

ZOOMGRANTS TUTORIAL

Applying for EMSWCD Small Project and Community Events (SPACE) Grants

Instructions for ZoomGrants

ZoomGrants is an online tool that helps facilitate grant applications, committee review, and grant management that we believe will help streamline the process for applicants and review committee members. Below you will find instructions with screenshots to help you navigate the system. As always, we are open to feedback and questions, please don't hesitate to contact us.

Accessing ZoomGrants

To use ZoomGrants to submit your application, you **must** start on our EMSWCD ZoomGrants page:

<https://zoomgrants.com/gprop.asp?donorid=2245>

The screenshot shows the ZoomGrants interface for the East Multnomah Soil and Water Conservation District. At the top left is the district's logo. To the right is a login section for existing users with fields for Email and Password, a 'Login' button, and a 'Stay logged in?' checkbox. Below the login section is a 'Forgot password?' link and navigation links for 'HELP' and 'RESOURCES'. The main content area is divided into two columns. The left column, titled 'East Multnomah Soil and Water Conservation District', has an 'Open Programs' button and a link 'How do I do this?'. Below this is a section for 'Open Programs' featuring a card for '2018-2019 SPACE - Small Projects and Community Events' with a date of '6/30/2018 - Organizations Only' and 'Apply' and 'Preview' buttons. The right column is titled 'New ZoomGrants Account' and contains input fields for Email, Password, First Name, and Last Name. Below these fields is an 'Account Type' section with a radio button selected for 'Organization' and a 'New Account' button. At the bottom of the right column, there are two bullet points: 'Password must be 8-16 characters and contain at least 1 letter and 1 number.' and 'We do not sell or rent your personal information to anyone. Ever.'

Here, you'll **set up your account** and **start your application**. (If you already have an organizational account for ZoomGrants, use your existing username and password). After you've created your account and application, you can access your application by continuing to follow the link above during the application period or by logging in on the ZoomGrants homepage – <https://www.ZoomGrants.com/login>.

Browser Compatibility

ZoomGrants works best on **Chrome, Firefox, or Safari** browsers. If you are using Internet Explorer, it works best with version 11 or higher.

Do you have questions about ZoomGrants?

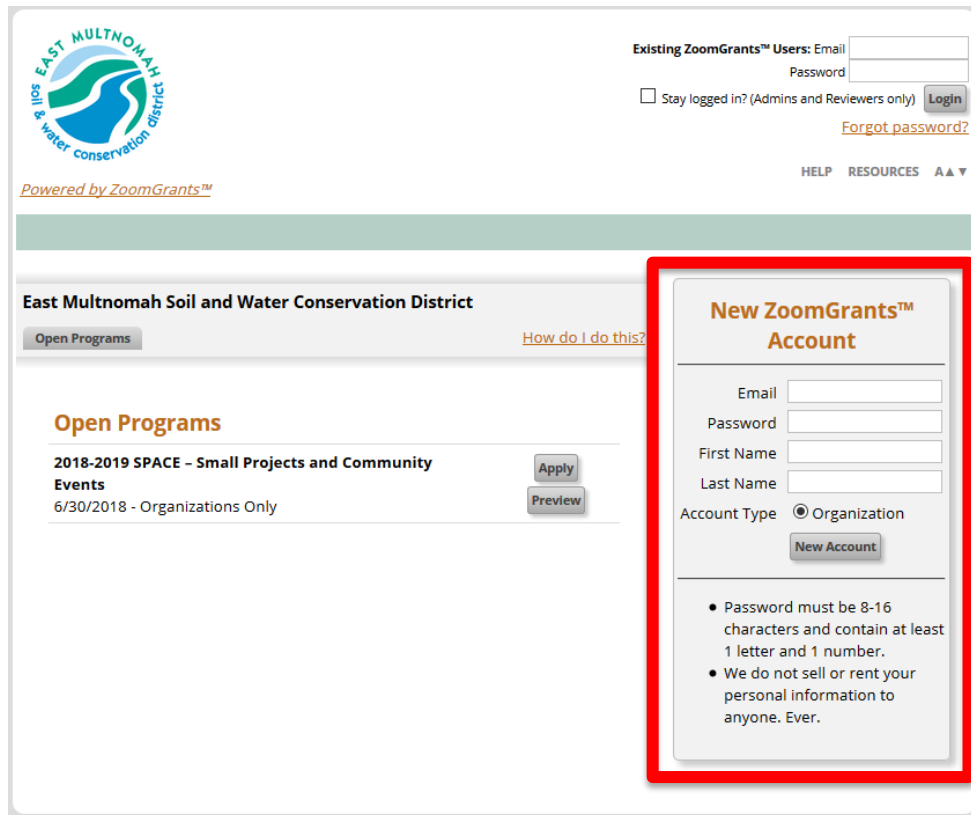
Use the **Help** button at the top of the page for access to helpful resources and information. You can also click the “ZoomGrants University” button or visit <https://zoomgrants.zendesk.com/hc/en-us/categories/202479098-Applicants> for more information from ZoomGrants. If you have technical questions about the system, contact the Help Desk at (866)323-5404 x2 or Questions@ZoomGrants.com

