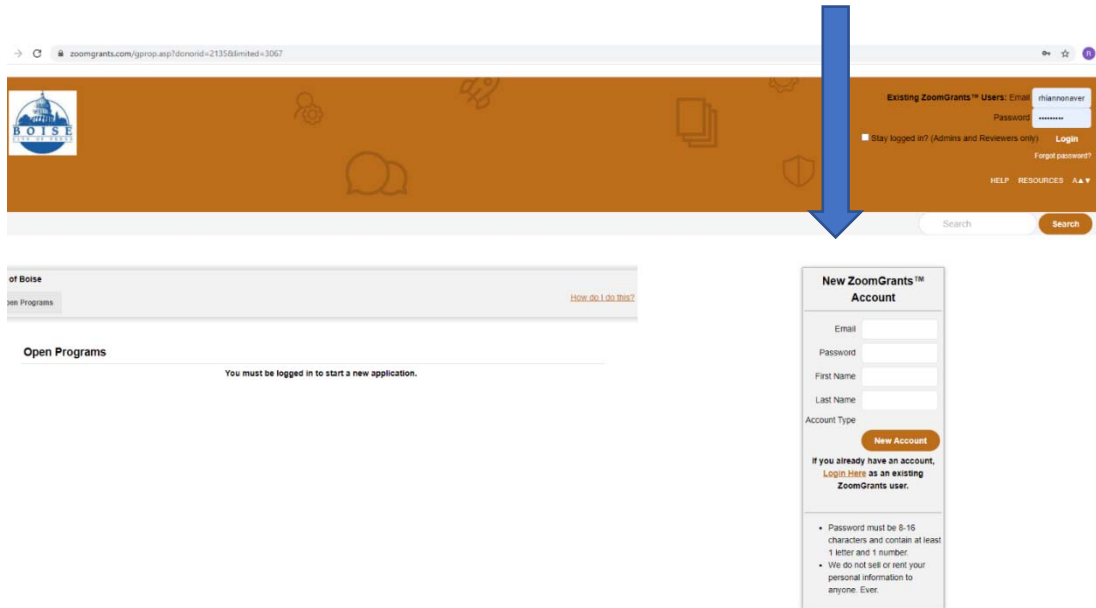


## Small Business Cash Grant

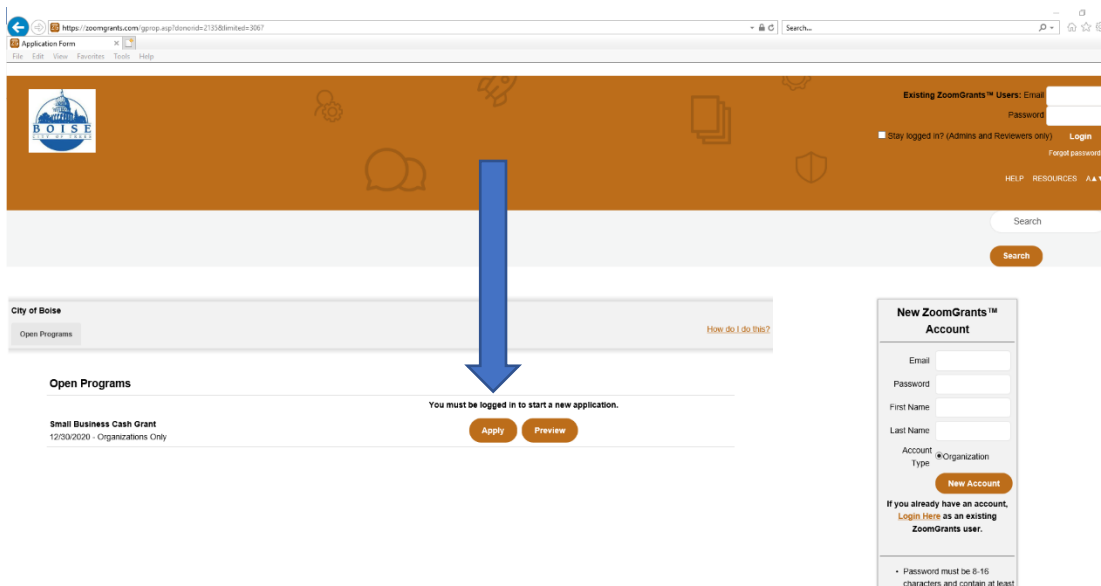
### Creating an Account

To set up an account, please create an account with an email that you use regularly. Communication regarding your application will be sent through ZoomGrants.



