



# Agency Review Pre-Application Training



HUMAN SERVICES FUNDING 2026-27



- **Welcome**
- **All lines are muted**
- **Please use the chat function to ask questions throughout the session**
- **These slides in PDF form and recording will be posted to our website:  
[tempecommunitycouncil.org](http://tempecommunitycouncil.org)**

# Agenda



- **Thank You & Introductions**
- **Agency Review Overview**
- **Timeline**
- **Funding**
- **What's new?**
- **Performance Measures and Monitoring**
- **ZoomGrants Overview**
- **Questions**

# Agency Review – Community Impact



- Tempe Community Council – **54 years**  
“Connecting those in need with those that care”
- Council-initiated, **community-driven human service funding process** since 1985
- Agencies providing high quality services
- Citizens recommend funding, engage in human service solutions and give back through interest, time, life experience, and donations



## Tempe City Council Strategic Priority Performance Measure

### 3.10 Human Service Grants

Achieve a success rate of 100% for performance goals of funded agencies

# Minimum Agency Requirements



-  **501(c)3 Status**
-  **Human Services Focused**
-  **Serve Tempe Residents**

# Eligible Activities



**Prevention work**

**Assist in improving health, well-being, and quality of life**

**Directed toward people who are economically disadvantaged or become economically challenged through unexpected life circumstances**

**Encourage partnerships between agencies/government and the private sector**

# Funding Process Review



**Application**

**Review**

**Interview**

**Consensus (plus Preliminary Consensus)**

**TCC Board Vote**

**Council Presentation**

**Distribution**

**Quarterly Reports**

# Timeline

## AGENCY REVIEW FUNDING PROCESS SCHEDULE

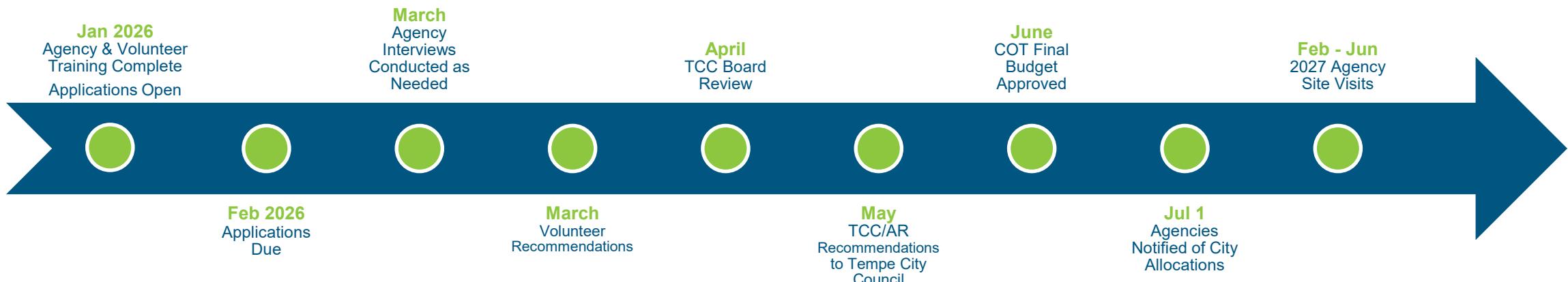


### City of Tempe Human Service Funding FY 2026-27

WHEN	ACTION
<b>January 13, 2026</b> 9:30-11:00 AM	<b>Pre-Application Grant &amp; Technical Training for Agencies via ZOOM</b> Organizations interested in applying for funds should attend. If you have a scheduling conflict OR unable to attend the training, contact TCC.  Contact: <a href="mailto:Kim_VanNimwegen@tempe.gov">Kim_VanNimwegen@tempe.gov</a> or 480.858.2300 for more information.
<b>January 13, 2026</b> 5:00 PM	<b>Application opens in ZoomGrants</b> <a href="https://www.zoomgrants.com/zgf/Tempe_Community_Council/City_of_Tempe_Human_Services_Grants_2026-2027">https://www.zoomgrants.com/zgf/Tempe_Community_Council/City_of_Tempe_Human_Services_Grants_2026-2027</a>
<b>February 2, 2026</b> <u>Before 4:00 PM Arizona time</u>	<b>Application due in ZoomGrants</b> (late proposals <u>will not be accepted</u> )
<b>March 9-13, 2026</b>	<b>Agency Interviews via Zoom</b> (as needed)
<b>May 18, 2026</b> (tentative)	<b>Recommendations presented to Tempe City Council at a Work Study Session</b>
<b>June 2026</b>	<b>City of Tempe final budget approval</b>
<b>July 1, 2026</b>	<b>Agencies are officially notified of City allocations</b>

