DCJ_Job Aid

Job Aid	CVS Split Funding Applications - Duplicating Applications
Grant Programs	Crime Victims Services (CVS)
Publication Date	08/28/2018
Revision Date	
Description	This job aid provides instructions for Grantees to duplicate current year projects for spit funding applications within the CVS Program

Overview 0

A. Account Owner log in 1

B. Click on *My Account Home*. 1

C. Click on *Approved Applications* & *Duplicate* Application 2

D. Click on *Incomplete Applications* 2

E. Complete and submit your 2019-2020 Application 3

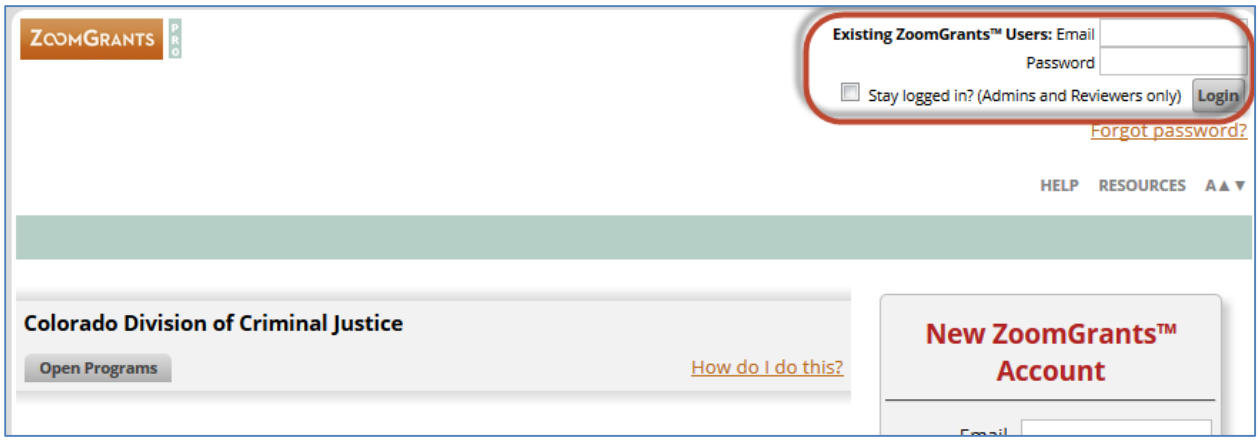
Overview

The Crime Victims Services (CVS) combined grant program accepts applications that may be funded from separate Funding Opportunities. The purpose of these instructions is to provide guidance on how to replicate and edit the current grant application for the separate Funding Opportunities respectively. A Grant Manager from the Office of Victims Program will be contacting you to walk you through this process, please make sure these instructions are on hand.

A. Account Owner log in

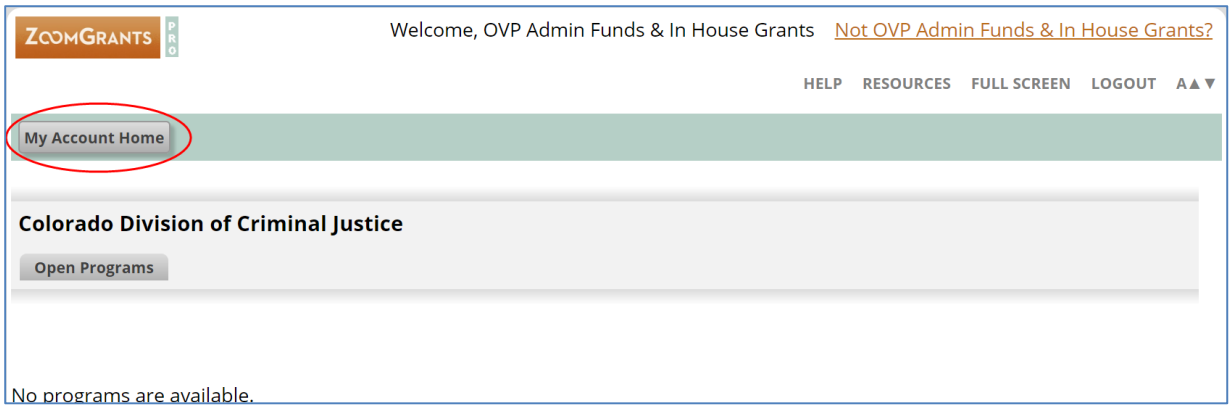
Use current credentials: https://zoomgrants.com/gprop.asp?donorid=2225

Reminder: Only the *Account Owner* can create and submit an Application. *Collaborators* must be added to EACH individual Project.



