

How to Review Applications Via ZoomGrants™

Tips and Tools for Reviewing, Scoring, and Voting on Applications

Need a printer-friendly version?

<https://zoomgrants.com/welcome/reviewerslideshowpf.pdf>
*Please consider sharing the link to this file instead of printing it.
Using the link will ensure you have the latest version of this guide
(and it'll save paper!).*

Want to learn more? Go to <http://help.zoomgrants.com/>.

2 Quick Things to Know:

THE AUTO-SAVE FEATURE

ZoomGrants™ automatically saves your progress, so you can log out and log back in as many times as you need to in order to complete your review. Whenever you make a change in a field then click outside of that field (such as a Scoring Comment or My Notes) or change your selection in a radio button or dropdown menu, you'll see a flash of the 'Saving' screen as your change is being saved.

(Note: If you see the 'Saving' message for more than a few seconds your Internet connection may have blinked for a moment during the saving process and the change may not have been saved. Double click anywhere on the page to cancel the save and make a note of the change that you made. If you made the change in a text field, tweak the answer slightly, then click outside of the field to try the save again. If you selected a radio button or dropdown, select a different dropdown or radio button, wait for the save to occur, then make your original choice again. If you continue to have difficulty, check your Internet connection. You can also call our Technical Support team – (866) 323-5404 x2.)

THE TAB SYSTEM

ZoomGrants™ predominantly uses a tab system to set apart the different sections and features of the system. You can click on each tab to access the content housed there.

About This Tutorial:

To provide instructions for reviewing, scoring, and voting on Applications while also giving a tour of the ZoomGrants™ system, this tutorial uses two different colors to denote the different types of information provided.

ORANGE NUMBERS

These are **sequential instructions** that can be followed by users who just want to know how to review Applications via ZoomGrants™.

BLUE/GREEN LETTERS

These are **extra notes** regarding the ZoomGrants™ system and its features.

PART ONE:

Application Review – Committee Members

MY ACCOUNT

In order to serve on a Review Committee, you must have a ZoomGrants™ account. The Program Administrator for the funding organization will set up your account using your email address and he or she will also create your password.

1. MY ACCOUNT

The My Account page provides quick access to all Programs to which you have been assigned.

2. PROGRAM DASHBOARD

Click an orange Program title or the Dashboard button to access that Program.

A. SEARCH

Use the Search field to quickly find Applications by entering part of the Application title, Application contact, etc. You will only be able to access Applications and Programs to which you have been assigned as a Funding Committee Member.

Welcome, Julie Doe [Not Julie Doe?](#)
HELP LOGOUT ▲▼

1 ZoomGrants™

The Generous Foundation

My Account Program History Announcements

Search Search

My Account

Open Programs	Submitted	Incomplete	Total Awarded	
Grants Department Grants for People Seeking Grants 12/31/2010 - 12/31/2020	3	2	\$ 100.00	Dashboard
2016 Scholarship 12/31/2008 - 6/15/2019	4	2	\$ 0.00	Dashboard

2

Recently Closed Programs	Submitted	Incomplete	Total Awarded
<i>none</i>			

PROGRAM DASHBOARD – Quick Tour

1. QUICK ACCESS TABS

These tabs provide quick access to Application lists, the Scoring, Financial, and Reporting Reports, and the Data page.

2. MY DECISIONS*

Depending on the settings chosen by the Administrator, you may be assigned to review all or some specific Applications, or you may have access to all of the Submitted Applications.

Click the color-coded bars in the My Decisions section to view lists of Applications with the selected vote. *The screenshot to the right, for example, indicates that this Committee Member has voted to Approve several Applications, Decline several, and is still Undecided about one.*

To view a list of all of the Applications that you've been asked to read, click the View All button (3) at the bottom of the Applications section.

A. SEARCH

The Search field is here, too, but this time it will just search for Applications within this Program.

