



POST COUNCIL APPROVAL CHECKLIST

The following checklist is provided to grantees to help with completing post council approval tasks. The checklist is organized by workflow steps. The contract and its exhibits, Board application feedback, and Financial Health Test (FHT) documents will be available in ZoomGrants while the webinar and verification form link will be available on our website: saltlakecounty.gov/zap

All materials will be available starting Friday, November 7, 2025.

- 1) ☐ Watch webinar for understanding contract obligations, signing instructions, and next steps in the process
- 2) ☐ Verify via Smartsheets after viewing the webinar
 - a. **You must verify before you sign your contract**
- 3) ☐ Review your [PaymentWorks](#) profile and update any contact and banking information
 - a. If you are a new grantee or have new banking information, you must register with PaymentWorks before any payments can be disbursed.
- 4) ☐ Read & review board feedback comments in order to improve your application.
- 5) ☐ For organizations that requested ≥\$22,000 and have a CPA Checklist in ZoomGrants:
 - a. Send that CPA Checklist –Findings/Observations/Exceptions to your auditor and board treasurer to address any issues before your next audit and ZAP application.
- 6) ☐ **Sign Contract in ZoomGrants by Friday, November 21**
 - a. Ensure signer has authority to legally bind your organization in a contract with Salt Lake County
 - b. If this person is **not** the Application Contact, add them as a **Collaborator** in ZoomGrants before signing. Instructions can be found here: [Adding Collaborators Video](#).

If you have questions, please contact Cody: cgoetz@saltlakecounty.gov

Congratulations again and thank you for all the amazing work you do for Salt Lake County residents and visitors!