# Agency Review

## HIGH LEVEL TIMELINE



Applications DUE  
Monday, February 2  
Before 4:00 PM Arizona Time

# Funding Sources



## City of Tempe General Funds

**Together Tempe - Voluntary Donations via City of Tempe Utility Payment**

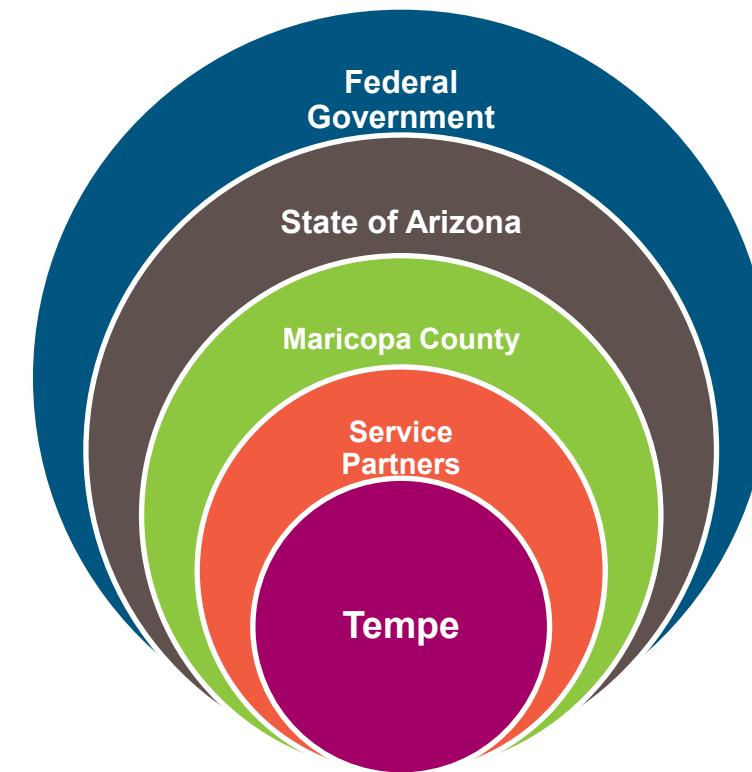
**Together Tempe - General Donations via Tempe Community Council**

**Together Tempe - Healthy Giving Campaign via Tempe Community Council**

**Approximately \$1.1 Million**

# Human Services

## COLLABORATING FOR POSITIVE OUTCOMES



# By the People, For the People



**"Communities should be the architects of their own wellbeing, designing services that are tailored to their culture, values, and needs."**

Unknown

# 2024-25 Needs Assessment



**Full Report Available on TCC Website**

[tempecommunitycouncil.org/needs-assessment/](http://tempecommunitycouncil.org/needs-assessment/)

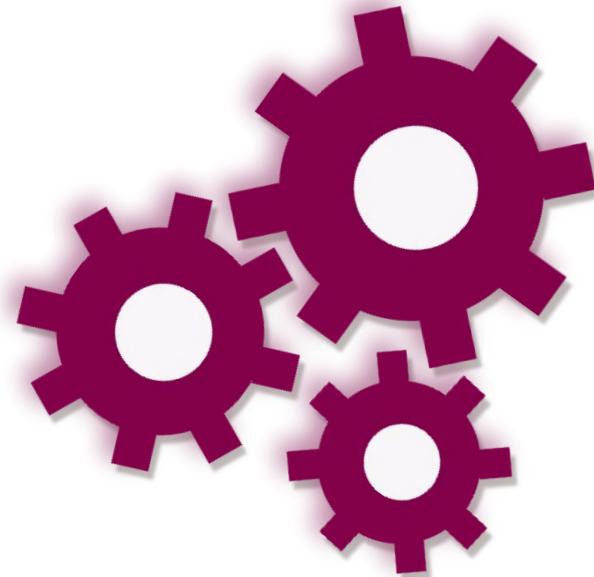
# City of Tempe

## PARTNERSHIPS



Tempe Community Council	City of Tempe (Community Health & Human Services)
Agency Review	CARE 7
Care Fair and Don Carlos	Community Supervision
Youth & Families – Threadz, Teen Positive Parenting Program, Open Horizons	Wellbeing and Empowerment
Tempe Coalition	Family Justice Commission
Tempe Community Foundation	Homeless Solutions
Tempe VITA Tax Site	Housing Services
Community Resources/Non-profit Partners	Veterans/Military Resources

# Process Changes



**Social  
Determinants of  
Health Framework**

**3 Year Cycle  
Renewal Process**

**\$30,000 Cap on  
New Program  
Requests**

**Prioritization**

# Social Determinants of Health



# Social Determinants of Health

## SAMPLE APPENDIX PAGE



### Healthy & Affordable Food

Healthy and affordable food starts with the understanding that "we are what we eat" and the availability of healthy, affordable food is vital for community health. Providing access to affordable, healthy food has a positive impact on nutrition, disease prevention, mental health, and early childhood brain development.

#### Overarching Performance Measure

The percentage (\_\_\_\_%) of program participants who have improved consistent access to affordable, nutritious, and culturally appropriate food to meet their dietary needs and preferences for an active, healthy life.

