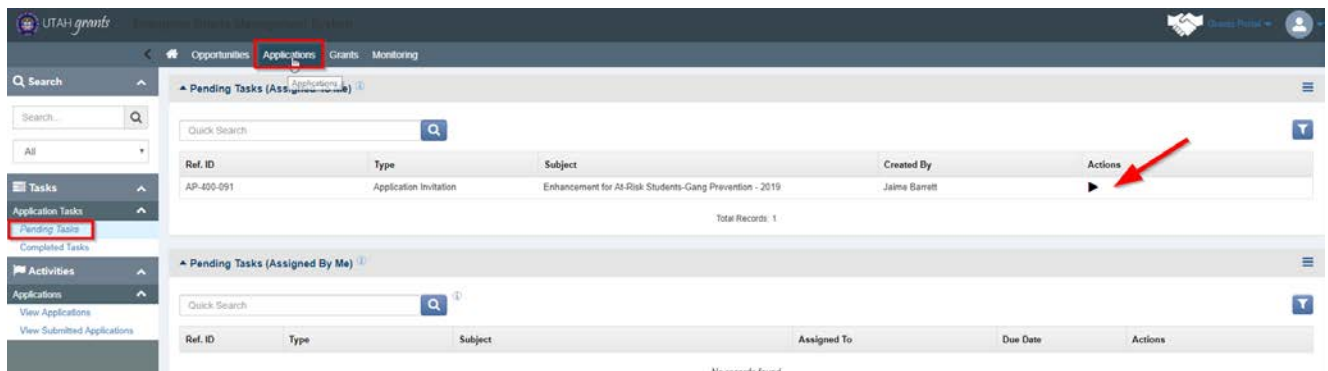


## Formula Grant Applications in UtahGrants

Formula Grants are grants provided to LEAs and/or organizations based on previously-established criteria. If eligible, the organization will receive a recommended allocation, and will receive an invitation to apply for funding. The organization has the option to waive the funding or complete the application. Formula Grants can be either State or Federally funded. The application, including a detailed budget, is required to be submitted to USBE for approval. The allocation amount may change over time based on availability of funds and other factors. A revised application is required for each change in the allocation amount.

1. Click on Applications (tab at top), pending tasks (left panel). Locate the application and select arrow to start application. \*Note: see step 2 prior to initiating application.



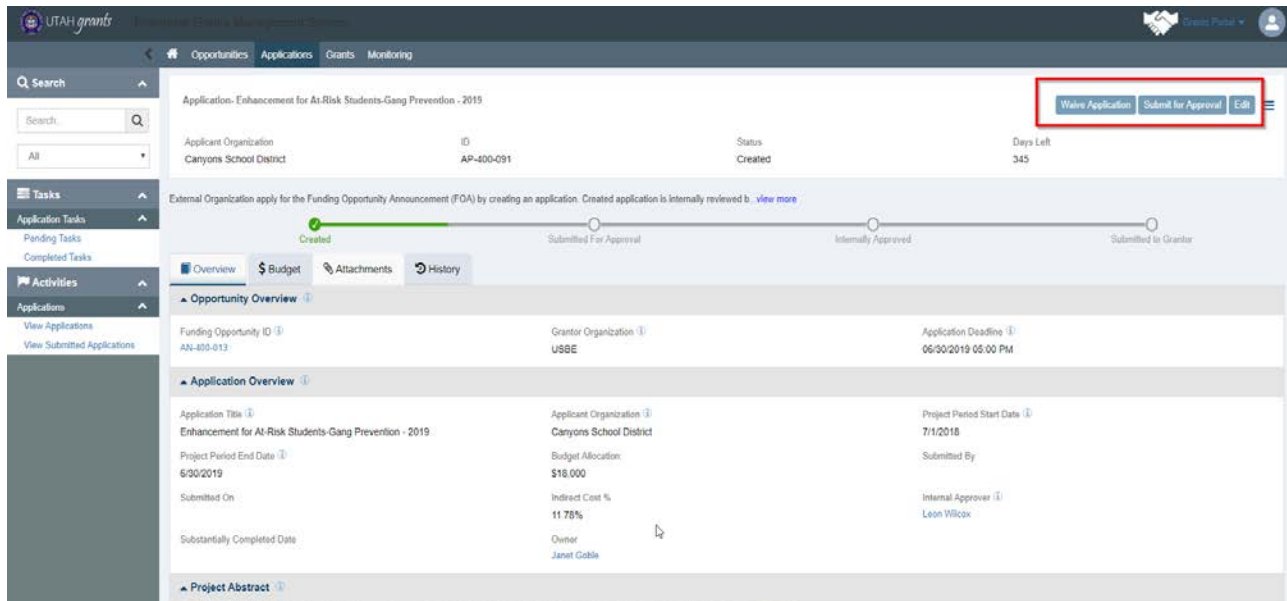
| Ref. ID    | Type                   | Subject   | Created By    | Actions |
|------------|------------------------|---|---------------|---------|
| AP-400-091 | Application Invitation | Enhancement for At-Risk Students-Gang Prevention - 2019 | Jaime Barrett | ▶       |