The screenshot displays the ZoomGrants interface for 'The Generous Foundation'. At the top right, it says 'Welcome, Ira View' with a link 'Not Ira View?'. Below that are 'HELP' and 'LOGOUT' links. The main header shows 'The Generous Foundation' logo and 'Community Development Department'. A navigation bar contains 'My Account', 'Dashboard', 'Applications', 'Scoring', 'Reporting', and 'Data'. A search field is on the right. The 'Program Dashboard' title is centered. Below it, the 'Applications' section features a horizontal bar chart. The chart has a legend: green for 'Approved', orange for 'Declined', and blue for 'Undecided'. Two bars are shown: 'Official D...' and 'My Decisi...'. The 'My Decisi...' bar has a green segment (Approved), an orange segment (Declined), and a blue segment (Undecided). Below the chart, it says '\$444,450.00 Approved' and '14 Submitted' with a 'View All' button. A circled 'A' is on the search field, a circled '1' is on the 'Applications' tab, a circled '2' is on the 'My Decisi...' bar, and a circled '3' is on the 'View All' button.

*This feature may not appear, depending on the settings chosen by the

Administrator. zoomgrants.com/

APPLICATIONS LIST – Navigation

1. OPEN AN APPLICATION

Click an orange Application title to open that Application to view the content.

A. SET FILTER*

Use these checkboxes to determine which Applications are included in the list.

B. MY SCORES*

As you score each Application, the My Scores column in the Applications list will display either a progress bar (if you are not finished assigning a score for *every* criterion) or the total score that you gave to that Application. This is another way to keep track of your progress.

C. SORT BY COLUMN

Click a bold column header to sort the Applications list by that column. Click again to reverse the sort.

The Generous Foundation
Powered by ZoomGrants™

Welcome, Julie Doe [Not Julie Doe?](#)
HELP LOGOUT ▲▼

The Generous Foundation
Grants Department
Grants for People Seeking Grants
\$ 10,000.00 Available
12/31/2020 Deadline

My Account | Dashboard | Applications | Scoring | Financial | Reporting | Data | Search

Voting Decisions
Submitted Applications | Pre-Application
Include: Approved Undecided Declined/Not Qualified | Decisions

	Submitted Applications	\$ Requested	My Scores	My Vote	Trial Decisions (Committee)	Official Decisions (Committee)
<input type="checkbox"/> 1	Emily's Organization My Application	\$ 100.00 Print PDF	39	\$ 50.00	\$ 50.00	\$ 100.00
<input type="checkbox"/> A	My Little Nonprofit Agency Grant Application	\$ 750.00 Print PDF		Undecided	Undecided	Approved
<input type="checkbox"/> A	Small Nonprofit Agency Our Application	\$ 1,000.00 Print PDF		\$ 75.00	Undecided	Declined
3 Submitted Applications		\$ 1,850.00		\$ 125.00	\$ 50.00	\$ 100.00
				\$ 9,875.00	\$ 9,950.00	\$ 9,900.00
				\$	\$	\$
Send Email To Selected				10,000.00	10,000.00	10,000.00

READING APPLICATIONS – Navigation

1. APPLICATION TABS

Click through the Application tabs to view the Application content.

2. REVIEW TOOLS

The Administrator may set up several helpful Review Tools – My Notes*, Discussion*, Internal Research*, Scoring*, and Decisions – that you can use as you work through the Applications. Click on the button to access those features.

A. QUICK ACCESS TABS

Use these tabs to quickly return to your other pages, including the Dashboard and the Applications list.



The Generous Foundation
Grants Department

Grants for People Seeking Grants

\$ 10,000.00 Available
12/31/2020 Deadline

My Account | Dashboard | Applications | Scoring | Financial | Reporting | Data | Search

Emily's Organ
My App | Print/Preview

\$ 100.00 Request

Application | Application Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Extra | [Where did my tabs go?](#)

Post-Decision | Funding Contract | Financial | Reports

Official Decision | Approved | \$ 100.00 | Review Tools

Application Questions

Demographic Information

- 1. If you were talking to a six-year-old, how would you describe your program?**
Please limit the use of references to ice cream cones and trips to the pool, regardless of how well they relate to your program or the excitement induced by your program - children can be very excitable and we don't want anyone to be disappointed.

