



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

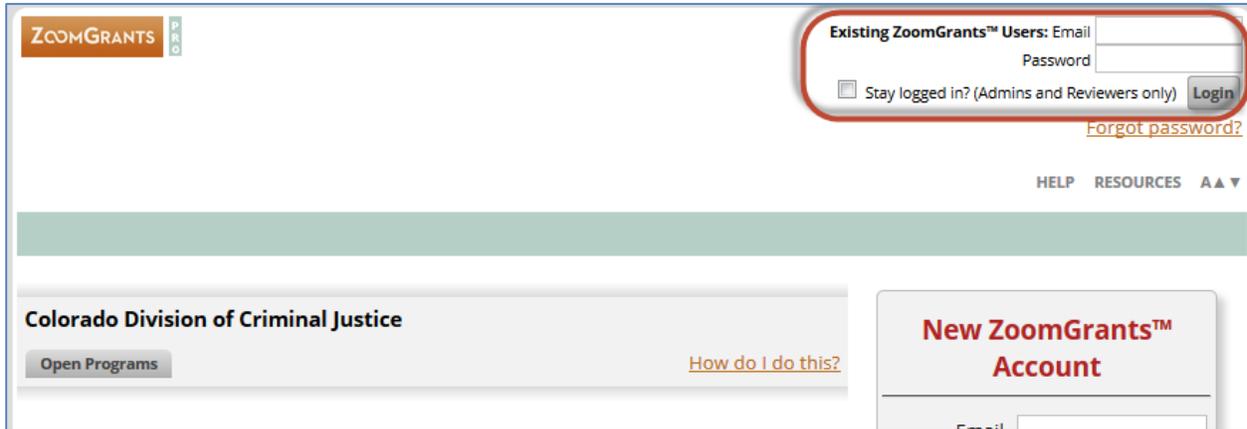
Overview

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

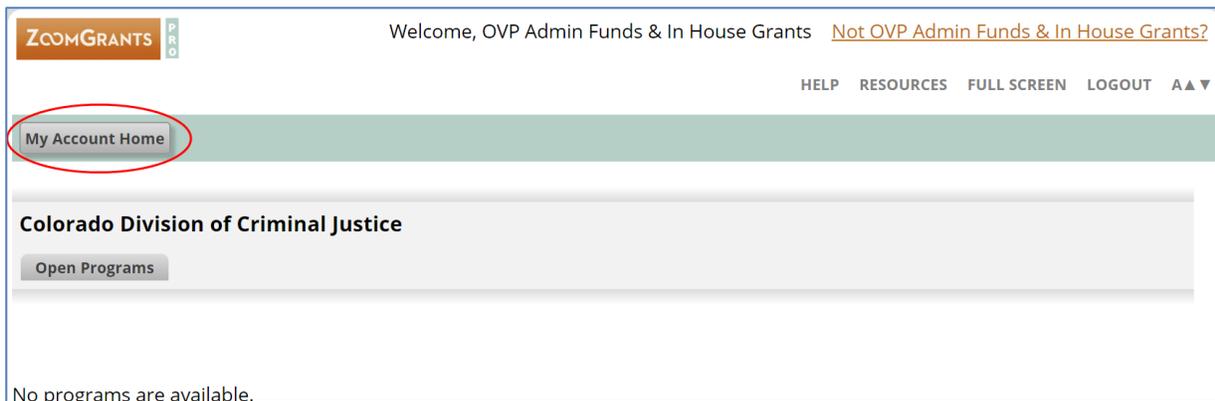
Use current credentials: <https://zoomgrants.com/gprop.asp?donorid=2225>

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 are any Open Programs, do NOT click on them.

