



## Competitive Grant Applications in UtahGrants

Competitive Grants are awarded on the basis of a competitive process. Organizations submit applications which undergo a formal review process. Awards may be issued to LEAs and/or organizations based on available funding as well as the program goals and objectives.

Navigation: Opportunities

1. To Locate grants, click on opportunities (tab at top left), to view the grant click on the green eye icon.

| 🛞 UTAH gran                      | 5 💷     | ining the the Manufathan State |                      |                      |                    | Senio Par | × 🙆 |
|----------------------------------|---------|--------------------------------|----------------------|----------------------|--------------------|-----------|-----|
|                                  | \$      | Opportunities Applications     | Grants Monitoring    |                      |                    |           |     |
| Q Search                         | ^       |                                |                      |                      |                    |           |     |
| Search.                          | Q       | Active Funding Opportunitie    |                      |                      |                    |           | 1   |
| All                              |         | Quick Search                   | Q                    |                      |                    |           |     |
| Tasks                            | ^       | Announcement Title             | Grantor Organization | FOA Publication Date | ✤ App Deadline     | Actions   |     |
| lasks                            | ^       | Anti Bullying                  | USBE                 | 07/03/2018           | 07/06/2018 9:38 AM | $\odot$   |     |
| Pending Tasks<br>Completed Tasks |         |                                |                      | . Total Records: 1   |                    |           |     |
| Activities                       | ^       |                                |                      |                      |                    |           |     |
| pportunities                     | ^       |                                |                      |                      |                    |           |     |
| View Active Opportun             | rities  |                                |                      |                      |                    |           |     |
| View Interested Opp              |         |                                |                      |                      |                    |           |     |
| View Closed Opports              | inities |                                |                      |                      |                    |           |     |

2. Review program information. If interested, click the Interested button on the top right of the screen.

|  | <        | Opportunities                      | Applications         | Grants Monitoring      | i i                     |   |                         |            |
|--|----------|------------------------------------|----------------------|------------------------|-------------------------|---|-------------------------|------------|
| Q, Search                              | ^        | Opportunity                        |                      |                        |                         |   |                         |            |
| Search.                                | Q        | Anti Bullying                      |                      |                        |                         |   |                         | (interest) |
| ILA                                    | •        | ID<br>AN-400-006                   |                      |                        |                         | Program ID<br>Anti Bullying   | Days Left to Apply<br>1 | Interest   |
| Tasks                                  | ^        | The Opportunity over               | erview page reflects | the key information as | sociated with this Oppo | rtunity such as the funding amounts, particular application procview more |                         |            |
| Pending Tasks<br>Completed Tasks       | ~        | Overview                           | \$ Financials        | Documents              | Attachments             |   |                         |            |
| Activities                             | ^        | A General Info                     | ormation 💿           |                        |                         |   |                         |            |
| Opportunities<br>View Active Opportuni | <b>^</b> | Opportunity Title<br>Anti Builying | (I)                  |                        |                         | Granter Organization ①<br>USBE  | Match Required? (1)     |            |
| View Interested Opport                 |          | Ligibility                         | D)                   |                        |                         |   |                         |            |

3. To view grants that you have designated as interested, navigate to View Interested Opportunities on the lower left panel. View opportunity by clicking on the green eye icon.

|   | < | Opportunities    | Applications Grants | Monitoring           |                      |                        |            |         |   |
|---|---|------------------|---------------------|----------------------|----------------------|------------------------|------------|---------|---|
| <b>Q</b> Search                           | ^ | + Interested Fur | nding Opportunities | D                    |                      |                        |            |         |   |
| Search                                    | Q | Quick Search     |                     | ۹                    |                      |                        |            |         |   |
| All                                       | ٠ | ID               | Title               | Grantor Organization | FOA Publication Date | ↓ Application Deadline | Status     | Actions |   |
| Tasks                                     | ~ | AN-400-006       | Anti Bullying       | USBE                 | 2018-07-03           | 07/06/2018 9.38 AM     | Interested | ۲       |   |
| iska<br>Pending Tasks<br>Completed Tasks  | ^ |                  |                     |                      | Total Rev            | tords. 1               |            |         |   |
| Activities                                | * | A Qualified Clos | ed Funding Opportu  | nities 😥             |                      |                        |            |         |   |
| portunities<br>New Active Opportu         |   | Quick Search     |                     | ٩                    |                      |                        |            |         | 5 |
| View Interested Opp<br>View Closed Opport |   | ID Title         | Grantor Organiza    | tion FO              | A Publication Date   |                        | Status     | Actions |   |
|   |   |                  |                     |                      | No record            | is found               |            |         |   |