#### Prioritization

1. (Top priority) Food pantries, distribution sites, food vouchers, and food boxes
2. Community fridge, community closet, diaper bank, or hygiene hub
3. Programs that link clients to produce boxes or pantries
4. Culturally tailored food access programs or mobile pantries
5. Other:

#### Sample Key Outcomes

**Output Measures (Quantity of Services Provided)**

- Number of meals served per day/week/month
- Number of households or individuals served
- Pounds of food distributed
- Number of food boxes prepared and distributed
- Number of new clients enrolled in the program

**Outcome Measures (Impact on Clients & Community)**

- Percentage of clients who report improved food security
- Reduction in client reliance on emergency food assistance over time
- Percentage of clients who access additional support services (e.g., job training, housing assistance)
- Client satisfaction survey results
- Improvement in dietary quality (e.g., increased fruit/vegetable consumption)

**Efficiency Measures (Resource Utilization)**

- Cost per meal served
- Cost per pound of food distributed
- Percentage of food sourced through donations vs. purchases
- Volunteer hours contributed vs. paid staff time
- Time from food donation to distribution

**Quality Measures (Service Effectiveness & Client Experience)**

- Percentage of meals meeting nutritional guidelines
- Food freshness and quality ratings from clients
- Wait time for food assistance
- Number of service complaints and resolution time
- Client feedback on dignity and respect during service interactions

# Social Determinants of Health

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# ZoomGrants

## WHICH GRANT DO I CHOOSE?



### Branching Question #6

Select the **PRIMARY** social determinant of health your program seeks to address

**6. Select the PRIMARY social determinant of health your programs seeks to address.**

*You must select only one. Refer to the RFP and Training Manual for definitions of each social determinant.*

- Affordable Quality Housing
- Economic Opportunity
- Access to Care
- Social Justice (Collaborations check here)
- Quality Affordable Food
- Social Cohesion
- Educational Opportunity
- Community Safety



# Social Determinants of Health

## COLLABORATIONS



### 5. Which type of grant are you applying for?

*Single means one agency and one program. Collaborative means two or more agencies/organizations working on one program together.*

- Single Agency Program
- Collaborative Program (of any kind should apply under the Social Justice - Social Determinant)



### Social Justice

Social justice promotes fairness by challenging injustice and valuing diversity. Many preventable diseases are often linked to issues of social justice. In community health, the focus is on improving well-being and addressing health disparities. Addressing social justice issues positively improves physical and mental health, longevity, economic stability, social inclusion, family cohesion and community well-being.

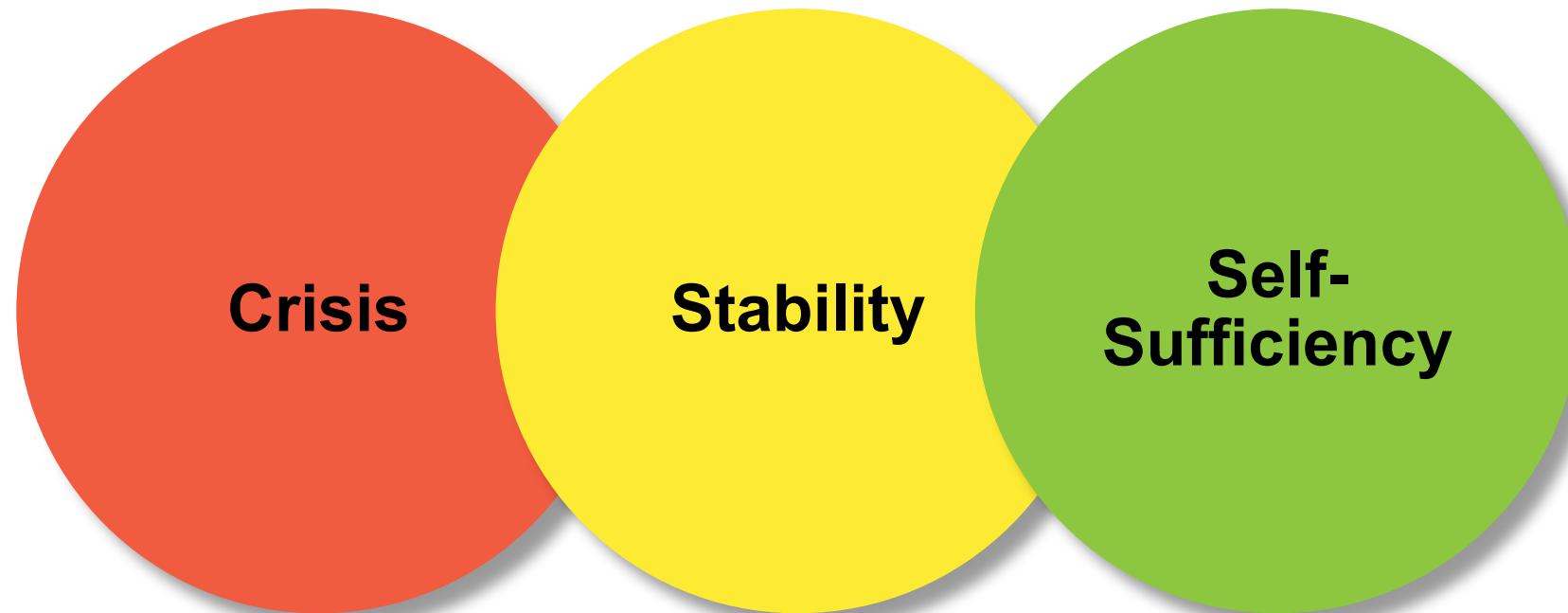
#### Overarching Performance Measure

The percentage (\_\_\_\_%) of program participants receiving legal navigation services who demonstrate improved stability in court compliance, housing (safe living), or access to essential community supports.