We will be working together, using teamwork and working as a team, to do really cool things and make people happier and healthier. There will be lots of smiles, and laughing, and fun, even though we will be also be doing our best and working hard.
- 2. How many people of each age group will be able to participate in your program?**

500	Young People
500	Young-at-Heart People
1,000.00	TOTAL
- 3. What two (2) are the main goals of your program?**

READING APPLICATIONS – Scoring*

1. SCORING*

Click into the Review Tools to view and the scoring criteria set up by the Administrator and to select your scores for the Application.

2. SCORING QUESTIONS*

The Administrator creates Scoring Questions based on relevant criteria. For each question, select a score in the Score dropdown. If applicable, you can also enter a Comment on each Scoring Question.

3. MY SCORING COMMENTS

Add general comments regarding your applied scores in the My Scoring Comments box at the bottom of the Scoring* section.

A. ADMINISTRATIVE SCORING QUESTIONS*

Some funders choose to set up separate Committee and Administrative Scoring Questions*. Administrative Scoring Questions* can only be completed by Administrative users.

The screenshot displays the ZoomGrants application review interface. At the top, it shows the user's name (Welcome, Julie Doe) and navigation links (HELP, LOGOUT, A.A.Y.). The main header identifies the user as 'Emily's Organization' with a total score of \$100.00. The 'Review Tools' section is highlighted with a red circle and the number '1'. Below this, the 'Scoring' section is highlighted with a red circle and the number '2', showing a table of scoring questions with columns for Score, Weight, and Ext. Score. The 'Administrative Scoring Questions' section is highlighted with a red circle and the letter 'A'. At the bottom, the 'My Scoring Comments' section is highlighted with a red circle and the number '3'.

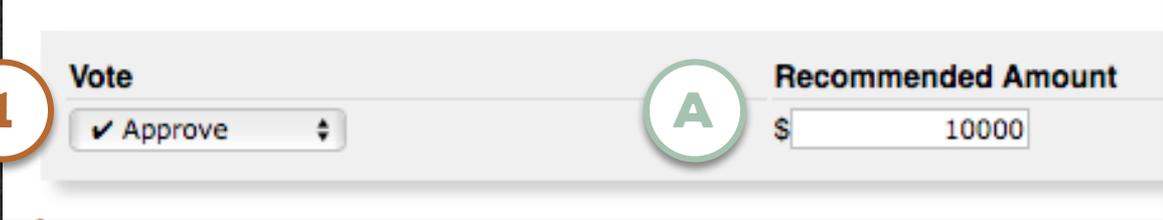
Scoring Question	Score	Weight	Ext. Score
1 Application uses descriptive adjectives effectively.	7	X 1 =	7.0
2 Program described in application sounds fun.	7	X 1 =	7.0
3 I would go to the proposed program.	5	X 5 =	25.0
Total Score			39.0
Administrative Scoring Questions	Score	Weight	Ext. Score
1 Please rate the previous experiences working with this applicant.	8	X 1 =	8
2 Does this applicant have a history of success with funding we have provided?	7	X 1 =	7
3 Does this applicant have a history of being truthful on their proposals?	8	X 1 =	8
Total Admin Score			23.0
Total Combined Score		0 Scoring Adjustment	62.0

*This feature may not appear or may have a different label, depending on the settings chosen by the Administrator.

READING APPLICATIONS – Decisions*

1. MY DECISION*

Once you've completed your Review, you may cast your vote at the top of the Review Tools. If you vote to Approve an Application, be sure to enter the Recommended Amount, too (A).



The screenshot shows a user interface for casting a vote. On the left, a large orange circle with the number '1' is positioned next to the 'Vote' section. The 'Vote' section contains a dropdown menu with '✓ Approve' selected. To the right of the dropdown is a green circle containing a white letter 'A'. Further right is the 'Recommended Amount' section, which includes a dollar sign '\$' and a text input field containing the number '10000'.

