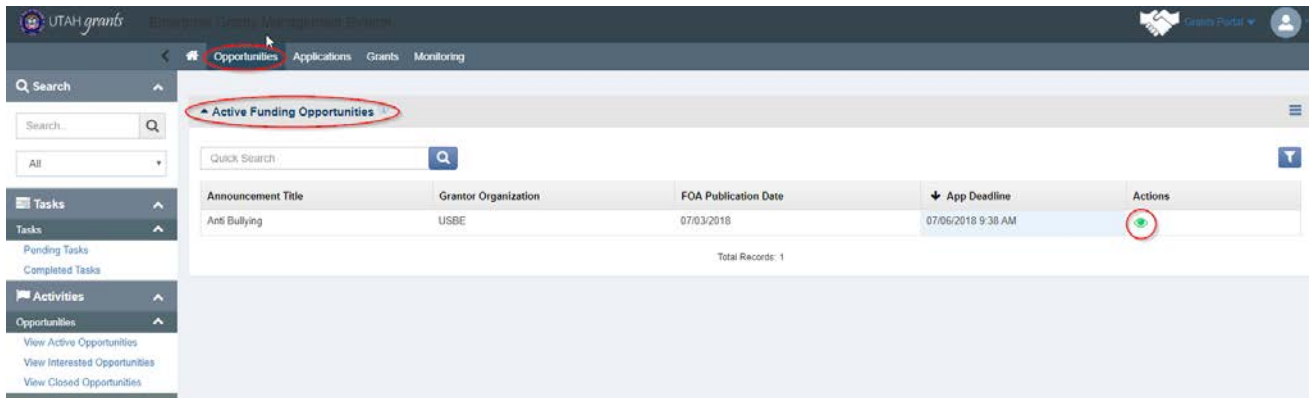


Competitive Grant Applications in UtahGrants

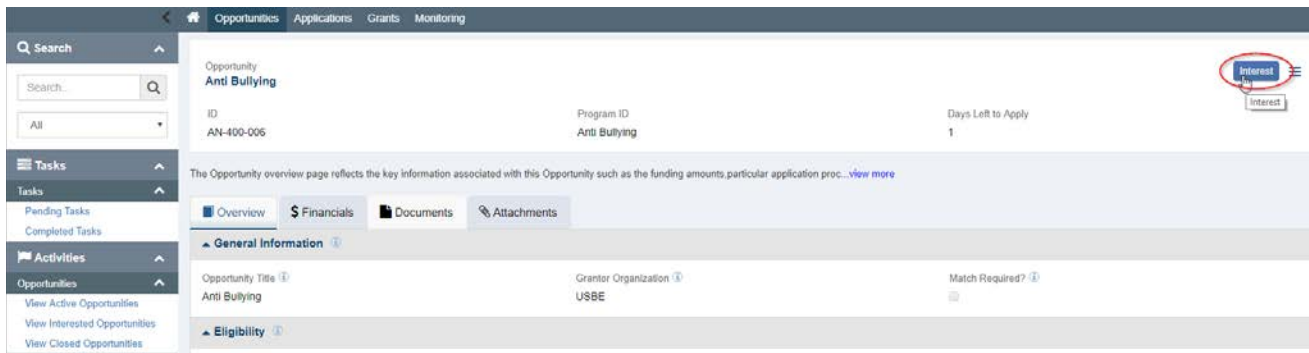
Competitive Grants are awarded on the basis of a competitive process. Organizations submit applications which undergo a formal review process. Awards may be issued to LEAs and/or organizations based on available funding as well as the program goals and objectives.

