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### General Information

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Required before final submission

#### General Information

Organization Name

Board Meeting Date

Project Title

Request Amount

Contact

Thank you for your recent grant application; however, the following information was omitted.

**The document(s) must be submitted by:**

**Omitted Information:**

**1** General Information

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### Attachments

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PLEASE FOLLOW THE STEPS BELOW PRECISELY TO ATTACH YOUR DOCUMENT(S).

1. From the drop-down box below, choose the title (name) of the first missing document.
2. Browse for the file and insert.
3. Select "Upload" to upload the document.
4. To upload each additional omitted document, follow steps 1-3 above. **(Note: There is only one upload box. Each requested document must be uploaded one at a time choosing the correct title each time.)**
5. Once all the documents are uploaded, click the "Submit" below.

\*If IRS Letter is pending, please submit upon receipt.

Do not email the information uploaded above to [documents@zsr.org](mailto:documents@zsr.org) (unless instructed by Foundation staff).

\*If you are asked to upload your **final attachment**, follow these instructions to create and save the final attachment document.

1. From your online account; log in, then select "Submitted Applications" to find the application.
2. Open the application
3. In the top left of your screen, select "File", then "Save As". (Note: If you do not have "File" at the top, left corner of your screen, do the following: On the keyboard, hold the "CTRL" key and the "s" at the same time.)
4. Under the "File name:" name your document.
5. Then under "Save as type:" only choose option "**Webpage, HTML only (\*.htm;\*.html)**" then save the document.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title:

File Name:

2. Budget – Prior Fiscal Year
3. Budget – Prior Fiscal Year Actual Revenue and /or Expenses
4. Budget – Current Fiscal Year
5. Budget – Current Year – Actual Revenue and/or Expenses
6. Budget – Next Fiscal Year(s)
7. Project Budget
8. Board List
9. Federal Tax Exempt Certification (IRS Letter)
10. Other