

# ZoomGrants: A How-To Guide for Applicants

Tips and Tools for Creating, Submitting, and Managing Your Applications

Need a printer-friendly version?

<https://zoomgrants.com/welcome/applicantslideshowpf.pdf>

*Please consider sharing the link to this file instead of printing it.*

*Using the link will ensure you have the latest version of this guide  
(and it'll save paper!).*

Want to learn more? Go to <http://help.zoomgrants.com/>

# 4 Quick Things to Know:

## ZOOMGRANTS UNIVERSITY (ZGU)

ZoomGrants users can access the knowledgebase for self-training and troubleshooting at any time by clicking the **HELP** link at the top of any application. Click the **ZoomGrants University** button to go to ZGU.

## THE AUTO-SAVE FEATURE

**ZoomGrants™ automatically saves your progress, so you can log out and log back in as many times as you need to in order to complete your Application. YOU DO NOT NEED TO COMPLETE YOUR APPLICATION IN ONE SITTING.** Whenever you make a change in a field then click outside of that field or change your selection in a radio button, checkbox, or dropdown menu, you'll see a flash of the 'Saving' screen as your change is being saved.

*(Note: If you see the 'Saving' screen for more than a few seconds your Internet connection may have blinked during the saving process and the change may not have been saved. Read more on how to troubleshoot that issue on ZGU: <http://help.zoomgrants.com>.)*

## THE TAB SYSTEM

**ZoomGrants™ predominantly uses a tab system** to set apart the different sections and features of the system. You can click on each tab to access the content housed there.

## THE CHECK FOR COMPLETION

**ZoomGrants™ will double-check your Application to ensure that it is complete before the Application is submitted.** This means that every required question field in the Application as it appears online in your ZoomGrants™ account must be completed, including any Document Requests that are marked as 'required'.

*(Note: If the system says that your Application is incomplete but you believe you have completed it, click the Refresh Page button on the ZoomGrants™ page (not in your Internet browser) to check the Application again.*

# About This Tutorial:

To provide instructions for creating, submitting, and managing your Applications while also giving a tour of the ZoomGrants™ system, this tutorial uses two different colors to denote the different types of information provided.

## ORANGE NUMBERS

These are **sequential instructions** that can be followed by users who just want to know how to submit their Applications via ZoomGrants™.

## BLUE/GREEN LETTERS

These are **extra notes** regarding the ZoomGrants™ system and its features.

**PART ONE:**  
**Account Setup &**  
**Application Creation**

# GETTING STARTED: Create Your Account

In order to submit an Application, you must have a ZoomGrants™ account. You can use the same account to submit Applications to any other funder that uses ZoomGrants™.

Recipient accounts can *only* be created on the Funder's ZoomGrants™ page (not the ZoomGrants™ homepage). The Funder will provide a link or directions on its website.

