

Getting Started with ZoomGrants

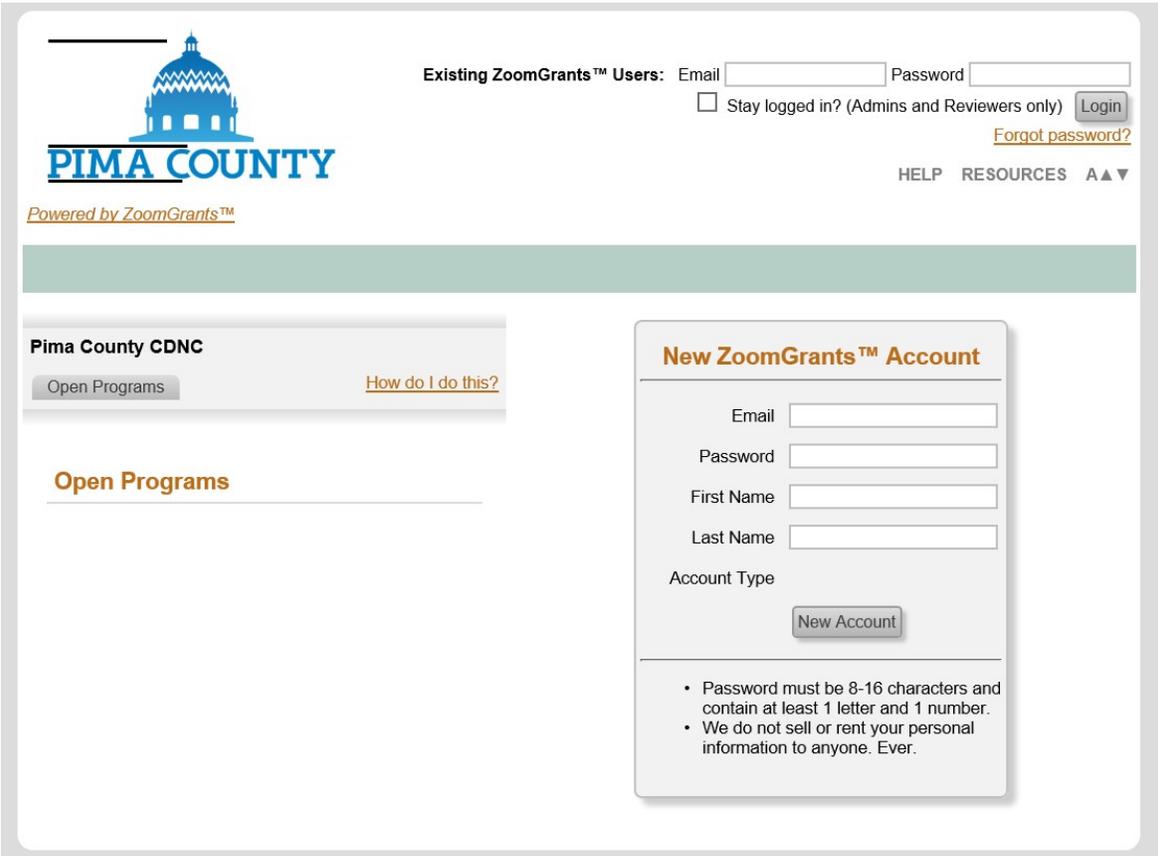
For New and Returning Users

To access the Pre-Application, click on the link provided below to login to an existing account or, for new applicants, to create a ZoomGrants account: <https://zoomgrants.com>

If your agency has applied to the Pima County Department of Community Development and Neighborhood Conservation (CDNC) for funding via ZoomGrants before, do not create a new account.

Each agency can have only one ZoomGrants account to start, edit, and submit Applications to Pima County CDNC. Agencies can submit unlimited applications to multiple programs with one ZoomGrants account. This is important because if your agency has applied to Pima County in the past, a new ZoomGrants account holder for the same agency will not have access to the agency's submission history or activity for prior fiscal years.

We strongly recommend that new applicants create a ZoomGrants account with a general agency email address (example: info@thegivingfoundation.org) and password that will be accessible to current and future agency staff responsible for creating, editing, and submitting applications and reports to Pima County CDNC.



