
2014

Federal / Local Grant Application Workshops

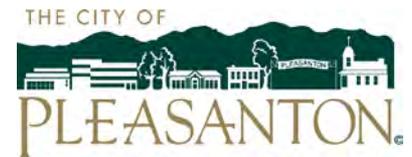
Pleasanton: Thursday, December 5, 2013

Livermore: Tuesday, December 10, 2013



Today's Agenda

- ▶ Review of Livermore and Pleasanton Housing & Human Services Grant Application Process
 - ▶ Local and Federal Funding Allocations for FY 2014-15
 - ▶ Grant Program Policies
 - ▶ New Policies for 2014
 - ▶ Changes to the 2014 Grant Application Process
- ▶ Review of Pleasanton Community Grant Application Process (Youth / Civic Arts)



City of Livermore
and
City of Pleasanton

Housing and Human Services Grant (HHSBG) Grant Programs

Jean Prasher, City of Livermore
Scott Erickson, City of Pleasanton



2014-15 Allocations

- ▶ **Estimated federal funding allocations:**

- ▶ Public Service Projects:

- ▶ Livermore - \$55,000 - \$60,000
 - ▶ Pleasanton - \$40,000 - \$45,000

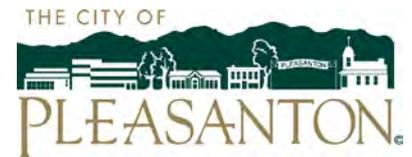
- ▶ Capital Projects:

- Livermore - \$300,000
 - Pleasanton - \$180,000

- ▶ **Estimated local funding allocations:**

- ▶ Public Service Projects

- ▶ Livermore - \$40,000
 - ▶ Pleasanton - \$160,000



Grant Program Policies

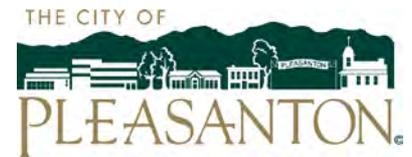
- ▶ Programs applying for funding must meet the following:
 - ▶ One of HUD's Strategic Goals
 - ▶ One of HUD's Policy Priorities
 - ▶ One of the applicable City's Consolidated Plan Goals
 - ▶ At least 70% of participants must be low-income
 - ▶ Cannot discriminate in selection of clients
 - ▶ Cannot proselytize when providing services



Grant Program Policies

- ▶ **Amount to Request?**
 - ▶ Minimum request is \$5,000 in Pleasanton and Livermore
 - ▶ No maximum

- ▶ **Other eligible or ineligible requests?**
 - ▶ Refer to applicable City's Policy and Procedure Manual
 - ▶ Deadline for technical assistance for Livermore is Friday, January 17, 2014 (for Pleasanton: Monday, January 20, 2014)
 - ▶ Questions? Ask City staff!



Grant Program Policies

▶ Must select Performance Measures:

Objective

Does the project provide:

1. Suitable living environment
2. Decent housing
3. Economic opportunity

What is the purpose?

What community need will be addressed?

Outcome

Is the outcome:

1. Improved availability and/or accessibility?
2. Improved affordability?
3. Improved sustainability?

For programs or housing?

What will be the change or result?

Indicator/Output

Which of the 17 indicators does the project fulfill?

You may select more than one depending upon the project.



New / Recently Introduced Policies

- ▶ **City Consolidated Plan Goals for 2010-2014**
 - ▶ Use Consolidated Plan Goals approved by City Councils
- ▶ **Federal Registration Requirements**
 - ▶ *IF you are awarded funding:*
 - ▶ Must obtain a DUNS number
 - www.hud.gov/offices/adm/grants/duns.cfm
 - ▶ Must register and maintain System for Award Management (SAM) registration (formerly CCR / “Cage Code”)
 - www.sam.gov/portal/public/SAM/
 - ▶ City Business License required for Pleasanton applicants (*no fee or low cost for nonprofits*)



Grant Program Policies

- ▶ **Pleasanton Human Services Commission priorities:**
 - ▶ Projects that prioritize at least one of the “Critical Needs” identified in the “2011 Human Services Needs Assessment” (workforce dev. / job training, healthcare and behavioral health, disability services and access, food/nutrition, youth services, senior services).
 - ▶ Projects that prioritize at least one of the “Barriers to Service Delivery” identified in the HSNA (marketing and publicity campaign for service outreach; coordination and collaboration; accessing untapped resources; removing barriers that limit access to services).
 - ▶ If a proposal does not address at least one of the needs and one of the barriers, applicants should provide justification as to why the project should still be funded.
 - ▶ Agencies must register with Alameda County 2-1-1 and Ptownlife.org.
- ▶ **Livermore Human Services Commission priorities:**
 - ▶ Projects that address basic life needs (food, shelter, medical and dental care)
 - ▶ Projects that demonstrate service coordination and collaboration.
 - ▶ Agencies that are based in the Tri-Valley or provide unique services in the Tri-Valley



