

Using ZoomGrants to Submit and Manage Applications

1. GO TO PAUL LAUZIER FOUNDATION PAGE

Navigate to the ZoomGrants page for the Paul Lauzier Foundation by following a link on the Paul Lauzier Foundation website (<http://lauzier.org/>)

NOTE: For this step, do not go to the ZoomGrants homepage.

2. CREATE AN ACCOUNT AND LOG IN

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

3. CREATE YOUR APPLICATION

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

4. ANSWER THE QUESTIONS AND FILL IN ALL OF THE TABS

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.

5. 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:

Need help? | Questions@ZoomGrants.com | (866) 323-5404 x2 | 8am - 5pm Mountain Time M-F

This communication is confidential and privileged. It is meant only for the original, intended recipient.
If you are not the intended recipient, you may not disclose, copy, or use this document.

The Generous Foundation
Powered by ZoomGrants™

Existing ZoomGrants™ Users: Email Password ☐ Stay logged in? (Admins and Reviewers only) [Forgot password?](#)
HELP RESOURCES A A V

The Generous Foundation
Open Programs [How do I do this?](#)

Open Programs

Funding Program	Apply	Preview
10/10/2017 - Individuals and Organizations	<input type="button" value="Apply"/>	<input type="button" value="Preview"/>

New ZoomGrants™ Account

Email
Password
First Name
Last Name
Account Type ☒ Organization ☐ Individual
 • 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.

New ZoomGrants™ Account

Email
Password
First Name
Last Name
Account Type ☒ Organization ☐ Individual
 • 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.

The Generous Foundation
Open Programs

Open Programs

Funding Program	Apply	Preview
10/10/2017 - Individuals and Organizations	<input type="button" value="Apply"/>	<input type="button" value="Preview"/>

My Little Nonprofit Agency
Our Application
\$5,000.00 requested
Application Status: Not Submitted
 [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.)

Documents

Instructions

Documents Requested *	Required?	Uploaded Documents *	
IRS Determination Letter	Required	501(c)(3) Letter Org chart	<input type="button" value="Delete"/> <input type="button" value="Upload"/>
Specialized Budget Form	Required	Budget Form	<input type="button" value="Delete"/> <input type="button" value="Upload"/>

Using ZoomGrants to Submit and Manage Applications

- 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/b0Ixxkjss_0w).
- 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.

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.

Need help? | Questions@ZoomGrants.com | (866) 323-5404 x2 | 8am - 5pm Mountain Time M-F

This communication is confidential and privileged. It is meant only for the original, intended recipient.
If you are not the intended recipient, you may not disclose, copy, or use this document.

Using ZoomGrants to Submit and Manage Applications

Frequently-Asked Questions (not already covered in the instructions above)

How can I add other email addresses to receive email notifications?

If you need to add other email addresses to receive email notifications regarding an application, type each email address into the Additional Contacts field near the bottom of the first tab of the applicable application.

Collaborators

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

Email Address	Editing Access	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

How do I access an application that I have already started or submitted?

Once you've started an application, you can log in at <https://ZoomGrants.com/login>. Once you get logged in, you'll land in the Incomplete tab of your Account Home page. Click an orange application title to open one of your incomplete applications. Click on the other tabs – Submitted, Approved, etc. – to access other applications.

What browser should I use?

We recommend using Chrome, but you can use recent versions of any browser on any internet-enabled device.

Who should I contact if I have questions?

If you have **CONTENT-related questions**, contact the program administrator. If you have **TECHNICAL questions**, visit <http://help.zoomgrants.com/> OR contact the Tech Support Desk by email; Questions@ZoomGrants.com or by phone; (866) 323-5404 x2.

Need help? | Questions@ZoomGrants.com | (866) 323-5404 x2 | 8am - 5pm Mountain Time M-F

This communication is confidential and privileged. It is meant only for the original, intended recipient.
If you are not the intended recipient, you may not disclose, copy, or use this document.