

Measure Q Urban Open Space Grant Program 2016/2017

ZoomGrants Tutorial



ZoomGrants is an online grant application tool used for the Grant Program. Below are instructions with screenshots to help you navigate the system.

Grant questions

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Technical questions

ZoomGrants Tech Support Desk
(7am - 4pm Monday - Friday)

Email: Questions@ZoomGrants.com
Phone: (866) 323-5404 x2
FAQ: <https://zoomgrants.zendesk.com>

General tips:

Preferred Browser: ZoomGrants can be used on any internet-enabled device using a recent version of any browser. ZoomGrants recommends using Chrome.

Text Entry: You are welcome to compose your answers in a word processor outside of the ZoomGrants application and then copy and paste your responses into the answer fields in the online version. However, please note that ZoomGrants fields will not save the formatting (bold, italics, bullets, etc). ZoomGrants recommends using unformatted text only.

Auto-Save: 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.

1. Accessing ZoomGrants

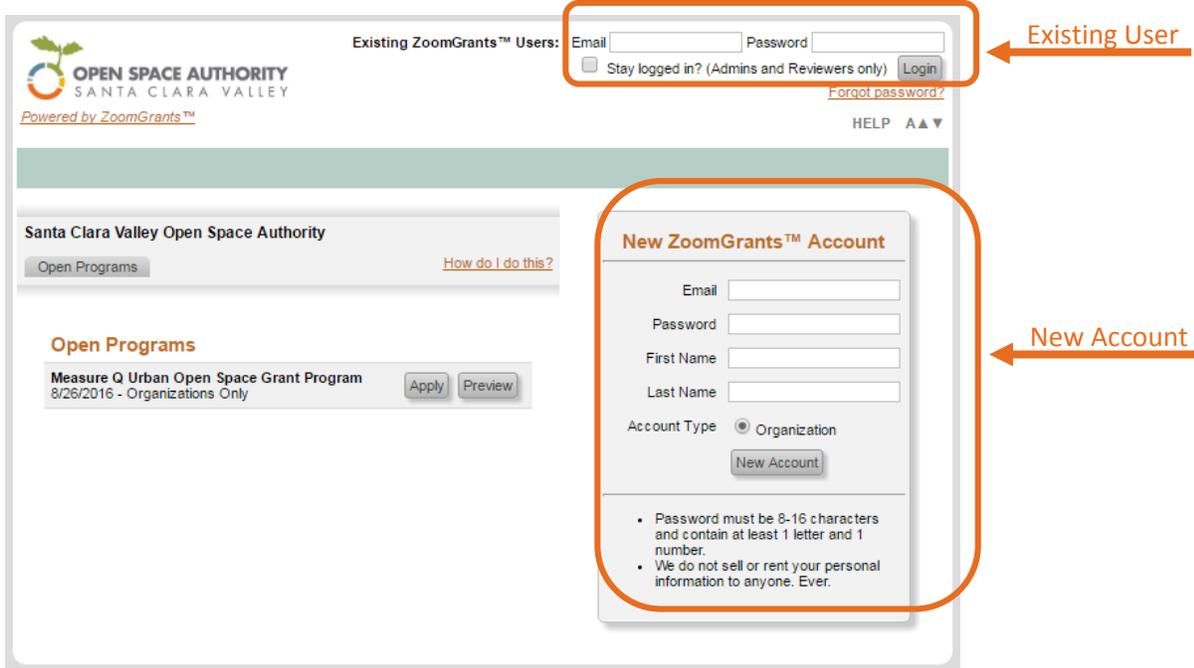
The Measure Q Urban Open Space Grant application is available at:
<https://zoomgrants.com/gprop.asp?donorid=2232&limited=1104>

It is also linked from the OSA's web page <http://www.openspaceauthority.org/urban>.