Navigation: Opportunities

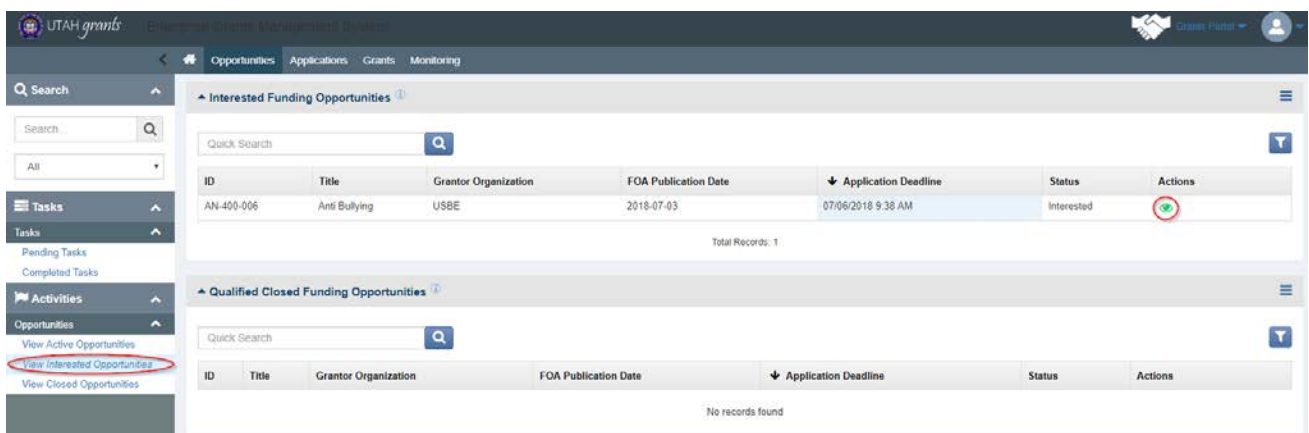
1. To Locate grants, click on opportunities (tab at top left), to view the grant click on the green eye icon.



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



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.



- 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)

The screenshot shows the 'Anti Bullying' funding opportunity page. At the top right, there are two buttons: 'Create Application' (circled in red) and 'Copy from an existing app'. Below these is a table with columns: ID (FO-0144), Status (Published), Latest Application ID, and Days Left to Apply (1). A progress bar indicates the application process: Interested (checked), Converted to Application, Submitted to Grantor, Approved, and Awarded. The 'Overview' tab is selected, showing 'General Information' and 'Important Dates'.

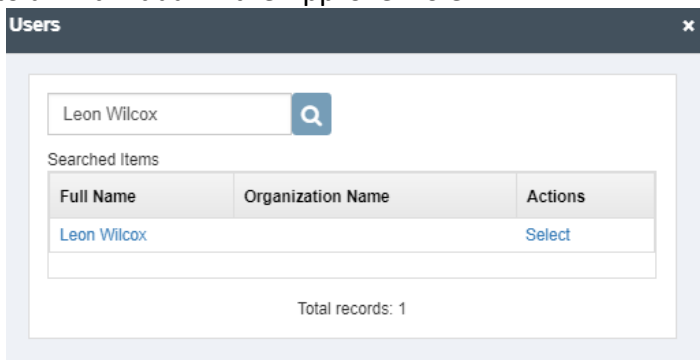
General Information		
Funding Opportunity Title	Funding Opportunity ID	Grantor Organization
Anti Bullying	AN-400-006	USBE

Important Dates		
Publication Date	Estimated Project Period Start Date	Estimated Project Period End Date
2018-07-03	7/1/2016	6/30/2019
Application Deadline	07/06/2018 09:38 AM	