4. Click Create Application. Use the Copy From An Existing App button if applying for same opportunity more than once (e.g., multiple programs within district)

| 🐞 UTAH grants                                      | 1 Anne | erse Druhus Na                      | nagen na Sy           |                          |                     |                                      |                        |  | 👾 Coans Fortal 💌 🙆 🔹                       |
|--|--------|-------------------------------------|-----------------------|--------------------------|---------------------|--------------------------------------|------------------------|--|--|
|  | <      | Opportunities                       | Applications          | Grants Monitoring        |                     |                                      |                        |  |  |
| Q Search   | ^      | E-section Constant                  | (1) (1)               |                          |                     |                                      |                        | -  |  |
| Search   | Q      | Funding Opports<br>Anti Bullying    |                       |                          |                     |                                      |                        |  | eate Application Copy from an existing app |
| All  |        | ID<br>FO-0144                       |                       |                          | Status<br>Published |                                      | Latest Application ID  | Days L<br>1                              | eft to Apply                               |
| 📰 Tasks  | ^      | User can create an                  | application for the C | ualified Funding Oppo    | tunities view more  |                                      |                        |  |  |
| Tasks<br>Pending Tasks<br>Completed Tasks          | ^      |                                     |                       | all necessary details re |                     | ition -                              | O-Submitted to Grantor | Approved                                 | O  |
| Activities   | ^      | Overview                            | \$ Financials         | & Attachments            |                     |                                      |                        |  |  |
| Opportunities<br>View Active Opportunitie          | ^      | A General Info                      | ormation              |                          |                     |                                      |                        |  |  |
| View Interested Opportu<br>View Closed Opportuniti | nities | Funding Opportu<br>Anti Bultying    | nity Title (1)        |                          |                     | Funding Opportunity ID<br>AN-400-006 | 1                      | Grantor Organization<br>USBE             |  |
|  |        | · Important D                       | lates                 |                          |                     |                                      |                        |  |  |
|  |        | Publication Date<br>2018-07-03      |                       |                          |                     | Estimated Project Peri<br>7/1/2018   | od Start Date:         | Estimated Project Period Er<br>6/30/2019 | id Date                                    |
|  |        | Application Dead<br>07/06/2018 09:3 |                       |                          |                     |                                      |                        |  |  |

5. In the Overview section, enter the Application Title, Internal Approver and Project Abstract.

| Search                        | *      |   |  |  |                               |
|-------------------------------|--------|---|--|--|-------------------------------|
| earch                         | Q      | Application- Enhancement for At-Risk Students-Ga  | ing Prevention - 2019                        |  |                               |
|                               |        | Applicant Organization  | ID   | Status   |                               |
| 41                            | *      | Canyons School District   | AP-400-091                                   | Create   | d 345                         |
| Tasks                         | ^      | External Organization apply for the Funding Opportunity A   | unnouncement (FOA) by creating an applicatio | n. Created application is internally reviewed bview more |                               |
| ication Tasks                 | ^      |   |  |  |                               |
| nding Tasks<br>impleted Tasks |        | Overview Budget N Attachments   | 3 History                                    |  |                               |
| ctivities                     | ^      | Opportunity Overview  |  |  |                               |
| cations                       | ^      | Funding Opportunity ID  |  | Grantor Organization (1)                                 | Application Deadline 🕕        |
| w Applications                |        | AN-400-013  |  | USBE   | 6/30/2019 5:00 PM             |
| w Submitted Appl              | cabons |   |  |  |                               |
|                               |        | Application Overview  |  |  |                               |
|                               |        | "Application Title (1)  |  | Applicant Organization (1)                               | Project Period Start Date (1) |
|                               |        | Enhancement for At-Rigk   |  | Canyons School District                                  | 7/1/2018                      |
|                               |        | Project Period End Date   |  | Submitted Dy   | Submitted On                  |
|                               |        | 6/30/2019 Internal Approver ③   | 13   | Substantially Completed Date                             | Owner                         |
|                               |        | Leon Wilcox   |  | Substancially Completed Date                             | Janet Goble                   |
|                               |        | Levin Wilcox  |  |  |                               |
|                               |        | A Project Abstract  |  |  |                               |
|                               |        | *Project Description  |  |  |                               |
|                               |        | X 0 0 0 + + 9- 0 0  | = 0  |  |                               |
|                               |        | The second | = 34   |  |                               |
|                               |        | B I Ix Styles - Format -  |  |  |                               |

