

## Getting Started

1. Go to the grantmaker's website.
2. Create a ZoomGrants account or log in as an existing user.
3. Select the grant for which you want to apply.
4. Click the Apply button to start your proposal.
5. Start entering data (your answers will be saved automatically).

**Apply for the right grant** - Log in and begin a new proposal from the grantmaker's website directly.

**Keep it clean** - Cutting and pasting from other software packages removes all formatting (bullets, fonts, bold, italics, etc.).

**Check your work** - Modern browsers (Firefox, Chrome, Safari, etc.) have spell checking features built in.

**Work offline** - Open the print preview of the proposal (Print/Preview button), copy the contents into a Word document, fill out the application, then copy and paste each of your answers into the proposal online.

**Link to your documents** - Linking to your documents (hosted on your website) instead of uploading will be faster and more convenient, especially if you have common documents that will be attached to multiple proposals.

**Submit early** - You can make changes to your proposal up until the deadline. (Any revisions are saved on the submitted application so there's no need to resubmit your proposal.)

**Beat the rush** - Don't wait for the deadline to get close before you submit your proposal. Who needs that kind of anxiety, anyway?

**Use Full Screen view** - Click on the Full Screen link to remove distractions and get a cleaner view of your proposal while you are working on it.

**Use the Print/Preview** - The Print/Preview page will show your proposal the way the Reviewers will see it.

**Adjust the page view size** - Control + and Control - can be used to zoom in and out of any web pages for easier readability.

**Hire a grantwriter** - Our Resources section features grantwriters whom you can contact directly to help you craft your best proposal.