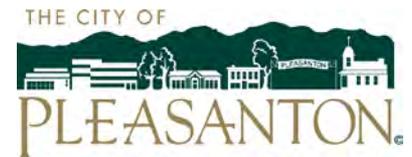
2013 Grant Application Process

▶ Application Deadline

- ▶ Pleasanton: Monday, January 27, 2014, 5:00 p.m.
- ▶ Livermore: Friday, January 31, 2014, 5:00 p.m.

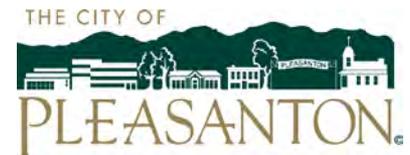
▶ How to Apply?

- ▶ Online submission through ZoomGrants™ (same as last year)
- ▶ NO hard copy, email, or fax submissions will be accepted



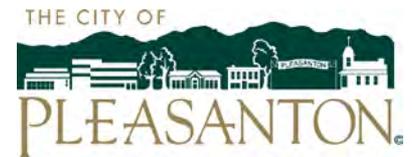
Changes to 2013 Grant Application Process

- ▶ Livermore: Two application meetings with Human Services Commission.
 - ▶ On **February 11, 2014**, all applicants must attend Commission meeting and make a 3 minute presentation regarding application.
 - ▶ On **March 11, 2014**, the Commission will make funding recommendations to City Council.
- ▶ Pleasanton: Human Services Commission priorities have been updated (evaluation criteria and application questions modified accordingly).
- ▶ Added several new questions last year (e.g., priority for multiple applications, Section 3, extremely low income category, unit of service).
- ▶ Budget and financial information integrated into application last (i.e., no separate forms to download / upload).



2014 Grant Application Process - RECAP

- ▶ **Must** apply through ZoomGrants™ again this year:
 - ▶ Create a ZoomGrants™ account (“**My Account**” tab) if you don’t already have one
 - ▶ Click the “**Apply**” button next to the grant you want to apply for (Livermore, Pleasanton, etc.)
 - ▶ Provide the summary information and additional contact information in the “**Pre-Application**” tab
 - ▶ Answer the detailed questions in the “**Proposal Questions**” tab (all questions must be answered)
 - ▶ Upload all requested documents (“**Documents**” tab)
 - ▶ Submit your proposal!
- ▶ Hard copy, email, or faxed applications will not be accepted



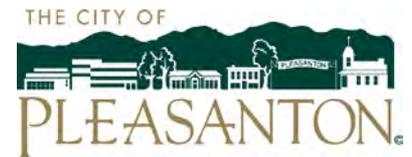
Final Thoughts

- ▶ Future funding allocations from federal and local sources are unpredictable.
- ▶ The process for local (city) grant funds has become highly competitive.
- ▶ Agencies should always watch for other funding sources.
- ▶ The 2011 Tri-Valley Human Service Needs Assessment is available for reference this year.
- ▶ Review of client files during some recent monitoring visits indicate the need to improve tracking of income eligibility in order to remain in compliance with HUD requirements.



City of Pleasanton
Community Grant Program
(Youth Grants / Civic Arts Grants)

Mike Patrick



Important Information

- ▶ Applications available online at:
www.ci.pleasanton.ca.us/community/grants
- ▶ Applications due Monday, January 27, 2014, at 5:00 pm
- ▶ Submit through ZoomGrants™
- ▶ Project start up: after July 1, 2014
- ▶ Project completion: by June 30, 2015

Commission's Funding Priorities

Civic Arts Commission

- ▶ Total Available Funding: \$40,097.67
- ▶ Maximum Project Award: \$7,500

Youth Commission

- ▶ Total Available Funding: \$40,377.37
- ▶ Maximum Project Award: \$7,500

Community Grant Funds may be requested for:

- ▶ Seed Funding
- ▶ Capital Projects
- ▶ Operational Expenses



Funding Categories & Priorities

Civic Arts Category

In evaluating applications, the Civic Arts Commission will primarily consider projects that incorporate outreach to new and diverse participants and/or new audience members for the arts in the community. Projects that involve coproduction and/or collaboration with other local organizations are encouraged.