To ensure that you are receiving emails about your grant, please add to your “safe senders list” the email address Notices@zoomgrants.com.

Creating Your Account

To submit your application through ZoomGrants, you’ll need to have an **account**. You will create your account on our EMSWCD ZoomGrants page:

<https://www.zoomgrants.com/gprop.asp?donorid=2245&l=y>



The screenshot shows the ZoomGrants website interface. At the top left is the logo for the East Multnomah Soil and Water Conservation District. To the right of the logo is a login section for existing users with fields for Email and Password, a checkbox for 'Stay logged in?', and a 'Login' button. Below the login section is a 'Forgot password?' link. In the center, there is a navigation bar with 'Open Programs' and a link 'How do I do this?'. Below the navigation bar, the main content area displays 'Open Programs' with a list item for '2018-2019 SPACE - Small Projects and Community Events' and buttons for 'Apply' and 'Preview'. On the right side, a 'New ZoomGrants Account' form is highlighted with a red border. This form includes fields for Email, Password, First Name, and Last Name. Below these fields is a radio button for 'Organization' and a 'New Account' button. At the bottom of the form, there are two bullet points: 'Password must be 8-16 characters and contain at least 1 letter and 1 number.' and 'We do not sell or rent your personal information to anyone. Ever.'

To set up your account, enter an **email address, password**, and your **first and last name** in the New ZoomGrants Account box on the right side of the screen. Click the 'New Account' button to create your account and log in.

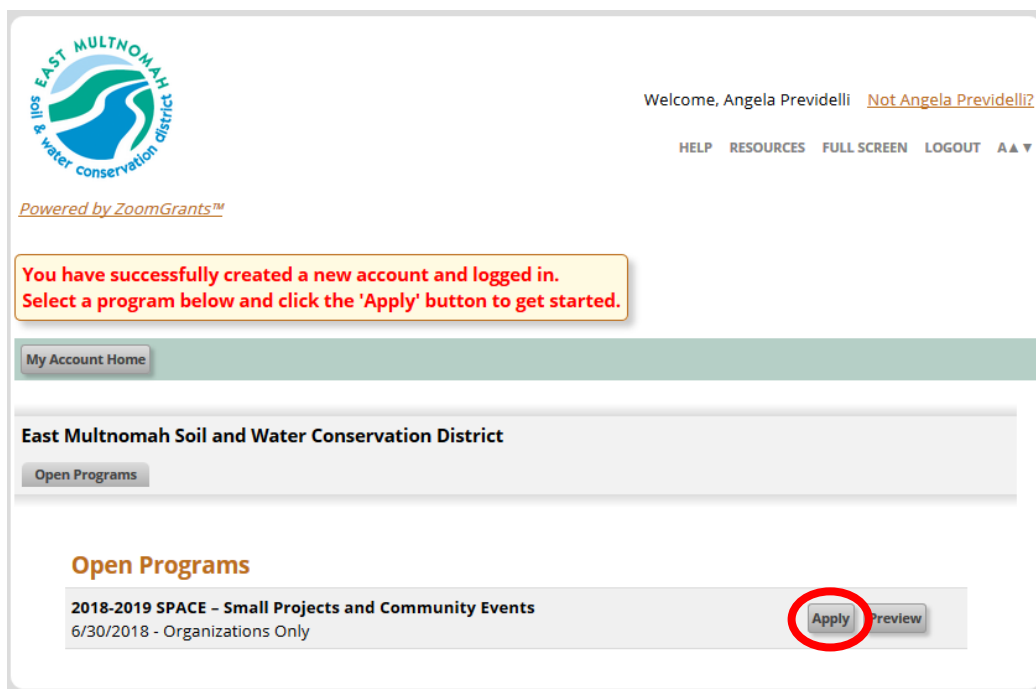
In ZoomGrants, each organization should have *one* account in which all of their applications are kept, so give some thought to what email address you should use to set up your account. Here are two things to consider:

1. If there is ONE PERSON who is primarily responsible for submitting and managing your organization's application/project, that is the person whose email address should be on the account.
2. If there are MULTIPLE PEOPLE who need equal access to your account to submit and manage applications, consider using a universal email and password for your organization, which may be used for future grant applications.

Once you've created your ZoomGrants account, you can invite other users to work on specific applications. Keep in mind that you'll be able to use the same ZoomGrants account to submit other applications in the future.

Starting Your Application

After you've set up your account, click the 'Apply' button:



Saving Your Work

ZoomGrants has an **auto-save feature** that saves your changes whenever you make a change in an answer – type into a text box, make a selection in a multiple-choice or checkbox question, or enter a

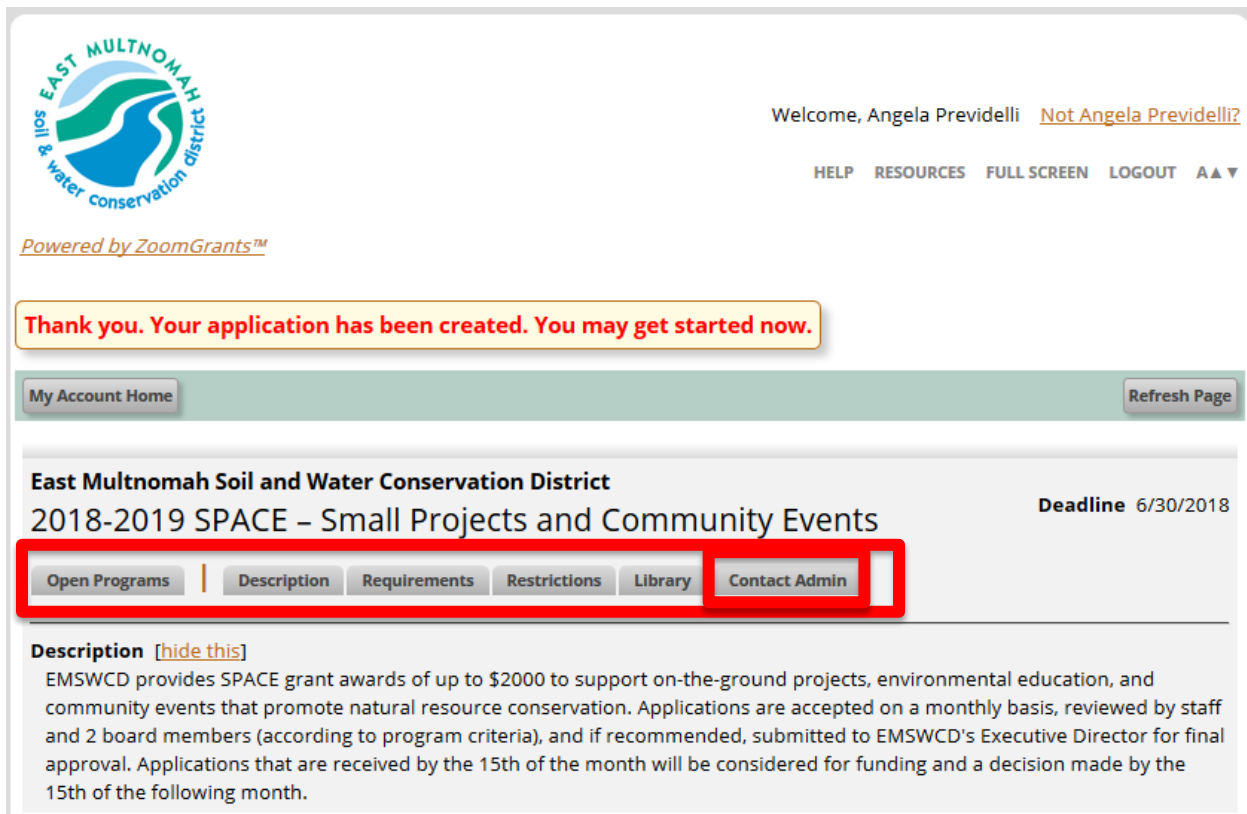
number in a table field – then click outside of that field. You may notice a small flash on your screen when you do this. That is the system saving what you entered. There are no save buttons.