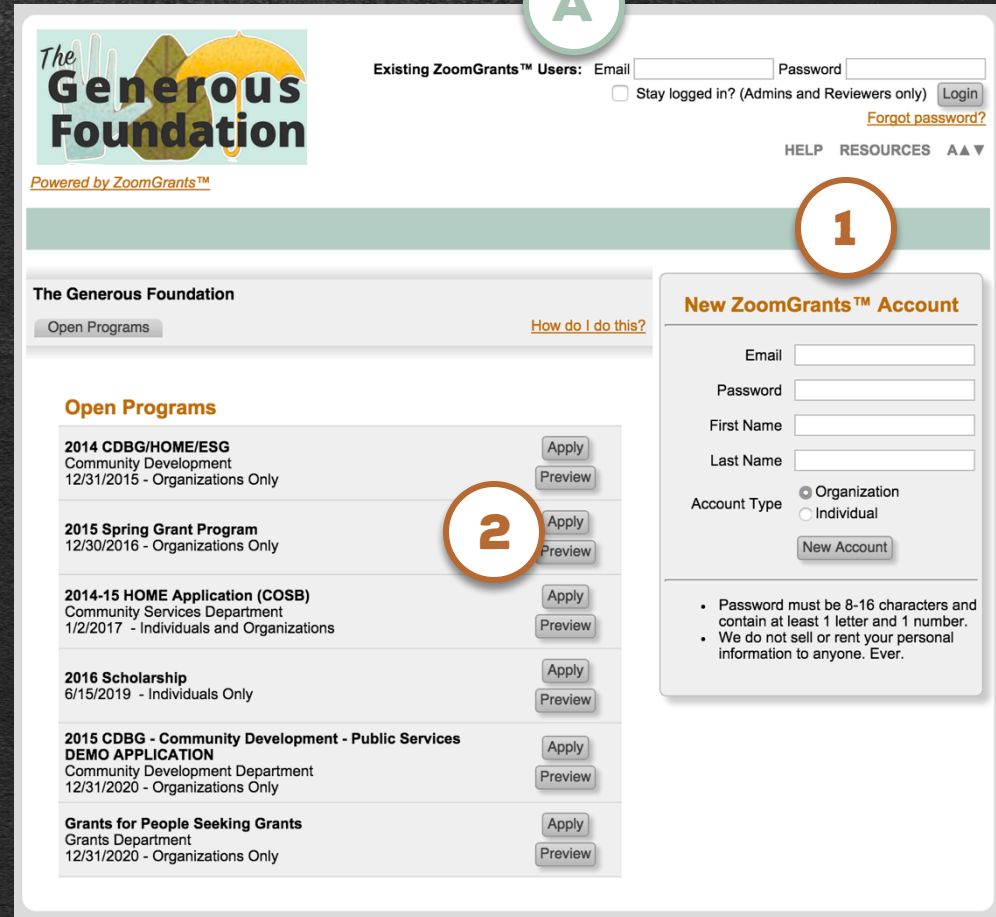
## 1. NEW ZOOMGRANTS™ ACCOUNT

Use the New ZoomGrants™ Account box to create your Account. Click the New Account button to create your account and log in automatically.

If you're already a ZoomGrants™ user, log in using the fields in the upper right-hand corner (A).

## 2. APPLY

Click the Apply button next to the appropriate Program in the Open Programs section to create your Application. You can create additional Applications later.



**The Generous Foundation**  
Powered by ZoomGrants™

Existing ZoomGrants™ Users: Email  Password   
 Stay logged in? (Admins and Reviewers only)   
[Forgot password?](#)

HELP RESOURCES ▲▼

**1**

**The Generous Foundation**  
Open Programs [How do I do this?](#)

**Open Programs**

|  |  |
|--|--|
| <b>2014 CDBG/HOME/ESG</b><br>Community Development<br>12/31/2015 - Organizations Only  | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |
| <b>2015 Spring Grant Program</b><br>12/30/2016 - Organizations Only  | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |
| <b>2014-15 HOME Application (COSB)</b><br>Community Services Department<br>1/2/2017 - Individuals and Organizations                                | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |
| <b>2016 Scholarship</b><br>6/15/2019 - Individuals Only  | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |
| <b>2015 CDBG - Community Development - Public Services DEMO APPLICATION</b><br>Community Development Department<br>12/31/2020 - Organizations Only | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |
| <b>Grants for People Seeking Grants</b><br>Grants Department<br>12/31/2020 - Organizations Only  | <input type="button" value="Apply"/><br><input type="button" value="Preview"/> |

**2**

**New ZoomGrants™ Account**

Email   
 Password   
 First Name   
 Last Name   
 Account Type  
 Organization  
 Individual

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

**PART TWO:**  
**Application Completion**  
**& Submittal**

# THE APPLICATION: A Quick Tour

## 1. CONTACT ADMIN

Click here to send an email to the Program Administrator.

ZoomGrants™ Technical Support staff can help with technical questions or general inquiries about the system, but all content-related questions should be directed toward the official contact for that Program

## 2. OPEN PROGRAMS

Click here to create additional Applications for this Program or to create new Applications for other Programs offered by this Funder.

### A. PROGRAM INFORMATION TABS

If the Funder chooses to use them, these tabs contain program information. They may be set to automatically open as soon as you log in. Click the orange [hide this] link to hide the text when the tab is open.

### B. PRINT/PREVIEW

Click here to view a printer-friendly version of your Application. You can print the Application, save it as a PDF, or email it as an attachment from the Print/Preview window.