*This feature may not appear or may have a different label, depending on the settings chosen by the Administrator.

READING APPLICATIONS – Scoring Report*

1. SCORING REPORT*

Click the **Scoring** tab in the **Program-level** tabs to view your **Scoring Report**. Within the Scoring Report, you can view all of your Votes and Scores for all of the Applications to which you have been assigned.

A. CHANGE YOUR VOTE

Use the **My Vote** dropdown* and the **My Recommend*** box to change your decision or funding suggestion.

B. SORT BY COLUMN

Click a **bold** column header to sort by that column. Click again to reverse the sort order.

The Generous Foundation
Grants Department

Grants for People Seeking Grants

\$ 10,000.00 Available
12/31/2020 Deadline

My Account | Dashboard | Applications | **Scoring** | Financial | Reporting | Data

Emily's Organization
My Application
\$ 100.00 Requested

Application | Application Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Extra | [Where did my tabs go?](#)

Powered by ZoomGrants™

Grants for People Seeking Grants

The Generous Foundation
Grants Department
\$10,000.00 available

Scoring Report

Include (My Vote) Undecided Approved Declined Abstain/Recuse

Click on column title to sort by that column. Click again to reverse the order.
Individual question score averages are calculated by adding all existing scores for the question, and dividing by the number of existing scores.
Committee Score is a total, calculated by adding all existing question averages. Rounding errors could exist.
Average Recommend only includes a recommendation if the reviewer voted to Approve the application.

Organization Name	Requested Amount	My Vote	My Recommend	Q1	Sub	Q2	Q3	Sub Score	My Adm	Adm Q1	Adm Q2	Adm Q3	Admin Score	Adjust	Total Score
Emily's Organization My Application	\$100.00	Approve	\$ 50	7	7	7	25	32	39				0		39.00
My Little Nonprofit Agency Grant Application	\$750.00	Undecided	\$		0			0	0	10			10		10.00
Small Nonprofit Agency Our Application	\$1,000.00	Approve	\$ 75	5	5	3	50	53	58				0		58.00
3 displayed 0 not included	\$1,850.00		\$125.00					\$9,875.00	Total Available						\$10,000.00

*This feature may not appear or may have a different label, depending on the settings chosen by the Administrator.

READING APPLICATIONS – Data

1. DATA

Click into the Data tab in the Program-level tabs to generate customized reports to use as you compare applications and make your considerations.

2. CUSTOM DATA REPORT

1. Set a Filter – Choose which Applications you'd like to include in the Report.

2. Choose a View – Tell the system how you would like the results presented.

Please note: some fields (such as Tables) are limited to select views.

3. Select the Fields – Scroll down and click the checkbox(es) next to the field(s) that you'd like to include in the Report (A).

The screenshot shows the 'Data' tab interface for 'The Generous Foundation Grants Department'. At the top right, it displays '\$ 10,000.00 Available' and '12/31/2020 Deadline'. The main navigation bar includes 'My Account', 'Dashboard', 'Applications', 'Scoring', 'Financial', 'Reporting', and 'Data'. The 'Data' section is titled 'Custom Data Report' and is divided into three main sections: '1. Set a Filter', '2. Choose a View', and '3. Select the Fields'. Callout '1' points to the 'Data' tab in the navigation bar. Callout '2' points to the '1. Set a Filter' section, which includes a dropdown for 'Official Decisions' (with 'Approved', 'Undecided', and 'Declined (and Not Qualified)' selected) and a 'Program Type' dropdown set to '-Not Assigned-'. Callout 'A' points to the '3. Select the Fields' section, which lists various fields with checkboxes. The 'Standard Fields' section includes 'Requested Amount', 'Agency Details', 'Program Contact', 'Additional Contacts', 'Pre-Application Decision', 'Trial Decision', 'Official Decision', 'Official Amount', 'Decision Fund Date', 'Decision Funding Instructions', 'Decision Comment', 'Budget', 'Document Attachments', 'Activity Log', 'Raw Scores & Comments', and 'Program Type'. The 'Pre-Application' section starts with '1. Do you really want us to fund your program?'. A 'Generate Report' button is located at the bottom of the '1. Set a Filter' section.

