

Quick Start Guide on How to Apply for Grants in ZoomGrants

Applicant Instructions for CREATING ACCOUNT

Step 1: Understand the three different categories of ZoomGrant (ZG) users.

Account Owner

- Main contact
- Linked to ZG by email address
- Can create, delete, submit and archive an application
- Responsible for adding collaborators and additional contacts

Collaborator

- Can update an application
- Can upload documents

Additional Contacts

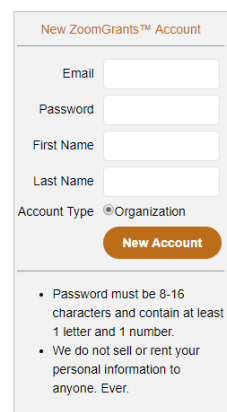
- Receive any email Notifications which include:
 - Award letters
 - Funding recommendations

Step 2: Select someone from your Organization to become the *Account Owner*

- The *Account Owner* will be the primary user of ZG
- Their email address will become the *Account Owner*, and will become the user ID for logging into ZG
 - Often the Project Director or financial person

Step 3: Create an *Account Owner* in ZG

- Go to the “Friendly URL” to be determined
- Chrome Browser is preferred but will work in any currently updated browser
- On the right side of your screen you will see the New ZoomGrants Account box:



New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type Organization


- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone, Ever.

- Creating the account will automatically log you into the Open Programs page

Quick Start Guide on How to Apply for EVFO in ZoomGrants

Applicant Instructions for Creating the Application

Step 4: Open the EVFO Funding Program

- Click on  to view program information and create the application

Step 5: Enter the Summary Information:

- Project Name/Project Title
- Amount Requested
- Applicant Information
- Organizational Information
- IRS and/or SAM Verification
- CEO/Executive Director
- Additional Contacts

Step 6: Organizational Details

- Enter the LEGAL ENTITY INFORMATION

Step 7: Project Overview

- Project Duration
- Project Officials

Primary Contact

For most agencies the Primary Contact is also the Program Director

Enter NA in each field if this is the case for your organization

Project Director

Person responsible for the daily project implementation

Project Director can be the Primary Contact but not the Financial Officer or Signature Authority

Financial Officer

Responsible for fiscal matters for the project

Cannot be the same person as the Project Director and the Signature Authority

Signature Authority

Individual authorized to enter into contracts on behalf of the applicant agency

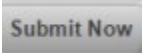

Cannot also be the Project Director or Financial Officer

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Step 8: Upload Documents

- Original Application
- Financial Management Questionnaire
- Total Agency Budget
- Most Recent Audit and Management Letter
- Other documents may be needed depending on your Organization & Nonprofit status

Step 9: Submit

- Click on 
 - Enter your initials on the pop up certification statement
- Click on 

For more detailed information regarding this process, please refer to Application Submission - Basic Navigation at <https://www.colorado.gov/pacific/dcj/grant-training-materials>