

ZOOMGRANTS TUTORIAL

Applying for Nature in Neighborhood Grants

Instructions for ZoomGrants

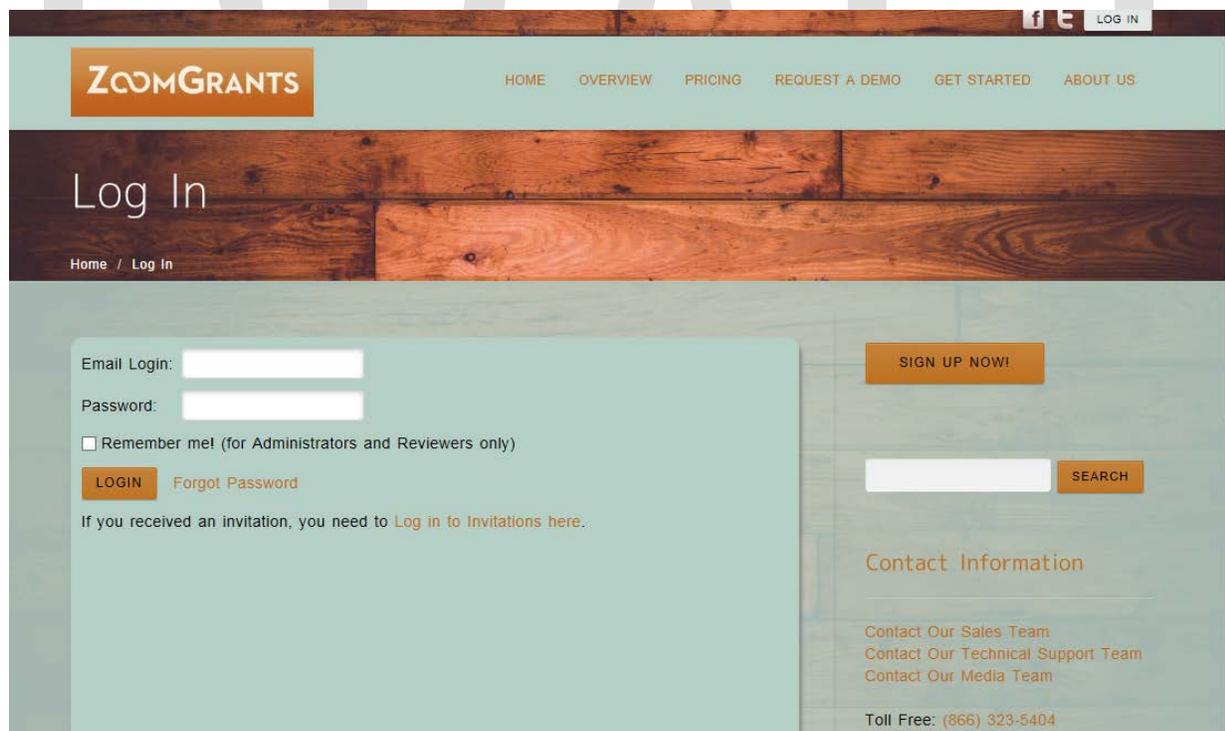
ZoomGrants is an online tool that helps facilitate grant applications, committee review and grant management that we believe will help streamline the process for applicants and review committee members. Below you will find instructions with screenshots to help you navigate the system. As always, we are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

Accessing ZoomGrants

Create an account and password on the main ZoomGrants page:

<http://www.zoomgrants.com/Login/> Consider using a universal email and password for your organization, which may be used for future grant applications.

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

A screenshot of the ZoomGrants website's login page. The page has a dark wood-grain header with the ZoomGrants logo on the left and navigation links (HOME, OVERVIEW, PRICING, REQUEST A DEMO, GET STARTED, ABOUT US) on the right. Below the header is a large 'Log In' section with a light green background. It features a login form with fields for 'Email Login:' and 'Password:', a 'Remember me!' checkbox, and a 'LOGIN' button. A 'Forgot Password' link is also present. To the right of the login form is a 'SIGN UP NOW!' button and a search bar with a 'SEARCH' button. At the bottom right, there is a 'Contact Information' section with links to 'Contact Our Sales Team', 'Contact Our Technical Support Team', and 'Contact Our Media Team', along with a toll-free number: (866) 323-5404.

