



Community Development and Neighborhood Conservation
Department Notice of Community Planning Process
& Solicitation of Applications
Application Number: CDNC-10-30-15-CDBG-ESG-OA
Title: Request for Applications for Community Development Block
Grant & Emergency Solutions Grant Programs for Fiscal Year
2016-2017

Program Year: 2016-2017

Getting Started with ZoomGrants

A. Create a New ZoomGrants Account

1. If you DO NOT already have a ZoomGrants account, you will have to create a new account. Please copy and paste the following link and go to <https://zoomgrants.com/gprop.asp?donorid=2163> and enter the following information:
 - a. **Email**. Enter an email that is (preferably) issued by your agency and easy to remember. Please keep this information in a safe and secure location. After creating your ZoomGrants account, you will be asked for this email each time you log in.
 - b. **Password**. The password must be at least 8 characters, and contain 1 letter and 1 number. Please keep this information in a safe and secure location. After creating your ZoomGrants account, you will be asked for this password each time you log in.
 - c. **First Name**: Enter your first name; initial capitalization is fine (e.g., John).
 - d. **Last Name**: Enter your last name; initial capitalization is fine (e.g., Smith).
2. Click the “New Account” button. A new window should appear, which confirms your successful account creation.

B. If You Already Have a ZoomGrants Account

Go to <https://zoomgrants.com/gprop.asp?donorid=2163> and log in at the top right-hand corner of the screen. Go to “Available Programs” and click on “Pima County CDNC.”