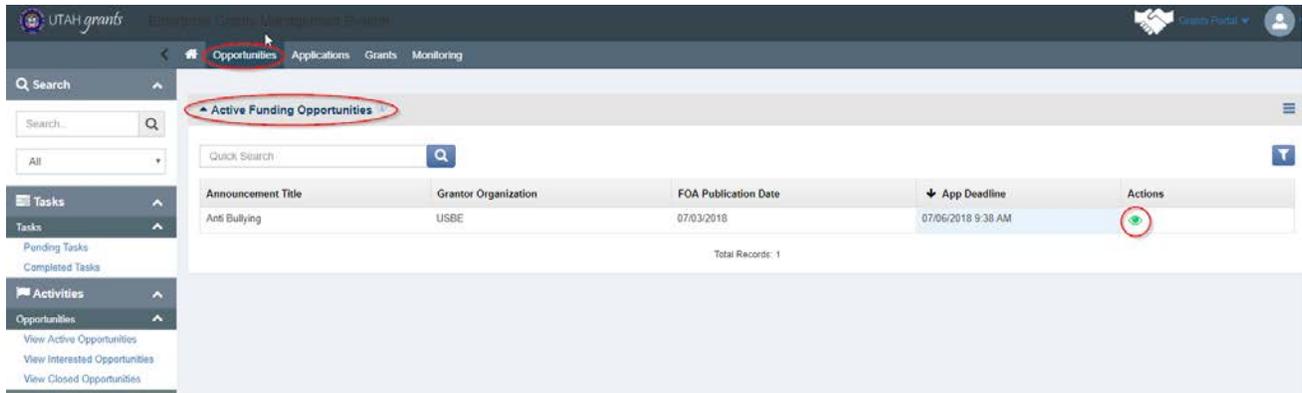


# Competitive Grant Applications in UtahGrants

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.

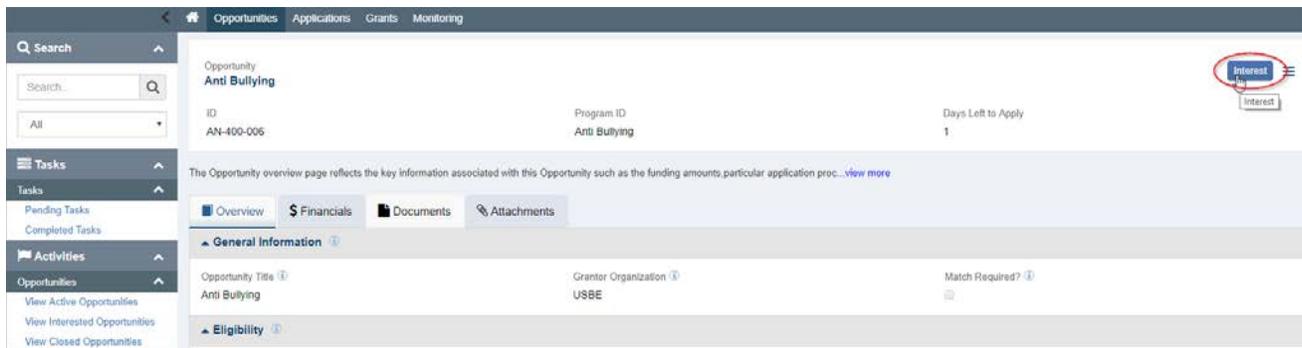
## Navigation: Opportunities

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



Announcement Title	Grantor Organization	FOA Publication Date	App Deadline	Actions
Anti Bullying	USBE	07/03/2018	07/06/2018 9:38 AM	

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



Opportunity: **Anti Bullying**

ID: AN-400-006      Program ID: Anti Bullying      Days Left to Apply: 1

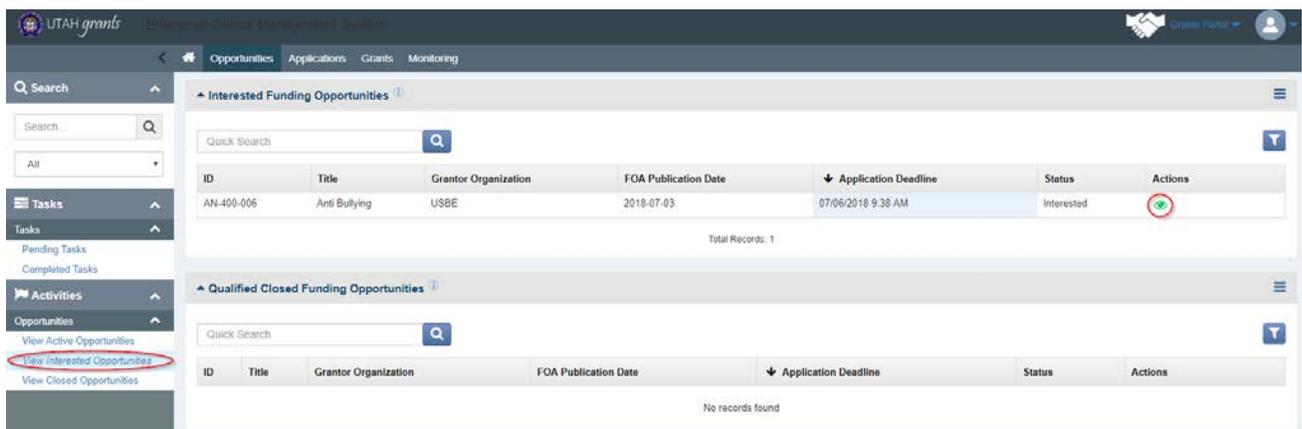
The Opportunity overview page reflects the key information associated with this Opportunity such as the funding amounts, particular application proc...[View more](#)