Do you have questions about ZoomGrants? Use the Help button at the top of the page. For more information, please visit <https://zoomgrants.zendesk.com/hc/en-us/categories/202479098-Applicants> or contact the Help Desk at (866)323-5404 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.

STARTING YOUR PRE-APPLICATION

You may find the grant application on this page:

ANALYST.COM, LLC) [US] <https://zoomgrants.com/gprop.asp?donorid=2199>



Existing ZoomGrants™ Users: Email Password

Stay logged in? (Admins and Reviewers only)

[Forgot password?](#)

HELP RESOURCES ▲▲▼

Powered by ZoomGrants™

Metro

[How do I do this?](#)

Open Programs

2016 Nature in Neighborhoods Conservation Education Grants Parks and Nature 1/26/2016 - Organizations Only	<input type="button" value="Apply"/> <input type="button" value="Preview"/>
2015 Nature in Neighborhoods Regional Trails Grants Parks and Nature 2/2/2016 - Organizations Only	<input type="button" value="Apply"/> <input type="button" value="Preview"/>
2015 Nature in Neighborhoods Grant Management Parks and Nature 3/30/2016 - Organizations Only	<input type="button" value="Apply"/> <input type="button" value="Preview"/>

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.

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Your Account Page

Once you have logged in you will be brought to your account page that lists all of your programs. If you have applied for grants on ZoomGrants before, you may see more than one option. Select the grant program by either clicking on the underlined program title or the dashboard button on the same line.

ZoomGrants

Logged in as Grants Team | [Logout](#) | [Not Grants Team?](#)

My Account Home

My Applications | Account Profile

Grant team testers

Click the tabs to access your applications.
Hint: Invoices and Reports can only be added to Approved applications.

Incomplete | Submitted | Approved | Declined | Archived | Currently Open

Incomplete Applications (full application not yet submitted)

-none-

Any decisions reflected here are the responsibility of the grantmakers and can be changed at their discretion.
This page is presented as a courtesy to grant applicants and constitutes neither a formal decision by the grantmaker nor an official communication from the grantmaker.
Official decisions will be communicated directly from the grantmaker who may or may not choose to use ZoomGrants™ technology to facilitate those communications.
All decisions are made by the grantmakers and NOT by ZoomGrants™.

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The screenshot shows the Metro ZoomGrants website interface. At the top left is the Metro logo with the text "Metro" and "Powered by ZoomGrants™". To the right, there is a login section for "Existing ZoomGrants™ Users" with fields for "Email" and "Password", a "Login" button, and a checkbox for "Stay logged in? (Admins and Reviewers only)". A link for "Forgot password?" is also present. Below the login section are links for "HELP" and "RESOURCES" with a dropdown arrow. A green banner across the top of the main content area reads "You must be logged in to apply." with a button for "New ZoomGrants™ Account".

The main content area features a header for "Metro Parks and Nature" and the title "2016 Nature in Neighborhoods restoration and community stewardships grants". A red "CLOSED" status is shown with a "Deadline 5/16/2016". Below the title is a navigation bar with tabs: "Open Programs", "Description" (highlighted with a red circle), "Minimum Qualifications", "Purpose and Goals", "Contact Admin", and "Announcements".

The "Description" tab content includes a "Description [hide this]" section. The text reads: "For nearly two decades, Metro has provided grants for habitat restoration, conservation education and other projects that connect people to nature close to home. Funding for Nature in Neighborhoods community grants has more than doubled thanks to voter approval of Metro's 5-year local option levy in 2013. The levy includes approximately \$3.7 million for grants focused in three areas: conservation education (\$1.6 million), restoration (\$1.6 million), and regional trails implementation (\$500,000). Funding for 2016 restoration grants is set at \$200,000 in total. Small grants have a maximum of \$50,000. The final round of restoration grants will be awarded in this grant cycle of 2016." It also includes a link to a "Nature in Neighborhoods website" for a handbook, information about ZoomGrants help, and contact details for Crista Gardner, grants coordinator.

Saving your work

ZoomGrants auto-saves every time you type something and then click outside of the field so there are no save buttons. You may notice a small flash on your screen when you do this, that is the system saving what you entered.

There are some pages where you may not see items automatically update, in this case you may need to use the 'refresh' or reload buttons in ZoomGrants at the top of individual pages. ZoomGrants may also prompt you to do this.