2. Only one individual can complete the application. Once you start an application, you will be the only individual that can access and make changes to this application. Please be cautious in confirming this action.

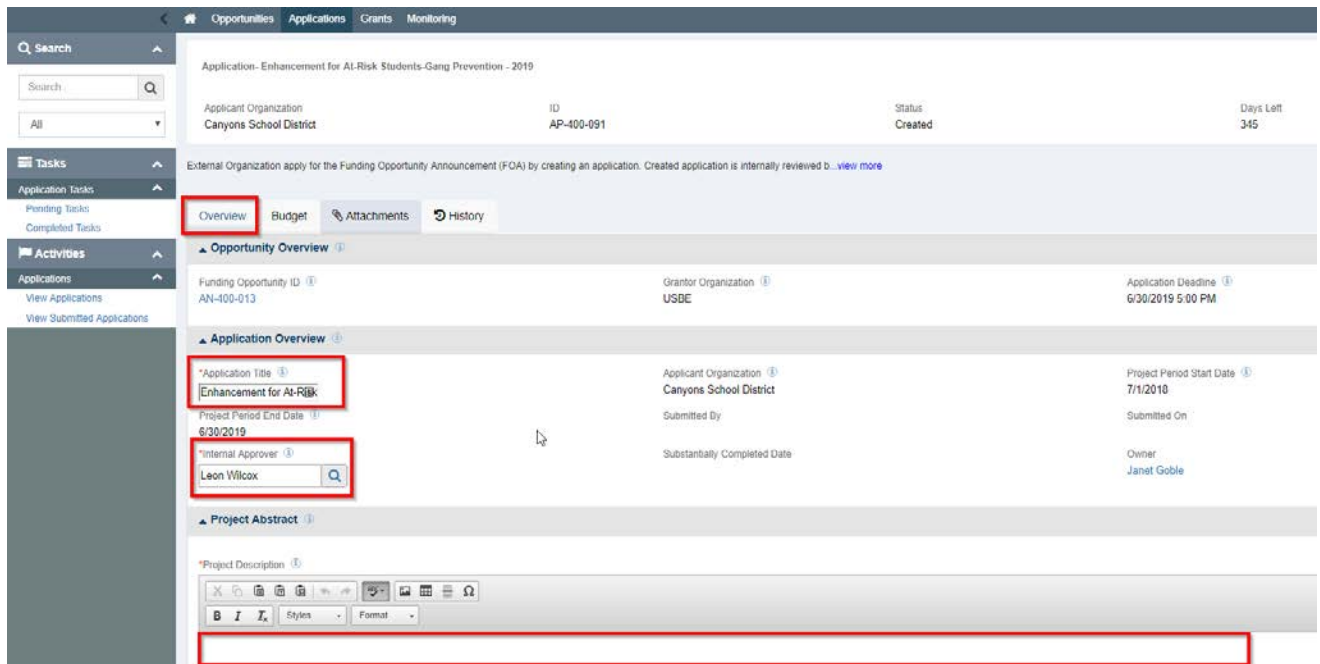
**Confirm** ✕

Are you sure you want to Start this application? Once initiated, you will be the only user able to edit the application.