The screenshot shows the ZoomGrants website interface. At the top right, there is a login section for existing users with fields for Email and Password, and buttons for 'Login' and 'Forgot password?'. Below this is a search bar. The main content area is titled 'Open Programs' and contains the message 'You must be logged in to start a new application.' A blue arrow points from the top right towards the 'New ZoomGrants Account' form on the right side of the page. The form includes fields for Email, Password, First Name, Last Name, and Account Type (with a dropdown menu). A 'New Account' button is located below the form. Below the form, there is a note: 'If you already have an account, Login Here as an existing ZoomGrants user.' and a list of password requirements: 'Password must be 8-16 characters and contain at least 1 letter and 1 number' and 'We do not sell or rent your personal information to anyone. Ever.'

1. Create a new account with ZoomGrants by providing the required information.
2. Once you complete your account set-up, you will be able to access the application. Should you lose the link to "Apply", please access: [Small Business Cash Grant Program](#)
3. **Applying**  
To apply, please click the "Apply"



The screenshot shows the ZoomGrants website interface. At the top right, there is a login section for existing users with fields for Email and Password, and buttons for 'Login' and 'Forgot password?'. Below this is a search bar. The main content area is titled 'Open Programs' and contains the message 'You must be logged in to start a new application.' A blue arrow points from the top right towards the 'New ZoomGrants Account' form on the right side of the page. The form includes fields for Email, Password, First Name, Last Name, and Account Type (with a dropdown menu). A 'New Account' button is located below the form. Below the form, there is a note: 'If you already have an account, Login Here as an existing ZoomGrants user.' and a list of password requirements: 'Password must be 8-16 characters and contain at least 1 letter and 1 number' and 'We do not sell or rent your personal information to anyone. Ever.'

Below the 'New ZoomGrants Account' form, there is a section for 'Small Business Cash Grant' with the date '12/30/2020 - Organizations Only' and two buttons: 'Apply' and 'Preview'. A blue arrow points from the top right towards the 'Apply' button.

## Business Information

Please answer the questions pertaining to your business as requested. You will need to provide your EIN, D-U-N-S Number, and CAGE Code. If you do not have a DUNS or CAGE Code you will need to apply and demonstrate you have applied. *You will need to upload communication received from the agency that you are apply for in the “Documents” section of the application. Not uploading documents may result in the delayed approval of your application.*

[Dun & Bradstreet](#) - The D-U-N-S Number is used around the world to identify and access information on businesses. A D-U-N-S Number identifies a company's Dun & Bradstreet business credit file, which may include firmographic data (company name, address, phone number, etc.), corporate family relationships (headquarters, branches, subsidiaries, etc.), and scores and ratings that assess different financial health indicators. Taken all together, this profile of information is called the Dun & Bradstreet Live Business Identity. Potential partners and lenders can request a business credit report about your business using your D-U-N-S Number or other business identifiers. Equally, you can use the D-U-N-S Number to access the same information about any company with which you might wish to work.

[CAGE Code](#) - The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE Code supports a variety of mechanized systems throughout the government and provides a standardized method of identifying a given legal entity at a specific location. Agencies may also use the code for a facility clearance, or a pre-award survey. There is no cost to obtain a CAGE Code.

The screenshot shows a web browser window displaying the 'Application Form' for Zoom Grants. The page is titled 'Business Information' and contains several sections for data entry:

- Business Name:** A text input field.
- Amount Requested:** A text input field with a value of '\$ 0'.
- Applicant Information:** Fields for First Name (Riannon), Last Name (Avery), Telephone (208-999-9999), and Email (riannonavery30@yahoo.com).
- Organization Information:** Fields for Organization Legal Name/Entity Name (ABC Business), Address 1 (150 N Capitol Boulevard), Address 2, City (Boise), State/Province (Idaho), ZIP+4 Postal Code (83702), Telephone (208-999-9999), Fax (optional), Website (optional) (www.abcbusinessneeds.com), Federal Tax ID (EIN) (00-XXXXXXX), DUNS Number (XXXXXXXX), and INCAGE Code (XXXXXXXX).
- IRS Verification:** A message stating: 'No current exempt IRS record was found for EIN 00-0000000. You might try searching the list of organizations whose federal tax exemption was automatically revoked located at the [IRS Select Check Site](#)'.
- CEO/Executive Director:** Fields for First Name (Riannon), Last Name (Avery), Title (CEO), and Email (riannonavery30@yahoo.com).

Navigation buttons include 'Instructions' (with a 'Printable' link), 'Back', and 'Next'.