Youth Category

In evaluating applications, the Youth Commission will consider programs designed to encourage and promote services that benefit the Pleasanton Youth community. Applicants should include within their application information on how the project will meet Goals and Strategies outlined in the Youth Master Plan and how they will accomplish these goals.



Grant Program Requirements

1. General Funding Priority will be given to those applications requesting one-time only or matching funds, and that serve a large number of Pleasanton residents, meet identified needs, and address specific goals/strategies in the Pleasanton Cultural Plan and Youth Master Plan.
2. Must have non-profit status, 501(c)3 State identification number, and current City of Pleasanton Business License.
3. Community-based organization providing direct services to Pleasanton residents.
4. Must have a Pleasanton resident on its governing board

Grant Program Requirements *(cont'd.)*

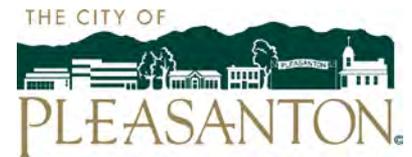
5. Funds cannot be used as pass-through dollars for scholarships or agency administration services.
6. Funds cannot be used to reimburse travel expenses, or any other costs associated with competitions or exhibits.
7. Programs/services must be accessible to the public.
8. Collaborations require a separate Affidavit Form completed by each supporting agency.
9. First time applicants to ZoomGrants are required to submit ALL the Required Application Attachments. If you have applied before online please double check required submitted documents.

Application Timeline

- ▶ Applications available online at:
www.ci.pleasanton.ca.us/community/grants
- ▶ Read all questions carefully, select the appropriate indicator to measure (audience, spectator, client, participants)
- ▶ Application Deadline: **Monday, January 27, 2014, at 5:00 pm**
- ▶ Applicant Presentations to Commissions:
 - ▶ March 3 (Civic Arts Commission)
 - ▶ March 12 (Youth Commission)
- ▶ City Council Approval: April 2014
- ▶ Funds Available: July 1, 2014

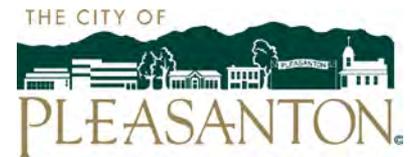
City of Dublin
**Community Grants
Program**

Lynette Darensburg



City of Dublin

- ▶ This year, Dublin Community Grants Program is also accepting applications online through ZoomGrants™.
- ▶ The application period opened November 13, 2013, and two mandatory application workshops were held in late November.
- ▶ Instructions and a link to the ZoomGrants™ application can be found at www.dublin.ca.gov/grants.
- ▶ Applications are to be submitted through ZoomGrants™ by no later than 5:00 p.m., Thursday, December 12, 2013. Hard copies, faxes, email, or late submissions will not be accepted.



Questions



(ZoomGrants™ refresher to follow)



Thank you for attending!

Jean Prasher
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japrasher@ci.livermore.ca.us

Scott Erickson
City of Pleasanton
925-931-5007

serickson@cityofpleasantonca.gov

Lynette Darensburg
City of Dublin
925-833-6610

Lynette.Darensburg@dublin.ca.gov

Mike Patrick
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925-931-5349

mpatrick@cityofpleasantonca.gov



ZOOMGRANTS

The logo for ZoomGrants, featuring the text "ZOOMGRANTS" in a white, sans-serif font inside a brown rectangular box with a white border.

ZOOMGRANTS

How to Apply for a Grant

LINKS:

City of Livermore HHSG Program:

www.cityoflivermore.net/citygov/cd/hhs/cdbg/default.asp

City of Pleasanton HHSG Program:

www.ci.pleasanton.ca.us/community/housing/housing-community-dev-programs.html

City of Pleasanton Community Grants Program:

www.ci.pleasanton.ca.us/community/grants/city-grants.html

City of Dublin Community Grants Program:

www.dublin.ca.gov/grants

If you already have a ZoomGrants™ account, login here.

If not, create your ZoomGrants™ account here.

You will use this same account with other funders that are using ZoomGrants™.

Once logged in, click the “Apply” button to start your proposal.