*This feature may not appear or may have a different label, depending on the settings chosen by the Administrator.

TECHNICAL QUESTIONS?

We're always happy to help.

Send us an email: Questions@ZoomGrants.com

Give us a call: (866) 323-5404 x2

PART TWO:
Application Review –
Committee Chairs

Committee Chairs:

Committee Chairpersons are a hybrid of

... **NORMAL COMMITTEE MEMBER**

Committee Chairs review, score, and vote on Applications just as normal Committee Members do.

... **AND PROGRAM ADMINISTRATOR.**

In addition to reading Applications as Committee Members, Committee Chairs also have limited Administrative authority.

COMMITTEE CHAIRS CAN:

- Change Trial Decisions and Amounts
- Assign Custom Statuses
- Pose Follow-Up Questions via the Activity Log
- Email Applicants
- View Committee Totals and Averages in the Scoring Report

COMMITTEE CHAIRS CANNOT:

- Change Official Decisions and Amounts
- Change the Pre-Application status
- Assign Applications to Committee Members
- Enter Administrative Scores or Comments
- Open Applications for Editing
- View Specific Scores or Comments of other Committee Members
- Manage any Post-Funding Activities

COMMITTEE CHAIR – Trial Decisions

1. COMMITTEE VOTES

For an individual Application, normal Committee Members can only cast their own votes and enter their own Recommended Amount. **Committee Chairs can also view the votes and average approval amounts for the entire committee.**

2. TRIAL DECISION

Committee Chairs can also change the Trial Decisions and Amount. Trial Decisions and Amounts can be used to try out multiple funding scenarios during committee meetings. Trial Decisions can be changed in the Decisions tab of an individual Application or in the Scoring Report (A).

The Generous Foundation
Grants Department
Grants for People Seeking Grants

\$ 10,000.00 Available
12/31/2020 Deadline

My Account | Dashboard | Applications | Scoring | Financial | Reporting | Data

Emily's Organization
My Application
\$ 100.00 Requested

Application Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Extra | [Where did my tabs go?](#)

Post-Decision | Funding Contract | Financial | Reports

Official Decision Approved \$ 100.00 **Review Tools**

My Decision Approve \$ 50 Trial Decision Approve \$ 50

Votes **1 Approve** 0 Decline 3 Undecided Average Approval \$ 50
Votes are not visible to other Reviewers or Applicants

Scoring
Instructions [show/hide](#)

Committee Scoring Questions

Application Content	Score	Weight
---------------------	-------	--------

The Generous Foundation
Grants Department
Grants for People Seeking Grants
The Generous Foundation
Grants Department
\$10,000.00 available

Powered by ZoomGrants™

Scoring Report

Report Type: Question Averages (anonymous) | Include (Trial Decision) Undecided Approved Decline

Click on column title to sort by that column. Click again to reverse the order.
Individual question score averages are calculated by adding all existing scores and dividing by the number of existing scores. Committee Score is a total, calculated by adding the individual question averages and multiplying by the weight. Average Recommendation only includes a recommended amount if the reviewer voted on the application.

Organization Name	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Q1	Sub	Q2	Q3	Sub	C
Emily's Organization My Application	\$100.00	1 to 0	\$50.00	Undecided	\$ 100	7.5	7.5	7.0	35.0	42	
My Little Nonprofit Agency Grant Application	\$750.00	0 to 0		Undecided	\$ 0	2.0	2	5.0	20.0	25	
Small Nonprofit Agency Our Application	\$1,000.00	1 to 0	\$75.00	Undecided	\$ 0	6.5	6.5	2.0	42.5	44.5	
3 displayed	\$1,850.00		\$125.00		\$100.00	Total					
0 not included			\$9,875.00		\$9,900.00	Available					
			\$10,000.00		\$10,000.00						

[View My Scores & Comments](#)
[Send Email to Full Committee](#)

COMMITTEE CHAIR – Custom Status*

A. CUSTOM STATUS*

Each Application can be marked with one or two Custom Statuses set up by the Administrator. Committee Chairs can change the Custom Status* of any Application. Click into the Application Summary tab to change the Custom Status fields in the Settings section.