6. The Internal Approver is responsible for reviewing the application prior to submission to USBE. By clicking on the Magnifying Glass next to the Internal Approver, you will see a list of individuals in the Approver role who have the authority to approve applications. Please select the appropriate individual for your organization. The organization's Key Point of Contact is listed as default, but can be changed to an individual in the Approver role.

| Leon Wilcox    | ٩                 |         |
|----------------|-------------------|---------|
| Searched Items |                   |         |
| Full Name      | Organization Name | Actions |
| Leon Wilcox    |                   | Select  |

7. Be sure to Save frequently and when moving from tab to tab.

| Application-Enhancement for                       | At-Risk Students-Gang Prevention - 2019        |   |                   |                      |                             | Cancel Save =               |
|---|--|---|-------------------|----------------------|-----------------------------|-----------------------------|
| Applicant Organization<br>Canyons School District | ič<br>A  | P-400-091   | Status<br>Created |                      | Days Left<br>345            |                             |
| External Organization apply for the I             | Funding Opportunity Announcement (FOA) by crea | ting an application. Created application is internally reviewed | b. view more      |                      |                             | Fields marked as * are regu |
| Overview Budget                                   | Attachments Difference                         |   |                   |                      |                             |                             |
| Opportunity Overview                              |  |   |                   |                      |                             |                             |
| Funding Opportunity ID (1)<br>AN-400-013          |  | Grantor Organization (1)<br>USBE                                |                   |                      | on Deadline 🕕<br>19 5 00 PM |                             |
| Application Overview                              |  |   |                   |                      |                             |                             |
| *Application Title ①<br>Enhancement for At-Rigk   |  | Applicant Organization (1)<br>Canyons School District           |                   | Project /<br>7/1/201 | Period Start Date (3)<br>8  |                             |
| Project Period End Date (3)<br>6/30/2019          |  | Submitted By  |                   | Submitte             | rd On                       |                             |
| *Internal Approver (2)                            | )  | Substantially Completed Date                                    |                   | Owner<br>Janiet G    | cble                        |                             |
| * Project Abstract 0                              |  |   |                   | 5                    |                             |                             |
| *Project Description (5)                          |  |   |                   |                      |                             |                             |
| X 5 8 8 8 *                                       | - ∰- ⊑ ≣ ≣ Ω                                   |   |                   |                      |                             |                             |
| B I In Styles                                     | Fornal +                                       |   |                   |                      |                             |                             |

- 8. Complete the budget section by:
  - 1. Select the Budget tab
  - 2. Click the Blue Pencil icons to open the budget category for editing.
  - 3. Enter the dollar value
  - 4. Click the Save to save budget detail section. Saving will also calculate indirect costs (if applicable), and budget remaining.
  - 5. Enter the Budget Narrative
  - 6. Save (upper right corner)

|                                     | incement for At-Risk Students-Gang Prevention -                         | 2019  |                                 |                           | Cancel Save                    |
|-------------------------------------|---|---|---------------------------------|---------------------------|--------------------------------|
| Applicant Organiz<br>Canyons School |   | ID<br>AP-400-091  | Status<br>Created               | Døys Left<br>345          |                                |
| demail Organization                 | apply for the Funding Opportunity Announcement (F                       | DA) by creating an application. Created application is in | iternally reviewed b. view more |                           | Fields marked as * are require |
| Overview B                          | adget S Attachments D History   |   |                                 |                           | r mous common as and impaire   |
|                                     |   |   |                                 |                           |                                |
| Budget Allocation<br>\$18,000       |   | Remaining Budget<br>\$18,000                              | Indirect Cost % 11.78%          | Indirect Cc<br>Unrestrict |                                |
| Budget Narra                        | tive  |   |                                 |                           |                                |
| 'Please explain/jus                 | bfy your budget. (3)  |   |                                 |                           |                                |
|                                     |   |   |                                 |                           |                                |
| 5                                   |   |   |                                 |                           |                                |
| -                                   | es of Total Funds   |   |                                 |                           | <b>4⊡</b> ≡                    |
| -                                   | es of Total Funds<br>Expense Type (Expense Code)                        |   |                                 | Proposed Budget Amount    | Actions                        |
| <ul> <li>Proposed Use</li> </ul>    |   |   | 3 0                             | Proposed Budget Amount    | Actions                        |
| <ul> <li>Proposed Use</li> </ul>    | Expense Type (Expense Code)   |   | 3                               | Proposed Budget Amount    |                                |
| Proposed Use                        | Expense Type (Expense Code)<br>Salaries (100)                           |   | 3                               | 1                         | 2                              |
| Proposed Use                        | Expense Type (Expense Code)<br>Salaries (100)<br>Employee Benetts (200) |   | 3                               | \$0.00<br>\$0.00          | 2                              |