The screenshot displays the ZoomGrants™ website interface. At the top left is the ZoomGrants™ logo with 'PRO' in a vertical box. On the top right, there is a login section for 'Existing ZoomGrants™ Users' with fields for 'Email' and 'Password', a 'Login' button, and links for 'Forgot password?' and 'Create a New Account'. Below the login section, a navigation bar shows 'Select a Program > FY 2012-13 Housing and Huma' with a dropdown menu and a '[refresh page]' link. The main content area is titled 'City of Pleasanton' and 'FY 2012-13 Housing and Human Services Grants', with a 'Deadline 11/22/2011' and 'A▼ A▲' buttons. A 'DESCRIPTION' and 'RESTRICTIONS' section is visible. A 'What do I do next?' button is present, followed by a numbered list: '1. Select a Grant or Scholarship Program (above)', '2. Login with your existing ZoomGrants™ account or Create a New Account', and '3. Click 'Apply' to begin your proposal'. A large yellow 'Apply' button is prominently displayed. Below the 'Apply' button, the 'Proposal Status' is 'Not Submitted' and a message says 'You must be logged in to begin.' A navigation menu includes 'MY ACCOUNT', 'PRE-APP Q'S', 'PROPOSAL Q'S', 'DOCUMENTS', and 'ACTIVITY LOG'. The 'My Account' section is expanded, showing a 'New ZoomGrants™ Account' form with fields for 'Email Login', 'Password', 'Your Name', and 'Account Type' (set to 'Nonprofit (grants)'), and a 'New Account' button. To the right of the form is a 'What is ZoomGrants™?' section with explanatory text.

Create a ZoomGrants™ Account

ZOOMGRANTS PRO

Welcome, Scott Erickson [Not Scott Erickson?](#)

RESOURCES HELP FULL SCREEN LOGOUT

Thank you. You may get started now.

MY ACCOUNT HOME > FY 2012-13 Housing and Huma > [] No Title [refresh page]

City of Pleasanton Deadline 11/22/2011

FY 2012-13 Housing and Human Services Grants

DESCRIPTION RESTRICTIONS

City of Pleasanton Proposal Status: **Not Submitted**

\$0 requested

Print/Preview Submit Now

[Find a Grant Writer](#) [Delete this Proposal](#)

MY ACCOUNT PRE-APP Q'S PROPOSAL Q'S DOCUMENTS

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

Contact Information *(changes to this data will be reflected on all of your other proposals)*

Agency Legal Name City of Pleasanton

Address 1 123 Main St.

Address 2 P.O. Box 520

City Pleasanton

State CA

Zip 94566

Telephone (925) 931 - 5007 ext.

Fax (925) 931 - 5485 ext.

Website <http://www.ci.pleasanton.ca.us/community/housing/hc>

EIN (XX-XXXXXXX) 94-6000397

CEO/Executive Director

First Name Scott

Last Name Erickson

Title Housing Specialist

Email serickson@ci.pleasanton.ca.us

Complete your Account information here.

This information will appear on all of your proposals (including other funders).

Anytime you make a change, and click outside that field, your data will automatically be saved.

Complete Your Account Info

Thank you. You may get started now.

[MY ACCOUNT HOME](#) > [FY 2012-13 Housing and Huma](#) > [] No Title [\[refresh page\]](#)

City of Pleasanton

Deadline 11/22/2011

FY 2012-13 Housing and Human Services Grants

A▼ A▲

[DESCRIPTION](#) [RESTRICTIONS](#)

City of Pleasanton

Proposal Status: **Not Submitted**

\$0 requested

[Print/Preview](#)

[Submit Now](#)

[Find a Grant Writer](#) [Delete this Proposal](#)

[MY ACCOUNT](#)

[PRE-APP Q'S](#)

[PROPOSAL Q'S](#)

[DOCUMENTS](#)

Request Summary

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

Request Summary

Proposal Title/Project Name	<input type="text"/>
Amount Requested	\$ <input type="text" value="0"/>
Program Contact First Name	<input type="text"/>
Program Contact Last Name	<input type="text"/>
Program Contact Telephone	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Program Contact Email	<input type="text" value="imiloa57@comcast.net"/>

Additional Pre-Application Questions are not required.

[Previous](#)

[Next](#)

Complete the Pre-Application section

Pre-Application Section

Complete your Proposal Questions here (this is the bulk of the application).

Type directly into each field, or cut and paste from another document (e.g., MS Word).

All fields are required.

Modern browsers can check your spelling.