There are some pages where you may not see items automatically update, in this case you may need to use the 'Refresh Page' button in ZoomGrants at the top of the application pages. ZoomGrants may also prompt you to do this.

Navigating the Application

ZoomGrants uses a tab system to separate out different sections of the application. The tabs at the top of the page are **program information tabs**. Click on the tabs to show or hide that section of information. You can refer to the information in these tabs at any time.

Click the 'Contact Admin' tab in this top row of tabs to send an email to the program administrator.



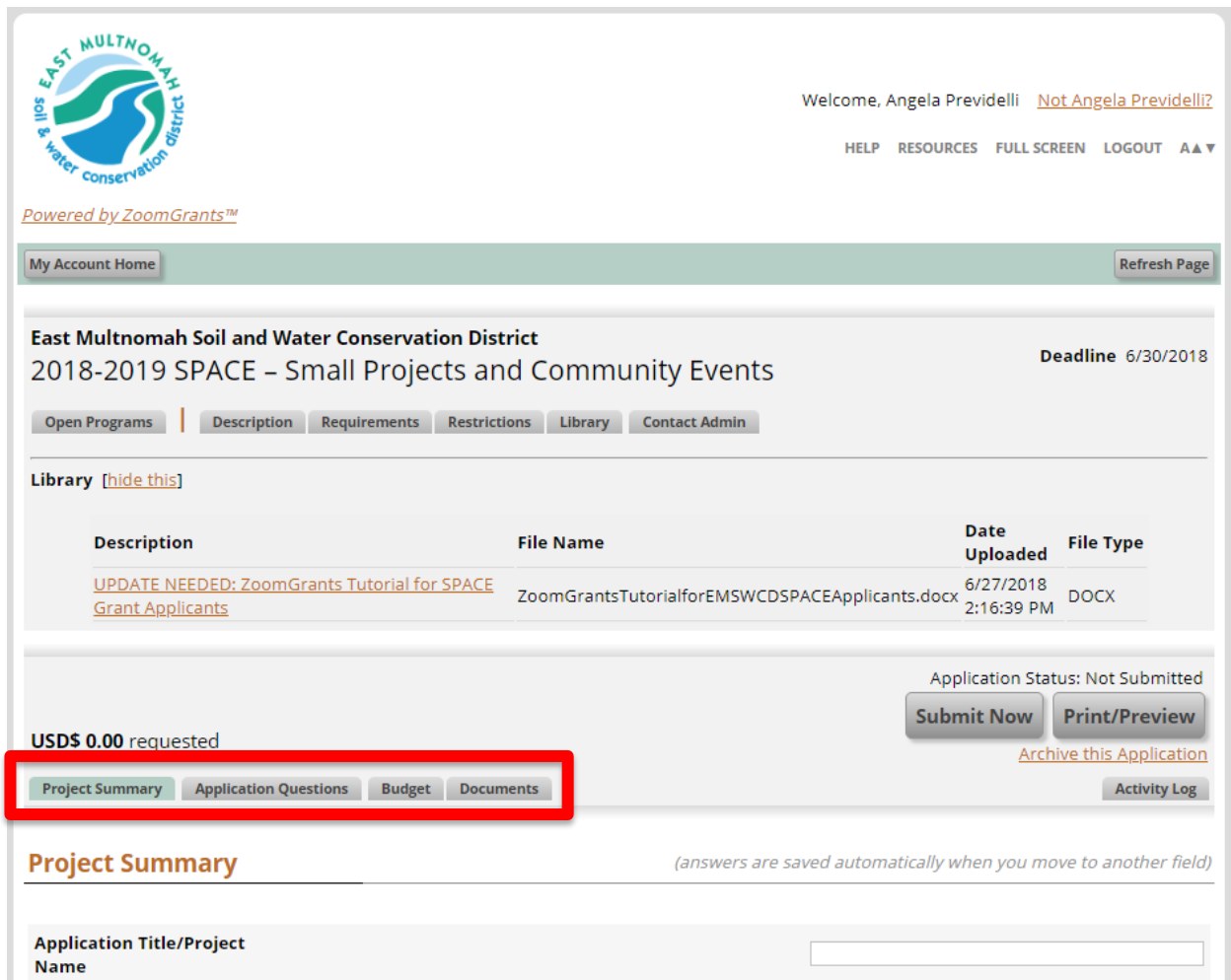
The screenshot displays the ZoomGrants application interface. At the top left is the logo for the East Multnomah Soil and Water Conservation District. The top right shows the user name "Welcome, Angela Previdelli" and a link "Not Angela Previdelli?". Below this is a navigation menu with links for "HELP", "RESOURCES", "FULL SCREEN", and "LOGOUT". A "Refresh Page" button is located in the top right corner. A red notification box in the center reads: "Thank you. Your application has been created. You may get started now." Below the notification is a "My Account Home" button. The main content area is titled "East Multnomah Soil and Water Conservation District" and "2018-2019 SPACE – Small Projects and Community Events" with a "Deadline 6/30/2018". A row of tabs is visible: "Open Programs", "Description", "Requirements", "Restrictions", "Library", and "Contact Admin". The "Contact Admin" tab is highlighted with a red box. Below the tabs is a "Description" section with a "hide this" link and a paragraph of text: "EMSWCD provides SPACE grant awards of up to \$2000 to support on-the-ground projects, environmental education, and community events that promote natural resource conservation. Applications are accepted on a monthly basis, reviewed by staff and 2 board members (according to program criteria), and if recommended, submitted to EMSWCD's Executive Director for final approval. Applications that are received by the 15th of the month will be considered for funding and a decision made by the 15th of the following month."