The Generous Foundation
Grants Department
Grants for People Seeking Grants

\$ 10,000.00 Available
12/31/2020 Deadline

My Account | Dashboard | Applications | Scoring | Financial | Reporting | Data

Emily's Organization
My Application
\$ 100.00 Requested

Application | Application Summary | Pre-Application | Application Questions | Budget | Tables | Documents | Extra | [Where did my tabs go?](#)

Post-Decision | Funding Contract | Financial | Reports

Official Decision Approved \$ 100.00 **Review Tools**

The Generous Foundation
Grants Department
Grants for People Seeking Grants

My Account | Dashboard | Applications | Scoring

Emily's Organization
My Application
\$ 100.00 Requested

Application | Application Summary | Pre-Application

Post-Decision | Funding Contract | Financial | Reports

Official Decision Approved

Application Summary

Emily's Organization
1000 Address Street
City, CO 80230

Telephone 999-999-9999
Fax
Web www.emilysorganization.org

Awesome Person
Emily ZoomGrants
director.emily@zoomgrants.com

Application Submitted: 9/29/2014
11:20:13 AM
Pre-Application Submitted: 1/22/2015
10:29:44 AM
Pre-Application Status: Approved (to continue)

Application Contact
Emily ZoomGrants
applicant.emily@zoomgrants.com
Tel: 999-999-9999

Additional Contacts
Email Addresses, separated by comma

Settings

Primary Contact
Emily ZoomGrants

Program Type
Assistance

Open for Editing
(post-Deadline, this application only)

Notified of Official Decision
(Applicant can view Official Decision, and activates Post-Decision functions)

Official Decision Comment

Application Summary

Emily's Organization
1000 Address Street
City, CO 80230

Telephone 999-999-9999
Fax
Web www.emilysorganization.org

Awesome Person
Emily ZoomGrants
director.emily@zoomgrants.com

Application Submitted: 9/29/2014
11:20:13 AM
Pre-Application Submitted: 1/22/2015
10:29:44 AM
Pre-Application Status: Approved (to continue)

Application Contact
Emily ZoomGrants
applicant.emily@zoomgrants.com
Tel: 999-999-9999

Additional Contacts
Email Addresses, separated by comma

Settings

Primary Contact
Emily ZoomGrants

-none-
 Assistance
 Awareness
 Fundraising
 Service
 Volunteering
(Application only)

Notified of Official Decision
(Applicant can view Official Decision, and activates Post-Decision functions)

Official Decision Comment

*This feature may not appear or may have a different label, depending on the settings chosen by the Administrator.

COMMITTEE CHAIR – Follow-Up Questions

A. ACTIVITY LOG

Committee Chairs can pose follow-up questions to specific Applicants by adding an activity to the Activity Log in the Application Summary tab.

B. ADD A NEW ENTRY

Use the Add a new entry to Activity Log section at the bottom of the tab to pose the question by selecting the 'Applicant Action Requested' option, typing your question in the description box, and clicking Add Entry. An email will be sent to the Applicant, who will be able to log in to respond to the question in the Activity Log. (C) shows how the question appears once it has been added as an Activity Log entry.

B

Add a new entry to Activity Log

- Applicant action requested
- Administrator action requested
- Administrator action completed
- Other

Describe your request or action

Add Entry

Audit Log [View/Hide](#)

C

8/7/2015 8:16:26 AM (Julie Doe) Applicant action requested: Please answer this question : How many volunteers have already signed up to help with your program in July?

The screenshot shows the ZoomGrants application interface. At the top, there's a navigation bar with 'My Application' selected. Below that, there's a section for 'Application Summary' with various tabs like 'Application Summary', 'Application Details', 'Application History', etc. The 'Add a new entry to Activity Log' form is visible at the bottom of the page, with the 'Applicant action requested' option selected. The form includes a text input field for the question and an 'Add Entry' button. Below the form, there's an 'Audit Log View/Hide' link. The right side of the page shows a sidebar with 'Internal Research' and 'Applicant History' sections.