The screenshot shows the ZoomGrants application interface. At the top, a green banner reads "Thank you. Your application has been created. You may get started now." Below this is a navigation bar with "My Account Home" and "Refresh Page" buttons. The main header displays "The Generous Foundation Grants Department" and "Grants for People Living Grants" with a "Deadline 12/31/2020". A navigation menu includes "Open Programs", "Description", "Requirements", "Restrictions", "Library", "Contact Admin", and "Announcements". A callout 'A' points to the "Contact Admin" tab. Below the menu, the user is identified as "My Little Nonprofit Agency" with a "Status: Not Submitted" and a "Print/Preview" button (callout 'B'). A "Summary" section shows "\$ 0.00 requested" and a "Find a Grant Writer" link. A callout '1' points to the "Find a Grant Writer" link. The "Summary" section contains form fields for "Application Title", "Amount Requested" (set to \$ 0), and "Additional Contacts for this Application". Below this is the "Applicant Information" section with fields for "First Name" (Ineeda), "Last Name" (Grant), "Telephone" (1111111111), and "Email" (recip@zoomgrants.com). At the bottom, the "Organization Information" section shows "My Little Nonprofit Agency" as the "Organization Legal Name".

# APPLICATION TABS: Summary\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.

## 1. SUMMARY\* TAB

Enter your contact information, the contact information for your organization (if applicable), and general Application information – title, amount requested, etc. – in this first tab of the Application.

### REMEMBER:

- **The system will save automatically** as you move between the fields.
- **You must fill out every required field** in order to be able to submit the full Application.

Thank you. Your application has been created. You may get started now.

My Account HomeRefresh Page

**The Generous Foundation**  
Grants Department  
**Grants for People Seeking Grants**

Deadline 12/31/2020

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

1

**Nonprofit Agency**  
Requested

Application Status: Not Submitted  
[Find a Grant Writer](#) [Archive this Application](#) Print/Preview

Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Activity Log

### Summary

*(answers are saved automatically when you move to another field)*

**Application Title**

**Amount Requested**

Additional Contacts for this Application  
*(ONLY Email addresses separated by comma. No names. No titles. No phone numbers.)*

**Applicant Information**

|            |   |
|------------|---|
| First Name | <input style="width: 95%;" type="text" value="Ineeda"/>               |
| Last Name  | <input style="width: 95%;" type="text" value="Grant"/>                |
| Telephone  | <input style="width: 95%;" type="text" value="1111111111"/>           |
| Email      | <input style="width: 95%;" type="text" value="recip@zoomgrants.com"/> |

**Organization Information**

*(changes to this data will be reflected on all other applications for this organization)*

|                         |   |
|-------------------------|---|
| Organization Legal Name | <input style="width: 95%;" type="text" value="My Little Nonprofit Agency"/> |
|-------------------------|---|



# APPLICATION TABS: Pre-Application\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.

## 1. PRE-APPLICATION\* TAB

Some Funders use a Pre-Application to vet Applicants. If there is a Pre-Application and you see the red message that appears in the screenshot to the right, you must fill out this tab and submit it for review.

Only if your Pre-Application is Approved can you continue with the rest of the Application. You will receive an email notification when a decision is made.

## 2. SUBMIT PRE-APPLICATION\*

When you're finished answering the questions in the Pre-Application, click the Submit button.

When the Pre-Application has been successfully submitted, a timestamp of the submittal time will appear in lieu of the Submit button. Refresh the page using the gray Refresh Page button near the top of the page to confirm the timestamp.

## A. ASK A PRE-APPLICATION\* QUESTION

If you have questions regarding the Pre-Application\* content or the status of your submittal, use the Ask a Pre-Application Question link to send an email to the Program Administrator.

The Generous Foundation  
Grants Department

Grants for People Seeking Grants

Deadline 12/31/2020

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

My Little Nonpro **1** Application Status: Not Submitted

\$ 0.00 requested [Find a Grant Writer](#) [Archive this Application](#) **Print/Preview**

Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Activity Log

Your Pre-Application must be submitted AND approved before continuing.

**Pre-Application** (answers are saved automatically when you move to another field)

Pre-Application Status **Undecided** (application deadline: 12/15/2020) **2** Submit Pre-Application

[Ask a Pre-Application Question](#)

Instructions [Show/Hide](#)

1. Do you really want us to fund your program?

Yes

No

Kind of, explain:

2. Choose up to 3 (three) adjectives to describe your program.  
Our project will be...

Fun

Helpful

Socially-Responsible

Awesome

Totally Cool

3. Briefly (less than 3 paragraphs) describe the program for which you are requesting funding.  
Use of alliteration and onomatopoeia is highly commended.

# APPLICATION TABS: Questions\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.

## 1. APPLICATION QUESTIONS\* TAB

Most funders put the bulk of their Application content here. Be sure to fill every field that appears in this tab in the live, online version of your Application.

