



# 2018 CIP Application Workshop

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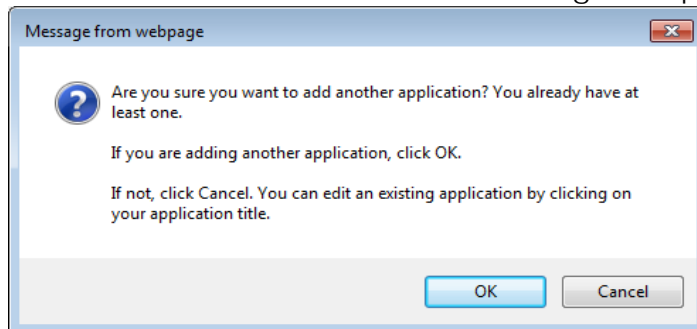
**SUBJECT:** **APPLICANT TIP SHEET**

To access the online 2018 CIP applications:

1. From the CIP page of the Alameda CTC website:  
[http://www.alamedactc.org/app\\_pages/view/19025](http://www.alamedactc.org/app_pages/view/19025) (and follow the link to apply for the 2018 CIP), or
2. Go directly to: <https://zoomgrants.com/gprop.asp?donorid=2157>

Application Tips:

1. How to create multiple applications:
  - o Go to: "Open Programs" tab
  - o Click "Apply again" button
  - o Click "OK" when the below dialog box opens



2. How to invite application collaborators:
  - o Collaborators can review, edit, but cannot submit
  - o Under Tab A. Sponsor Information, go to "Collaborators" section. Add the email address of your collaborator(s), check box under "Application" column, and send an invite.
3. If you want to work offline - Open the print preview of the application (Print/Preview button), copy the contents into a Word document, fill out the application in Word, then when you are back online copy and paste each of your answers into the online application.

4. Uploading files - Uploading the link to a document is much faster than uploading a file.
5. Use the grey "Refresh Page" button in the application to refresh the page, NOT the browser's refresh button. Refresh the page to see uploads and table calculations.
6. Use the Print/Preview - to see and check the calculated totals in your budget tables and to see your application the way Alameda CTC staff will see it.
7. Submit early - You can make changes to your submitted project applications up until the 10/31/16 deadline.
  - o Any revisions made to a previously submitted application are automatically saved in the original version - there's no need to resubmit it.
  - o Edits after the deadline are not possible unless specifically requested by Alameda CTC.
8. Submittal confirmation emails and system communications will come from [Notices@zoomgrants.com](mailto:Notices@zoomgrants.com) email address. If you don't receive them, check to make sure they are not getting caught by your spam filter.
9. Browser issues - If applicant is having issues submitting, or the system crashes, try using a different browser (Chrome is recommended).