

# How to Apply for a city of Las Vegas Neighborhood Partners Fund Grant Using ZoomGrants™

**Pre-Application Deadline:**  
Wednesday, March 23 at 11:59 p.m.

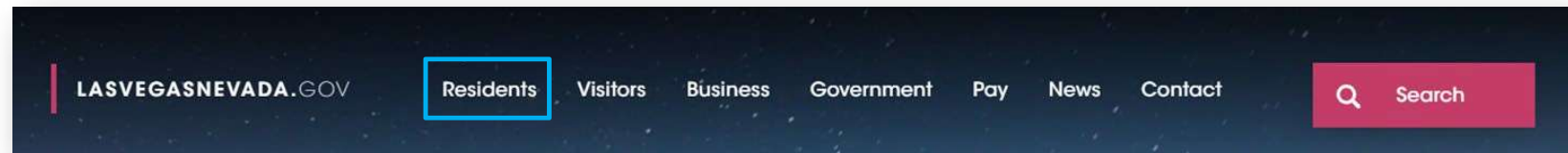
**Application Deadline:**  
Sunday April 24, 2022 at 11:59 p.m.

ZoomGrants will automatically close all applications before midnight  
so you will no longer have access. No exceptions.

FY 2022 - 2023



## Office of Community Services NPF Grant Application Process



Access ZoomGrants from the city of Las Vegas website: [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)

- Move cursor to Residents
- In the drop-down menu, click on Grants
- Once the Grants webpage has opened, scroll down to the Neighborhood Partners Fund



## Office of Community Services NPF Grant Application Process

### Neighborhood Partners Fund

The Neighborhood Partners Fund is designed to assist in improving livability through community matched funding for neighborhood improvement projects. The program grants up to \$5,000, which must be matched by the neighborhood with cash, volunteer labor, donated supplies, equipment or professional services.

### Eligibility

Neighborhood associations, homeowners association or business associations whose primary purpose is neighborhood improvement must:

- Be located within the city of Las Vegas
- Be registered with the Office of Community Services (projects need to be implemented within the registered neighborhood's boundaries)
- Have a majority of the association's members living or operating businesses in the neighborhood
- Demonstrate neighborhood support for the proposed project / program

**Before applying, read additional important information by clicking on links to:**

- [Neighborhood Partners Fund Grant Guidelines](#)
- [Neighborhood Partners Fund Overview](#)



## Office of Community Services NPF Grant Application Process

### Where to Apply?

- Go through the city of Las Vegas website and click on “Apply Online” to set up an account or login to your existing ZoomGrants account.
- Please make sure that the Application Contact who submits the application will be actively involved throughout the application process and project implementation if you are awarded. Only one Email Login is accepted for your application and project reporting.
- After you have set up an account, login to your application directly on “ZoomGrants.com”
- NO hard copy, email, or fax submissions will be accepted.





# Office of Community Services

## NPF Grant Application Process

### Creating a ZoomGrants Account

- Click on [Login Here](#), then click on Sign up now. Your association will need an Email Login and Password. Please make sure the person on your team who signs up will be active and responsible for the next 12 months or so. The application submittal and the monthly reporting, (if awarded a grant) is tied the one email account and cannot be changed by city staff or ZoomGrants.
- If you submitted an Neighborhood Partners Fund application in previous years, you will use your existing Email Login and Password. You can reset your password if you have forgotten it.
- Once logged in on the next page, click the 'Apply' button to start your application.

Login Here as an existing ZoomGrants user.' A blue callout box with the text 'For new users too!' points to the 'Login Here' link, which is also highlighted with a blue box." data-bbox="407 261 843 745"/>

Existing ZoomGrants™ Users: Email

Password

☐ Stay logged in? (Admins and Reviewers only) **Login**

[Forgot password?](#)

[HELP](#) [RESOURCES](#) [▲▼](#)

**Search**

**City of Las Vegas - Neighborhoods**

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

No programs are currently available for new applications

To access your previously created applications, [Login Here](#) as an existing ZoomGrants user.

**For new users too!**



# Office of Community Services

## NPF Grant Application Process

### 1<sup>st</sup> Steps

- 1 Complete the Summary Tab
- 2 Enter the official name of your homeowners association or neighborhood association. Do not put the name of a community management company or nonprofit partner since they are not eligible to apply.
- 3 No more than \$5,000 can be requested. You must be able to match your grant request with volunteer labor, cash or donations.