### A NOTE RE: BRANCHING QUESTIONS

Some funders use one of the multiple choice questions in the Application Questions\* and/or Pre-Application\* tabs as a Branching Question.

Based on your selection on the Branching Question, you'll see a specific set of pre-determined questions. Make your selection on the Branching Question, then give the page a moment to fully reload. Some questions may appear or disappear, based on your answer.

The Print/Preview view shows *all* of the Application content, though you may not be responsible for every field. **So long as you have filled out everything that appears in the live version of your Application in your ZoomGrants™ account (not the Print/Preview), you will be able to submit.** Remember that the system automatically checks to make sure you completed every required component. If you accidentally miss anything, it will tell you.

The screenshot shows a web application interface for 'The Generous Foundation Grants Department'. The main heading is 'Grants for People Seeking Grants' with a deadline of 12/31/2020. A navigation bar includes 'Open Programs', 'Description', 'Requirements', 'Restrictions', 'Library', 'Contact Admin', and 'Announcements'. The user is logged in as 'My Little Nonprofit Agency' with a 'Grant Application' for '\$ 750.00 requested'. The application status is 'Not Submitted'. A large orange circle with the number '1' highlights the 'Application Questions' tab in the navigation bar. Other tabs include 'Summary', 'Pre-Application', 'Budget', 'Tables', 'Documents', and 'Activity Log'. There are buttons for 'Submit Now' and 'Print/Preview', and links for 'Find a Grant Writer' and 'Archive this Application'. The 'Application Questions' section is active, showing instructions and a question: '1. If you were talking to a six-year-old, how would you describe your program?'. Below the question is a large text input area with a character count of 3000. The second question is '2. How many people of each age group will be able to participate in your program?' with input fields for 'Young People' and 'Young-at-Heart People'.



# APPLICATION TABS: Tables\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.

## 1. TABLES\* TAB

This tab captures uniquely-formatted data.

*You do not need to fill every field in this tab.*

## A. RESIZABLE FIELDS

Depending on which Internet browser you are using (ZoomGrants™ recommends Chrome), you may be able to resize the larger text boxes. Click and drag in the corner to make the box larger or smaller.

## B. REFRESH TO UPDATE TOTALS

Values for Subtotals, Totals, and Calculated columns can be updated by clicking the Refresh Page button.

My Account Home Refresh Page

The Generous Foundation  
Grants Department  
Grants for People Seeking Grants  
Deadline 12/31/2020

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

My Little Nonprofit Agency  
Grant Application  
\$750.00 requested  
Application Status: Not Submitted  
Submit Now Print/Preview  
Grant Writer Archive this Application

Summary Pre-Application Application Questions Budget Tables Documents Activity Log

**Tables** (answers are saved automatically when you move to another field)

**Work Plan**

| Item Title   | Item Description | Estimated Completion Date MM/YY | Complete?                |
|--------------|------------------|---------------------------------|--------------------------|
| 1            |                  |                                 | <input type="checkbox"/> |
| 2            |                  |                                 | <input type="checkbox"/> |
| 3            |                  |                                 | <input type="checkbox"/> |
| 4            |                  |                                 | <input type="checkbox"/> |
| 5            |                  |                                 | <input type="checkbox"/> |
| <b>Total</b> |                  |                                 | <b>0</b>                 |

Previous Next

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2007-2015 GrantAnalyst.com. All rights reserved.  
\*ZoomGrants\* and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#)

Application ID: 33987

# APPLICATION TABS: Documents\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.



## 1. DOCUMENTS\* TAB

Provide a link to or directly upload the requested Documents in this tab.

## 2. UPLOAD

Click this button to open the File Upload Window, where you can provide a link to your files or upload the files to attach to your Application.

Check out this video for more specific instructions: [How to Upload Files](#)

## A. REQUIRED DOCUMENTS

For Document Requests that are marked 'required', you must upload or link something in that slot in order to satisfy the system and submit the Application.

Powered by ZoomGrants™

My Account Home Refresh Page

The Generous Foundation  
Grants Department  
Deadline 12/31/2020

Grants for People Seeking Grants

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

My Little Nonprofit Agency  
Grant Application  
\$ 750.00 requested  
Application Status: Not Submitted

Submit Now Print/Preview

Find a Grantmaker Archive this Application

Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Activity Log

### Documents

Instructions [Show/Hide](#)

All document attachments must be included digitally. We will not accept hard copies. (Please remember the environment...)