PRE-APPLICATION PAGES

Program Summary

Metro
Parks and Nature

2016 Nature in Neighborhoods Conservation Education Grants CLOSED
Deadline 1/26/2016

Open Programs | Description | Requirements | Purpose and Goals | Library | Contact Admin | Announcements

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

2016 NATURE IN NEIGHBORHOODS CONSERVATION EDUCATION GRANTS

For nearly two decades, Metro has provided grants for habitat restoration, conservation education and other projects that connect people to nature close to home. Funding for Nature in Neighborhoods community grants has more than doubled thanks to voter approval of Metro's 5-year local option levy in 2013. The levy includes approximately \$3.7 million for grants focused in three areas: conservation education (\$1.6 million), restoration (\$1.6 million), and regional trails implementation (\$500,000).

Funding for 2016 conservation education grants is set at \$200,000 in total. Small grants have a maximum of \$30,000. The final round of conservation education grants will be awarded in this grant cycle of 2016.

Please see find the 2016 Nature in Neighborhoods conservation education handbook on the [Nature in Neighborhoods website](#) for guidance and details.

Do you have questions about ZoomGrants? Use the Help button at the top of the page. For more information, please visit [ZoomGrants University](#) or contact the Help Desk at 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.

If you have questions about your application or grant, please contact Crista Gardner, grants coordinator (503)-797-1627 or crista.gardner@oregonmetro.gov. For more information, visit [Nature in Neighborhoods grants website](#).

Applicant View Application Status: Not Submitted

You must be logged in to begin.

Program Summary | Application Questions | Budget | Scope of Work | Uploads | Activity Log

Collaborators

The screenshot shows the 'Program Summary' tab of an application. At the top, there are navigation tabs: 'Program Summary', 'Application Questions', 'Budget', 'Scope of Work', 'Uploads', and 'Activity Log'. Below these, the 'Program Summary' section contains three input fields: 'Program Name', 'Amount Requested' (with a note 'Up to \$30,000'), and 'Estimated Match'. Below these is a section for 'Additional Contacts for this Application' with a text area 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.' Below this is the 'Collaborators' section, which is circled in red. It contains a table with columns for 'Email Address', 'Editing Access', and 'Status'. The 'Editing Access' column has three sub-columns: 'Application', 'Report', and 'Reimbursement Requests'. Below the table is an 'Invite' button and a checkbox labeled 'Add to Additional Contacts (below)'. A note above the table states: 'Collaborators can only edit application data (questions). They cannot submit, archive, or delete this application.'

Inviting Another User to Work on an Application

You can add other users to an application via the Collaborator feature:

You can find the Collaborator feature near the bottom of the first tab of any application in your account. Input the person's email address, then check the box(es) to give them access to different sections of the application. Click the Invite button when you're done. 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.

Only the application owner can submit, archive, or delete an application or edit the Applicant and Organization Information fields in the application. Collaborators cannot do any of those things.

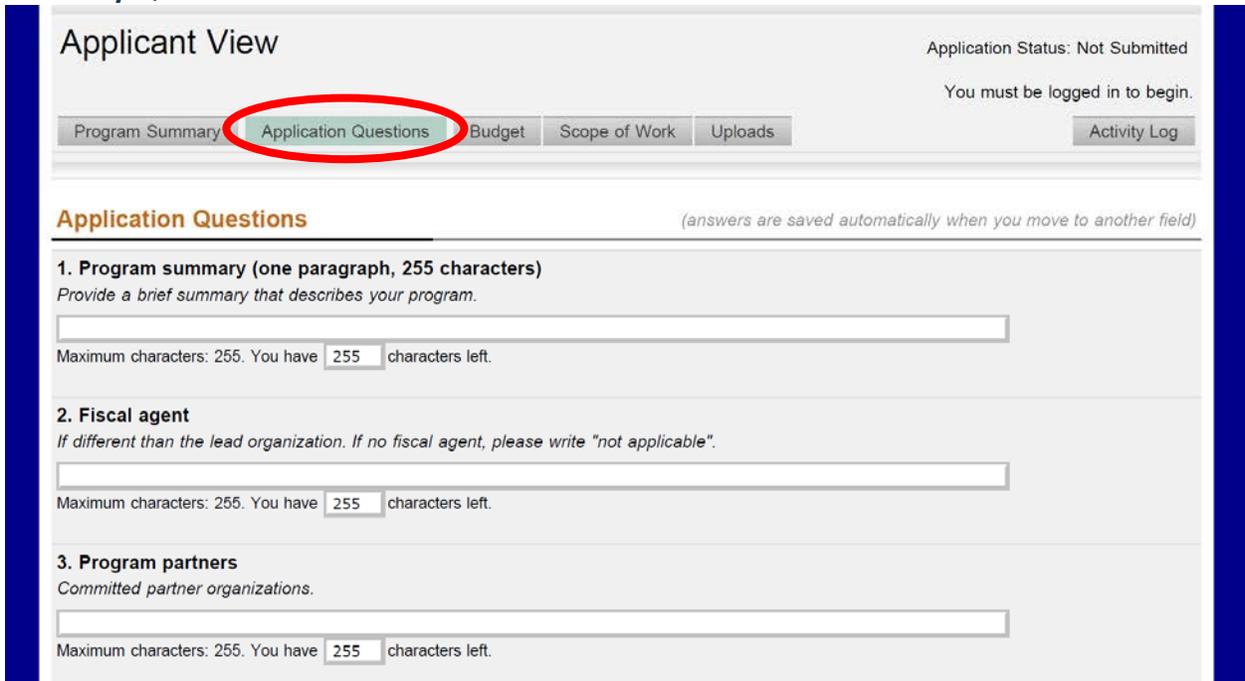
You may also continue to use one login and password.