The screenshot shows the ZoomGrants PRO interface. At the top, it says "Welcome, Scott Erickson" and "Not Scott Erickson?". Below that are links for "RESOURCES", "HELP", "FULL SCREEN", and "LOGOUT". A message says "Thank you. You may get started now." The navigation bar includes "MY ACCOUNT HOME", "FY 2012-13 Housing and Huma", and "[] No Title". The main header shows "City of Pleasanton" and "FY 2012-13 Housing and Human Services Grants" with a "Deadline 11/22/2011". There are "A" and "A" buttons. Below the header are tabs for "DESCRIPTION", "RESTRICTIONS", "MY ACCOUNT", "PRE-APP Q'S", "PROPOSAL Q'S", and "DOCUMENTS". The "PROPOSAL Q'S" tab is active. The "Proposal Status" is "Not Submitted" with "Print/Preview" and "Submit Now" buttons. There are also links for "Find a Grant Writer" and "Delete this Proposal". The "Proposal Questions" section has a note: "(answers are saved automatically when you move to another field)". Question 1: "Please describe your organization category (select one of the following):" with radio buttons for "Private Non-Profit", "Public Agency", and "Other: [text input]". Question 2: "Please describe your agency's mission (no more than 3 sentences)." with a large text area. A character count shows "Maximum characters: 2000. You have 2000 characters left." Question 3: "For what type of Pleasanton Housing and Human Services Grant is your agency applying?" with radio buttons for "Capital" and "Public Service".

Proposal Questions

Complete your Proposal Questions here (this is the bulk of the application).

Type directly into each field, or cut and paste from another document (e.g., MS Word).

All fields are required.

Modern browsers can check your spelling.

The screenshot shows the ZoomGrants PRO interface. At the top, there is a navigation bar with the ZoomGrants logo and a 'PRO' badge. The user is logged in as Scott Erickson. The main content area displays the grant details for the City of Pleasanton, including the title 'FY 2012-13 Housing and Human Services Grants' and a deadline of 11/22/2011. The 'Proposal Questions' section is highlighted, and a red arrow points to the 'PROPOSAL Q'S' tab. Below this, there are three questions: 1. Organization category (radio buttons for Private Non-Profit, Public Agency, and Other); 2. Agency's mission (a large text area with a character count of 2000); 3. Type of grant (radio buttons for Capital and Public Service).

Proposal Questions

Click on “Budget” to bring up the budget sheet.

Enter each individual funding source under “Item Description.”

List the “Amount Requested” in the first column.

List the “Amount Committed” in the second column.

Proposal Status: **Not Submitted**
You must be logged in to begin.

PROPOSAL Q'S BUDGET DOCUMENTS ACTIVITY LOG MY ACCOUNT PRE-APP Q'S

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

revenues and expenses in the charts below.

include all program funding that will be used/may be used to support this program.

Budget
Please complete a Program Budget showing revenues and expenses in the charts below.

Funding Sources/Revenues
In the Funding Sources/Revenues section please

Project Budget Information

Welcome, Scott Erickson [Not Scott Erickson?](#)
 RESOURCES HELP FULL SCREEN LOGOUT

Thank you. You may get started now.

MY ACCOUNT HOME > FY 2012-13 Housing and Human Services Grants > [] No Title [refresh page]

City of Pleasanton Deadline 11/22/2011
FY 2012-13 Housing and Human Services Grants

DESCRIPTION RESTRICTIONS

City of Pleasanton Proposal Status: **Not Submitted**
 \$0 requested Print/Preview Submit Now

[Find a Grant Writer](#) [Delete this Proposal](#)

MY ACCOUNT PRE-APP Q'S PROPOSAL Q'S **DOCUMENTS**

Supporting Documents

Current Annual Budget for the Entire Agency	<input checked="" type="checkbox"/>	-none-	Upload
List of Board of Directors	<input checked="" type="checkbox"/>	-none-	Upload
If requesting Capital Funding please upload your Capital expenditure budget (your own format is acceptable)	<input type="checkbox"/>	-none-	Upload
If your agency is applying for Capital funding, please upload supplemental information as applicable (e.g. photos, designs, site drawings, specifications, etc.)	<input type="checkbox"/>	-none-	Upload
If your agency is a FIRST TIME APPLICANT to this grant program please upload * Resume of vita of Executive Director, Program Manager, and Fiscal Officer	<input type="checkbox"/>	-none-	Upload
If your agency is a FIRST TIME APPLICANT to this grant program please upload * Personnel policies including affirmative action plan and grievance procedure	<input type="checkbox"/>	-none-	Upload

Complete your Supporting Documents here.

Documents Requested are listed here.

Documents you have already uploaded are listed here.

Click the 'Upload' button to select a document (i.e., browse on your PC) and upload it to your application.

Supporting Documents

Click here to view
Additional Resources.

Find a professional grant
writer to help you with
your proposal, and give
them direct access to your
proposal.

Contact ZoomGrants™ if
you are having technical
problems.

Find more grants that you
might be eligible for.