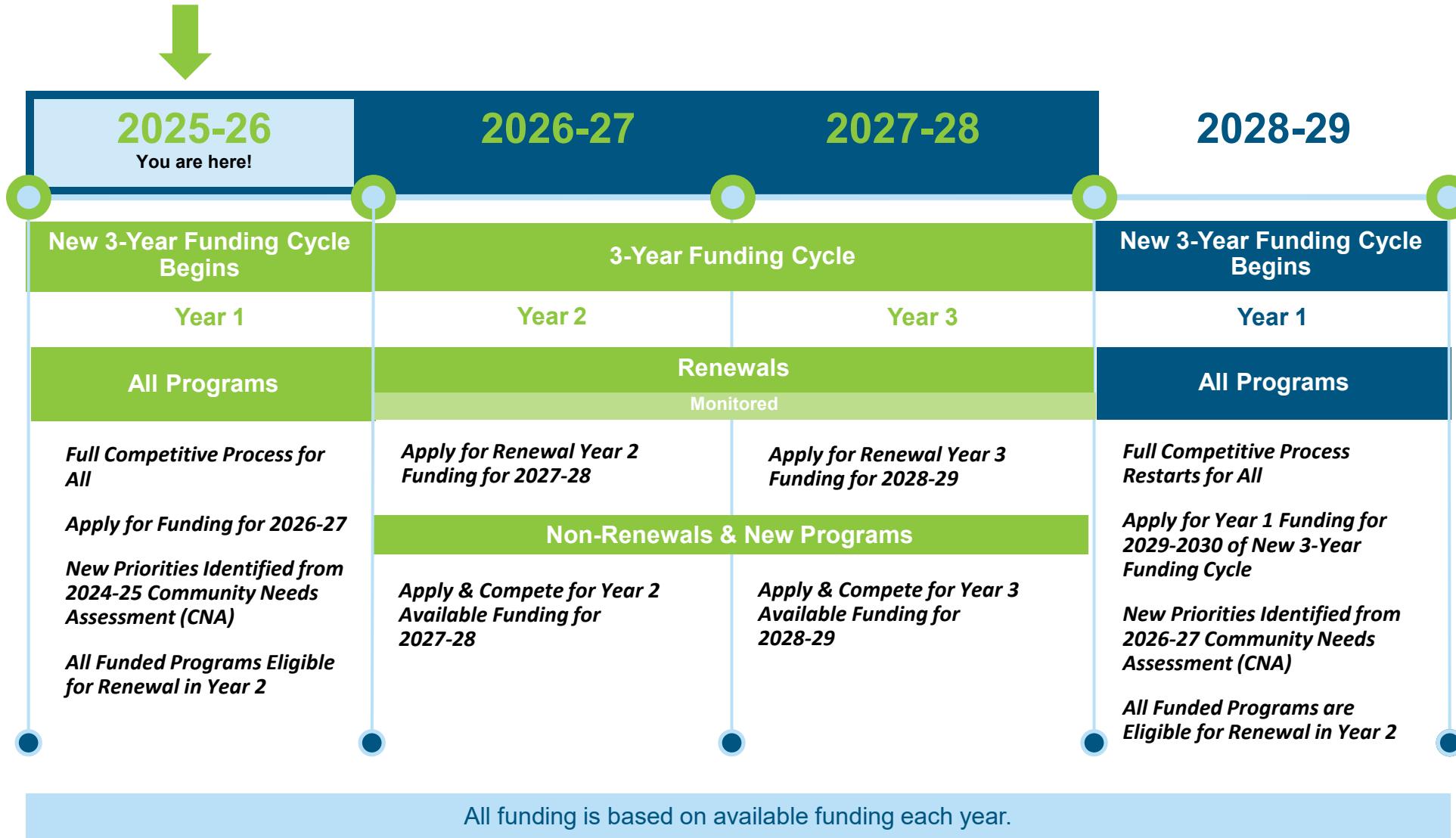
Collaborative programs of any kind (ANY SUBTOPIC in ZoomGrants) should apply under this Social Justice determinant.

# Funding Categories

## FUNDING YEAR 2026-27



# Proposed 3-Year Funding Cycle



# Funding Request Requirement



**1**

**NEW programs or agencies not funded through  
Tempe's human services funding (Agency Review)**  
– maximum request not to exceed \$30,000

**2**

**Currently and previously funded programs**  
– may ask for more than \$30,000; there is no max  
amount which may be requested

# Application

## COMPLIANCE DOCUMENTS



- Agency Review Pre-Application Manual / Policy and Procedures
- Board of Directors Roster
- 501(c)3
- 990
- Audit
- Management Letter/Auditor Recommendation
- Balance Sheet
- Financial Review Worksheet – New/Updated
- List of Assurances
- Certification Form
- Photo of Services

# Application

## COMPLIANCE DOCUMENTS – IRS 990 & FINANCIAL WORKSHEET



AGENCY REVIEW		
Financial Review Worksheet for FY 2026-2027		
To be completed by the agency		
	Prior Year	Current Year
Date of Form 990		
Total Revenue (Row 12)		
Total Expenses (Row 18)		
Revenue Less Expenses (Row 19)		
Total Assets (Row 20)		
Total Liabilities (Row 21)		
Net Assets (Row 22)		
<b>PART IX - Total Functional Expenses</b>		
Total expenses (Row 25, Column A)		
Program service expenses (Row 25, Column B)		
Management & general expenses (Row 25, Column C)		
Fundraising expenses (Row 25, Column D)		
Ratio of Program Service expenses to Total Functional Expenses (divide Column B by Column A)		
<b>Date of Most Recent Audit</b>		
Did the auditor provide an unqualified or unmodified (clean) audit?		
If not, please explain any concerns listed, and summarize management controls or sources of oversight:		