2. ZoomGrants Sign In

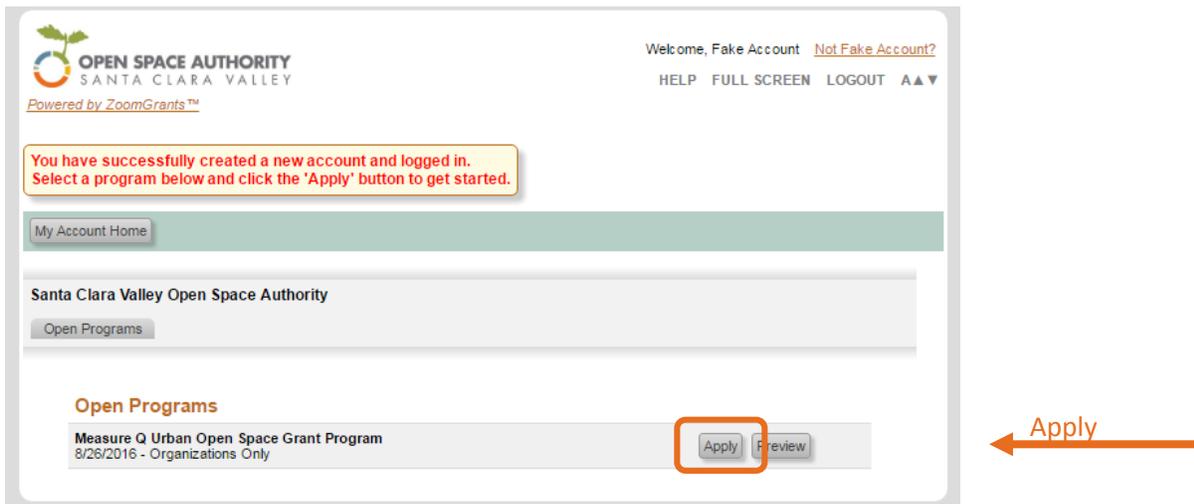
The first time you use ZoomGrants, you'll need to create a new account.

If you already have an account, log in using the boxes for existing users at the upper right corner.



3. ZoomGrants Starting Your Application

Click on the Apply button to create an application. Note that if you have used ZoomGrants before, you may see more than one grant listed. Select the Measure Q Urban Open Space Grant Program.



4. ZoomGrants Overview

The ZoomGrants page includes:

- Refresh Page Button: ZoomGrants auto-saves regularly for most text entries, but there is also a 'Refresh Page' button in case you do not see changes automatically update. Note that some pages (e.g. the Documents page for uploading files) require you to use the 'Refresh Page' in order to see your changes.
- Tabs for General Information: Open Programs, Instructions, Library, etc. Note that the Library section includes important documents related to the grant application, including maps, reference documents, and the Grant Guidelines.
- Quick Access to the four Application pages: Applicant Information, Project Description, Project Goals, Documents.

The screenshot displays the ZoomGrants interface for the Measure Q Urban Open Space Grant Program. At the top, the Open Space Authority logo and user information are visible. A success message states, "Thank you. Your application has been created. You may get started now." Below this is a "My Account Home" section with a "Refresh Page" button highlighted by an orange box. The main content area features a navigation bar with tabs for "Open Programs", "Instructions", "Eligibility", "Public Workshops", "Library", "Contact Admin", and "Announcements". The "Instructions" section is expanded, providing details about the application process and a list of documents in the "Library" section, including Grant Guidelines, maps, reports, and templates. At the bottom, the application status is "Not Submitted", and there are buttons for "Submit Now", "Print/Preview", and "Archive this Application". A "Quick Access to Application Pages" bar at the very bottom contains links for "Applicant Information", "Project Description", "Project Goals", "Documents", and "Activity Log".

General Info →

Library →

Quick Access to Application Pages →

5. Applicant Information Page

This page includes questions about the organization.

Application Status: Not Submitted

\$ 0.00 requested

Submit Now Print/Preview

Archive this Application

Applicant Information Project Description Project Goals Documents Activity Log

Applicant Information

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

Instructions [Show/Hide](#)

Please answer all questions below. If a question does not apply, please enter "N/A."

Application Title/Project Name

Amount Requested
Min: \$2,500 Max: \$250,000

Total Project Cost

Applicant Information

6. Applicant Information Page - Adding Users to an Account

Each organization's account is managed by one single login credentials (email address and password). If you'd like to allow others to access the account you can either:

1. Share your login credentials
2. Invite others by adding them as 'Collaborators'. This section is near the top of the Applicant Information page. Add their email address and click 'Invite'. They will receive an email invitation. Note: Collaborators can edit the answers to application questions, but they cannot submit, archive, or delete an application.

Collaborators

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

Email Address	Editing Access	Status
<input type="text"/>	<input type="checkbox"/>	

Application

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.

7. Project Description Page

This page includes the majority of the application questions. Please answer all questions. If a question does not apply, please enter "N/A." Note that if any are left blank, ZoomGrants will not allow you to submit the application.