9. In the Attachments section, you will find the documents associated with the application available for download. Download attachments and save to your computer. Complete the application on your computer and save the file for upload. Any required forms/data validations will also be found in this section.

| Application-Enhancement for At-Risk Students           | -Gang Prevention - 2019                              |   |            |                 |           | Ca       | ncel Save =           |
|--|--|---|------------|-----------------|-----------|----------|-----------------------|
| Applicant Organization                                 | D  |   | Status     |                 | Days Left |          |                       |
| Canyons School District                                | AP-400-091   |   | Created    |                 | 345       |          |                       |
| Internal Organization apply for the Funding Opportunit | ty Announcement (FOA) by creating an application. Cr | eated application is internally reviewed bview more |            |                 |           |          |                       |
|  |  |   |            |                 |           | Fields m | arked as " are requir |
| Overview Budget N Attachments                          | 3 History  |   |            |                 |           |          |                       |
| Attachments From Grantor                               |  |   |            |                 |           |          | =                     |
|  |  |   |            |                 |           |          |                       |
| Attachment Name  |  | Classification                                      |            | Attachment URL  | /         |          |                       |
| STATE FORMULA TEST APPLICATION pdf                     |  | Program Artifacts                                   |            | View Attachment |           |          |                       |
| Attachments For Grantor                                |  |   |            |                 |           |          | Add                   |
| -  |  |   |            |                 |           |          |                       |
| Name Type  | Description  | Date Attached                                       |            | Attached By     |           | Actions  |                       |
|  |  | No Rec  | ords Found |                 |           |          |                       |

10. Click Add in the Attachments for Grantor Section. Locate and upload the file. Save

| Add Attachments   | ×    |
|---|------|
| Upload file from Computer                                 |      |
| *Type Cther  File Choose File No file chosen  Description |      |
|   | Save |

11. Once completed, submit the application for approval. Clear any errors (if necessary). Application will then route to the individual selected in Step 5 for internal approval.

| Endowing entropy: occurrent:     Preset Bit out the description field of the application before submitting     Preset Bit out the description field of the Biblioger Tab     Preset Bit out the description budget table     To that table budget makes and you adapted antionation.     A Budget Namative to required before submission |                  |        |                  |  |
|--|------------------|--------|------------------|--|
| oplication - Enhancement for At-Risk Students-Gang Prevention - 2019   |                  |        |                  | Waive Application Submit for Approval Edit |
|  |                  |        |                  |  |
| pplicant Organization<br>anyons School District  | ID<br>AP-400-091 | Stabzs | Days Left<br>345 |  |

12. Internal Approval – The internal approver will receive an email with a link to approve the application. The internal approver can also find the task in the Applications tab, pending tasks (left pane). Click on the Arrow to start the review.

|   | 3 | Opportunities Applications Grants | Monitoring                         |   |            |         |   |
|---|---|-----------------------------------|------------------------------------|---|------------|---------|---|
| Q Search  | ^ | + Pending Tasks (Assigned To Me)  |                                    |   |            |         | Ξ |
| Search  | Q | Quick Search                      | ٩                                  |   |            | 1       |   |
| All   | ۲ | Ref. ID                           | Туре                               | Subject   | Created By | Actions |   |
| 📰 Tasks   | ^ | AP-400-090                        | Waive Application Approval Request | Enhancement for At-Risk Students-Gang Prevention - 2019 | Paula Hull | •       |   |
| Application Tasks<br>Pending Tasks<br>Completed Tasks |   |                                   |                                    | Tabli Records: 1  |            |         |   |