The screenshot shows the ZoomGrants PRO website interface. At the top left is the ZoomGrants PRO logo. At the top right, it says "Welcome, Scott Erickson" with a link "Not Scott Erickson?". Below that are links for "RESOURCES", "HELP", "FULL SCREEN", and "LOGOUT". A red arrow points from the text "Click here to view Additional Resources." to the text "Thank you. You may get started now. Additional Resources [hide this]". Below this is a section titled "My Grant Writers for this Proposal" with a box containing "-none-". Another red arrow points from the text "Find a professional grant writer to help you with your proposal, and give them direct access to your proposal." to the "Find a Writer" button. A third red arrow points from the text "Contact ZoomGrants™ if you are having technical problems." to the "Ask ZoomGrants™" button. A fourth red arrow points from the text "Find more grants that you might be eligible for." to the "Find Grants" button. The "Find a Writer" button is located in a box that also contains the text "Need help writing this proposal? Find and hire a Writer and give them access to your proposal:". The "Ask ZoomGrants™" button is in a box titled "Having Technical Problems?". The "Find Grants" button is in a box titled "Looking for more grants to apply for?". Below the "Find a Writer" button is a "Featured Grant Writer" section for Kay Rios, with a profile picture, name, location (Fort Collins, CO), and a 5-star rating. It lists specialties: "Children/Youth, Hunger/Poverty, Health, Environment, Research, Education, Arts/Historic," and includes a bio: "I have successfully written grants for a variety of non-profits over the past eight years. My training was received in graduate level classes at Colorado State University and through the Grant Writers Training Forum 80-hour certificated grant writin...". There are links for "View Profile" and "Contact". At the bottom, there is a navigation bar with "MY ACCOUNT HOME > FY 2012-13 Housing and Huma" and a dropdown menu showing "[] No Title" with a "refresh page" link. Below that, it says "City of Pleasanton" and "FY 2012-13 Housing and Human Services Grants" with a "Deadline 11/22/2011" and two arrow buttons. At the very bottom, there are tabs for "DESCRIPTION" and "RESTRICTIONS".

Additional Resources

NEW FEATURE !!!

Allows you to get a head start by copying a completed application between Pleasanton and Livermore.



- 1) Go to “My Account Home” to view the proposal(s) you have created on ZoomGrants™.

A screenshot of the ZoomGrants PRO web interface. The page is titled 'My Account' and shows details for a 'Big Proposal' for 'Help the Homeless'. The proposal status is 'Approved' for a value of '\$25,000'. The submission time is '3/8/2011 6:26:39 PM (Pacific)'. The page includes a navigation menu with options like 'MY ACCOUNT HOME', 'PRE-APP Q'S', 'PROPOSAL Q'S', 'BUDGET', 'DOCUMENTS', 'EXTRA Q'S', and 'ACTIVITY LOG'. A red arrow points from the text 'Go to "My Account Home"' to the 'MY ACCOUNT HOME' link in the navigation menu. The 'Contact Information' section is visible, showing fields for Agency Legal Name, Address, City, State, Zip, Telephone, Fax, Website, EIN, and CEO/Executive Director First Name.

ZoomGrants PRO

Welcome, Ineeda Grant [Not Ineeda Grant?](#)

RESOURCES HELP FULL SCREEN LOGOUT

MY ACCOUNT HOME > Winter Grant Program > [S] Big Proposal [\[refresh page\]](#)

Charity Trust
Winter Grant Program

Deadline 12/31/2012

DESCRIPTION RESTRICTIONS

Help the Homeless
Big Proposal
\$100,000 requested

Proposal Status: **Approved**
\$25,000

Submission time: 3/8/2011 6:26:39 PM (Pacific)

[Print/Preview](#)

MY ACCOUNT PRE-APP Q'S PROPOSAL Q'S BUDGET DOCUMENTS EXTRA Q'S ACTIVITY LOG

INVOICES & PAYMENTS REPORTING DUE DATES 12/31/2050 12/31/2051 12/31/2052 12/31/2053

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

Contact Information *(changes to this data will be reflected on all of your other proposals)*

Agency Legal Name

Address 1

Address 2

City

State

Zip

Telephone ext.

Fax ext.