# Application

## COMPLIANCE DOCUMENTS – IRS 990 & FINANCIAL WORKSHEET



Form 990 (2025) Page 10

**Part IX Statement of Functional Expenses**  
 Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 .				
2 Grants and other assistance to domestic individuals. See Part IV, line 22 .				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members .				
5 Compensation of current officers, directors, trustees, and key employees .				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .				
7 Other salaries and wages .				
8 Pension plan accrals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits .				
10 Payroll taxes .				
11 Fees for services (nonemployees):				
a Management .				
b Legal .				
c Accounting .				
d Lobbying .				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees .				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O) .				
12 Advertising and promotion .				
13 Office expenses .				
14 Information technology .				
15 Royalties .				
16 Occupancy .				
17 Travel .				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings .				
20 Interest .				
21 Payments to affiliates .				
22 Depreciation, depletion, and amortization .				
23 Insurance .				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O)				
a .....				
b .....				
c .....				
d .....				
e All other expenses .....				
<b>25 Total functional expenses. Add lines 1 through 24e</b>				
<b>26 Joint costs. Checkmark this line if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) .</b>				

Form 990 (2025)

**AGENCY REVIEW**

**Financial Review Worksheet for FY 2026-2027**

To be completed by the agency

	Prior Year	Current Year
Date of Form 990		
Total Revenue (Row 12)		
Total Expenses (Row 18)		
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<b>Date of Most Recent Audit</b>		
Did the auditor provide an unqualified or unmodified (clean) audit?		
If not, please explain any concerns listed, and summarize management controls or sources of oversight:		

# Application

## COMPLIANCE DOCUMENTS – AUDIT LETTER



**N.P.O.**  
**ACCOUNTANTS**  
*Nonprofit Accounting Specialists*

INDEPENDENT AUDITORS' REPORT

[REDACTED]

**Opinion**

We have audited the financial statements of [REDACTED], which comprise the Statement of Financial Position as of June 30, 2023, and the related Statements of Activities, Cash Flows and Functional Expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of [REDACTED] as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of [REDACTED] Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about [REDACTED] ability to continue as a going concern for one year after the date that the financial statements are issued.

24 W Camelback Rd | Suite 568 | Phoenix, AZ 85013

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

**In performing an audit in accordance with GAAS, we:**

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of [REDACTED] internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about [REDACTED] ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Report on Summarized Comparative Information**

We have previously audited [REDACTED] 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 8, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

*NPO Accountants*

**NPO Accountants**  
Phoenix, Arizona  
January 09, 2024

# Application BUDGET



- Program Budget for all
- Budget Narrative
- Agency Budget for those requesting more than \$10,000

# Agency Review Reviewers



## Volunteer Info

- Live/Work in Tempe
- Attend Orientation/Training
- Confidentiality/Conflict of Interest Contract

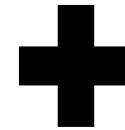
## Read/Score/Interview

## Initial Recommendations

- Written Proposal
- Interview (only as needed)
- Allocation Discussion and Consensus
- Attend Site Visits
- Invited to Community of Practice meetings