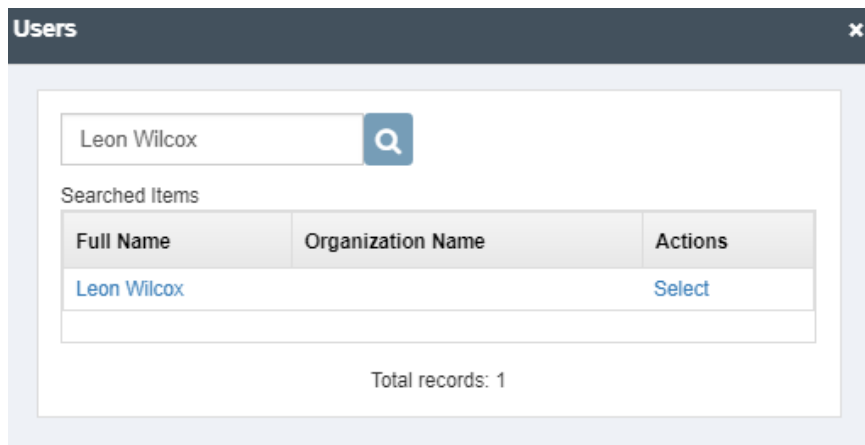
3. Note the tasks in the upper right corner. Click Edit to make changes to the application.



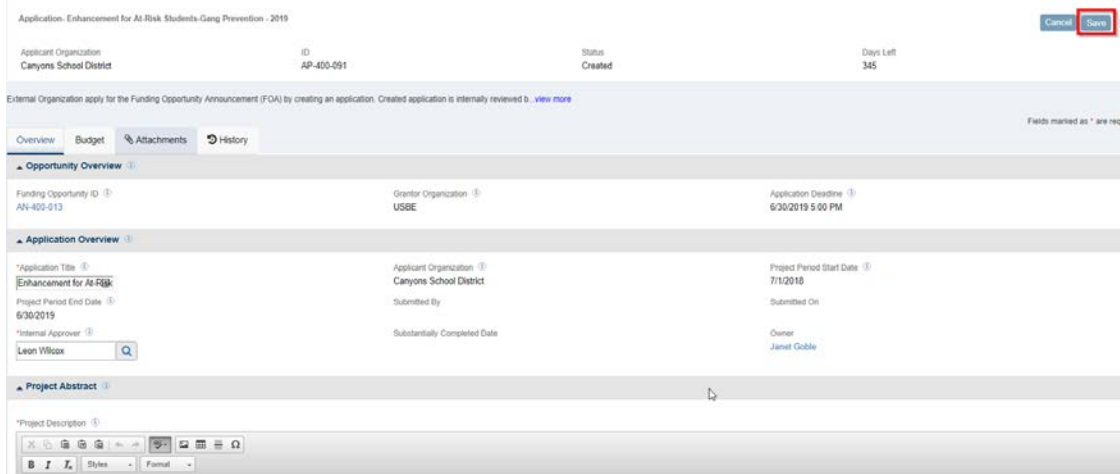
4. In the Overview section, enter the Application Title, Internal Approver and Project Abstract.



- 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.



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



7. 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                      | [Refresh] |
| 2 | Employee Benefits (200)                      | \$0.00                 | [Edit]    |
| 3 | Purchased Professional & Tech Services (300) | \$0.00                 | [Edit]    |
| 4 | Purchased Property Services (400)            | \$0.00                 | [Edit]    |
| 5 | Other Purchased Services (500)               | \$0.00                 | [Edit]    |

8. 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.

To add attachment, click Add in the Attachments for Grantor 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 |      |             |               |             |         |

Locate and upload the file. Save

**Add Attachments** [X]

**Upload file from Computer**

\*Type  
Other

\*File  
Choose File No file chosen

\*Description

Save

9. Once completed, submit the application for approval. Clear any errors (if necessary). Application will then route to the individual selected in Step 4 for internal approval.

Opportunities Applications Grants Monitoring

The following error(s) occurred:

- Please fill out the description field of the application before submitting
- Please input the application budget in the Budget Tab
- Your total budget must equal your budget allocation
- A Budget Narrative is required before submission

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

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

Waive Application **Submit for Approval** Edit

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

10. 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.