Once the information on the business has been provided, click “Next”



## Application Questions

Please answer the questions in the application. *There 10 questions, please click “Next” once you have answered all questions.*

The screenshot shows a web browser window with the URL <https://zoomgrants.com/gprop2.asp?donorid=21358&key>. The page title is "Application Form". Below the browser window, the application form is displayed. At the top, it says "Upon approval of the application, execution of grant agreement, and supporting documentation for eligible expenses, 100% of eligible expenses will be reimbursed. Should the maximum amount not be reached at the time of application, the City will reimburse eligible expense incurred to date. The applicant has the ability to submit additional requests for eligible expenses through December 30, 2020." The application status is "Not Submitted". The amount requested is "\$ 0.00 requested". The current step is "Application Questions". The questions are:

1. I have the authority on behalf of the applicant business to request the small business grant.  
 YES  
 NO
2. IS BUSINESS LOCATED & REGISTERED IN BOISE? This grant program is ONLY available to businesses and organizations registered and located within the City of Boise jurisdictional boundaries. The registration address with the IRS and Idaho Business Review Secretary of State is considered the business location.  
 YES  
 NO
3. IS BUSINESS/ORGANIZATION SIZE UNDER 100 EMPLOYEES?  
Including the owner(s)  
 YES  
 NO
4. How many employees does your business have?
5. SMALL BUSINESS GRANT FUNDING USES CARES Act funds must be expended in compliance with state and federal law. They can only be used to cover expenses that:  
• Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);  
• Were NOT accounted for in the budget most recently approved as of March 27, 2020 (the date of the enactment of the CARES Act);  
• Were incurred during the period that begins June 20, 2020 - December 30, 2020.  
GRANT FUNDING PROPOSED USES:  
 Personal Protective Equipment (PPE)  
 COVID-19 related expenditures for inventory  
 Equipment purchase (with or without installation) to promote social distancing  
 Cleaning and sanitation supplies  
 Other adjustments to adhere to COVID-19  
 COVID-19 testing costs for employees  
 Rent/Lease  
 Utilities
6. Have you received funds from any other COVID-19 related funding source?  
If yes, please identify the source (Personal Protection Program (PPP), FEMA-COVID-19, USDA - COVID Food Assistance Program, Small Business Loan Program, Paydowns Cash Grants, or Insurance program). If no to all, please respond "No" in the answer.

## Documents

To apply, there are two required documents that must be submitted with the application – W-9 and the IDA-20. *If you do not upload these documents, you will not be able to submit your application.*

The screenshot shows the "Documents" section of the application form. It lists the documents required for submission:

Documents Requested *	Required?	Uploaded Documents *
W-9 Form <a href="#">Download template: W-9 Form</a>	Required	-none-
ACH Form (reimbursement)		-none-
Copy of Receipts/Lease (for eligible expenses)		-none-
Documentation of DUNS If you do not have a DUNS number, you will need to apply for one. When you apply, please upload the confirmation you have applied for it. At time of final DUNS number, you will need to upload that document.		-none-
IDA-20 <a href="#">Download template: ID-20</a>	Required	-none-
Documentation of CAGE Code If you do not have a CAGE Code, you will need to apply for one. When you apply, please upload the confirmation you have applied for it. At time of receiving CAGE Code, you will need to upload that document.		-none-

\*ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 252475

### How to “Download” documents

1. Click on the template that you need to download;
2. Save the file to your computer;
3. Complete the information required on the form; and
4. Resave the file to your computer.

### How to “Upload” documents

1. Click on the “Upload” button;
2. Give the file name;
3. “Browse” your computer to find the file you are uploading; and
4. Click “Upload Now”.

### Submit Now

Once your application is complete, with the required documents, click “Submit Now”

*If you get an error message, please review what is missing as part of your application.*

ABC Business  
ABC Business  
\$ 150,000.00 requested

Application Status: Not Submitted  
Submit Now PrintPreview  
[Archive this Application](#)

Application Completion [\[hide this\]](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

**Some fields are missing answers:**  
Required Documents Requested

If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.

This RED message will be replaced with a place to enter your initials.

Summary Application Questions Documents Activity Log

*When you have uploaded/provided the missing information, you should get this final step:*

ABC Business  
ABC Business  
\$ 150,000.00 requested

Application Status: Not Submitted  
Submit Now PrintPreview  
[Archive this Application](#)

Application Completion [\[hide this\]](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

Initials RA

Submit Now

## After Submission

Please check your ZoomGrants account for communication regarding your application. Applications will be processed in the order they were received. If you haven't received any communication in ZoomGrants within three (3) business days, please contact: [XXX@cityofboise.org](mailto:XXX@cityofboise.org).

