

Funding Sources and Related Features

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What is the Funding Sources feature?

The **Funding Sources** feature allows program administrators to track sources of funding across multiple years, RFPs (programs), and applications. There are three basic steps to use the Funding Sources feature in your programs:

1. Set up **funding sources** at the account level
2. Allocate money from funding sources to **program(s)**
3. Allocate money to **applications** within the program(s)

Additional Features

Once the Funding Sources feature is turned on and set up, there are **additional features*** that become available to use in conjunction with the tables in the Budget tab, including:

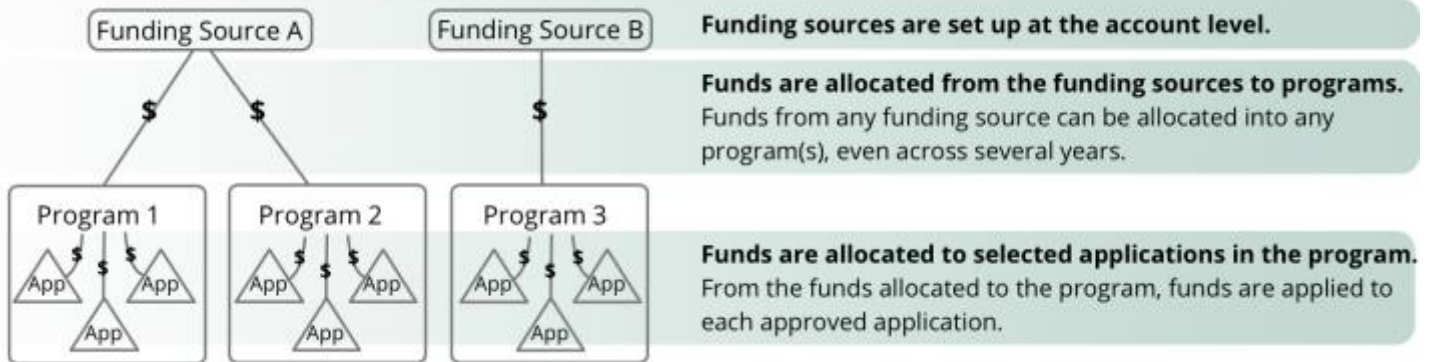


- **Contract Budgets**
 - Administrator enters the agreed-upon budget values for the line items in one of the tables in the Budget tab
- **Contract Budget Adjustment Requests****
 - Applicants submit requests to adjust the Contract Budget numbers entered by the admin
- **Line-Item Invoices****
 - Applicants complete and submit invoices with requests for funds for or from specific line items from a table in the Budget tab

* Use of any of these additional features requires that the Funding Sources feature be turned on and in use and that at least one of the tables in the Budget tab has been completed by the applicant.

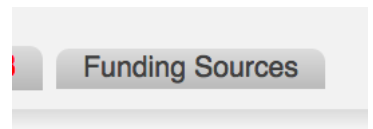
** In order to use the Line-Item Invoices and Adjustment Requests features, the Contract Budget feature must be turned on and contract budget numbers entered by an admin in each application.

How is the Funding Sources feature set up?



1. Set up **funding sources** at the account level

Admins (specifically Senior Admins, if your account has any set up) create funding sources at the account level via the **Funding Sources** tab on the **My Account** page.



Add a New Funding Source

Click the **Add New Funding Source** tab to create a new funding source.



Complete the *Funding Source* section by inputting a title, description, amount, status, etc.




Complete the *Funding Source Organization* section. Choose from the previously used organizations or click the magnifying glass icon to search for the funding source organization in our records.

Funding Source Organization

Previously Used Organizations:

Organization Legal name:

Address 1:



In the **Organization Search** window, enter the organization name or EIN number. If your search pulls up the organization you're looking for, click the **select** link to the left of the record to choose that organization and auto-populate the organization fields.

justice legal

Name

[select](#) TRANSF

[select](#) CRIMINA

[select](#) WASHIN

If your search does not yield the result you're looking for, do another search or close the window. If you don't find it in our records, you can input the information manually.

Complete the *Funding Contact* section by inputting the contact information or choosing a person from the list of previously used contacts.

Click the **Add Funding Source** button in the bottom right corner to create that funding source.

[Add Funding Source](#)

Edit an Existing Funding Source

Click the Fund Title link to edit that funding source, including updating the dollar amount associated with the source. Click the Legal Name link to edit that funding organization. Click the Contacts link to edit the funding contact or add an additional contact. The data will save automatically when updating any section of the funding source.

