

# Using ZoomGrants to Submit and Manage Applications

## 1. GO TO THE ORGANIZATION'S ZOOMGRANTS PAGE

Navigate to the ZoomGrants page for the organization by using the link provided to you by the program administrator or following a link on the organization's website.

*NOTE: For this step, do not go to the ZoomGrants homepage.*

## 2. CREATE AN ACCOUNT AND LOG IN

Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

*NOTE: In ZoomGrants, it is best if each organization has a single account, and each account is owned and accessed by a single email address. Whatever email address owns the account will receive notifications for any of the applications within that account (though other emails can be added to receive notifications on specific applications). You may want to sign up for an account using an email alias that will send messages to multiple people within your organization or use the email address of the person who will be primarily responsible for managing the applications. Everyone in your organization will use that email address and password to log into your ZoomGrants account.*

## 3. CREATE YOUR APPLICATION

Click the Apply button next to the appropriate program to create your first application for that program.

## 4. ANSWER THE QUESTIONS AND FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the application and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the application.

*NOTE: Some question tabs may have a branching question, which will hide certain questions based on your answers to the branching question.*

## 5. UPLOAD DOCUMENTS

Click the Upload button next to each applicable document request set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

**NOTES:**

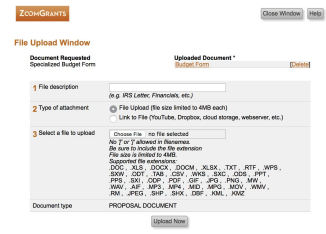
1) Any document request marked with a yellow 'Required' note MUST have something uploaded or linked in that slot in order for your application to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.

Need help? | [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com) | (866) 323-5404 x2 | 8am - 6pm Mountain Time M-F

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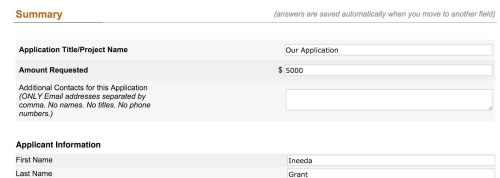
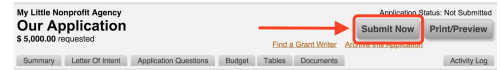
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- 2) If the administrator has provided a **template**, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
- 3) Click the **Help** button in the File Upload Window to access a quick tutorial video (also available here: [http://youtu.be/b0lxkjs5\\_Ow](http://youtu.be/b0lxkjs5_Ow)).
- 4) If you finish your application by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your application.



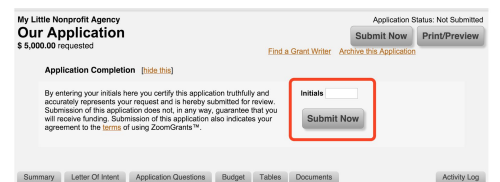
## 6. SUBMIT THE APPLICATION

Click the grey **Submit Now** button at the top of the application when you've completed the applicable content in every tab. **The system will check to ensure you have answered every question and uploaded all 'Required' documents.** Any skipped questions or missing documents will be listed in red. When you're done with your edits, use the grey Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If your application is complete, you'll be able to enter your initials and officially submit the application.



### NOTES:

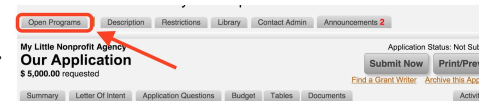
- 1) The **completion check** verifies that you have answered the applicable questions and uploaded 'Required' documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
- 2) If the administrator has chosen to let you make changes to your application even after it has been submitted, you can edit your submitted application up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted application.



## Frequently-Asked Questions (not already covered in the instructions above):

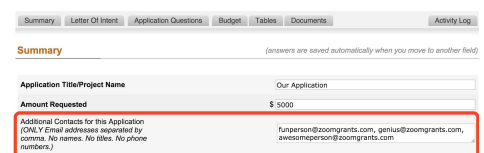
### How do I create an additional application for a funding program?

If you need to create additional applications for a program, open up the application that you have already started, then click the Open Programs tab. From there, you can see all of the programs for which that organization is currently accepting applications. Click the Apply Again button to create an additional application.



### How can I add other email addresses to receive email notifications?

If you need to add other email addresses to receive email notifications regarding an application, type each email address into the Additional Contacts field in the first tab of the applicable application.



### How do I access an application that I have already started or submitted?

Once you've started an application, you can log in at <https://ZoomGrants.com/login>. Once you get logged in, you'll land in the Incomplete tab of your Account Home page. Click an orange application title to open one of your incomplete applications. Click on the other tabs - Submitted, Approved, etc. - to access other applications.

### What browser should I use?

We recommend using Chrome, but you can use any browser on any internet-enabled device.

### Who should I contact if I have questions?

If you have **CONTENT-related questions**, contact the program administrator. If you have **TECHNICAL questions**, contact our Tech Support Desk by emailing [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com) or by calling (866) 323-5404 x2.

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