The screenshot shows the 'Project Description' page. At the top right, it says 'Application Status: Not Submitted' with buttons for 'Submit Now' and 'Print/Preview'. Below this, it shows '\$ 0.00 requested' and a navigation bar with tabs for 'Applicant Information', 'Project Description' (highlighted with an orange box), 'Project Goals', and 'Documents'. There is also an 'Activity Log' button. The main content area is titled 'Project Description' and includes an instruction box that says 'Please answer all questions below. If a question does not apply, please enter "N/A."' Below this is a section for 'Project Overview' with a sub-section '1. Project Abstract' and a large text input field. At the bottom of the input field, it says 'Maximum characters: 1000. You have 1000 characters left.'

8. Project Goals Page

This page includes a list of sample measures to describe and evaluate the project goals. Note that this list is very broad and many of these may not be applicable to your project. Please include only the applicable goals, and write in any additional goals under "Other."

The screenshot shows the 'Project Goals' page. At the top right, it says 'Application Status: Not Submitted' with buttons for 'Submit Now' and 'Print/Preview'. Below this, it shows '\$ 0.00 requested' and a navigation bar with tabs for 'Applicant Information', 'Project Description', 'Project Goals' (highlighted with an orange box), and 'Documents'. There is also an 'Activity Log' button. The main content area is titled 'Project Goals' and includes an instruction box that says 'Below are sample measures to describe and evaluate the project goals. Note that this list is very broad and many of these may not be applicable to your project. Please include only the applicable goals, and write in any additional goals under "Other."' Below this is a section for 'Goals (15 pts)' with a table of sample measures.

	Goal:
People	
Number of: People attending public meeting	<input type="text"/>
Number of: People participating	<input type="text"/>
Number of: Youth (under 18) participating	<input type="text"/>

9. Documents Page

This form is to upload all required documents. All applications must upload a budget, financial statements, and an authorizing resolution. Other documents may be required, depending on the project. Note that the application cannot be submitted until at least the three required documents have been uploaded.

To upload a document:

1. Download the template, if applicable. This template is required for the budget and optional for the authorizing resolution.
2. Click on 'Upload'

Application Status: Not Submitted

\$ 0.00 requested

Submit Now Print/Preview

Archive this Application

Applicant Information Project Description Project Goals **Documents** Activity Log

Documents

[Instructions Show/Hide](#)

This form is to upload all required documents. All applications must include a budget, financial statements, and an authorizing resolution. Additional documents may be required, depending on the project. See the Grant Guidelines for information about required documents.

Documents Requested *	Required?	Uploaded Documents *	
Financial statements	Required	-none-	Upload
Authorizing Resolution from Governing Body Download template: Sample Resolution	Required	-none-	Upload
Project Budget Download template: Project Budget Form	Required	-none-	Upload
Letters of Support	-none-	-none-	Upload
Letters from Project Partners	-none-	-none-	Upload

3. A File Upload Window will appear. If it does not appear, it may be due to your browser's popup blocker. Check your browser's settings to enable popups for this website.
4. Files can either be uploaded or linked. For files larger than 4 Mb, please use the link option. Multiple files can be uploaded to the same category (e.g. multiple files under Letters of Support).

3. File Upload

File Upload Window - Google Chrome

ZoomGrants (GRANTANALYST.COM, LLC) [US] https://www.zoomgrants.com/fileup.asp?g

ZoomGRANTS Close Window Help

File Upload Window

Document Requested	Uploaded Document *
Financial statements	-none-

1 File description
(e.g. IRS Letter, Financials, etc.)

2 Type of attachment
 File Upload (file size limited to 4MB each)
 Link to File (YouTube, Dropbox, cloud storage, webservice, etc.)

3 Select a file to upload No file chosen
No T or J allowed in filenames.
File size is limited to 4MB.
Supported file extensions:
DOC, XLS, DOCX, XLSX, TXT, RTF, WPS, SWX, ODT, TAB, CSV, WKS, SXW, ODS, PPT, PPS, SXL, ODP, PDF, GIF, JPG, PNG, MOV, WMV, AIF, MP3, MP4, MID, MPG, MOV, WMV, RM, JPEG, SHP, SHX, DBF, KML, KMZ, TIF, TIFF

Document type PROPOSAL DOCUMENT

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

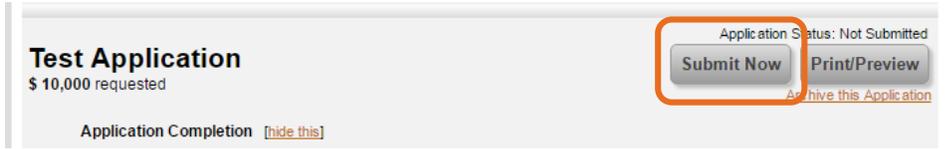
* ZoomGrants™ is not responsible for the content of uploaded or linked documents.

