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.
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.

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.
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.**