A

B

COMMITTEE CHAIR – Email Applicants

A. SEND EMAIL TO SELECTED

Committee Chairs can send emails to groups of Applicants from the Applications list. Check the box(es) next to the Applicant(s) to whom a message should be sent, then click the Send Email to Selected button to open up the Send Message window (B).

B. SEND MESSAGE WINDOW

Message text can be based on one of the pre-populated templates set up in the Messages tab by the Administrator. Merge Fields can be added to customize each message.

The Generous Foundation
Grants Department
Grants for People Seeking Grants

My Account | Dashboard | Applications

Submitted Applications | Pre-Application

- Submitted Applications
- Emily's Organization
[My Application](#)
- My Little Nonprofit Agency
[Grant Application](#)
- Small Nonprofit Agency
[Our Application](#)

3 Submitted Applications

A Send Email To Selected

From: Notices@ZoomGrants.com (sent by: Julie Doe)
To: Selected Applications (messages will be sent individually)
Subject: Grants for People Seeking Grants
Message: Message Template 4
Hi \${Contact First Name},
This is a reminder that we need an answer to the questions we had about your proposal...
-----||||/-----
-----{ o o }-----
-----ooO--(-)--Ooo-----

B

Options

Merge Fields (optional) Customize each email by copying these merge field values into your message.
Select Field: Select... Copy Merge Field Value: _____

Send me a 'Sent Email Report' Yes

Send to Executive Director Yes

Save this Template Yes

Notified Check this box to mark these applications as 'Notified' and allow them to view the Official Decision.

A copy of this email will also be sent to all Additional Contacts entered on the application.

Send It

COMMITTEE CHAIR – Scoring Report*

A. SCORING REPORT*

Click the Scoring* tab in the Program-level tabs to access the Scoring Report*.

B. REPORT TYPE

From the Report Type dropdown in the Scoring Report* select any available view.

In addition to viewing their own individual Scores and Votes, Committee Chairs can also view the Committee Totals and Averages. Trial Amounts and Decisions can also be edited in the Scoring Report*.

The screenshot displays the ZoomGrants interface for 'The Generous Foundation'. The top navigation bar includes 'My Account', 'Dashboard', 'Applications', 'Scoring', 'Financial', 'Reporting', and 'Data'. The 'Scoring' tab is selected. The main content area shows a list of submitted applications on the left and a detailed scoring report on the right. The scoring report includes a table with columns for Organization Name, Requested Amount, Votes, Average Recommend, Trial Decision, Trial Amount, and Committee Score. A dropdown menu for 'Report Type' is highlighted with a green circle 'B'. The table shows data for three organizations: Emily's Organization, My Little Nonprofit Agency, and Small Nonprofit Agency, along with a total row.

Organization Name	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Julie Doe	Shawn Peer	Committee Score	Adm Q1	Adm Q2	Adm Q3	Admin Score	Adjust	Total Score
Emily's Organization My Application	\$100.00	1 to 0	\$50.00	Undecided	\$ 100	39	60	49.50	8	7	8	23		72.50
My Little Nonprofit Agency Grant Application	\$750.00	0 to 0		Undecided	\$ 0		27	27.00	10	10	9	29		56.00
Small Nonprofit Agency Our Application	\$1,000.00	1 to 0	\$75.00	Undecided	\$ 0	58	44	51.00	8	7	10	25		76.00
3 displayed	\$1,850.00		\$125.00		\$100.00	Total Available								
0 not included			\$9,875.00		\$9,900.00									
			\$10,000.00		\$10,000.00									

*This feature may not appear, depending on the settings chosen by the Administrator.

TECHNICAL QUESTIONS?

We're always happy to help.

Send us an email: Questions@ZoomGrants.com

Give us a call: [\(866\) 323-5404 x2](tel:(866)323-5404x2)