- Scroll down to answer more questions.

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

1

Summary Pre-Application Application Questions Documents

Monthly Report Monthly Report Totals

Summary (answers are saved automatically when you move on)

2

HOA/Neighborhood Association Name

3

Amount Requested USDS

Applicant Information

First Name

Last Name

Telephone

Email

2

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

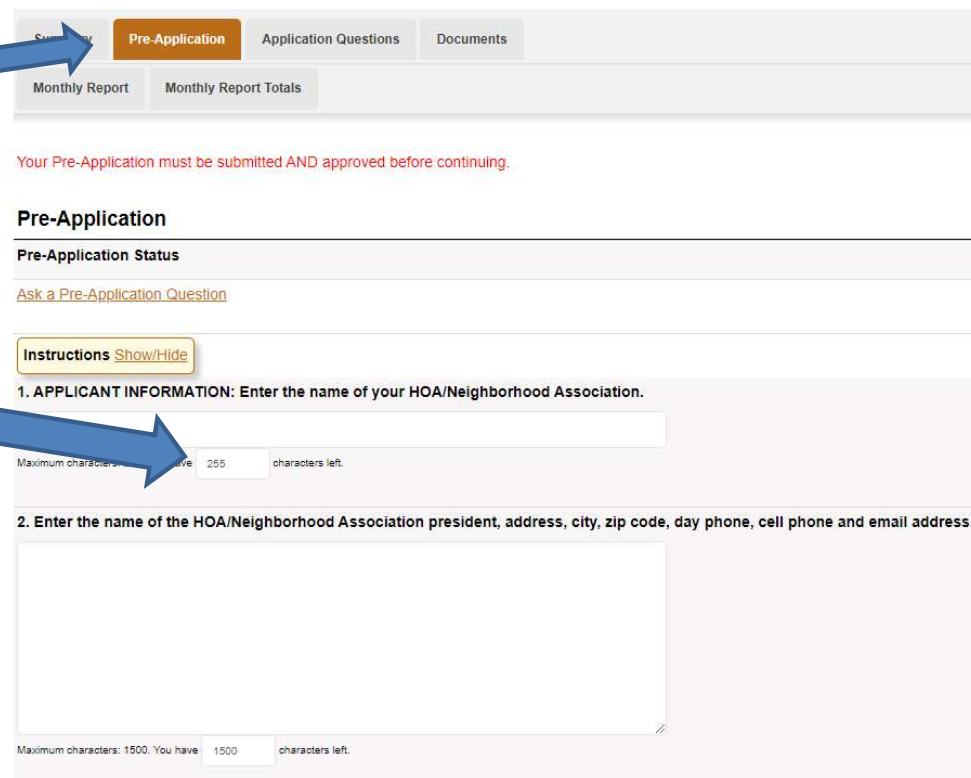


## Office of Community Services NPF Grant Application Process

### 2<sup>nd</sup> Step: Complete the Pre-Application

- Proceed to the "Pre-Application" tab.
- The pre-application section is a pre-screening.
- Scroll down and enter information for each question, which must be completed.
- Each question has character or size limits so keep your answers brief, but informative. Characters may be letters, numbers, spaces or punctuation.
- Re-enter the official name of your homeowners' or neighborhood association.
- The Association President and the Project Leader cannot be the same individual. Provide all of the contact information for each individual.
- Your Pre-Application must be approved by the city before you can complete the remainder of the application.

**Pre-Application Deadline**  
**Wednesday March 23, 2022 at 11:59 p.m.**



Summary **Pre-Application** Application Questions Documents

Monthly Report Monthly Report Totals

Your Pre-Application must be submitted AND approved before continuing.

### Pre-Application

Pre-Application Status

[Ask a Pre-Application Question](#)

Instructions [Show/Hide](#)

1. APPLICANT INFORMATION: Enter the name of your HOA/Neighborhood Association.

Maximum characters: 255. You have 255 characters left.

2. Enter the name of the HOA/Neighborhood Association president, address, city, zip code, day phone, cell phone and email address.