B. Click on *My Account Home*.

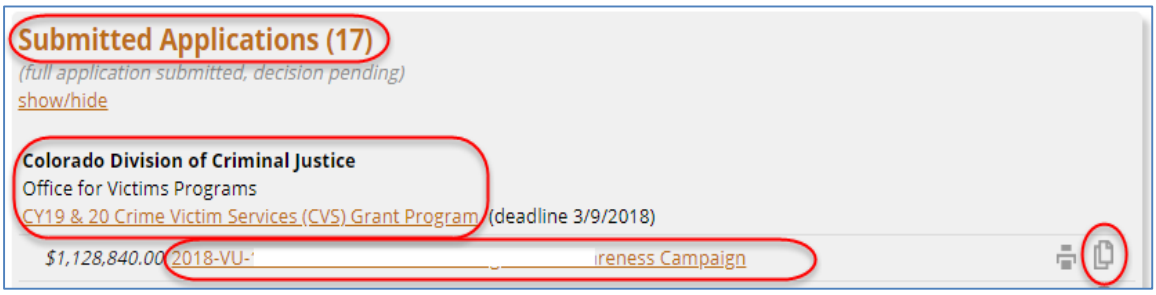
If there any Open Programs, do NOT click on them.

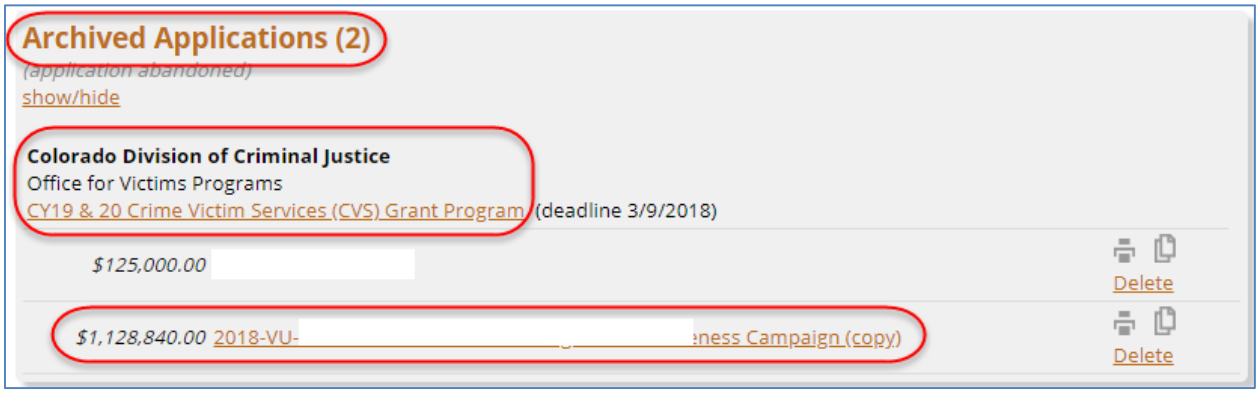


C. Click on *Approved Applications* & *Duplicate* Application

1. Find your Application under the CY19 & 20 Crime Victims Services (CVS) Grant Program under the *Submitted Applications* section.

2. Click on the Duplicate button . This will create a duplicate application and place it in the *Archived Applications* folder.