Beneath the row of program information tabs is the row of **application content** tabs. Each of these tabs houses a different section of the application.

There are four application content tabs:

1. Project Summary
2. Application Questions
3. Budget
4. Documents

Click on the tabs to jump to that section or use the 'Next' and 'Previous' buttons at the bottom of each tab to move sequentially through the application.



Logo: EAST MULTNOMAH DISTRICT Soil & Water Conservation District

Welcome, Angela Previdelli [Not Angela Previdelli?](#)

HELP RESOURCES FULL SCREEN LOGOUT A A ▼

Powered by ZoomGrants™

My Account Home Refresh Page

East Multnomah Soil and Water Conservation District

2018-2019 SPACE – Small Projects and Community Events Deadline 6/30/2018

Open Programs | Description Requirements Restrictions Library Contact Admin

Library [\[hide this\]](#)

Description	File Name	Date Uploaded	File Type
UPDATE NEEDED: ZoomGrants Tutorial for SPACE Grant Applicants	ZoomGrantsTutorialforEMSWCDSPACEApplicants.docx	6/27/2018 2:16:39 PM	DOCX

Application Status: Not Submitted

Submit Now Print/Preview

[Archive this Application](#)

Activity Log

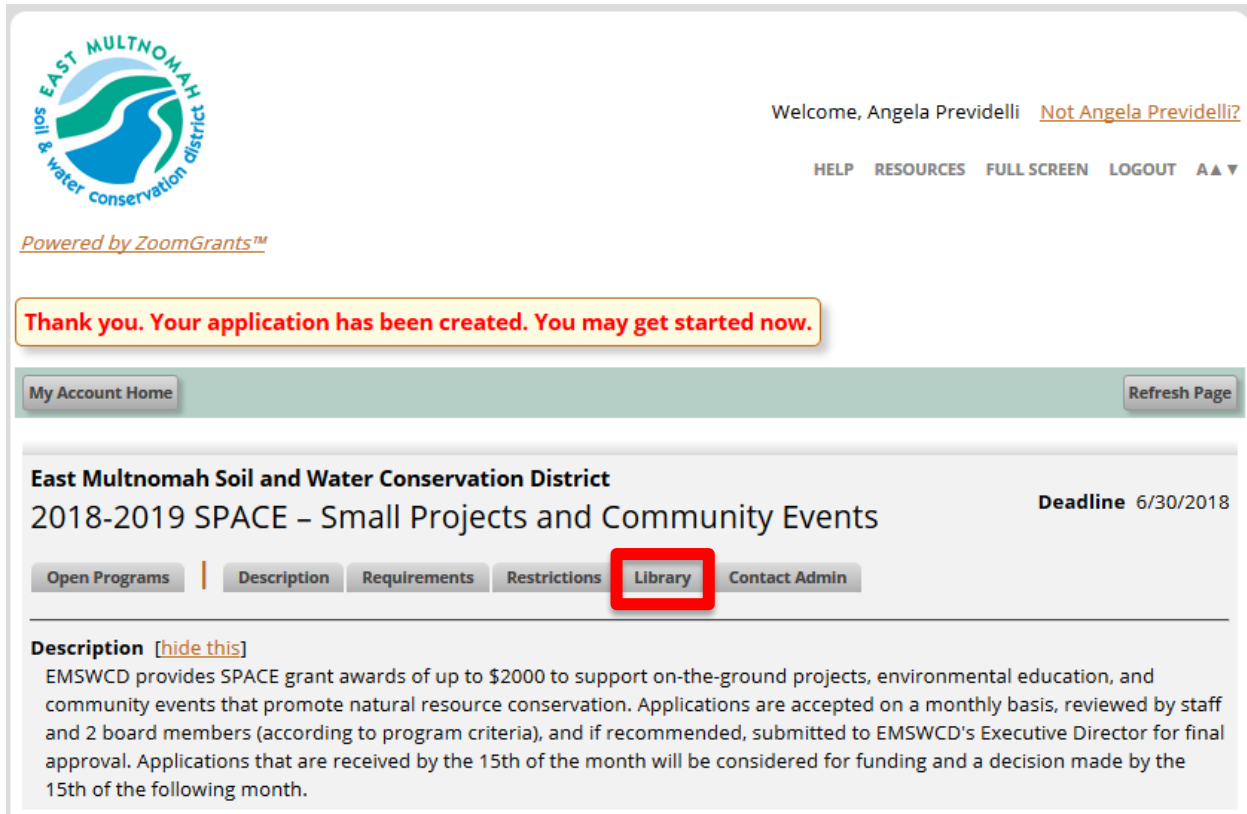
USD\$ 0.00 requested

Project Summary Application Questions Budget Documents

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

Application Title/Project Name

Library Tab



Logo: EAST MULTNOMAH Soil & water conservation district

Welcome, Angela Previdelli [Not Angela Previdelli?](#)

HELP RESOURCES FULL SCREEN LOGOUT A▲▼

Powered by ZoomGrants™

Thank you. Your application has been created. You may get started now.

My Account Home Refresh Page

East Multnomah Soil and Water Conservation District

2018-2019 SPACE - Small Projects and Community Events **Deadline** 6/30/2018

Open Programs | Description Requirements Restrictions **Library** Contact Admin

Description [hide this](#)

EMSWCD provides SPACE grant awards of up to \$2000 to support on-the-ground projects, environmental education, and community events that promote natural resource conservation. Applications are accepted on a monthly basis, reviewed by staff and 2 board members (according to program criteria), and if recommended, submitted to EMSWCD's Executive Director for final approval. Applications that are received by the 15th of the month will be considered for funding and a decision made by the 15th of the following month.