2. Allocate money from funding sources to program(s)

Funds can be allocated from any funding source into any program(s), with each program receiving allocated funds separately. Click into **Program Setup** to start the process.

Click into the **Financial** tab. Make sure that tab is turned on, then uncheck the 'Hide' box in the **Hide Funding Sources** setting.

Application | Program Summary | Pre-Application | Application Questions | Budget | **Tables** | Documents | HTML/Sharing

Review/Reporting | Committee | Scoring | Messages | Internal Research | Contract | **Financial** | Report

Financial (data saves automatically)

Turn Financial On: Do you want to manage Invoice and Payment? Yes No

Financial Tab/Section Label:

Invoice Label:

Payment Label:

Hide Payment: Hide

Hide Funding Sources: Hide

Scroll down to the bottom of the page, where you'll find the list of all available funding sources.



In the **\$ Allocated to this Program** column, enter the amount(s) from each funding source. The total at the bottom of the column and the \$ Allocated to All Programs and \$ Available column will calculate automatically.

(data saves automatically)

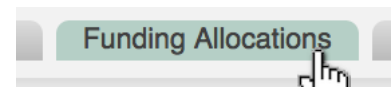
Funding Source	Starting Balance	\$ Allocated to Other Programs (excluding this one)	\$ Allocated to this Program	\$ Allocated to All Programs (including this one)	\$ Available
2018 Funds					

Repeat for any other programs to allocate the remaining funds, as applicable.

3. Allocate money to applications within the program(s)

Once you've completed the review process and entered your [Official Decisions](#), you can allocate money from the funding source allocations to all of your approved applicants.

On the **Dashboard**, click the **Funding Allocations** tab to open the **Award Allocations** window.



The officially approved applications will be listed.

(If you're not seeing the applications and you are certain that you have input the approvals as official decisions, close the window, click the Applications tab on the Dashboard to open to the [Applications List](#), and clear any filters that have been set. Return to the Dashboard, and re-open the Funding Sources Award Allocation window.)

Enter the amounts to be awarded from each funding source. Click outside the boxes to initiate the auto-save. Use the Refresh Page button in the upper right corner to reload the page with the calculated totals.

How do I use the additional features?

Using the Funding Sources feature also allows you to use additional features in your programs, including:

- Contract Budgets
- Contract Budget Adjustment Requests
- Line-Item Invoices

Note: All of these additional features require that you use the Budget tab to capture applicant budget information during the application period, so make sure that you have that turned on and set up, as well!

Contract Budgets



What is it?

During the application period, your applicants input their budget numbers in the budget table(s) in the Budget tab. After you've decided which applications to fund, you can use the **Contract Budget** feature to input the official budget for each line item in one of the tables.

In the screenshot on the right, the applicant entered the data in the 2016-2017 column when they submitted the application, and the admin entered the official numbers in the Contract Budget column after the application was officially approved and the numbers agreed upon.

Budget

Expenses	2016-2017	Contract Budget <small>(original)</small>
Equipment	\$ 15,000.00	\$ 14,000.00
Training	\$ 10,000.00	\$ 11,500.00
Food	\$ 5,000.00	\$ 4,500.00
Total	\$ 30,000.00	\$ 30,000.00

How is it set up?

Click into **Program Setup**, then into the **Budget** tab. Scroll to the bottom of the page, to the **Contract Budget** section.

Contract Budget

(data saves automatically)

Turn Contract Budget On
Do you want applicants to be able to use Contract Budget in their applications? Yes No

Contract Budget Section Label

Turn the feature on and give it a label.

Click into the **Financial** tab. In the **Specify Invoice Style** setting, choose 'Line Items' in the first dropdown, then indicate which Budget table's line items you'd like to use.

Specify Invoice Style

Line Items

Where do your Line Items come from?

Expenses

After you've completed the setup, you will input the Contract Budget numbers in each application. Click into the application, then click into the **Budget** tab. Enter the official amounts for the applicable line items in the table that you chose in the previous step.

Contract Budget Adjustment Requests

What is it?

In some cases, admins allow applicants to request changes to the Contract Budget numbers, and ZoomGrants can help track those requests via the **Contract Budget Adjustment Requests** feature. Much like invoices, adjustment requests are completed and submitted by the applicant, and admins can approve or decline the overall request and, if approved, input the official change in the budget numbers for each of the line items.



How is it set up?

Start by setting up the Contract Budget feature (following the steps above). After that's done, click into **Program Setup** and go into the **Budget** tab.