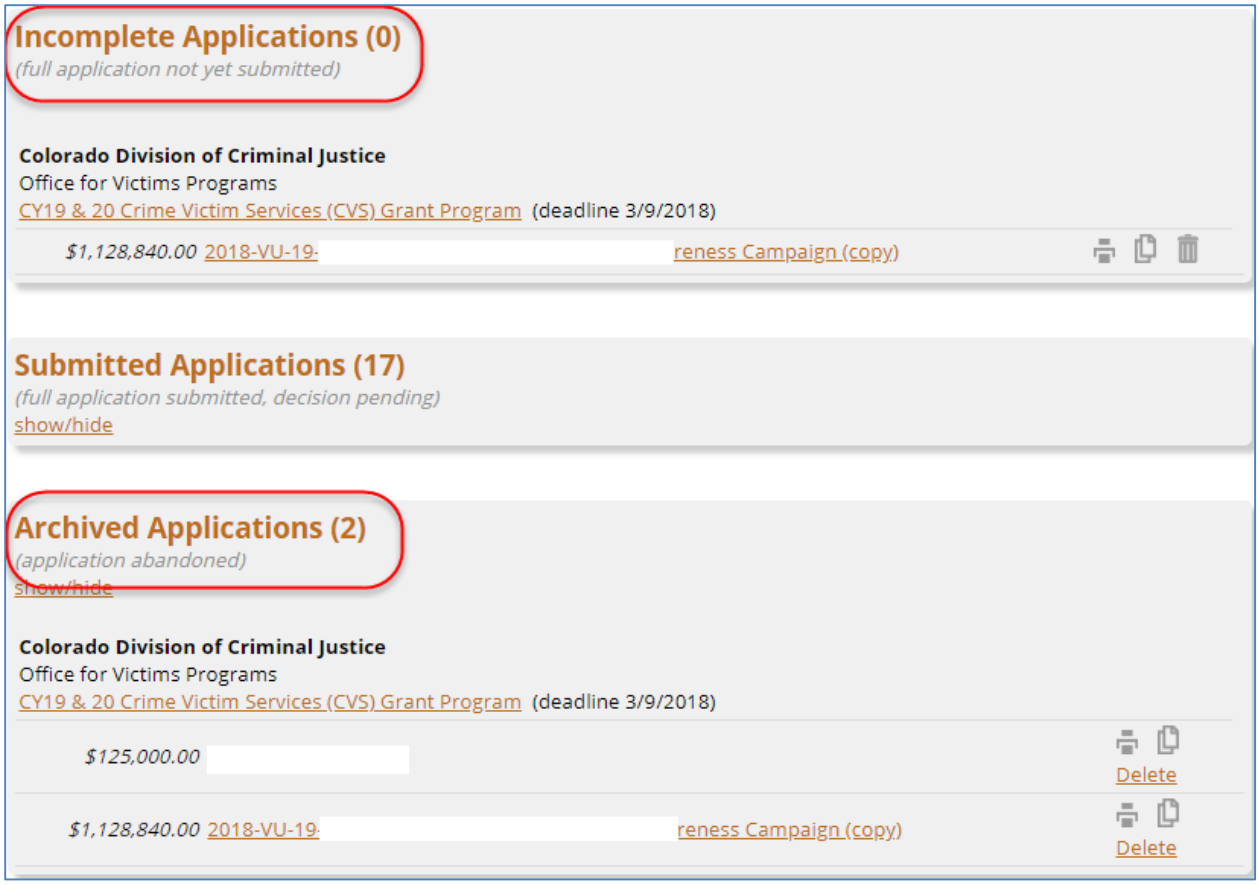
3. Send an email to DCJ, cvsgrants@state.co.us, indicating the name of the project you duplicated and that you are ready to begin working on the split 2019-2020 Application. The DCJ staff person who gets to the email first will open your split 2019-2020 Application for editing and send you a reply email indicating that it is ready for your edits.

D. Click on *Incomplete Applications*

1. After DCJ staff has marked the application for editing, it will appear under *Incomplete Applications*.

   NOTE: It will ALSO still be under *Archived Applications*.

   NOTE: The count of *Incomplete Applications* may be "0" even if there is an application present.



2. Click on the name of the project to open the copy of your 2019-2020 Application.

E. Complete and submit your 2019-2020 Application

1. Summary Tab: The Account Owner **MUST** add the following DCJ collaborators:

   CVSGrants@state.co.us
   Lyndsay.Clelland@state.co.us
   Lindsey.Johnson@state.co.us

2. Submit your project and a CVS Grant Manager will contact you with any further instructions.