

Q: How do I become a qualified applicant?

A: We anticipate FY27 will be a continuation year only. If you received a grant in FY26, ensure you are registered in the GATA grantee portal.

4. APPLICATION LINKS & TIMING

Q: Who receives the application link?

A: The contact on file with your grant manager/consultant.

Q: When will the application link be emailed?

A: Prior to the system going live. The system is anticipated to go live in April 2026.

Q: When will we have access to the application?

A: After the system goes live in April 2026 and once you have GATA/EUNA access.

5. CONTINUATION YEAR, FUNDING & AWARD AMOUNTS

Q: Will FY27 Early Childhood grants be continuation only?

A: Yes. FY27 is a continuation year. Grantees must reapply annually.

Q: Will we know our award amount?

A: Yes. Award amounts will be included with the continuation application link.

Q: Will our funding amount be the same?

A: IDEC will be sending an email communication with the funding amount. For most grant programs, FY2027 is anticipated to receive flat funded and, therefore, a continuation year for most grantees. We do not anticipate new funds.

Q: Can we request more than our continuation amount?

A: No. Request the predetermined amount. Over-requests will be rejected.

Q: Do we need to enter the predetermined amount into the system?

A: Yes. The applicant must still enter the award amount manually.

Q: Will information carry over from IWAS?

A: No. All FY27 information must be entered anew.

Q: Will new Early Childhood Block Grants (i.e., Preschool For All, PreSchool For All Expansion, or Prevention Initiative grants) grants or funding be offered?

A: No. FY27 funding is flat and continuation only.

Q: If we would like to apply for the upcoming school year grant with a new Federal Employer Identification Number (FEIN) since the other FEIN is no longer being used, how can we make this change and when?

A: Since this is a continuation year, you will need to use the old FEIN until you apply for the new Notice of Funding Opportunity (NOFO, similar to the Request for Proposals for Early Childhood Block Grants).

Q: Can we change our FEIN (Federal Employer Identification Number)?

A: Not during a continuation year. Continue using your existing FEIN until the next Request for Proposal (RFP) cycle.

Q: What is the plan for our current principal consultants?

A: Unless otherwise notified, grantees should continue to work their current point of contacts – either their current principal consultants or program officer (depending on the program).

Q: Will the grant still have the same parameters with class size, para ratio etc.?

A: The organization's UGA will provide the specific parameters for the award.

Q: Can you offer any guidance regarding whether or not Joint Agreements will continue to be allowable? There was no information about Joint Agreement information shared on the EUNA Grants webinar so I wanted to ensure this would continue.

A: Just a reminder, the demonstration you were given was an overview and not meant to be a full listing of all forms. Our goal is to provide continuity of forms and information needed for grants. Additional training and resources will be available over the next few months.

Q: When we transition to the new grant system, will we still have to use ISBE's system for all food program business?

A: Yes, anything outside of the Early Childhood Block Grant will still be administered by ISBE.

Q: Are administrative salaries and benefits still allowed in the grant for PFA, PFAE and PI?

A: Current allowable expenses in 2300 (general administration) will continue to be allowed in FY 27. If you have specific questions, reach to your ISBE consultant.

Q: Will PI do monthly expense requests for payments like EI? Or will we still do quarterly expenditure reports?

A: ECBG grantees will continue to do quarterly expenditure reports for FY2027.

Q: Will annual GATA reports still be required for ECBG? Will these be housed in IWAS or EUNA?

A: Performance Periodic Reporting and Financial Periodic Reporting will be filed in EUNA. Other reporting for student data will continue to be filed with the current ISBE systems.

6. BUDGET ENTRY & DOCUMENTATION

Q: What supporting documentation is required for the ECBG budget?

A: Narrative descriptions are required for each budget item.

Q: Do we need to enter each staff member individually?

A: If your organization has more than 30 employees, you may upload a spreadsheet instead.

Q: Can we upload a spreadsheet for personnel data?

A: Yes, if you have more than 30 employees.

Q: If we upload a document, do we still need to enter data in the fields?