Scroll to the bottom of the tab, to where you turned on the Contract Budget feature earlier. Turn the

Contract Budget Adjustment Request feature on and update the feature label, if necessary. You could call it "Grant Adjustment Request" or "Budget Update Request", for example, or you can leave it as-is.

You can also include up to 10 questions to be filled out by the applicant before they submit the adjustment request. Use the **Edit** buttons to add or update the questions.

Questions and Answers will be inserted on the live Contract Budget Adjustment Request.

After you've set up the Contract Budget Adjustment Request feature, approved applicants whose applications have been marked '**notified**' can submit adjustment requests to you for approval. Instructions for your applicants are available on the applicant ZoomGrants University (ZGU) page, here:

<https://zoomgrants.zendesk.com/hc/en-us/articles/230791927>

After receiving an adjustment request, click into that application and go into the **Financial** tab. In the Contract Budget Adjustment Request section about halfway down the page, click a request title to open a request.

Number	Date Submitted	Status
July 2016	7/28/2016	Approved

Adjustment Request Status

Adjustment Request Status: \$0.00 **Approved**

Approved by: R. Grant Manager

Approval Date: 4/28/2017 (mm/dd/yyyy)

Instructions/Comments

Line Item Details

Expenses	Line Item (from application)	Includes Other Approved Contracted Budgets	Requested Change	Requested Balance	Approved Change	New Budget
Equipment		\$14,000.00	\$-2,000.00	\$12,000.00	\$ -1500	\$12,500.00

When the adjustment request opens, review the content, then update the **Adjustment Request Status** dropdown to indicate whether that request is approved or declined.

If approved, complete the **Approved Change** column. Negative numbers will *decrease* the budget amount for that line item. Positive numbers with *increase* the budget amount for that line item. Refer to the **New Budget** column to see how the approved updates will change the itemized budget.

Line-Item Invoices



What is it?

Line-item style invoices allow applicants to submit invoices in which they can specify the funding that they are requesting from each line item in the contracted budget. Administrators approve or decline the invoices, as usual, and can also indicate how much money is approved for each line item as well as how much money is being drawn from each funding source for that invoice.

How is it set up?

Start by setting up the Contract Budget feature (following the steps above). After that's done, click into **Program Setup** and go into the **Financial** tab.

Like normal invoices, line-item invoices can also have up to 10 questions, so click the **Edit** buttons to add or update questions.



Click into the **Documents** tab to add any document requests to appear on the invoice. Create a new request, and set the location to 'Invoice'. Add as many requests as you'd like, and applicants can upload as many files as they'd like in each request slot (so long as each upload is smaller than the maximum file size).

After you've set up the line item invoices, approved applicants whose applications have been marked 'notified' can submit invoices to you for approval. Instructions for your applicants are available on the applicant ZoomGrants University (ZGU) page, here:

<https://zoomgrants.zendesk.com/hc/en-us/articles/230791927>

After receiving an invoice, click into that application and go into the **Financial** tab. In the Invoice section at the top of the page, click an invoice title to open an invoice.

Financial				
Invoice				
Invoice Number	Date Submitted	Status	Requested Amount	Funding Amount
18876	12/11/2015	Approved	\$ 3,000.00	\$ 25.00

When the invoice opens, review the content. Update the **Invoice Status** dropdown to indicate whether that invoice is approved, paid, or declined.

If approved, complete the **Funding Amount Approved** column to indicate how much money is approved for each line item. Then, indicate in the **Funding Amount** column how much money you would like to draw from each funding source funding this application.

	Awarded	Pending	Approved	Paid	Funding Amount	Remaining
DQJ 2016 ACADEMY OF CRIMINAL JUSTICE SCIENCES	\$25,500.00	\$0.00	\$4,000.00	\$480.00	\$ 32.00	\$21,800.00
JAG 2016 COLORADO CRIMINAL JUSTICE ASSOCIATION	\$5,000.00	\$0.00	\$300.00	\$175.00	\$ 5.00	\$4,520.00
Approved Amount	\$31,000.00	\$0.00	\$4,300.00	\$1,175.00	\$ 25.00	\$28,520.00

Line Item	Description	Requested	Funding Amount Approved
Equipment	quick draw	\$1,000.00	\$ 10
Training	anime	\$1,500.00	\$ 10
Food	coffee	\$500.00	\$

The data will save automatically and will be immediately visible on the applicant side, as well.

You can learn more about the invoice management process on the admin ZGU page, in the [Financial](#) class.