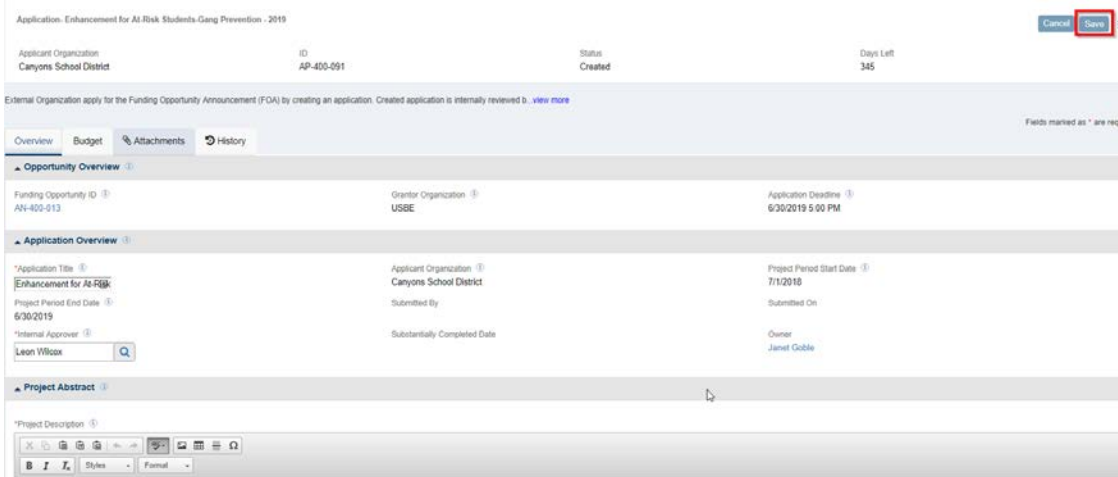
- In the Overview section, enter the Application Title, Internal Approver and Project Abstract.

The screenshot shows the 'Application Overview' section for the application 'Enhancement for At-Risk Students-Gang Prevention - 2019'. The 'Overview' tab is selected. The 'Application Overview' section contains several fields, with three highlighted in red boxes: 'Application Title' (Enhancement for At-Risk), 'Internal Approver' (Leon Wilcox), and 'Project Abstract' (a large empty text area). Other fields include 'Funding Opportunity ID' (AN-400-013), 'Grantor Organization' (USBE), 'Application Deadline' (6/30/2019 5:00 PM), 'Applicant Organization' (Canyons School District), 'Project Period Start Date' (7/1/2018), and 'Internal Approver' (Leon Wilcox).

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.



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



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)

Application - Enhancement for At-Risk Students-Gang Prevention - 2019

Applicant Organization: Canyons School District | ID: AP-400-091 | Status: Created | Days Left: 345

Internal Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed b...view more

Overview | **Budget** | Attachments | History

Information

Budget Allocation: \$18,000 | Remaining Budget: \$18,000 | Indirect Cost %: 11.78% | Indirect Cost Type: Unrestricted

Budget Narrative

*Please explain/justify your budget. (3)

Proposed Uses of Total Funds

#	Expense Type (Expense Code)	Proposed Budget Amount	Actions
1	Salaries (100)	0	
2	Employee Benefits (200)	\$0.00	
3	Purchased Professional & Tech Services (300)	\$0.00	
4	Purchased Property Services (400)	\$0.00	
5	Other Purchased Services (500)	\$0.00	

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

Applicant Organization: Canyons School District | ID: AP-400-091 | Status: Created | Days Left: 345

Internal Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed b...view more

Overview | Budget | **Attachments** | 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 Records Found					

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

Add Attachments ✕

Upload file from Computer

*Type

*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.

