Energize Our Neighborhoods
NEIGHBORHOOD INVESTMENT PROGRAM | CAPITAL APPLICATIONS GUIDE

Overview

The Neighborhood Investment Program (NIP) is part of the City's Energize Our Neighborhoods initiative. The program funds comprehensive neighborhood plans, Neighborhood Association projects, and capital construction to help enrich the lives of our residents, enhance the identity and quality of life in our neighborhoods and encourage a strong sense of community.

Neighborhood Associations are eligible to apply for funding for capital projects on a yearly basis. Further details regarding eligible projects, requirements, workshops, and deadlines are available online: https://www.cityofboise.org/programs/energize/neighborhood-investment/

Using ZoomGrants

All project applications must be submitted through Zoom Grants, which can be accessed through the City of Boise website.

➢ If you have used ZoomGrants for previous applications, you do not need to create a new account. For password assistance click 'Forgot Password.'

Step 1: Log in to ZoomGrants

Access the NIP application information on the City of Boise website:

https://www.cityofboise.org/programs/energize/neighborhood-investment/zoom-grants/

If you already have a ZoomGrants account:

1. Enter the Email and password for your Neighborhood Association's account
2. Click 'Login'

If you have **not** used ZoomGrants for previous applications, follow these steps to create an account:

1. Fill in the requested information
2. Click 'New Account'

Step 2: Click 'Apply' next to the NIP Capital Project Application

Step 3: Click 'Apply Now/Start Application' Button

Which Tabs Need to be Completed?

- Neighborhood Association Information
- Preliminary Information
- Application Questions
- Budget
- Documents

Did You Know?

ZoomGrants automatically saves your work as you go – no need to click 'save' or worry about losing information.

Step 4: Complete All Tabs of the Application

➢ Neighborhood Association Information

Neighborhood Association Information   *(answers are saved automatically when you move to another field)*

Neighborhood Association Name & Project Title

Amount Requested   USD$

Applicant Information
First Name
Last Name
Telephone
Email

Information Required:

- Project Title
- Total amount requested
- Neighborhood Association name and contact information
- Association President name & contact information

Organization Information   *(changes to this data will be reflected on all other applications for this organization)*
Neighborhood Association Name
Address 1
Address 2
City
State/Province   Non-US ▼
ZIP+4/Postal Code
Country   United States ▼
Telephone
Fax
Website

Association President
First Name
Last Name
Title
Email

Additional Contacts for this Application
Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Next

Once all information has been entered for each Tab, click 'Next'

➢ ZoomGrants will automatically save all responses

If more than one person will be working on, or need access to, the application, enter their email address(es) into the box for 'Additional Contacts'

➢ Preliminary Information

Preliminary Information

Ask a Preliminary Information Question

1. List the email address and password you/your association uses to access ZoomGrants.

Maximum characters: 255. You have 255 characters left.

2. Provide the name of the Neighborhood Association representative and date of the ZoomGrants workshop they attended.

Maximum characters: 255. You have 255 characters left.

Information Required:

- Email address and password used to access ZoomGrants.
- Date the Project Manager approved this project.
- Project Manager Approval Form.

3. Provide the date the Project Manager approved the project.

Maximum characters: 255. You have 255 characters left.

Documents Requested *
Project Manager Approval Form
Download template: Project Manager Approval Form

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

Submit Preliminary Information

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➢ Capital Project Application Questions

Respond to Questions 1-12

Neighborhood Association Information | **Preliminary Information** | **Application Questions** | **Budget** | **Documents**

Application Questions

Instructions Show/Hide

1. Provide a detailed description of the project.

Maximum characters: 3000. You have 3000 characters left.

2. Who owns the proposed project location?
If the property is not owned by the City of Boise or Boise School District, will an easement be required for the project, or is there already an easement in place?

Maximum characters: 3000. You have 3000 characters left.

3. What community need will this project address?
Please provide reference sources (i.e. data sets, resident input, observation).

> Pay attention to the maximum characters (not words!) allowed for each response. ZoomGrants will automatically cut off any response over the limit.

➢ Project Budget

Provide any narrative necessary to fully explain the budget request, including any matching funds. **A full, detailed budget must be uploaded in the Documents Section.**

All budgets should be developed with the guidance of the Project Manager.

Neighborhood Association Information | **Preliminary Information** | **Application Questions** | **Budget** | **Documents** | Activity Log

Print Budget

Budget

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

Instructions Show/Hide

Budget Narrative (Discuss/justify the items and amounts you entered above.)
Please provide any narrative necessary to fully explain the budget request.

