

# Step-by-Step Applicant Instructions

## How to Access and Apply via ZoomGrants

### 1. GO TO ORGANIZATION'S ZOOMGRANTS PAGE

**Navigate to the ZoomGrants page for the organization** by using the link provided to you by the program administrator.

NOTE: For this first step, do not go to the ZoomGrants homepage. Once you've started an application using the direct link to apply, you will need to log in at <https://ZoomGrants.com/login>.

St. Louis County MN

Open Programs

How do I do this?

Open Programs

You must be logged in to start a new application.

FY2024 Community Development Block Grant (CDBG)  
Community Development Division  
12/1/2023 - Organizations Only

Apply Preview

### 2. CREATE AN ACCOUNT AND LOG IN

**Create your ZoomGrants account and log in** using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

**NOTE: In ZoomGrants, each application is officially associated with a single account and each account is 'owned' by a single user and accessed by a single email address.** We recommend that the person who will be the primary contact for applications creates the first account for an organization. Once that person creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account.

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type ☒ Organization ☐ Individual

New Account

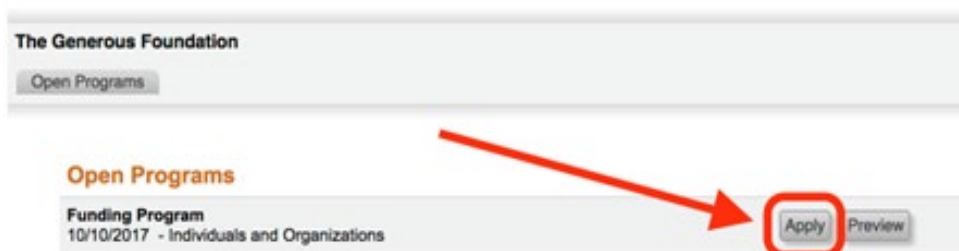
- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

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#### 3. CREATE YOUR APPLICATION

Click the Apply button next to the appropriate program to create your first application for that program.



#### 4. INVITE OTHERS TO COLLABORATE

Use the Collaborators section in the first tab of the application to invite others to work on this application with you.

- A. Enter their email address.
- B. Indicate on which sections they are allowed to collaborate.
- C. Click the Invite button. An invitation will be sent to their email address. They'll be able to set up an account by which they can access and edit the application.

**NOTE:** If granted access, collaborators can do everything that the application owner can do except: editing the Applicant and Organization information sections in the first tab of the application and submitting, archiving, or deleting the application.

The screenshot shows the 'Collaborators' section of the ZoomGrants application. At the top, it says 'Collaborators can only edit application data (questions). They cannot submit, archive, or delete this application.' Below this is a table with three columns: 'Email Address', 'Editing Access', and 'Status'. The 'Email Address' column has a red box labeled 'A' and a text input field. The 'Editing Access' column has a red box labeled 'B' and a checkbox. The 'Status' column has a red box labeled 'C' and an 'Invite' button. Below the table is a section titled 'Additional Contacts for this Application' with a text input field and a note: '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.'

#### 5. ANSWER THE QUESTIONS AND FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the application and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the application.

**NOTE:** Some question tabs may have a **branching question**, which will hide certain questions based on your answers to the branching question.

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My Little Nonprofit Agency  
**Our Application**  
\$ 5,000.00 requested

Application Status: Not Submitted

Submit Now Print/Preview

Find a Grant Writer Archive this Application

Summary Letter Of Intent Application Questions Budget Tables Documents Activity Log

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

Application Title/Project Name: Our Application

Amount Requested: \$ 5000

Additional Contacts for this Application  
(ONLY Email addresses separated by comma. No names. No titles. No phone numbers.)

## 6. UPLOAD DOCUMENTS

Click the **Upload** button next to each applicable document request set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

### NOTES:

- 1) Any document request marked with a yellow '**Required**' note **MUST** have something uploaded or linked in that slot in order for your application to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
- 2) If the administrator has provided a **template**, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
- 3) Click the **Help** button in the File Upload Window to access a quick tutorial video (also available here: <http://youtu.be/b0IxxjssOw>).
- 4) If you finish your application by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your application.

**Documents**

Instructions Show/Hide

Documents Requested *	Required?	Uploaded Documents *
IRS Determination Letter	Required	501(c)(3) Letter Org chart
Specialized Budget Form <a href="#">Download template: Budget Form</a>	Required	Budget Form

ZoomGrants Close Window Help

**File Upload Window**

Document Requested: Specialized Budget Form

Uploaded Document: [Budget Form](#) [Delete](#)

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, webserver, etc.)

3 Select a file to upload: [Choose File](#) No file selected

No 7 or 7 allowed in filenames.  
Be sure to include the file extension.  
File size is limited to 4MB.  
Supported file extensions:  
DOC, XLS, DOCX, DOCM, XLSX, TXT, RTF, XPS, SXW, CDS, TAB, CSV, WKS, SXC, CDS, PPT, PPS, SXL, ODP, POF, GIF, JPG, PNG, MIM, XNW, AP, MP3, MP4, M4V, MP5, MOV, WMV, RM, JPEG, SHP, SHX, DSP, XDL, XEZ

Document type: PROPOSAL DOCUMENT

[Upload Now](#)

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#### 7. SUBMIT THE APPLICATION

Click the **grey Submit Now button** at the top of the application when you've completed the applicable content in every tab. **The system will check to ensure you have answered every question and uploaded all 'Required' documents.** Any skipped questions or missing documents will be listed in red. When you're done with your edits, use the grey Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If your application is complete, you'll be able to enter your initials and officially submit the application.

#### NOTES:

- 1) The **completion check** verifies that you have answered the applicable questions and uploaded 'Required' documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
- 2) If the administrator has chosen to let you make changes to your application even after it has been submitted, you can edit your submitted application up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted application.

The top screenshot shows the 'Our Application' summary page for 'My Little Nonprofit Agency'. The application status is 'Not Submitted'. A red box highlights the 'Submit Now' button, and a red arrow points to it. The page includes tabs for Summary, Letter Of Intent, Application Questions, Budget, Tables, Documents, and Activity Log. The summary section shows the application title 'Our Application', the amount requested '\$ 5,000.00', and a field for additional contacts.

The bottom screenshot shows the 'Application Completion' page. It includes a text area for initials and a 'Submit Now' button, both highlighted with a red box. The page also shows the application status 'Not Submitted' and the amount requested '\$ 5,000.00'. The summary section includes a text area for initials and a 'Submit Now' button.