If you have digital copies of these documents, please upload them here. If not, scan your original documents and upload them. If you are having difficulty digitizing your documents, call our office and we can help you with this.

| Documents Requested *                  | Required? | Uploaded Documents * |        |
|--|-----------|----------------------|--------|
| Program Brochure/Promotional Materials |           | -none-               | Upload |
| Letter of Support 1                    | required  | -none-               | Upload |
| Letter of Support 2                    | required  | -none-               | Upload |
| Letter of Support 3                    |           | -none-               | Upload |

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Previous

Become a fan of ZoomGrants™ on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2007-2015 GrantAnalyst.com. All rights reserved.  
\*ZoomGrants\* and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#)

Application ID: 33987

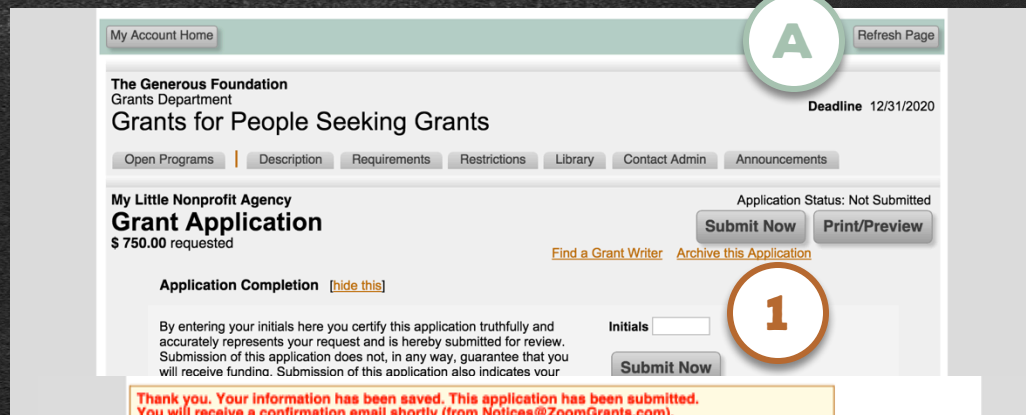
# SUBMITTING YOUR APPLICATION

## 1. SUBMIT NOW

When you're ready to submit your Application, click the Submit Now button.

If there are any fields that are incomplete, the system will display those fields in red. Fill in those fields, then click the Refresh Page button (A) and try the Submit Now button again.

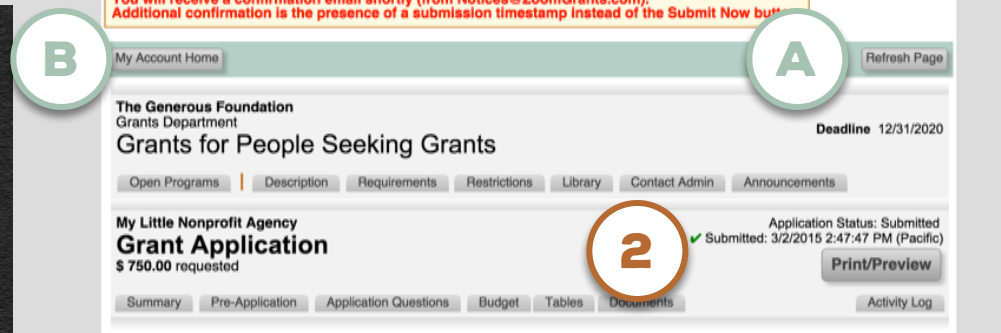
If your Application is complete, an Initials box will appear. Enter your initials, then click the lower Submit Now button.



## 2. SUBMITTED

To verify that your Application was submitted successfully, check for the Submitted timestamp. You can use the Refresh Page button (A) to triple-check the presence of the timestamp.

You can also verify that your Application was submitted by clicking the My Account Home button (B) then clicking into the Submitted section. If your Application is there, it was submitted successfully. Additionally, you will receive a confirmation email.



### Not seeing a Submit Now button?

Only the application owner can submit the application. If you are a *collaborator*, you will not be able to submit it. Learn more here:

<http://help.zoomgrants.com/>

# WORKING ON YOUR APPLICATIONS

After you've started your Application, you can log in directly on the ZoomGrants™ homepage – <https://ZoomGrants.com> - whenever you need to work on your Application (rather than going through the Funder's website).

## 1. MY ACCOUNT HOME

When you log in from ZoomGrants.com, you'll start at your My Account Home page. From here, you can access all of your Applications by clicking on the tabs.