Maximum characters: 1500. You have 1500 characters left.



## Office of Community Services NPF Grant Application Process

### 3<sup>rd</sup> Step: Application Questions

- Proceed to the “Application Questions” tab when the pre-application is approved.
- Scroll down and enter information for each question.
- Each question must be completed.
- Each question has character limits so keep your answers brief, but informative.
- Modern browsers can check spelling for you.

City of Las Vegas - Neighborhoods  
Office of Community Services  
FY 2016/2017 NPF

(Completed) | (Current) | (Previous) | (Next) | (Cancel) | (Save)

Your Association Name  
Requested Grant Amount

Application Questions Documents

**Application Questions**

1. Select the PROJECT TYPE(s) for this project. All questions, including this one, must have an answer of a list checked in order to submit.

2. Provide your project's name and location (i.e., physical address, street or intersection).

Project Name: (Required) (Maximum: 100 characters)  
Project Location: (Required) (Maximum: 100 characters)

3. Please provide the REQUESTED GRANT AMOUNT for the project and the MINIMUM GRANT AMOUNT your neighborhood or NPA would accept to complete the project (EXAMPLE: Requested: \$4,000; Minimum: \$4,000).

Requested Amount: (\$4,000)  
Minimum Grant Amount: (\$4,000)

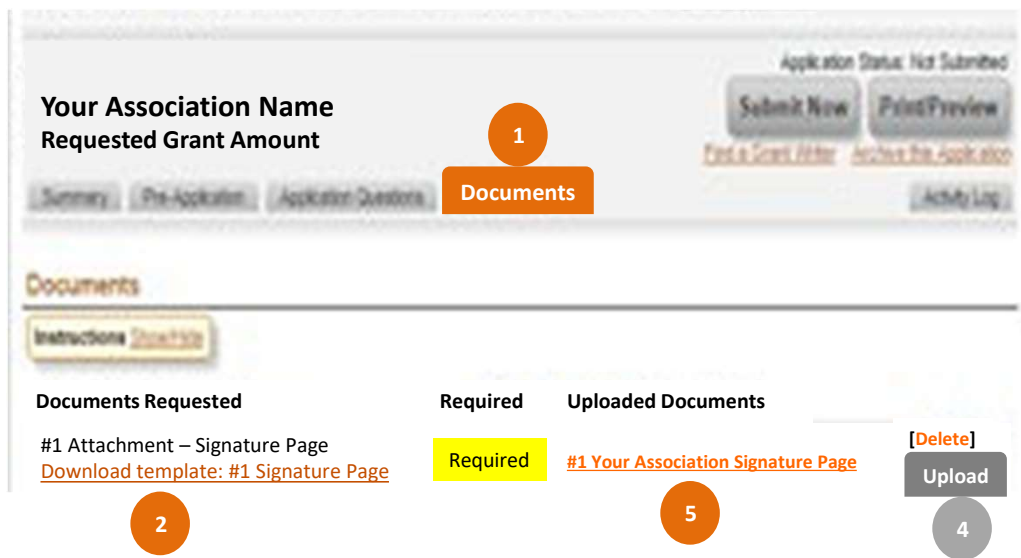




## Office of Community Services NPF Grant Application Process

### 4<sup>th</sup> Step: Documents

1. Click on Documents Tab to complete the required Microsoft Excel Attachments.
2. Download each attachment which is underlined beneath the description in the first column.
3. **NOT PICTURED:** Complete the Excel attachment on your computer, create a filename and save it on your computer or flash drive. Make sure your document names correspond to each attachment (for example: the filename for the signature page should include the words "signature page").
4. Click Upload button, find your file on your computer or flash drive, and click Upload.
5. The system displays the documents that have been uploaded.



The screenshot shows the 'Documents' tab in the NPF Grant Application Process. At the top, there's a header with 'Your Association Name' and 'Requested Grant Amount'. Below this, there are tabs for 'Summary', 'Pre-Application', 'Application Questions', and 'Documents' (which is highlighted). To the right, there are buttons for 'Submit Now', 'Print Preview', and 'Apply Log'. Below the tabs, there's a section titled 'Documents' with a sub-section 'Instructions' and a link 'Download template: #1 Signature Page'. Below this, there's a table with columns 'Documents Requested', 'Required', and 'Uploaded Documents'. The table has one row: '#1 Attachment – Signature Page', 'Required', and '#1 Your Association Signature Page'. To the right of the table, there are buttons for '[Delete]', 'Upload', and 'Apply Log'.