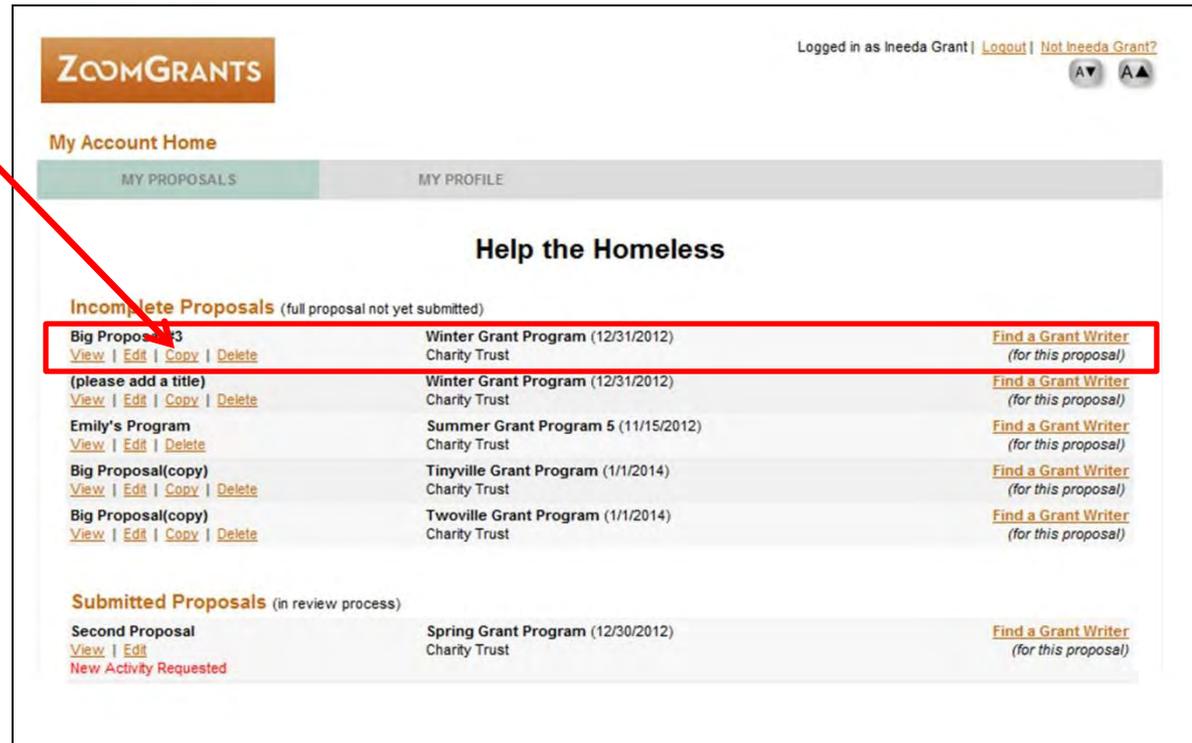
Website

EIN (XX-XXXXXXX)

CEO/Executive Director
First Name

Copy Application (Pleasanton ↔ Livermore)

- 2) Select “Copy” under the Proposal you want to copy FROM



The screenshot shows the ZOOMGRANTS website interface. At the top, there is a logo for ZOOMGRANTS and a user login status: "Logged in as Ineeda Grant | Logout | Not Ineeda Grant?". Below the logo, there are navigation tabs for "MY PROPOSALS" and "MY PROFILE". The main heading is "Help the Homeless".

The "Incomplete Proposals" section is highlighted with a red box. It contains a list of proposals with the following details:

Proposal Title	Organization	Deadline	Action
Big Proposal #3 (please add a title)	Winter Grant Program	12/31/2012	Find a Grant Writer (for this proposal)
Emily's Program	Winter Grant Program	12/31/2012	Find a Grant Writer (for this proposal)
Big Proposal(copy)	Summer Grant Program 5	11/15/2012	Find a Grant Writer (for this proposal)
Big Proposal(copy)	Tinyville Grant Program	1/1/2014	Find a Grant Writer (for this proposal)
Big Proposal(copy)	Twoville Grant Program	1/1/2014	Find a Grant Writer (for this proposal)

The "Submitted Proposals" section is also visible, showing a "Second Proposal" with a "New Activity Requested" status and a "Spring Grant Program" with a "Find a Grant Writer" link.

Copy Application (*cont'd.*)

3) Select the Program(s) you want to copy TO, and then click “Submit”

Your new proposal will now be listed under “Incomplete Proposals” in your account. You can then click “Edit” to edit the new proposal.

*NOTES: This utility will copy all of your answers verbatim. It will **NOT** copy document attachments. You can only copy once to another funder. [To re-copy, you would need to delete the previously copied proposal, then copy the new one.]*

ZoomGRANTS Logged in as Ineeda Grant | [Logout](#) | [Not Ineeda Grant?](#)

My Account Home

MY PROPOSALS MY PROFILE

Help the Homeless

This will create new proposals and copy everything from these sections: My Account, Pre-App Q's, Proposal Q's and Budget. You will need to go into each new proposal and upload additional Documents. You can only copy one time to each program. Each proposal must be submitted individually.