## 2. INCOMPLETE APPLICATIONS

To continue working on an Application, click the orange Application title.

**My Account Home** 1

My Applications Account Profile

My Little Nonprofit Agency

**Incomplete Applications (4)**  
*(full application not yet submitted)*  
[show/hide](#)

**The Generous Foundation**  
Community Development Department  
[2017 CDBG Public Service Grants](#) (deadline 12/31/2019)  
\$25,000.00 [Small Application](#)

**The Generous Foundation**  
Community Development Department  
[Generous Foundation Funding Program 2019](#) (deadline 12/31/2019)  
\$0.00 [Application ID 82973](#)

**Approved Applications (7)** 1   
[show/hide](#)

**The Generous Foundation**  
Community Development Department  
[2017 CDBG Public Service Grants](#) (deadline 12/31/2020)  
\$100,000.00 [Big Application](#) [Add Invoice](#) [Add Report](#)

**The Generous Foundation**  
Grants Department  
[Grants for People Seeking Grants](#) (deadline 11/10/2015)  
\$500.00 [Grant Application](#) [Add Invoice](#) [Add Report](#)

**Submitted Applications (18)** 1   
*(full application submitted, decision pending)*  
[show/hide](#)

**Archived Applications (20)**  
*(application abandoned)*  
[show/hide](#)

**Declined Applications (0)**

So you submitted your Application and were chosen to receive funding.

**Congratulations!**

... Now what?

**PART THREE:**  
**Managing Post-Funding Activities**



# POST-FUNDING: Accessing Applications

\*This feature may have a different label, depending on the settings chosen by the Administrator.



(Remember that once you've started your Application you can log in directly on the ZoomGrants™ homepage – <https://ZoomGrants.com>.)

## 1. APPROVED SECTION

Click into the Approved section to view all of your Approved Applications. Depending on the Funder's settings, you can submit Invoices\* or Post-Funding Reports\*, sign Contracts\*, and more.

### A. EASY ACCESS BUTTONS

You can click either of these buttons to quickly create a new Invoice\* or navigate to the Reporting\* section of an Application.

To view the entire Application and the Post-Funding\* tabs, click the orange Application title (2).

**My Account Home**

My Applications | Account Profile

My Little Nonprofit Agency

**Incomplete Applications (4)**  
(full application not yet submitted)  
[show/hide](#)

**The Generous Foundation**  
Community Development Department  
[2017 CDBG Public Service Grants](#) (deadline 12/31/2020)  
\$25,000.00 **Small Application** [Print](#) [Copy](#) [Delete](#)

**The Generous Foundation**  
Community Development Department  
[Generous Foundation Funding Program 2019](#) (deadline 12/31/2019)  
\$0.00 **Application ID 82973** [Print](#) [Copy](#) [Delete](#)

**Approved Applications (7)** 1 [show/hide](#)

**The Generous Foundation**  
Community Development Department  
[2017 CDBG Public Service Grants](#) (deadline 12/31/2020)  
\$100,000.00 **Big Application** [Add Invoice](#) [Add Report](#) [Print](#) [Copy](#) [Delete](#)

**The Generous Foundation**  
Grants Department  
[Grants for People Seeking Grants](#) (15)  
\$500.00 **Grant Application** [Add Invoice](#) [Add Report](#) [Print](#) [Copy](#) [Delete](#)

**Submitted Applications (18)** 1 [show/hide](#)  
(full application submitted, decision pending)

**Archived Applications (20)**  
(application abandoned)  
[show/hide](#)

**Declined Applications (0)**

# POST-FUNDING: Contracts\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.



## 1. CONTRACT\* TAB

You may be asked to review and sign a Contract\* in this tab. Add your signature in the Signatures section. If any amending documents are uploaded, you will also be asked to enter your signature for each document (A).

My Account Home Refresh Page

**The Generous Foundation**  
Grants Department  
**Grants for People Seeking Grants** Deadline 12/31/2020

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

**Emily's Organization**  
**My Application** Application Status: **Approved \$ 100.00**  
\$ 100.00 Application Status: Signed Contract Received  
Submitted: 9/29/2014 11:20:13 AM (Pacific) Print/Preview

Summary | Application | Application Questions | Budget | Tables | Documents | Activity Log

Funding Contract | Financial | Progress Reports | Progress Reports Totals

### Funding Contract

Instructions [show/hide](#)

Hello Emily's Organization,  
This is a Contract.  
By signing this Contract, you agree that this is a Contract.  
Do you agree that this is a Contract?  
If so, please sign. If not, please see line 1.