Adding Another User to an Account

Currently, each organization's account is *owned, controlled, and managed* via a single set of login credentials (email address and password). If you want others to be able to access the full account, you will need to share with them your login credentials.

If multiple people will need access, we recommend setting the email address associated with the account to either be the person who will be *primarily responsible* for managing your organization's applications or a *general email address*, perhaps even an alias that sends emails to multiple people who will be managing your applications. After establishing the login credentials for the account and adding the applications, you can add additional users to specific applications by following the instructions above.

Summary Questions



Applicant View Application Status: Not Submitted

You must be logged in to begin.

Program Summary **Application Questions** Budget Scope of Work Uploads Activity Log

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

1. Program summary (one paragraph, 255 characters)
Provide a brief summary that describes your program.

Maximum characters: 255. You have characters left.

2. Fiscal agent
If different than the lead organization. If no fiscal agent, please write "not applicable".

Maximum characters: 255. You have characters left.

3. Program partners
Committed partner organizations.

Maximum characters: 255. You have characters left.

COMPLETING YOUR FULL APPLICATION

To access your full application, login in to your account at <https://www.zoomgrants.com> , and click the submitted tab to access your application for the grant program. You may also access your application by logging into your account at <https://zoomgrants.com/gprop.asp?donorid=2199>. Under the Open Programs for the grant program and click on the title of your application in orange.

The screenshot shows the ZoomGrants website interface. At the top, there is a navigation bar with the Metro logo on the left and the text "Existing ZoomGrants™ Users:" followed by an email input field containing "Trails@accesstrails.", a password input field with masked characters, a "Stay logged in? (Admins and Reviewers only)" checkbox, and a "Login" button. A red oval highlights the email and password fields. Below the login fields are links for "Forgot password?" and "HELP RESOURCES ▲▲▼".

The main content area is divided into two columns. The left column is titled "Metro" and contains a "Powered by ZoomGrants™" banner. Below this is a "Metro" section with an "Open Programs" button and a link "How do I do this?". Underneath is an "Open Programs" section listing three grant programs:

- 2016 Nature in Neighborhoods Conservation Education Grants**
Parks and Nature
1/26/2016 - Organizations Only
Buttons: Apply, Preview
- 2015 Nature in Neighborhoods Regional Trails Grants**
Parks and Nature
2/2/2016 - Organizations Only
Buttons: Apply, Preview
- 2015 Nature in Neighborhoods Grant Management**
Parks and Nature
3/30/2016 - Organizations Only
Buttons: Apply, Preview

The right column is titled "New ZoomGrants™ Account" and contains a registration form with fields for Email, Password, First Name, and Last Name. The "Account Type" is set to "Organization" with a radio button. A "New Account" button is located below the form. Below the form, there are two bullet points:

- 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.

At the bottom of the page, there is a footer with the following text:

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Your Account Page

Once you have logged in you will be brought to your account page that lists all of your programs. Select the grant program by either clicking on the underlined program title or the dashboard button on the same line. Click on the submitted button to enter your full application: budget, scope of work and uploads.