Documents Requested	Required	Uploaded Documents
#1 Attachment – Signature Page <a href="#">Download template: #1 Signature Page</a>	Required	#1 Your Association Signature Page




# Office of Community Services NPF Grant Application Process

## Attachment #1: Signature Page

- Download the Signature Page.
- Read the "Fine Print".
- 1 You may type the date and the names of Project leader and Association President in the light blue boxes.
- Print the form.
- 2 **Hand sign and date** on the signature line. Both the President and the Project Leader must sign and date the document.
- Either scan or take a digital photo of the document.
- Create a filename that includes both the name of your association and the words "Signature Page". For example, Bonanza Village Signature Page.
- Upload in ZoomGrants.



**City of Las Vegas**  
Office of Community Services  
Neighborhood Partners Fund  
Fiscal Year 2022 - 2023



### Signature Page

Please print, sign, and upload in Zoomgrants.

THE FINE PRINT FOR GRANT APPLICANTS

The undersigned certify that all information contained is accurate, contains no misstatements or misrepresentations, and represents a reasonable estimate of project costs based on data available at the time of the application. The undersigned further certify the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the city of Las Vegas for the project described. The sponsoring / partnering organization assumes responsibility for liability.

I certify that our organization voted and approved this FY2022-2023 NPF application on  1  
Date

Both the Project Leader and the Association President need to complete this form. The Project Leader and Association President cannot be the same person.

Project Leader	Association President
1	1
Type Name	Type Name
2	2
Signature ( <i>electronic signatures <u>not</u> accepted</i> )	Signature ( <i>electronic signatures <u>not</u> accepted</i> )
2	2
Date	Date




# Office of Community Services

## NPF Grant Application Process

### Attachment #2: Project Permission Letter

- Download the Project Permission Letter.
- 1 You may type in the boxes shaded light blue.
- Print the form.
- 2 The President must hand sign on the signature line.
- Either scan or take a digital photo of the document.
- Create a filename that includes both the name of your association and the words "Project Permission Letter". For example, Bonanza Village Project Permission Letter.
- Upload in ZoomGrants.
- Note: If the project takes place in or on either public property or private property not owned by a homeowners association, your association will also need to obtain the written permission from the appropriate property owner.

Attachment 2



**City of Las Vegas**  
**Office of Community Services**  
**Neighborhood Partners Fund**  
**Fiscal Year 2022 - 2023**

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**NPF Project Permission Letter**

Please type in spaces, print and sign letter, and upload into ZoomGrants

This letter confirms the president 1  
*Neighborhood/HOA Association President's Name*

Of neighborhood/HOA 1  
*Neighborhood Association/HOA Name*

Has granted permission to implement the Neighborhood Partners Fund project at the following location (street names or physical address): 1  
*(Enter the street names or physical address)*



We look forward to working on this Neighborhood Partners Fund project.

2

Signature of Neighborhood/HOA President  
*(electronic signature not accepted)*

Name: 1

Address: 1

City/Zip: 1

Phone: 1

Email: 1




## Office of Community Services NPF Grant Application Process

### Attachment #3: Donations Pledge Letter

- Download the Donations Pledge Letter.
- 1** You or your donor may type or print in the boxes shaded light blue.
- Print the form.
- 2** Check the appropriate box or boxes of the pledge. **One letter per donor.**
- 3** The donor must sign the document.
- Either scan or take a digital photo of the document.
- Create a filename that includes both the name of your association and the words "Donations Pledge Letter". For example, Bonanza Village Donations Pledge Letter.
- Upload in ZoomGrants.

Attachment 3



**City of Las Vegas**  
Office of Community Services  
Neighborhood Partners Fund  
Fiscal Year 2022 - 2023

### Donations Pledge Letter

Use a separate form for each partner who donates professional services, goods, equipment, or cash. If a check is collected as a pledge, attach copy of the check to this letter.