### Documents

| Emily's Organization        | The Generous Foundation                          |
|-----------------------------|--|
| <a href="#">Amendment 1</a> | <input type="text" value="Sign here to accept"/> |

### Signatures

# POST-FUNDING: Financial\*

\*This feature may have a different label, depending on the settings chosen by the Administrator.

## 1. FINANCIAL\* TAB

If the Funder chooses to use ZoomGrants™ to manage Invoices\* and Payments\*, you can submit Invoices\* and view Payments\* in the Financial\* tab.

Check out this video for more specific instructions:  
<http://youtu.be/GjxSnU4QhdQ>.

## 2. EDIT AN INVOICE\*

Click an orange Invoice\* number to open that Invoice\*. If its status is Not Submitted, you can edit then submit it.

## 3. CREATE A NEW INVOICE\*

Click this button to start a new Invoice. (This is the same as the easy access Create Invoice\* button in your My Account Home page.)

My Account Home Refresh Page

The Generous Foundation  
Grants Department Deadline 12/31/2020

### Grants for People Seeking Grants

Open Programs | Description | Requirements | Restrictions | Library | Contact Admin | Announcements

Emily's Organization  
**My Application** Application Status: **Approved \$ 100.00**  
\$ 100.00 request Application Status: Signed Contract Received  
Submitted: 9/29/2014 11:20:13 AM (Pacific) Print/Preview

Summary | Pre-App | Application Questions | Budget | Tables | Documents Activity Log

Funding Contract | Financial | Progress Reports | Progress Reports Totals

#### Financial

(click on column headers to sort on that column)  
[Ask a Financial Question](#)

| Number       | Date Submitted | Status        | Requested Amount | Approved Amount | Total           |
|--------------|----------------|---------------|------------------|-----------------|-----------------|
| <b>1</b>     | 10/3/2014      | Paid          | \$ 10.00         | \$ 10.00        | \$ 10.00        |
| <b>3</b>     | [ delete ]     | Not Submitted | \$ 7.00          |                 |                 |
| <b>4</b>     | 10/3/2014      | Approved      | \$ 50.00         | \$ 50.00        |                 |
| <b>5</b>     | 10/1/2014      | Declined      | \$ 2.00          | \$ 0.00         |                 |
| <b>7</b>     | 10/1/2014      | Pending       | \$ 3.00          |                 |                 |
| <b>Total</b> |                |               | <b>\$ 72.00</b>  | <b>\$ 60.00</b> | <b>\$ 10.00</b> |

Create a New

| Date         | Number | Description           | Status           | Deposit         | Balance          |
|--------------|--------|-----------------------|------------------|-----------------|------------------|
|              |        | Official Award Amount |                  | \$ 100.00       | \$ 100.00        |
| 9/29/2014    | 1      |                       | <b>1</b> Paid    | \$ 10.00        | \$ 90.00         |
| 9/29/2014    | 2      | Second Payment        | Paid             | \$ 10.00        | \$ 80.00         |
| 9/30/2014    | 3      |                       | <b>4</b> Pending | \$ 50.00        |                  |
| <b>Total</b> |        |                       |                  | <b>\$ 70.00</b> | <b>\$ 100.00</b> |

# POST-FUNDING: Reports\*

\*This feature may have a different label, depending on the settings chosen by the Administrator. **ZOOMGRANTS UNIVERSITY**

## 1. REPORTS\* TAB

Some Funders require funding recipients to submit Post-Funding Reports\*. Click into this tab to fill out and submit those Reports\*.

## 2. SUBMIT REPORT\*

When you're done working on your Report, click the button to submit it. The system will check to make sure you completed every field presented in the live, online version. Use the Refresh Page button (B) to verify that your Report\* was submitted.

ZoomGrants™ recommends that you use an up-to-date version of Internet Explorer, Chrome, Safari, or Firefox to submit your Reports\*.

## A. REPORT\* TABS

Each Report\* is housed in its own tab. Deadline dates are displayed for Reports\* that have not yet been submitted and are not yet due. Overdue Reports\* are denoted in red. Submitted Reports\* are marked with green check marks.