A: Yes. Information must be entered in-system so it is stored in the EUNA database. The one exception is if you have more than 30 employees, then you can upload an excel spreadsheet with appropriate information.

Q: What do categories in parentheses refer to?

A: They reference cost principles in 2 CFR 200.

Q: Are downloadable templates required?

A: No. They are optional tools.

Q: Can the budget be entered before the award request amount?

A: No.

Q: Are the Early Childhood Block Grant (ECBG) account codes/objectives/responsibilities the same?

A: This was addressed in the Cost Allocation training on March 20. You can watch the recording [here](#).

Q: Will budgets be reviewed by those with ECBG knowledge or a general State of IL department?

A: Budgets will be reviewed by ECBG and general fiscal staff.

Q: Are narratives necessary for positions that are required for grant compliance?

A: Not all programs title their positions the same, so the narrative helps make sure things are clear. Narratives should always be written to paint a story to anyone who reviews them. Please keep in mind auditors also review a budget narrative to build a case of compliance or noncompliance.

Q: In the current system, applicants are able to amend the grant budget allocations as often as needed to maintain accuracy and move funds between line items as needed. How often will budget amendments be allowed in the new system?

A: While grantees will be able to submit amendments as they need to, we encourage budgets to be thoughtfully built to reduce the number of amendments needed. Some program areas with high staff turnover may only require the budget be updated quarterly rather than as the turnover happens.

Q: How can we load attachments in the budget process of the application?

A: Please refer to page three (3) of the **Grantee Application Overview** document posted [here](#).

Q: The fringe benefit percentage automatically rounds up, how should this be handled?

A: The fringe benefit percentage only allowing two decimal places is a known restriction, which means only allowing .20 or 20% vs. .203 or 20.3% for fringe benefits. In order to allow for three decimal places for fringe benefits, please enter as the dollar amount, the total fringe benefit amount needed and enter 100% for the percentage. This will have the desired effect of using the total fringe dollar amount desired.

Q: I'm an ECBG grantee and have less than 31 employees, I have entered them into the system on the proposed budget page. However, the system is still asking me to upload the excel spreadsheet for larger organizations. Should I fill that out as well?

A: Yes, you will have to upload it, Personnel and Fringe Benefits Template is required to be uploaded in the system.

Q: For the Training and Education section of the budget, do we need to add a line item for each component of the event or is it okay to have 1 line item, then provide further information in the narrative?

A: Yes, each component should be listed individually. A few reminders as well with training/travel:

Be sure to include justification if there are more than 2 staff attending

- Reference exactly where the training is located and be sure you are using the approved rate for mileage, per diem and lodging from www.gsa.gov
- List the staff that are attending the training in the narrative

7. PAYMENT METHODOLOGY

Q: Can we switch from advance payments to reimbursement?

A: No. FY27 payment methodology will remain the same as FY26.

Q: How will EUNA Grants handle payment schedules?

A: In FY27, all grants will be paid based on the current methodology.

8. APPLICATION FUNCTIONALITY

Q: Does the system time out? Will the system automatically save information?

A: Yes, the system will time out after 30 minutes of inactivity. The system will not automatically save information, so it is best practice to save often.

Q: Can more than one person work in the system at the same time?

A: Yes, but not on the same document simultaneously.

Q: How often will we complete this application process?

A: Annually, in the spring. Reporting continues throughout the year.

9. CSFA & TERMINOLOGY

Q: What is CSFA?

A: The Catalog of State Financial Assistance, a statewide database of grant program information.

10. TRAINING & SUPPORT

Q: Will training materials be available to download/print?

A: Yes. Recorded sessions and PowerPoint materials will be provided and can be accessible after [through this link](#).

Q: Will additional EUNA Grants training be available?

A: Yes. A full training series will be offered; schedules will be shared.

Q: Who needs to complete the EUNA trainings from our organization?

A: Staff who will need to use the grant management system to enter and manage grants need to complete the trainings.

Q: Who can we contact with questions?

A: Program questions: your grant manager/consultant

Technical questions:

EUNA Zendesk: [State of Illinois Euna Grants Support Questions.IDEC@illinois.gov](#)