This letter confirms I/my company/my organization 1  
Name 1

will participate as a partner with the 1  
Name of Neighborhood Association/HOA

in the implementation of its Neighborhood Partners Fund project. Our contribution will consist of:  
(please check all that apply)

**2**

☐ Cash partner in the amount of: \$ 1

**2**


☐ Equipment donation calculated at the per hour rental cost x the number of hours: \$ 1

**2**

☐ Professional services donation calculated at the per hour market value x the number of \$ 1

**2**

☐ Goods or services discount: Attach estimate with discount clearly shown \$ 1

 We look forward to working with this neighborhood/HOA on this project and will participate in upcoming publicity events for the Neighborhood Partners Fund program.

**3**

Signature of person making donation  
(electronic signatures are not accepted)

Name: 1  
 Company: 1  
 Address: 1  
 City/Zip: 1  
 Phone: 1



# Office of Community Services


## NPF Grant Application Process

### Attachment #4: Vendor Cost Estimate & Donor Sheet

- Download the file "Attachments #4-6."

- 1 When you open the document, make sure the tab on the bottom is "Attachment 4."
  - 2 Type the official name of your association and the name of your project.
  - 3 Type the name of each vendor individually in the first table with a brief description of services as well as a quote that does not include sales tax.
  - 4 Each vendor should have a city license. Click on the red search box, which will take you to the city's business license search tool.
  - 5 If your project will need a licensed contractor, click on the white search box, which will take to Nevada Contractors Board's search tool.
  - 6 If you have donation pledge sheets, type the name of the donor, a brief description of items or services donated, and the amount which should correspond with each donation pledge sheet. You may need to scroll down to the Donor table.
- The Totals will automatically calculate.
  - Save the document on your computer and create a filename that includes both the name of your association and the words "Attachments 4\_6". For example, Bonanza Village Attachment 4\_6.

Attachment 4



City of Las Vegas  
Office of Community Services  
Neighborhood Partners Fund

### Vendor Cost Estimate & Donor Sheet

Organization Name:

Project Name:

- Quotes **MUST** be on vendor company letterhead or have company logo.
- Submit one quote for each vendor for your NPF Project in the columns below.
- Vendors **MUST** have a city of Las Vegas business license. Check license status:
- Certain projects may also require a Nevada contractor license.

SEARCH

SEARCH

QUOTES DO NOT INCLUDE SALES TAX

Name of VENDOR	Description of Item(s) or Services(s)	Amount/ Quote
1		
2		
3		
4		
5		
6		
7		
8		
Total Vendor Cost:		\$ -

Name of DONOR	Description of Item(s) or Services(s)	In-Kind Amount
1		
2		
3		
4		
5		
6		
7		
8		
Total In-Kind:		\$ -

Attachment 4

Attachment 5

Attachment 6

+





## Office of Community Services NPF Grant Application Process

## Attachment #5: Volunteer Hours Pledge Sheet

- 1 Select the “Attachment 5” tab at the bottom of the screen.
  - Your official organization name and project name should automatically be on the top.
- 2 Type the names of the volunteers, a brief description of each of their project activities, and the volunteer hours pledged in the boxes shaded light blue.
  - The hours pledged will automatically calculate in Total Hours Box and the Total Dollar Value. This year each volunteer is valued at \$28.54.

[illegible]


# Office of Community Services

## NPF Grant Application Process

### Attachment #6: Project Budget Worksheet

- 1 Select the "Attachment 6" tab at the bottom of the screen.
  - Your official organization name and project name should automatically be on the top.
- 2 Type the grant amount that your association is requesting (up to \$5,000) in the box shaded light blue.
  - The project costs, donations, and volunteer hours will automatically copy over from the "Vendor Cost Estimate and Donor Pledge Sheet" and the "Volunteer Hours Pledge Sheet".
- 3 A minimum of 25% of your total match must come from volunteer hours. If you have reached a minimum of 25%, the box will be shaded dark blue. If the box is still white, you will need to add additional volunteers or more volunteer activities on the "Volunteer Hours Pledge Sheet" to meet that required match.
- 4 Associations are required to match every dollar that they are requesting in grant funds. As an example, if you are requesting \$2,500, then the value of the volunteers hours and donations must meet or exceed \$2,500. The bottom will be shaded dark blue if you have met the required one-to-one match. If the box is not shaded dark blue, you will need to add either donations (on the *Donation Pledge table* on the "Vendor Cost Estimate and Donor Pledge Sheet"), volunteer hours (on the "Volunteer Hours Pledge Sheet"), or both.
  - Once you have completed Attachments 4-6, you can upload the file on ZoomGrants.