# Scoring Criteria

## NEW APPLICATIONS



**100%  
Final Score**

If conducted, may  
contribute to overall  
scoring



# Agency Review

## Pre-Application Training:

### PERFORMANCE MEASURES



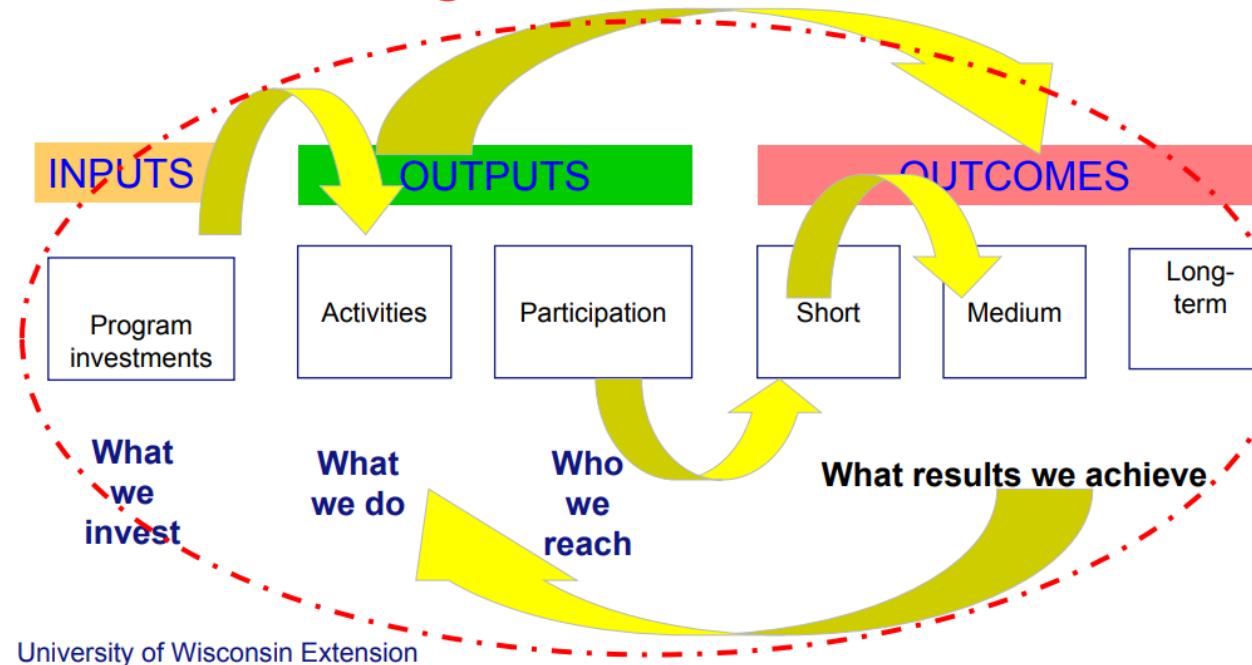
HUMAN SERVICES FUNDING 2026-27

# Outcome Measures

**Remember, a logic model is a representation. In real life:**



**Programs are not linear!**



# Goals, Outcomes and Indicators

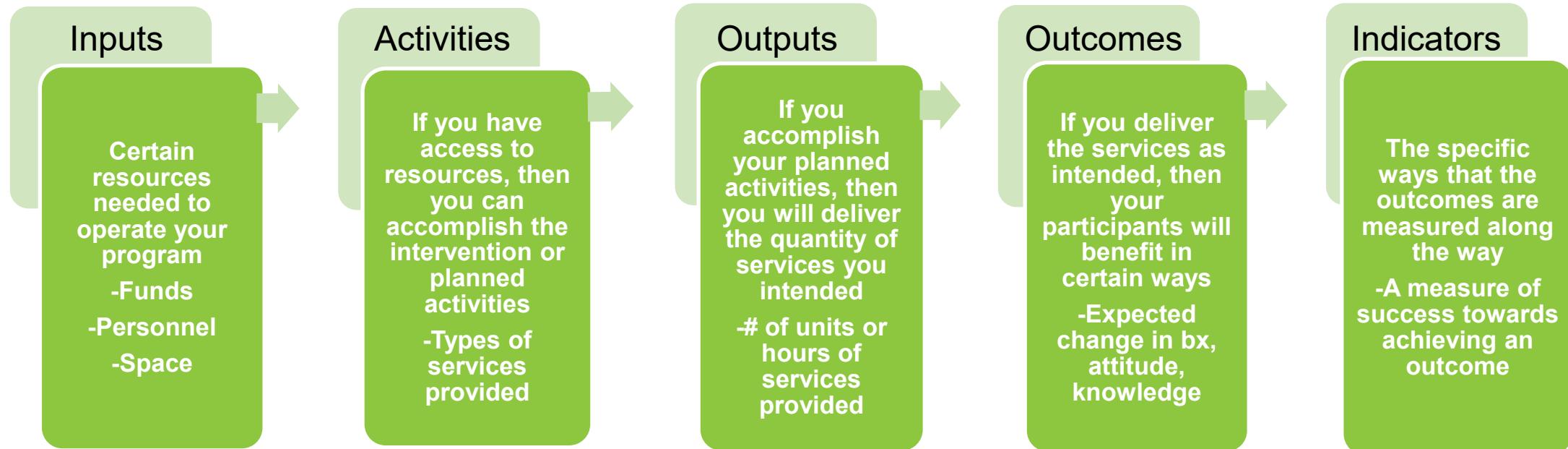


	<b>Definition</b>	<b>Example</b>
<b>Goal</b>	An aspirational “big picture” statement about what you hope to achieve with this program.	Our goal is to alleviate food scarcity for seniors in Tempe.
<b>Outcome</b>	A specific statement about the changes you expect to make in pursuit of this goal and how many people you intend to reach in the fiscal year.	90% or 90 participants aged 60-85 will have increased food sufficiency.
<b>Indicator</b>	The way that an outcome can be measured which indicates success towards the outcome. There may be multiple indicators per outcome.	80% or 80 Tempeans aged 60-85 will report having had at least 2 meals per day in the last month, as measured by a survey administered every 3-months.

# Outcome Measures



## Thinking of logic models as a series of *If...Then* statements



Outcome statements are created from your intended outcomes on your program logic model. They are written as a change in **behavior, attitude, knowledge, skill, status, or condition** as a result of your services.