Opportunities Applications Grants Monitoring

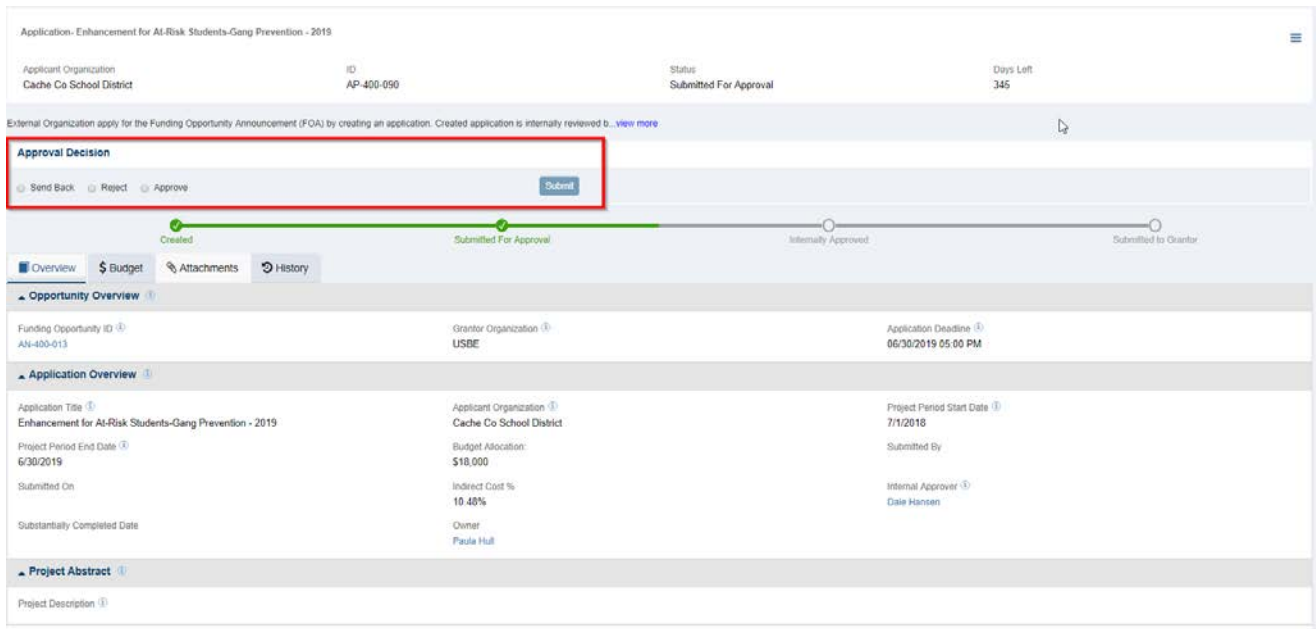
Search

Quick Search

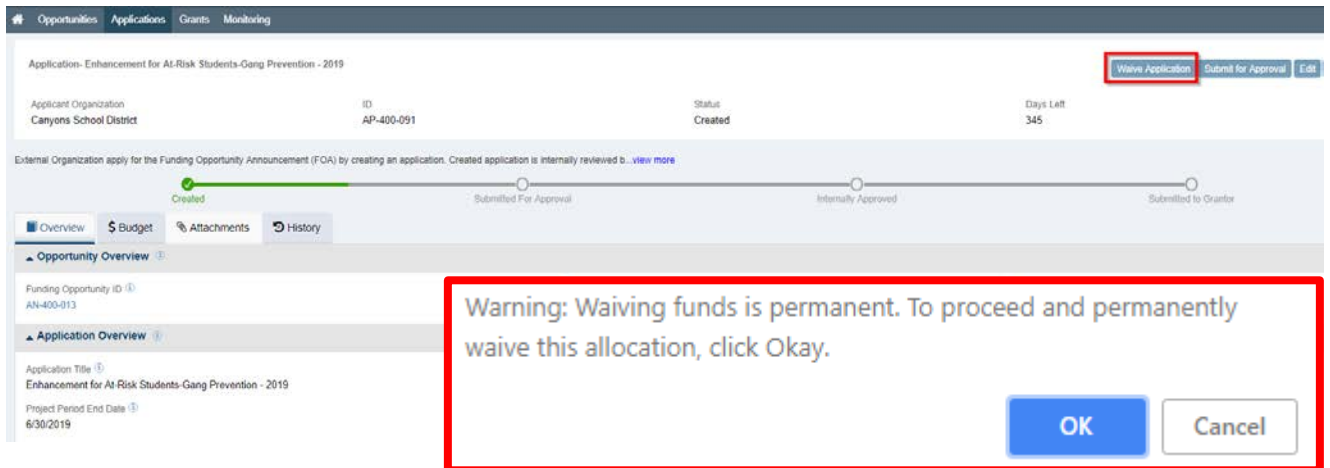
| Ref. ID    | Type                               | Subject   | Created By | Action  |
|------------|------------------------------------|---|------------|---------|
| AP-400-090 | Waive Application Approval Request | Enhancement for At-Risk Students-Gang Prevention - 2019 | Paula Hull | [Arrow] |

Total Records: 1

11. 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



12. 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 4).



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