Attachment 6



City of Las Vegas  
Office of Community Services  
Neighborhood Partners Fund

### Project Budget Worksheet

Organization Name: 0

Project Name: 0

#### 1. Grant Request

(a) Requesting Grant Amount (up to \$5,000)

2

(b) Total estimated project costs  
(Vendor quotes **DO NOT INCLUDE SALES TAX**)

\$ -

TOTAL (a - b):
 

\$ -

#### 2. Neighborhood Match & Pledges (cash donations and in-kind services)

(c) Donations: donated items, professional services, and cash

\$ -

(d) Each volunteer hour pledged is valued at \$28.54  
The box will be shaded dark blue if the required 25% volunteer match is met or exceeded. If the box is not dark blue, your association will need to add volunteer activities to the Volunteer Hours Pledge Sheet.

3

(e) TOTAL NEIGHBORHOOD MATCH (c + d):
 

\$ -

**The box will be shaded dark blue if the Total Neighborhood Match & Pledges meet or exceed the Grant Amount (e - a) as required.** If the box is not dark blue, your association will need to add donations and/or volunteer activities to the Donor Sheet and/or Volunteer Hours Pledge Sheet.

4

1

Attachment 4

Attachment 5

Attachment 6

+



# Office of Community Services NPF Grant Application Process

## Grant Submittal Instructions Part I

- When you have completed all required forms, click **Submit Now** here.
- If you have left questions blank or not uploaded all of the required documents, ZoomGrants will not allow you to submit your application.
- The screen will tell you the location of the blank questions and documents where you will need to provide information.
- Once you have entered the missing information, then **Submit Now**, again.

City of Las Vegas - Neighborhoods  
Office of Community Services  
FY 2015/2016 NPF

Deadline: 4/15/2016

Work Item Status: Not Submitted

**Your Association Name**  
**Requested Grant Amount**

**Submit Now**

**Application Questions**

1. Provide your project's name and location (i.e., physical address, street or intersection).  
Project Name: Playground Equipment Improvement  
Park Location: Cannon Ridge and Cannon Ridge Court

2. Please provide the REQUESTED GRANT AMOUNT for this project. Also, provide the MINIMUM GRANT AMOUNT your neighborhood or HOA would accept to complete this project (EXAMPLE: Requested: \$1,000; Minimum: \$1,000).

Requested Amount: \$4500  
Minimum Grant Amount: \$4500



## Office of Community Services NPF Grant Application Process

### Grant Submittal Instructions Part II

- If the application is ready for submission, this screen appears.
- Enter your initials, which verifies you are officially submitting this proposal and **Click** outside the field.
- Then click '**Submit Now**' again. The application moves to the next phase of the process-- the NPF grant reviewer.

ZoomGRANTS PRO

Welcome, Maria Castillo-Couch [View Maria Castillo-Couch's Profile](#)

RESOURCES HELP FULL SCREEN LOGOUT A A V

My Account Home Available Programs Refresh Page

City of Las Vegas - Neighborhoods  
Neighborhood Partners Fund

Description Restrictions Contact Admin

Deadline: 8/9/2012

Your Association Name  
Requested Grant Amount

Application Status: **Not Submitted**

Submit Now Print/Preview

Find a Grant Filter Delete this Application

Application Completion **Completed**

By entering your initials here you certify this application truthfully and accurately reflects your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the [Terms of Use](#) of using ZoomGrants™.

Initials:

Submit Now

The City of Las Vegas does not discriminate against persons based on race, color, religion, marital status, sex, national origin, ancestry, age, familial status, disability, or any arbitrary basis.

Summary Pre-Application Questions Documents Activity Log



# Office of Community Services NPF Grant Application Process

Print/Preview

2

Previous Submitted Application

Next Submitted Application

Your Association Name

Grant Amount Requested

Application

Post-Decision

Application Summary

Pre-Application

Application Questions

Documents

Extra

Monthly Report

Application Questions

1. SECTION I: PROJECT DESCRIPTION (7 questions). All questions, including this one, must have an answer or a box checked in order to submit.