The screenshot shows the 'My Application' page for 'The Generous Foundation Grants Department'. The page includes a navigation bar with 'My Account Home' and 'Refresh Page' (callout B). The main content area displays the application status as 'Approved \$ 100.00' and 'Submitted: 9/29/2014 11:20:13 AM (Pacific)'. A 'Print/Preview' button is visible. Below this, there are tabs for 'Summary', 'Pre-Application', 'Application Questions', 'Budget', 'Tables', and 'Documents'. A 'Progress Report' section shows three reports: 'Progress Report 1: ✓', 'Progress Report 2: ✓', and 'Progress Report 3: 10/30/2023'. A 'Submit Progress Report 3' button (callout 2) is next to the third report. A 'Project Evaluation' section follows, with three questions: '1. Is this your final report?' (radio buttons for No/Yes), '2. How would you classify your program so far?' (checkboxes for 'Pretty awesome', 'Wildly popular', 'Better than expected', 'Not so good', 'Eh', and 'Other:'), and '3. What would you do differently (if anything)?'. Callout A points to the 'Ask a Progress Report Question' link, and callout 1 points to the 'My Application' title.

# **PART FOUR: Additional Instructions**

# DELETE APPLICATIONS

In order to keep Applications from being accidentally deleted, the removal process requires several steps.

## FROM MY ACCOUNT HOME:

### 1. ARCHIVE APPLICATION

Click the trashcan icon next to an Application to send that Application to the Archived section.

### 2. ARCHIVED TAB

Click into the Archived section to delete the Application.

## FROM A FUNDER'S OPEN PROGRAMS LIST:

### 1. ARCHIVE APPLICATION

Click the orange Archive link next to an Application to send that Application to the Archived tab.

### 2. MY ACCOUNT HOME

Click the My Account Home button to access the Archived section.

**The Generous Foundation**  
Community Development Department  
[2017 CDBG Public Service Grants](#) (deadline 12/31/2020)

|             |  |  |
|-------------|--|--|
| \$5,001.00  | <a href="#">Free Math Tutoring Program</a> |  |
| \$0.00      | <a href="#">New Application</a>            |  |
| \$25,000.00 | <a href="#">Small Application</a>          |  |

Archive This Application

[My Account Home](#)

**The Generous Foundation**  
[Open Programs](#)

### Open Programs

|  |   |
|--|---|
| <b>2014 CDBG/HOME/ESG</b><br>Community Development<br>12/31/2015 - Organizations Only  | <a href="#">Apply</a> <a href="#">Preview</a>       |
| <b>2015 Spring Grant Program</b><br>12/30/2016 - Organizations Only  | <a href="#">Apply</a> <a href="#">Preview</a>       |
| <b>2014-15 HOME Application (COSB)</b><br>Community Services Department<br>1/2/2017 - Individuals and Organizations  | <a href="#">Apply</a> <a href="#">Preview</a>       |
| <b>2016 Scholarship</b><br>6/15/2019 - Individuals Only  | <a href="#">Apply</a> <a href="#">Preview</a>       |
| <b>2015 CDBG - Community Development - Public Services DEMO APPLICATION</b><br>Community Development Department<br>12/31/2020 - Organizations Only<br><a href="#">Archive</a> <a href="#">Our Best Application</a> | <a href="#">Apply Again</a> <a href="#">Preview</a> |

# Tips from the ZoomGrants™ Team:

## **START EARLY. FINISH EARLY. SUBMIT EARLY.**

**Putting off starting, finishing, or submitting your Application does nothing but cause stress. Don't do that to yourself.**

Start your Application as soon as the Program opens. Get familiar with the requirements and gather your materials. Save a copy of the Print/Preview to look over when you're not online. Work on the Application throughout the submittal period, giving each section the attention it deserves. And **submit early**.

## **REACH OUT ANY TIME YOU NEED HELP**

**When in doubt, look it up, or ask someone.**

Use the Contact Admin tab and Ask a Question links in the Application in your ZoomGrants™ account to get in touch with the Program Administrator if you have questions about Program requirements or content. Look over [ZGU](#) if you have technical questions. If you can't find the answers you need on ZGU, contact the ZoomGrants™ office if you have questions about the system or if you need technical assistance. The Tech Support Team loves helping Applicants.

# TECHNICAL QUESTIONS?

We're always happy to help.

Visit ZGU: <http://help.zoomgrants.com/>

Contact tech support: <http://help.zoomgrants.com/index.php/submit-a-ticket/>

Give us a call: (866) 323-5404 x2