> Volunteer time should be calculated at the Federal rate

Maximum characters: 3000. You have 3000 characters left.

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Step 5: Upload Documents

A detailed project budget, photos/maps of the site and public engagement sign-in sheet(s) are required. Other supporting documents should be uploaded as applicable to your project. Documents may include letters of support, project specifications, photos of the site or similar projects, and other background information as pertinent to the project.

For assistance in uploading documents watch the video tutorial below.

➤ https://youtu.be/b0lxkjss_Ow

To upload the required documents:

1. Click 'Upload'.
2. Fill in a file description then select 'File Upload.'
3. Click on 'Choose File'.
4. Select the document, then click 'Upload Now'.

Repeat steps 1-4 to add additional documents as needed.

Step 6: Submit the Application

When all Tabs are complete, click 'Submit Now' to finish the application.

If your application is complete, an Initials box will appear. Enter your initials, then click 'Submit Now'.

➤ Any incomplete fields will be displayed in red. Fill in those fields, then click Refresh and try the Submit button again.

When the application has been successfully submitted a timestamp will appear. A confirmation email will also be sent to the email address associated with the account.
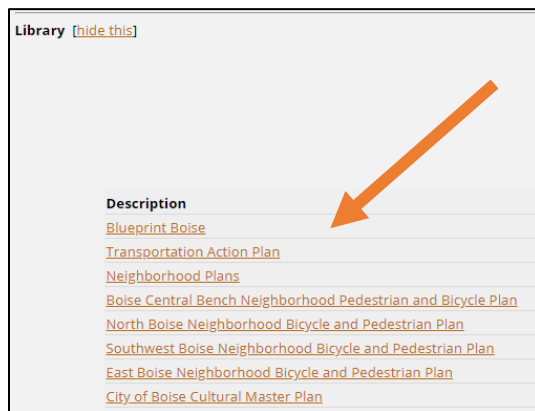
Helpful Tips

➢ Once the application has been started, you can log in directly to ZoomGrants at http://www.ZoomGrants.com to work on your application.
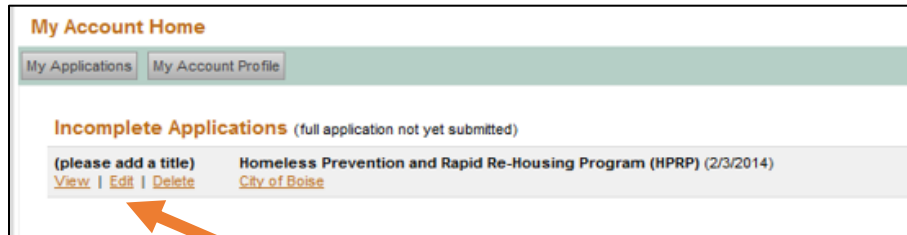
The application will be listed under 'Incomplete Applications'. Click 'Edit' to continue working on the application.

➢ The 'Library' tab has links to all pertinent City and partner agency plans.

➢ Neighborhood Associations are recommended to create a profile using a generic email address for the association. This helps ensure that board turn-over does not result in lost information. (*If applications are created under a personal email address, only that person is able to see past applications*.)

Project Managers

➢ It is highly recommended that all associations meet with a Project Manager **early** in the project development stage. **Applications that fail to include Project Manager Approval will not be considered for funding**.

TYPE OF PROJECT	PROJECT MANAGER	CONTACT INFORMATION
Parks: amenities or equipment, walking paths, streetscape improvements	Wendy Larimore	wlarimore@cityofboise.org
Transportation: bus stop improvements, pathways, connections, bike facilities	Zach Piepmeyer	zpiepmeyer@cityofboise.org
Neighborhood Plans	Deanna Dupuy	ddupuy@cityofboise.org
Public Art: traffic box wraps, murals, artworks	Karl LeClair	kleclair@cityofboise.org
History: research, brochures, interpretive signage	Brandi Burns	bburns@cityofboise.org
Public Works: street lighting, infrastructure	Robyn Mattison	rmattison@cityofboise.org
Neighborhood Identity Signage	Nikki Drake	nrdrake@cityofboise.org
Placemaking: public space development	Leon Letson	lletson@cityofboise.org

Technical Assistance

➢ A ZoomGrants Tutorial is available to assist in the application process. It can be accessed here: http://zoomgrants.com/welcome/applicantslideshow.pdf.

➢ For assistance in developing project ideas, identifying Project Managers, or for technical assistance, contact Melinda McGoldrick at mmcgoldrick@cityofboise.org or 208-570-6834.