- 13. Internal Approver reviews the application information submitted by the application creator and makes approval decision. If changes are needed, the Internal Approver must send the application back to the application creator to make edits and to resubmit. Internal Approver can:
  - a. Approve submits the application to USBE
  - b. Send Back send the application back to the creator to make changes
  - c. Reject sends application back to the creator to start again (deletes all entered information on the application)

|   |  |   | =   |
|---|--|---|---|
| 0-090   | Status<br>Submitted For Approval   | Doys Loft<br>345  |   |
| an application. Created application is internally reviewed bview more | a.   | Q   |   |
|   |  |   |   |
| Submit  |  |   |   |
| Submitted For Approval  | O<br>Internatly Approved   |   | O<br>Submitted to Geantar   |
|   |  |   |   |
|   |  |   |   |
| Grantor Organization (3)  |  | Application Deadline (3)<br>06/30/2019 05:00 PM   |   |
|   |  |   |   |
| Applicant Organization (1)<br>Cache Co School District                |  | Project Period Start Date ①<br>7/1/2018   |   |
| Budget Allocation:<br>\$18,000  |  | Submitted By  |   |
| Indirect Cost %<br>10.48%   |  | Internal Approver 🛞<br>Dale Hansen  |   |
| Owner<br>Paula Hull   |  |   |   |
|   |  |   |   |
|   |  |   |   |
|   | an application. Created application is internally reviewed bview more<br>submitted For Approval<br>Granter Organization ①<br>USBE<br>Applicant Organization ①<br>Cache Co School District<br>Budget Mocation<br>\$18,000<br>Instreet Cost %<br>10.40%<br>Owner | 0-090 Submitted For Approval an application. Created application is internally reviewed bview more  Submittled For Approval  Conner Organization ®  Carenter Organizatio | 0-090 Submitted For Approval 345<br>an application is internativ revenued builder more<br>an application is internativ revenued builder more<br>Submitted For Approval<br>Submitted For Approval<br>Submitted For Approval<br>Submitted For Approval<br>Application Dealine ()<br>Cache Co School Dealine<br>Submitted Start Date ()<br>Cache Co School Dealine<br>Submitted Start Date ()<br>Cache Co School Dealine<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Stational<br>Sta |

14. Waive Application – an organization can decline the invitation to apply for funding by clicking Waive Application. Please note the warning, as waiving funds cannot be reversed. Waived applications must be approved by the Internal Approver (see step 5).

| oplication-Enhancement for At-Risk Students-Gang Preve   | intion - 2019  |  |                       | Waive Application Submit for Approv |
|--|--|--|-----------------------|-------------------------------------|
| pplicant Organization<br>anyons School District  | ID<br>AP-400-091   | Status<br>Created  | Days Left<br>345      |                                     |
| Organization apply for the Funding Opportunity Announce  | ment (FOA) by creating an application. Created application is inter- | ally reviewed bview more   |                       | 120                                 |
| Created  |  | -Ori-<br>tea de transmission - Companya - C |                       | 0                                   |
|  |  |  |                       |                                     |
| werview \$ Budget % Attachments 3  | Warnin   | a: Waiving funds is permanent  | To proceed and perm   | apently                             |
|  | Warnin   | g: Waiving funds is permanent  | . To proceed and perm | anently                             |
| pportunity Overview  | Warnin   | g: Waiving funds is permanent<br>his allocation, click Okay.   | . To proceed and perm | anently                             |
| aportunity Overview ®<br>Ing Opportunity ID @<br>00-013  | Warnin   |  |                       |                                     |
| Studget         % Attachments         Dipoputunity Overview         Dipoputunity ID           ddg Opportunity ID         B         < | Warnin<br>waive t  | his allocation, click Okay.  | . To proceed and perm | anently<br>Cancel                   |

15. Locating Saved Applications – saved applications can be found on the applications tab.

| Applications Grants                      | Monitoring |                   |                        |         |
|--|------------|-------------------|------------------------|---------|
| + Applications (0)                       |            |                   |                        |         |
| Quick Search                             | R          |                   |                        |         |
| Title                                    | FOID       | Internal Approver | Status                 | Actions |
| Enhancement for Al-Risk Students-Gang Pr | AN-400-013 | Leon Wilcox       | Submitted For Approval | •       |
|  |            |                   | Total Records 1        |         |