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5. Click on the 'Refresh Page' at the top of the Documents page to update the list of uploaded files.

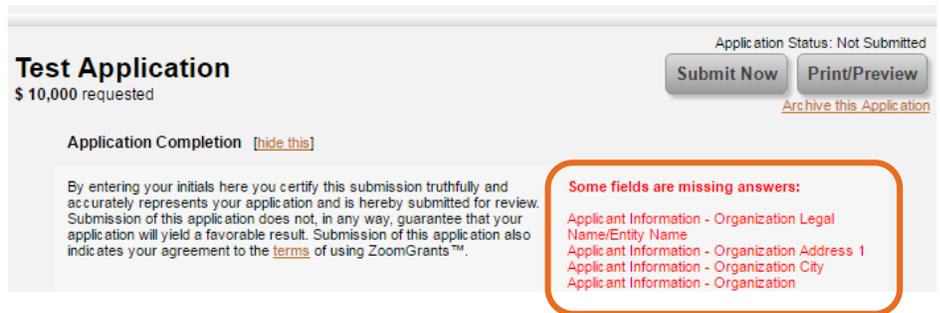
10. Submit Application

Once you have answered all questions and uploaded the required documents, click on 'Submit Now.'



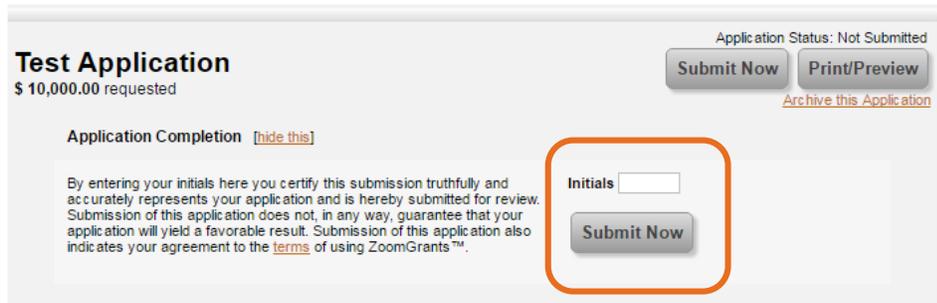
The screenshot shows the top section of the application page. On the left, it says "Test Application" and "\$ 10,000 requested". On the right, it says "Application Status: Not Submitted" and has two buttons: "Submit Now" and "Print/Preview". The "Submit Now" button is highlighted with an orange box. Below the buttons is a link that says "Archive this Application". At the bottom left, there is a link for "Application Completion" with a "hide this" option.

The system will check to ensure you have answered every question and uploaded the required documents. Any skipped questions or missing documents will be listed in red.



The screenshot shows the application page with a red box highlighting a list of missing fields. The list includes: "Applicant Information - Organization Legal Name/Entity Name", "Applicant Information - Organization Address 1", "Applicant Information - Organization City", and "Applicant Information - Organization". The "Submit Now" button is also visible and highlighted with an orange box.

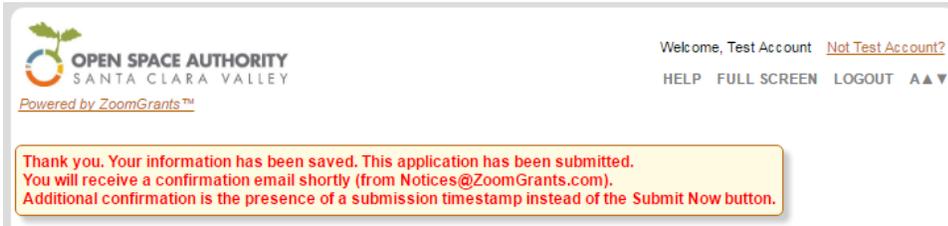
Once you've corrected any missing questions/documents, click the gray 'Refresh Page' button at the top of the page to refresh the submission errors. Click 'Submit Now' and you'll see the Application Completion check. Add your initials and Click 'Submit Now'



The screenshot shows the application page after corrections. It features an "Initials" input field and a "Submit Now" button, both highlighted with orange boxes. The "Application Status" remains "Not Submitted".

11. Thank you!

You will see a note that the application has been submitted. An email confirmation will also be sent.



12. Accessing an application already in progress

Once you've started an application, it will be saved and you can return anytime before the deadline to continue working on it. To access an application, return to the ZoomGrants login page:

<https://zoomgrants.com/gprop.asp?donorid=2232&limited=1104>

Click on the title of your application to edit. In this example, the title of the application was "Test Application"