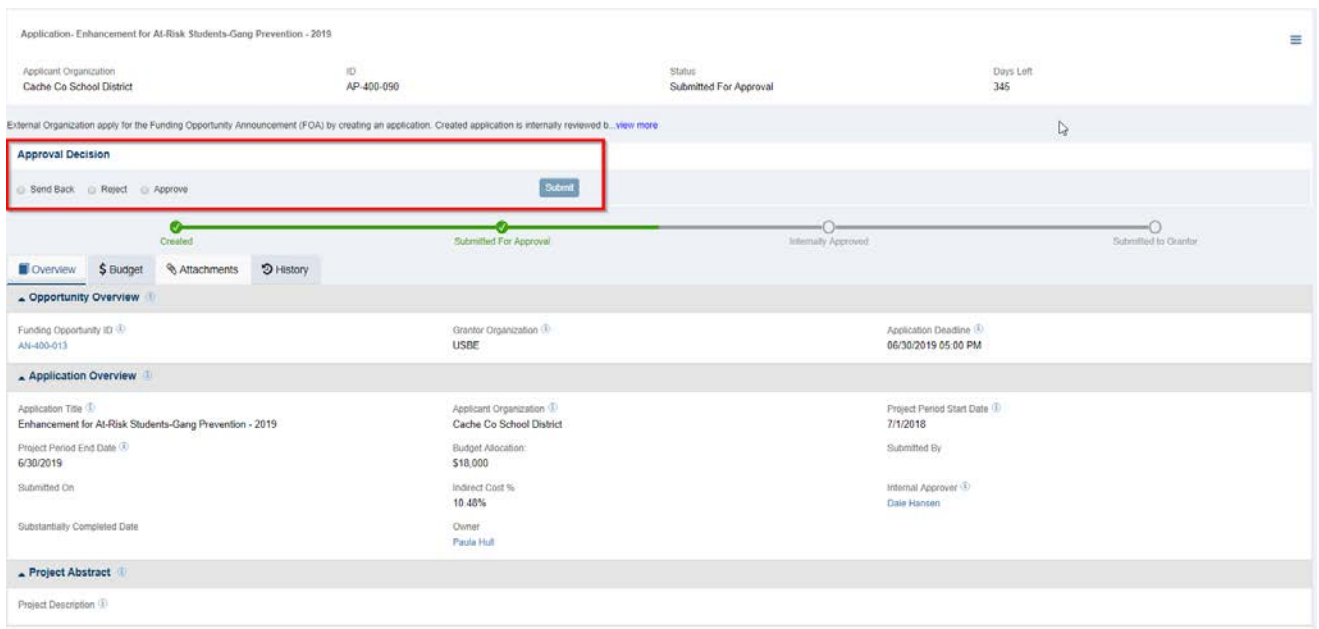


12. Internal Approval – The internal approver will receive an email with a link to approve the application. The internal approver can also find the task in the Applications tab, pending tasks (left pane). Click on the Arrow to start the review.

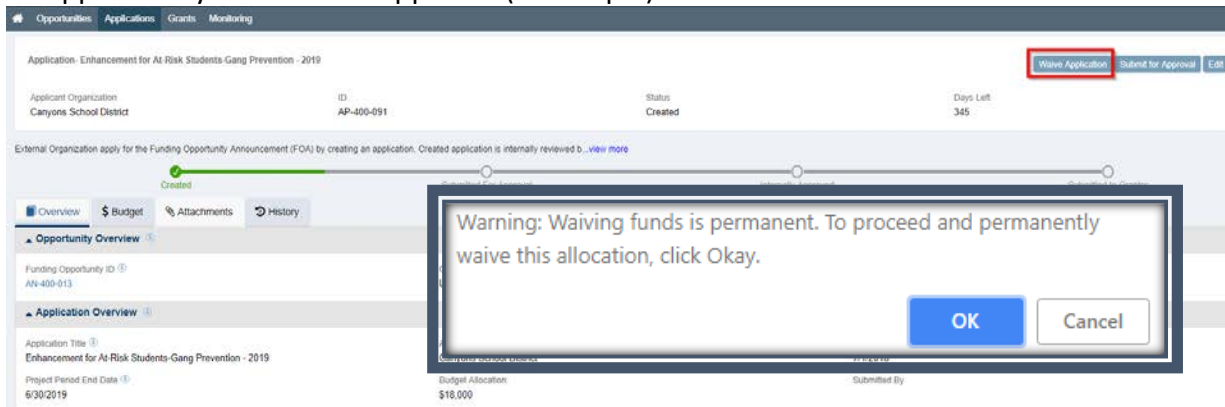


13. Internal Approver reviews the application information submitted by the application creator and makes approval decision. If changes are needed, the Internal Approver must send the application back to the application creator to make edits and to resubmit. Internal Approver can:

- Approve – submits the application to USBE
- Send Back – send the application back to the creator to make changes
- Reject – sends application back to the creator to start again (deletes all entered information on the application)



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).



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