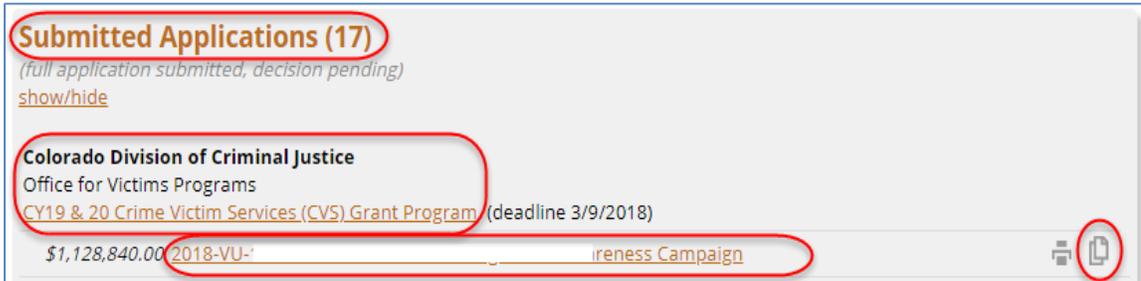
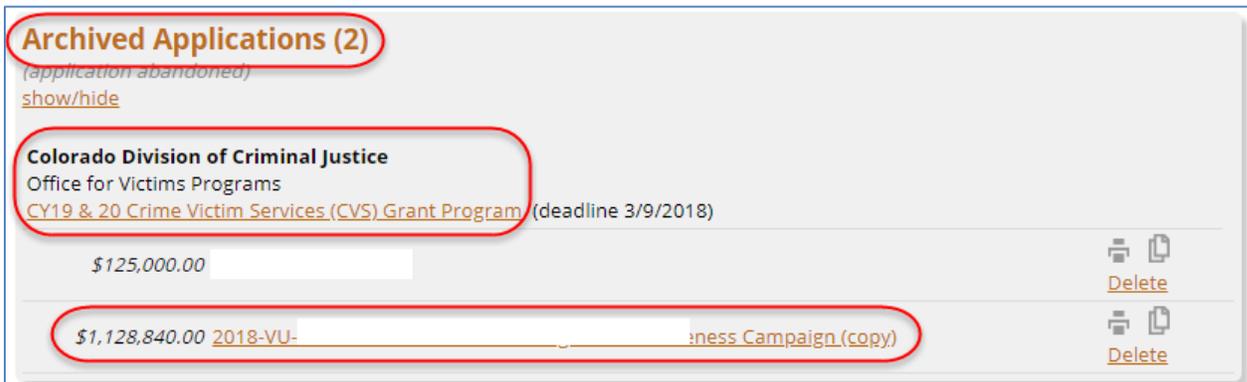


C. Click on *Approved Applications & Duplicate Application*

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.

A screenshot of the 'Submitted Applications (17)' section. The title is circled in red. Below it, the text '(full application submitted, decision pending)' and 'show/hide' are visible. A list item for 'Colorado Division of Criminal Justice' is highlighted with a red box. The list item includes 'Office for Victims Programs', 'CY19 & 20 Crime Victim Services (CVS) Grant Program (deadline 3/9/2018)', and '\$1,128,840.00'. The application name '2018-VU-...' and 'ness Campaign' are also circled in red. A duplicate button icon is circled in red on the right side.A screenshot of the 'Archived Applications (2)' section. The title is circled in red. Below it, the text '(application abandoned)' and 'show/hide' are visible. A list item for 'Colorado Division of Criminal Justice' is highlighted with a red box. The list item includes 'Office for Victims Programs', 'CY19 & 20 Crime Victim Services (CVS) Grant Program (deadline 3/9/2018)', and '\$125,000.00'. Below this, another list item is circled in red, showing '\$1,128,840.00', '2018-VU-', and 'ness Campaign (copy)'. A 'Delete' button is visible on the right side.

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.

Incomplete Applications (0)

(full application not yet submitted)

Colorado Division of Criminal Justice

Office for Victims Programs

[CY19 & 20 Crime Victim Services \(CVS\) Grant Program](#) (deadline 3/9/2018)

\$1,128,840.00 [2018-VU-19:](#)

[reness Campaign \(copy\)](#)



Submitted Applications (17)

(full application submitted, decision pending)

[show/hide](#)

Archived Applications (2)

(application abandoned)

[show/hide](#)

Colorado Division of Criminal Justice

Office for Victims Programs

[CY19 & 20 Crime Victim Services \(CVS\) Grant Program](#) (deadline 3/9/2018)

\$125,000.00



Delete

\$1,128,840.00 [2018-VU-19:](#)

[reness Campaign \(copy\)](#)



Delete

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.