ZoomGRANTS

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My Account Home

My Applications Account Profile

Grant team testers

Click the tabs to access your applications.
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Incomplete **Submitted** Approved Declined Archived Currently Open

Incomplete Applications (full application not yet submitted)

-none-

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FULL APPLICATION PAGES

Budget

In the online application, please provide a detailed program budget, including revenues and expenditures, which directly relates to the program narrative in your pre-application. Please use the budget narrative to explain how your figures are calculated.

Program Summary Application Questions **Budget** Scope of Work Uploads Activity Log

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

Budget
Please complete the budget chart and describe the program budget below. Applicants may edit or add additional Item Descriptions in the budget.

Item Description	Amount Requested	Match Funds (Year 1 must be secured)	In-kind Match
Personal services: List salaries and administration costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Volunteer labor: Calculate at \$23.07/hour	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Professional services: List activity and amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Materials & supplies: List items, quantities, prices	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Transportation costs: Please itemize	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Indirect or overhead costs, e.g. utilities, rent, telephone, fiscal administration (maximum 10%)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other: Please describe	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Budget Narrative (Discuss/justify the items and amounts you entered above.)

Please describe the program budget, including revenues and expenditures, which directly relates to your project scope of work and activities. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources and list contributors and amounts. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year project contributions secured at time of full application.

Scope of Work

In the online application, please briefly list the schedule, activities, and responsible parties. Two pages are requested, however additional space is provided.

Program Summary Application Questions Budget **Scope of Work** Uploads Activity Log

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

Scope of Work

SCHEDULE
When will each activity occur?

ACTIVITIES
What activities will occur when?

RESPONSIBLE PARTNER
Who or what organization will lead and participate in each activity?

#	Schedule	Activities	Responsible person or partner
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evaluation Reporting

In the online application, please describe the program evaluation outcomes in the evaluation measures chart online. Two pages are requested, however additional space is provided.

Reporting how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with voters and the larger community in the Metro area. Therefore, Grantees will submit program progress reports every six months and a final outcomes report will be due upon program completion. The final outcomes report will include a summary of grant activities, the actual total budget and in-kind matching contributions, photos, follow-up activities, and an evaluation of the program, including a descriptive qualitative story and quantitative evaluation measures.

Please describe here the outcomes you will report for your program, according to the overall purpose, categories and goals established for Metro's Nature in Neighborhoods conservation education grants.

Program Summary Application Questions Budget **Scope of Work** Uploads Activity Log

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

Evaluation

GOALS AND OUTCOMES
How will you know when you have been successful in fulfilling the Nature in Neighborhood goals and met your organization's goals? What stories do you hope to be able to tell about your program's success? How do you plan to overcome any challenges? How will you use the information to improve your work in the future?

PROGRAM REACH
Who is your target audience? How many program participants do you expect to serve?

DATA COLLECTION TOOLS AND METHODS
How will you gather the information necessary to measure success? What records or tools will you use to know whether you are meeting your objective? When and how will you collect your evaluation information?

#	Goals and Outcomes	Project reach	Data collection tools and method
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Uploads

In the online application, please upload the following additional attachments to support, expand on and provide additional detail about the program as described in pre-application.

Documents Requested *	Required?	Uploaded Documents *
Location and program reach (two pages): Provide a location/vicinity map that shows where the program and/or participating communities are located within the region. Describe the demographics and any unique characteristics of the community.	Required	-none-
Please download and fill out the 2015 NIN Conservation Education demographic form. The demographic information you provide on this form will not be used for the review of your grant application. Download template: 2015 NIN Grants Demographic Form	Required	-none-
Please upload at least three letters of support by active partners.	Required	-none-
If applicable, please upload a letter stating permission to use property by land owner or manager.		-none-
Please upload the Organization 501(c)(3) IRS determination letter or a 501(c)(3) tax-exempt status statement and Employer Identification Number (EIN). This is not required for schools or government agencies.		-none-
If desired, please upload any additional photos, curriculum or materials that help to describe or illustrate the project to ZoomGrants. These should be no more than two pages.		-none-

Submission

Please note that for the full application, you do not need to click to “submit” the application. Once complete and after the deadline, Metro staff will be able to download your full application.

A confirmation email will be sent within 24 hours from Metro 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 the grants coordinator.

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