☐

All questions in this section have been answered.


2. Provide your project's name and location (i.e., physical address, street or intersection).

Scarlett Canyon Homeowners Association

Front Entry Turf Conversion Project

606 Monte

Las Vegas, NV 89145



Powered by *ZoomGrants™*

City of Las Vegas - Neighborhoods

Office of Community Services

FY2022-2023 NPF

Deadline: 4/24/2022

Email This Preview

Save as PDF

2

Window

AA

Print Preview Prop

Jump to: [Pre-Application](#) [Application Questions](#) [Documents](#)

Your Association Name

printreview@printreview.com

Tel: 888-867-5309

USD\$ 0.00 Requested

Additional Contacts

none entered

Pre-Application *from*

USD\$ 0.00 Requested

Additional Contacts

none entered

Pre-Application [top](#)

1. APPLICANT INFORMATION: Enter the name of your HOA/Neighborhood Association.

-no answer-

2. Enter the name of the HOA/Neighborhood Association president, address, city, zip code, day phone, cell phone and email address.

-no answer-

3. Enter the Project Leader's name, address, city, zip code, day phone and cell phone and email address. (Must be different name from the HOA/Neighborhood Association president in Question 2).

-no answer-

**To Print or Preview the  
Pre-Application &  
Application Questions**

You do not need to print the pre-application or application questions unless it is helpful for you and your project team.

- 1 Click on the Print/Preview button which is located across from your association name. A new window will open.
- 2 Click the word "Print" in the new window that opens to print the pre-application and application questions.





# Office of Community Services NPF Grant Application Process

Application	Application Summary	Pre-Application	Application Questions	Documents	Extra
<b>Documents Requested</b>					
#1 Attachment - Signature Page (Sign, scan and Upload)				Required?	Uploaded Documents *
<a href="#">download template</a>				<input checked="" type="checkbox"/>	<a href="#">Signature Page</a> 4/7/2021 3:46:12 PM <a href="#">delete</a>
#2 Attachment - Vendor Cost Estimates Sheet (Quote from each vendor listed must be scanned and uploaded)				<input checked="" type="checkbox"/>	<a href="#">Vendor Cost Estimates With Proposals</a> 4/7/2021 3:52:32 PM <a href="#">delete</a>
<a href="#">download template</a>					
#3 Attachment - Project Budget Worksheet (Enter data on this Word document)				<input checked="" type="checkbox"/>	<a href="#">Project Budget Worksheet</a> 4/7/2021 3:54:25 PM <a href="#">delete</a>
<a href="#">download template</a>					
#4 Attachment - NPF Donations Pledge Letter (Signature is required on document unless a price discount or other type of pledge is made by vendor. In this case, provide copy of price quote.)				<input checked="" type="checkbox"/>	<a href="#">NPF Donations Pledge Letter</a> 4/7/2021 3:56:09 PM <a href="#">delete</a>
<a href="#">download template</a>					
#5 Attachment - Volunteer Hours Pledge Sheet (Enter total volunteer hours for project. Volunteer hours plus other donations must equal or surpass the grant amount being requested.)				<input checked="" type="checkbox"/>	<a href="#">Volunteer Hours Pledge Sheet</a> 4/7/2021 3:58:22 PM <a href="#">delete</a>
<a href="#">download template</a>					
#6 Attachment - NPF Project Permission Letter (Neighborhood/HOA President must sign letter to meet program qualifications.)				<input checked="" type="checkbox"/>	<a href="#">NPF Project Permission Letter</a> 4/7/2021 3:59:42 PM <a href="#">delete</a>
<a href="#">download template</a>					

## To Print Attached Documents

You do not need to print the attachments unless it is helpful to you and your project team.