## Essential Components of an **Outcome Statement**



- ✓ % of Tempe participants
- ✓ # of Tempe participants
- ✓ Type of participants
- ✓ Direction of change
- ✓ Type of change
- ✓ Area of change

Written  
Outcome

***“85% or 50 elementary school  
youth will increase their  
knowledge of healthy eating  
habits”***

# Indicators



- Similar format as outcome statements
- Specific, quantifiable, and based on data that will be available
- Track a program's success on the defined outcomes
- Focus on how success is defined and measured
- Includes a method of data collection
- There are often multiple indicators for one outcome statement

Outcome	Indicators	Relevant Clients for the Indicator	Performance Target	Data Source	Methods
Youth in the Norwich Youth Club will improve their school grades.	Of youth participants who attend at least 5 sessions, the #% who get at least a C in English, Math, Soc. Studies & Science	A participant is any youth in Grades 3-5 who attends at least 5 Homework Helper sessions during the school year	80% of youth participants	Grades are taken from the participants' report cards. Parent permission on annual enrollment form.	Report cards copied on each 9-week reporting day. Incentives used. Baseline grades are from first report card. Year-end report from last report card. Grades are entered into client database by Program Manager within 2 weeks.

***“80% or 20 youth who attended at least 5 sessions will achieve a C or above in English, Math, Social Studies, and Science courses, as measured by report cards collected every 9 weeks.”***

## Essential Components of an Indicator



- ✓ % of Tempe participants
- ✓ # of Tempe participants
- ✓ Type of participants
- ✓ Direction of change
- ✓ Success defined
- ✓ Data collection method
- ✓ Time bound

Written  
Indicator

*“On the final day of the program, 85% or 50 elementary school youth who attend at least 3 of the 5 program sessions will achieve a score of at least 75% on the Healthy Habits test, as measured by test scores recorded by facilitators.”*

# Example A



## ***Goal***

The goal of providing in-home services is to help empower older adults and adults with disabilities to remain at home as long as possible.

## ***Outcome***

90% or 13 adults with disabilities will improve their ability to remain in their home safely.

## ***Indicator***

90% or 13 clients served will report fewer or no in-home falls on the 3-month post-feedback survey.

## Goal

Our goal is to ensure that people living with dementia and their care partners have the most up-to-date information regarding diagnosis, treatment, and ongoing care planning available.

## Outcome

80% or 20 participants receiving services from support groups or case management will increase their knowledge about dementia and Alzheimer's disease.

## Indicator

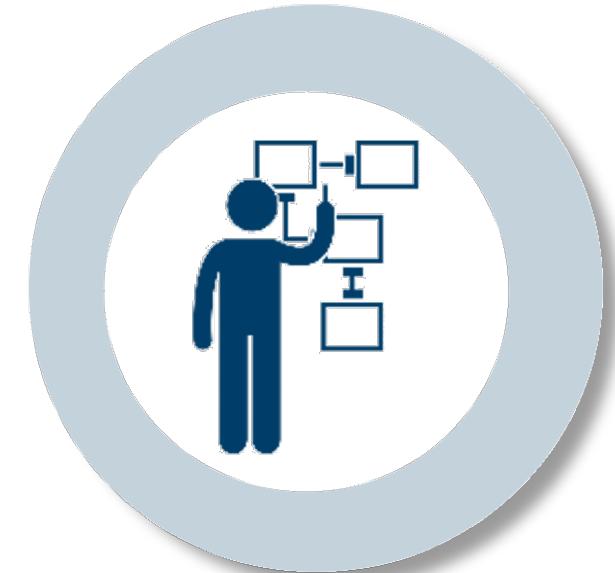
Successful completion of the outcome will be determined by participant self-reports on agency provided satisfaction surveys (CSQEI) and will be indicated by

80% or 20 participants reporting a score of "Agree" or "Strongly Agree" on a Likert-type, five-point scale.

Surveys are distributed to participants on a quarterly basis.

## Online Resources

- **A Guide to Developing and Outcome Logical Model and Measurement Plan**
- **Logic Models: A Beginner's Guide**
- **Evaluating Programs – Program Development and Evaluation**



# Reporting Requirements CONSIDERED IN SCORING



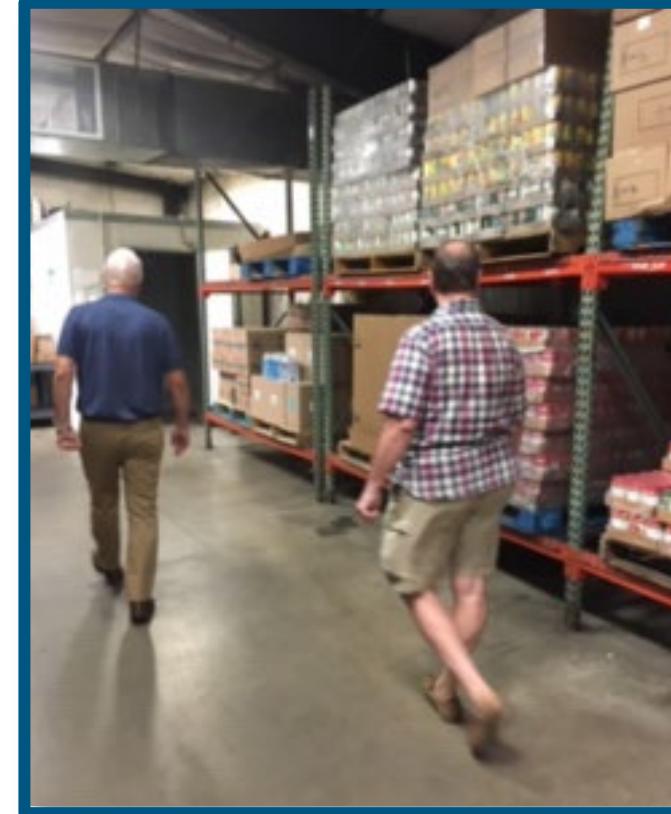
- **Quarterly Reports**
- **Past Performance (year 2 & 3)**
- **Collaboration**
- **Participation**  
(Care Fair, roundtables/Community of Practice, community needs assessment, Collaboration with City of Tempe human service projects, programs and services)