The **Library** tab contains helpful reference documents. The guide you are reading now, templates, and SPACE Grant guidelines all live in this tab. Please look through these documents as they will be very helpful as you complete your application.

APPLICATION PAGES

Project Summary Tab

In the first tab of the application, the **Project Summary** tab, you'll be asked to provide basic contact information for the account owner (the applicant) and for your organization.

Inviting Another User to Work on an Application

The **Project Summary** tab is also where you can **add other users** to work on the application via their own accounts. These other users are called **collaborators**. To invite someone else to access the application as a collaborator, scroll down in the Project Summary tab to the Collaborators section:

Collaborators

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

Email Address	Editing Access	Status
	Application	
<input type="text" value="Email Address"/>	<input type="checkbox"/>	<input type="button" value="Invite"/>

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.

You will add collaborators one at a time.

1. Enter one person's complete email address in the 'Email Address' field.
2. Check the box to give them access to the application.
3. Click the 'Invite' button to send an email invitation to that new user.

They will receive an email invitation. If they already have a ZoomGrants account, they can log in at <http://ZoomGrants.com/Invitations.asp> using their normal email address and password. If they do not have a ZoomGrants account, they will be given a temporary password that they can use to set up their account.

NOTE: Only the application owner (the email account that first started the application) can submit, archive, or delete an application; edit the Applicant and Organization Information fields in the application; or manage collaborators' access. Collaborators cannot do any of those things. If your application is approved and you are asked to submit reports or invoices later, the application owner will need to update your collaborators' access, if you want them to work on or submit those components.