Copy THIS Proposal:

Big Proposal(copy)
\$100,000 requested

being submitted to:

Tinyville Grant Program (1/1/2014)
City of Tinyville, CO

To THESE Programs:

copied	Winter Grant Program (12/31/2012) Charity Trust
not open yet	Largeville Grant Program (1/1/2014) City of Largeville, CO
<input type="checkbox"/>	Macroville Grant Program (1/1/2014) City of Macroville, CO
<input type="checkbox"/>	Mediumville Grant Program (1/1/2014) City of Mediumville, CO
<input type="checkbox"/>	Microville Grant Program (1/1/2014) City of Microville, CO
<input type="checkbox"/>	Shortville Grant Program (1/1/2014) City of Shortville, CO
<input type="checkbox"/>	Smallville Grant Program (1/1/2014) City of Smallville, CO
not open yet	Superville Grant Program (1/1/2014) City of Superville, CO
copied	Tinyville Grant Program (1/1/2014) City of Tinyville, CO
copied	Twoville Grant Program (1/1/2014) City of Twoville, CO

Copy Application (cont'd.)

Help for this technology can be found here.

The “Full Screen” option may make the application easier to view and use.

Option - Click “Print/Preview” before you start answering questions, then cut/paste all of the questions to a Word document. Answer all the questions, then log back in and enter your answers. This will be fast and also give you a backup of your proposal.

The screenshot displays the ZoomGrants PRO interface. At the top, the ZoomGrants logo is on the left, and the user is logged in as Scott Erickson. Navigation links for 'HELP', 'FULL SCREEN', and 'LOGOUT' are visible. A red arrow points to the 'HELP' link. Below the navigation, a message says 'Thank you. You may get started now.' The main header shows 'City of Pleasanton' and 'FY 2012-13 Housing and Human Services Grants' with a 'Deadline 11/22/2011'. A red arrow points to the 'FULL SCREEN' link. The 'DESCRIPTION' and 'RESTRICTIONS' tabs are visible. The 'City of Pleasanton' section shows '\$0 requested' and a 'Proposal Status: Not Submitted'. A red arrow points to the 'Print/Preview' button. Below this, there are links for 'Find a Grant Writer' and 'Delete this Proposal'. The 'My Account' section is expanded, showing contact information for 'City of Pleasanton' and the user 'Scott Erickson'.

DESCRIPTION	RESTRICTIONS
City of Pleasanton	Proposal Status: Not Submitted
\$0 requested	Print/Preview Submit Now
	Find a Grant Writer Delete this Proposal

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

Contact Information (changes to this data will be reflected on all of your other proposals)

Agency Legal Name	City of Pleasanton
Address 1	123 Main St.
Address 2	P.O. Box 520
City	Pleasanton
State	CA
Zip	94566
Telephone	(925) 931 - 5007 ext.
Fax	(925) 931 - 5485 ext.
Website	http://www.ci.pleasanton.ca.us/community/housing/hc
EIN (XX-XXXXXXX)	94-6000397

CEO/Executive Director

First Name	Scott
Last Name	Erickson
Title	Housing Specialist
Email	serickson@ci.pleasanton.ca.us

Tips and Tricks

- **You MUST enter something in every field!**
 - In most cases, you will be prompted to enter something like “N/A” if none of the other answers apply.
- **NO PUNCTUATION in numeric fields!**
 - This may result in a blank or missed value.
- **When uploading documents (through the ZoomGrants™ “Documents” tab), the size of each individual file cannot exceed 10 mb (megabytes)**
 - If necessary to meet size limitations, you may split a file into multiple files; please name files appropriately.
- **There is a 2000-character (approx. half page) maximum for every narrative text field.**
 - Fields display a “countdown” so you will know how many characters have been used as you type.
- **Please read all questions carefully.**
 - Macro vs. micro; problem vs. project; agency/program vs. specific project; etc.

More Tips and Tricks

ZoomGrants

For technical questions regarding ZoomGrants™ software:

Website: www.ZoomGrants.com
Email: Questions@ZoomGrants.com
Telephone: 866-323-5404

For non-technical questions regarding the grant application, contact the appropriate City staff member:

City of Livermore: Jean Prasher, 925-960-4586
japrasher@cityoflivermore.net
City of Pleasanton: Scott Erickson, 925-931-5007
serickson@cityofpleasantonca.gov
Mike Patrick, 925-931-5349
mpatrick@cityofpleasantonca.gov



To ensure that there is adequate time to respond to all needs for assistance, please submit your requests for technical assistance to City staff by no later than one week prior to the applicable application deadline