The screenshot shows the ZoomGrants interface for Pima County CDNC. At the top left is the Pima County logo. To the right, there is a login section for existing users with fields for Email and Password, a checkbox for 'Stay logged in? (Admins and Reviewers only)', and a 'Login' button. A 'Forgot password?' link is also present. Below the login section are links for 'HELP' and 'RESOURCES'. The main content area is divided into two columns. The left column, titled 'Pima County CDNC', contains an 'Open Programs' button and a link 'How do I do this?'. Below this is a section titled 'Open Programs'. The right column, titled 'New ZoomGrants™ Account', contains a registration form with fields for Email, Password, First Name, and Last Name, and a dropdown for 'Account Type'. A 'New Account' button is located below the form. At the bottom of the registration box, there are two bullet points: 'Password must be 8-16 characters and contain at least 1 letter and 1 number.' and 'We do not sell or rent your personal information to anyone. Ever.'

Library

The Library tab provides documents and other reference tools to assist agencies through the application process, located at the top of the Program Summary page after an application has been started.

The screenshot shows the Pima County CDNC application interface. At the top left is the Pima County logo with the text "PIMA COUNTY" and "Powered by ZoomGrants™". To the right, it says "Welcome, Pima County" with a link "Not Pima County?". Below this are navigation links: "HELP", "RESOURCES", "FULL SCREEN", "LOGOUT", and "A ▲ ▼". A green bar contains "My Account Home". The main content area shows "Pima County CDNC" and "CDNC" with a "Deadline 10/30/2016". The application title is "Outside Agency". A navigation bar includes "Open Programs", "Description", "Restrictions", "Library", "Contact Admin", and "Announcements 9". Below this, it shows "Pima County CDNC" and "Application Status: Not Submitted" with a button "Apply Now/Start Application". It also displays "\$ 0.00 requested" and a navigation bar with "Program Summary", "Pre-Application", "Application Questions", "Budget", "Tables", "Documents", and "Activity Log". The "Program Summary" section is highlighted, with a note "(answers are saved automatically when you move to another field)". Below this are two input fields: "Application Title/Project Name" and "Amount Requested" with a "\$" symbol.

Collaborators & Additional Contacts

This feature, located on the Program Summary page, allows the agency account holder to invite additional persons to work on an open Application as a “Collaborators.”

Collaborators can access an existing application to edit or add content, but cannot open new applications or submit completed applications.

The agency’s account holder can also add email addresses as “Additional Contacts” who can receive ZoomGrants notification emails, but do not have access to Applications.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

| Email Address | Editing Access | Status |
|---|--------------------------|---------------------------------------|
| | Application | |
| <input type="text" value="Email Address"/> | <input type="checkbox"/> | <input type="button" value="Invite"/> |
| <input type="checkbox"/> Add to Additional Contacts (below) | | |

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

**The Pre-Application is DUE Friday,
December 6, 2019
at 11:59 P.M.,
Mountain Standard Time (MST)**

The Pre-Application is a screening tool to determine if the proposed project or program meets eligibility requirements for funding. Specific documents, such as the Evidence of Good Standing, 501(c)3 Certification, Proof of Liability Insurance, etc., must be uploaded into ZoomGrants as part of the Pre-Application. Pre-Applications that are missing requested documents are not considered complete and cannot be approved. After reviewing each Pre-Application, as well as all uploaded documents, Pima County CDNC staff will approve qualified Pre-Applications that meet all requirements. As staff approves each Pre-Application, agencies will receive a notification email from ZoomGrants.

Prior to the Pre-Application submission deadline, CDNC staff is available to provide programmatic technical assistance to agencies. Programmatic technical assistance is not available for the full Application, however. Technical support for ZoomGrants users and all issues related to the ZoomGrants site itself is always available. Contact Jennifer Felix, Program Coordinator, at (520)724-2464 or Jennifer.Felix@pima.gov for questions about ZoomGrants.

Applicants cannot access the full Application in ZoomGrants without CDNC staff approval of the Pre-Application.

**The Application is DUE
Friday, February 07, 2020
at 11:59 P.M.,
Mountain Standard Time (MST)**