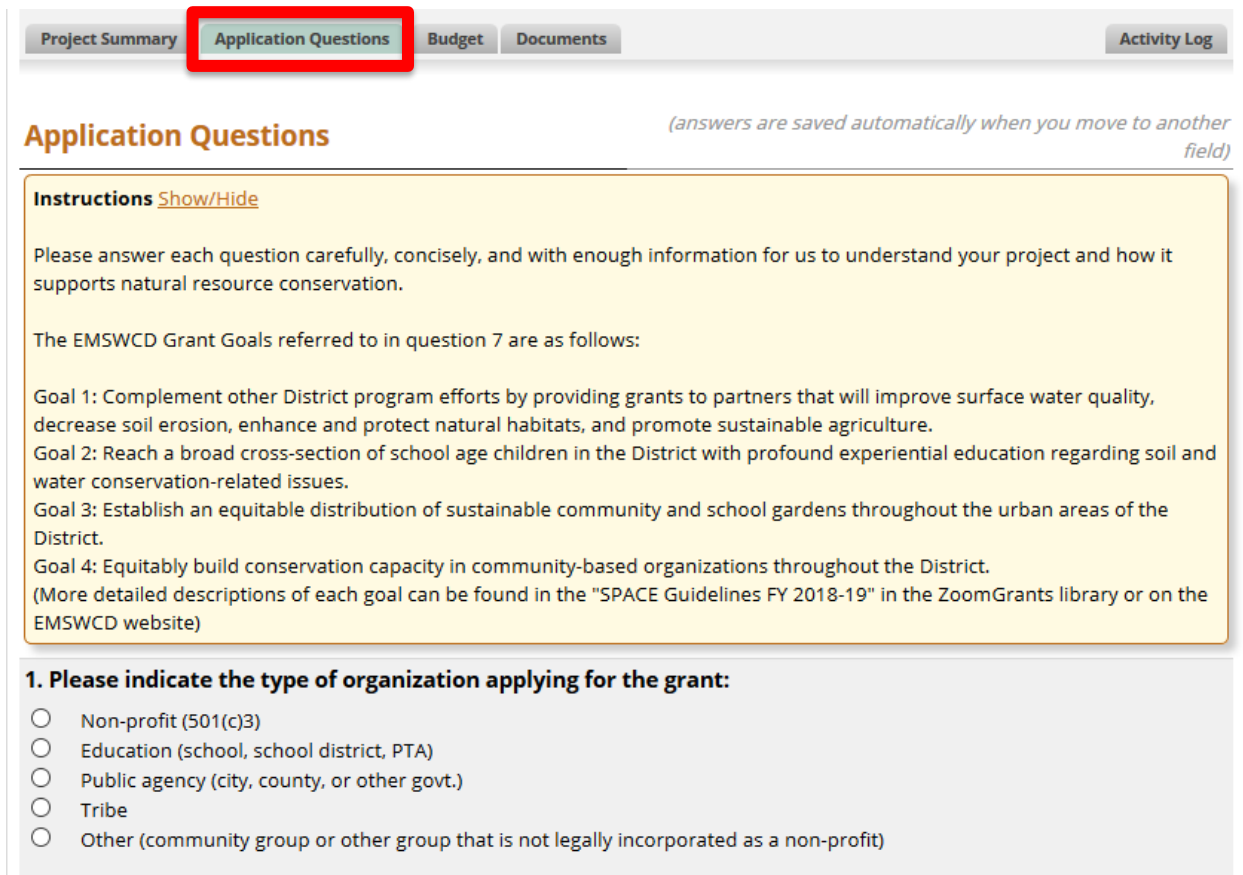
You can also add **Additional Contacts** to each application by entering their email address in the Additional Contacts box. You can add more than one person here, just put a comma between the email addresses. Additional contacts receive email notifications regarding this application but cannot access the application via their own account unless you also add them as a collaborator.

ZoomGrants provides more information about collaborators and additional contacts here:

<http://help.zoomgrants.com/index.php/zgu/invite-collaborators/>

If you'd rather everyone access your application(s) via a single account, you may also continue to use the original login and password you used to start the application.

Application Questions Tab



Project Summary **Application Questions** Budget Documents Activity Log

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

Instructions [Show/Hide](#)

Please answer each question carefully, concisely, and with enough information for us to understand your project and how it supports natural resource conservation.

