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.
Access ZoomGrants from the city of Las Vegas website: 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
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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.
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.
1st 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.
2nd 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.
3rd 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.
4th 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.
Attachment #1: Signature Page

• Download the Signature Page.
• Read the “Fine Print”.
• You may type the date and the names of Project leader and Association President in the light blue boxes.
• Print the form.
• 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.
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Attachment #2: Project Permission Letter

1. Download the Project Permission Letter.
2. You may type the boxes shaded light blue.
3. Print the form.
4. The President must hand sign on the signature line.
5. Either scan or take a digital photo of the document.
6. Create a filename that includes both the name of your association and the words “Project Permission Letter”. For example, Bonanza Village Project Permission Letter.
7. Upload in ZoomGrants.
8. 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 #3: Donations Pledge Letter

1. Download the Donations Pledge Letter.
2. You or your donor may type or print in the boxes shaded light blue.
3. Print the form.
4. Check the appropriate box or boxes of the pledge. One letter per donor.
5. The donor must sign the document.
6. Either scan or take a digital photo of the document.
7. Create a filename that includes both the name of your association and the words "Donations Pledge Letter". For example, Bonanza Village Donations Pledge Letter.
8. Upload in ZoomGrants.
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Attachment #4: Vendor Cost Estimate & Donor Sheet

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

2. When you open the document, make sure the tab on the bottom is "Attachment 4."

3. Type the official name of your association and the name of your project.

4. 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.

5. 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.

6. If your project will need a licensed contractor, click on the white search box, which will take to Nevada Contractors Board’s search tool.

7. 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.

8. The Totals will automatically calculate.

9. 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.
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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.

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>0</td>
</tr>
</tbody>
</table>

List all persons volunteering hours for the project. (Use additional sheets as needed.) Only hours listed on this form will be counted towards the Neighborhood Match.

<table>
<thead>
<tr>
<th>Volunteer Name</th>
<th>Volunteer Activity</th>
<th>Hours Pledged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 10

Hourly Rate: $ 28.54

TOTAL DOLLAR VALUE: $
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".
   - 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.

3. 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 volunteer 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.

4. Once you have completed Attachments 4-6, you can upload the file on ZoomGrants.
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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.
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.
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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.
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<table>
<thead>
<tr>
<th>Documents Requested</th>
<th>Uploaded Documents</th>
<th>Required?</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Attachment - Signature Page</td>
<td>Signature Page</td>
<td>✔️</td>
<td>6/7/2021 3:16:12 PM</td>
<td></td>
</tr>
<tr>
<td>#3 Attachment - Project Budget Worksheet</td>
<td>Project Budget Worksheet</td>
<td></td>
<td>4/7/2021 3:54:25 PM</td>
<td></td>
</tr>
<tr>
<td>#4 Attachment - NPF Donations Pledge Letter</td>
<td>NPF Donations Pledge Letter</td>
<td></td>
<td>4/7/2021 3:56:08 PM</td>
<td></td>
</tr>
<tr>
<td>#5 Attachment - Volunteer Hours Pledge Sheet</td>
<td>Volunteer Hours Pledge Sheet</td>
<td></td>
<td>4/7/2021 3:56:22 PM</td>
<td></td>
</tr>
<tr>
<td>#6 Attachment - NPF Project Permission Letter</td>
<td>NPF Project Permission Letter</td>
<td></td>
<td>6/7/2021 3:56:12 PM</td>
<td></td>
</tr>
</tbody>
</table>

To Print Attached Documents

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

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

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Questions?

For technical questions regarding ZoomGrants software:
Website: www.ZoomGrants.com
Email: 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

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.