# Monitoring Process



## **Quarterly Reports Site Visits Partnership Building**

- Community of Practice
- Participation at Care Fair
- Developing new collaborations and referral process
- Knowledge and resource sharing



## Accessing ZoomGrants

Click on or copy and paste this link into your browser in to access the application:

[www.zoomgrants.com/zgf/Tempe\\_Community\\_Council/City\\_of\\_Tempe\\_Human\\_Services\\_Grants\\_2026-2027](http://www.zoomgrants.com/zgf/Tempe_Community_Council/City_of_Tempe_Human_Services_Grants_2026-2027)

**Opens January 13 - End of Day**

## Technical Questions?

- Search for a quick answer at [ZoomGrants University \(help.zoomgrants.com\)](http://ZoomGrants University (help.zoomgrants.com))
- Contact ZoomGrants Technical Support at 866.323.5404 Ext. 2 or email [questions@zoomgrants.com](mailto:questions@zoomgrants.com)

**New ZoomGrants™ Account**

---

Email

Password

First Name

Last Name

Account Type

**New Account**

---

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

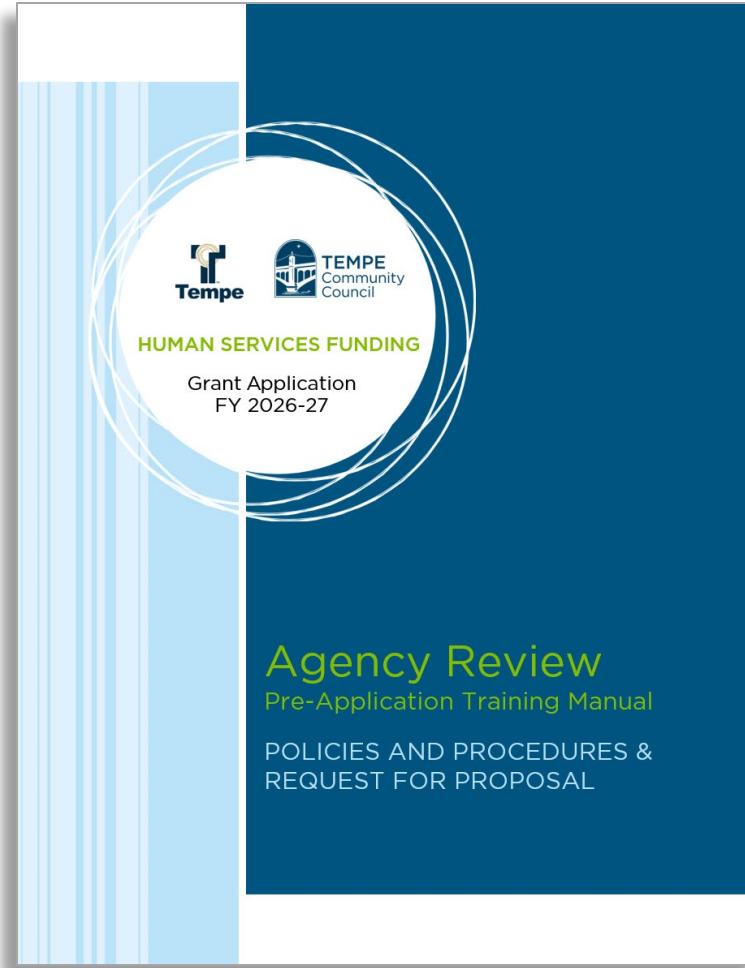
# ZoomGrants

## HELPFUL ONLINE LINKS



- [Setting Up Your ZoomGrants Application Account and Creating Applications](#)
- [ZoomGrants Tech Tips for Applicants](#)
- [ZoomGrants Tech Tips for Grantwriters](#)
- [Application Owners, Collaborators, and Additional Contacts](#)
- [Gaining Account Access \(What To Do If Applicant Contact is no longer with Organization\)](#)
- [Change or Reset Applicant Account Email Address or Password](#)

# Agency Review Manual



Download and read [Agency Review Pre-Application Training Manual](#) for details, policies, procedures, timeline, guidelines for creation of performance measures, appeals process, and more.

## Clarify Application Requirements

Kim Van Nimwegen

[kim\\_vannimwegen@tempe.gov](mailto:kim_vannimwegen@tempe.gov)

480.858.2303



## ZoomGrants Navigation/Technical Issues

[questions@zoomgrants.com](mailto:questions@zoomgrants.com)

1.866.323.5404, Ext. 2

## Application Deadline

**February 2, 2026** before 4:00pm (Arizona Time)

**Deadline to Apply**

February 2, 2026  
BEFORE 4pm (Arizona Time)

# Questions?

Kim Van Nimwegen, Community Impact Manager  
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