The EMSWCD Grant Goals referred to in question 7 are as follows:

Goal 1: Complement other District program efforts by providing grants to partners that will improve surface water quality, decrease soil erosion, enhance and protect natural habitats, and promote sustainable agriculture.

Goal 2: Reach a broad cross-section of school age children in the District with profound experiential education regarding soil and water conservation-related issues.

Goal 3: Establish an equitable distribution of sustainable community and school gardens throughout the urban areas of the District.

Goal 4: Equitably build conservation capacity in community-based organizations throughout the District.

(More detailed descriptions of each goal can be found in the "SPACE Guidelines FY 2018-19" in the ZoomGrants library or on the EMSWCD website)

1. Please indicate the type of organization applying for the grant:

- Non-profit (501(c)3)
- Education (school, school district, PTA)
- Public agency (city, county, or other govt.)
- Tribe
- Other (community group or other group that is not legally incorporated as a non-profit)

The **Application Questions** tab houses many of the application questions. You must provide an answer for **every** question that you see in that tab, so be sure that you've answered everything. Remember that ZoomGrants automatically saves your progress, so you as soon as you click outside the box and see the 'Saving' screen flash, then disappear, your change has been saved.

A couple of things to keep in mind as you work on the application questions:

1. ZoomGrants saves **unformatted text only**. If you are copying and pasting from another location, please remove all formatting – bolds, italics, numbered lists, bullets, etc. – before pasting your answer.
If you have trouble getting an answer to save, please refer to this information from ZoomGrants: <http://help.zoomgrants.com/index.php/zgu/the-saving-screen-is-still-flashing-now-what/>
2. Text questions have **character limits**. ZoomGrants counts anything that takes up space in a text box as a character, including letters, numbers, spaces, carriage returns, symbols, etc. If you are copying and pasting from another location, the character count in your document may not match the character count in ZoomGrants. The ZoomGrants count is the one that takes priority.

Budget Tab

Project Summary Application Questions **Budget** Documents Activity Log

[Print Budget](#)

Budget

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

Project Expenses

Provide the estimated cost of each project expense related to your project. The expenses you list here should be part of your grant request. You do not need to list project expenses that are outside the scope of this grant request.

Below is a list of example project expenses:

- *Project management/staff (payroll)
- *Contracted services
- *Transportation costs
- *Materials, supplies, and equipment
- *Food and refreshments
- *Venue rental
- *Printing costs

Item Description	EMSWCD Request
<input type="text"/>	USD\$ <input type="text"/>
<input type="text"/>	USD\$ <input type="text"/>
<input type="text"/>	USD\$ <input type="text"/>

In the **Budget** tab of the online application, please provide the estimated cost of each project expense as well as any other sources of support, both secured and pending, which directly relate to the project description.

Submitting Your Application

When you are done filling out the application and you're ready to submit it, click the "Submit Now" button at the top of the tab.

Remember that only the **application owner** (the person who owns the applicant account) can submit the application. If you are a collaborator, you will not see the Submit button and will not be able to submit the application. Contact the application owner to request that they submit the application.

ZoomGrants will run a **check for completion** to make sure that you have answered all of the presented questions and uploaded a document in each of the required document request slots. If you are missing anything, the system will list those fields in red, indicating in which tab you can find the fields and which field is empty. Go through the application and fill in those fields. When you are done, use the Refresh Page button in the top right section of the page to reload the page. Click the Submit Now button to run the check again. If you've answered the questions and provided the documents, you'll be presented with a box into which you can enter your initials, then click the "Submit" button again.

A confirmation email will be sent within 24 hours from EMSWCD staff via ZoomGrants that the application was received. To ensure that you are receiving emails about your grant, please add to your “safe senders list” the email address Notices@zoomgrants.com. If you do not receive a confirmation, please email or call Heather Nelson Kent at EMSWCD: heather@emswcd.org or 503-935-5370.

After you have submitted your application, you can always access it by logging into your account on the ZoomGrants homepage – <https://www.zoomgrants.com/login>. You’ll land on your My Account Home page. Click the Submitted tab to access your application for the grant program. After the submission deadline, you will not be able to make any changes to your application.

ZoomGrants provides additional information for how to find and manage your applications here:

<http://help.zoomgrants.com/index.php/zgu/finding-your-applications/>