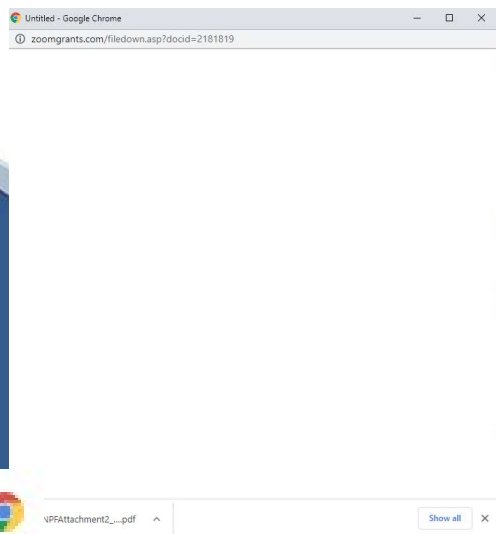
1 To print your document attachments in the Documents Tab, click on the orange underlined link for each uploaded document.



A new window will open with the file name in the bottom left hand corner. When you click on the filename, a new window opens.



Click the printer symbol in the upper right hand corner. Your computer's regular printer window will now open and you will be connected to your printer.



NPFAttachment2\_ScarlettCanyon (3).pdf

City of Las Vegas  
Office of Community Services  
FY2021-2022 Neighborhood Partners Fund (NPF) Program

Attachment 2

**VENDOR COSTS ESTIMATE SHEET**

Association Name

- Enter Name, items or services, and proposed amount for each vendor for your NPF project.
- Quotes MUST be on Vendor Company Letterhead or have Company Logo.
- Upload this sheet and all quotes, using instructions on ZoomGrants.

No.	Name of Vendor	Description of Item(s) or service(s)	Amount/Quote
1.	Perennial Land Care	Front Entry Turf Conversion	\$ 8,850.00
2.	Center Cut Landscaping Services	Front Entry Turf Conversion	\$ 18,300.00
3.	Timeline Landscaping Services	Front Entry Turf Conversion	\$ 18,317.50
4.			
5.			
6.			
7.			
8.			
Total Cost			\$ 935.50

- Submit one quote per proposed vendor.
- Vendor must have a city of Las Vegas business license.



## Office of Community Services NPF Grant Application Process

- 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 sequentially. For example, Volunteer Hours Pledge 1, Volunteer Hours Pledge 2.
- Please read all questions carefully.



## Office of Community Services NPF Grant Application Process

### Application Deadline:

Sunday April 24, 2022 at 11:59 p.m.

**ZoomGrants will automatically close all applications before midnight  
so you will no longer have access. No exceptions.**

### Review Process

After the application submission deadline, applications will be reviewed for basic requirements and eligibility.

Applications that meet basic requirements and eligibility will be reviewed by the Neighborhood Partners Fund Board, before being presented to the Mayor & City Council for final approval.

All applicants will be required to make a 5-minute presentation of their projects to the board. Following their presentation, applicants will be asked to respond to questions from the Board members for up to an additional 5 minutes.



## Office of Community Services NPF Grant Application Process

### Summary

Hard copy, email, or faxed applications will not be accepted. All applications must be entered through ZoomGrants:

- Create a ZoomGrants account ("My Account" tab)
- Complete the Pre-application by clicking on "Pre-Application" tab and submit by Wednesday, March 23, 2022 at 11:59 p.m.
- After your pre-application is approved by the Office of Community Services, you will be able complete the rest of the application under the "Application Questions" and "Documents" tabs.
- All questions must be answered ("Application Questions" tab).
- Upload all requested documents ("Documents" tab)
- Submit your complete application by Sunday, April 24, 2022 at 11:59 p.m.

**Pre-Application Deadline:**  
Wednesday, March 23, 2022 at 11: 59 p.m.

**Application Deadline:**  
Sunday April 24, 2022 at 11:59 p.m.

**ZoomGrants will automatically close all applications before midnight so you will no longer have access. No exceptions.**



## Office of Community Services NPF Grant Application Process

### Questions?

**For technical questions regarding ZoomGrants software:**

Website: [www.ZoomGrants.com](http://www.ZoomGrants.com)

Email: [emily.wilson@ZoomGrants.com](mailto:emily.wilson@ZoomGrants.com)

Telephone: (866) 323-5404 x 2

**For non-technical questions regarding the grant application, contact :**

Anne Kilponen at (702) 229-2346 or email at [akilponen@lasvegasnevada.gov](mailto:akilponen@lasvegasnevada.gov)

To ensure that there is adequate time to respond to all needs for assistance,  
please submit your requests for assistance no later Thursday, April 14, 2022.