Overview | Financials | Documents | Attachments

**General Information**

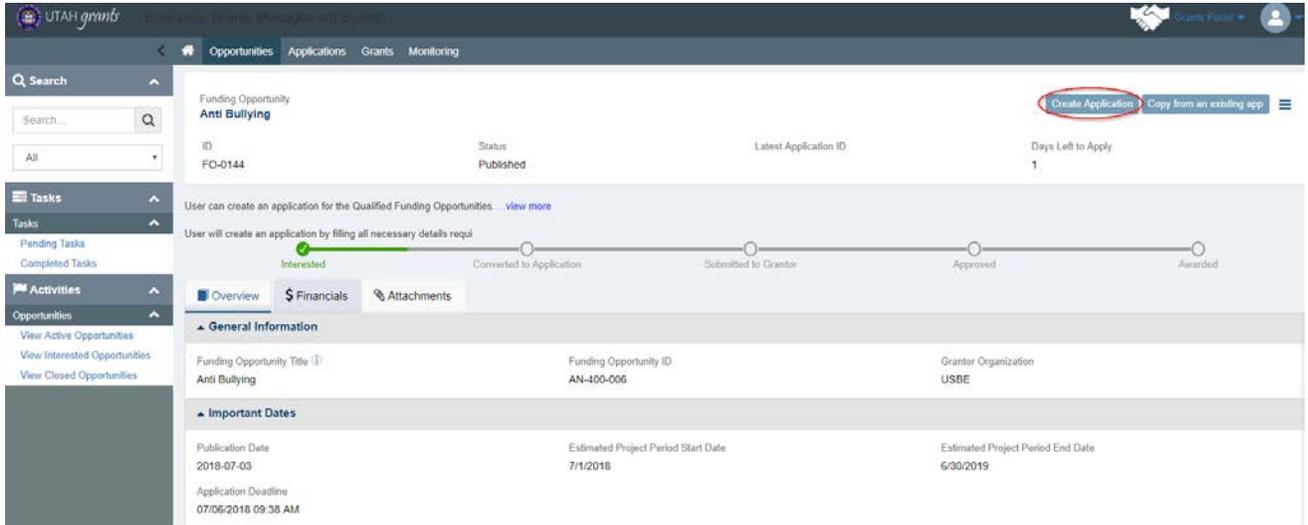
Opportunity Title: Anti Bullying      Grantor Organization: USBE      Match Required?:

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.

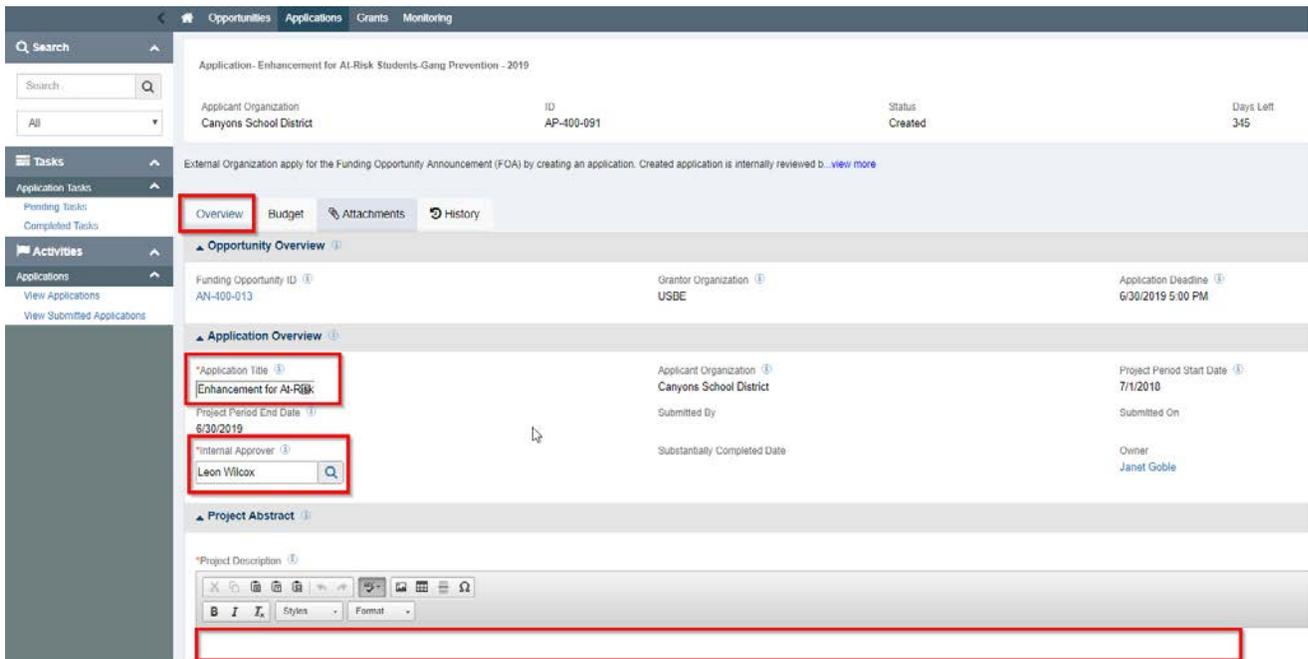


ID	Title	Grantor Organization	FOA Publication Date	Application Deadline	Status	Actions
AN-400-006	Anti Bullying	USBE	2018-07-03	07/06/2018 9:38 AM	Interested	

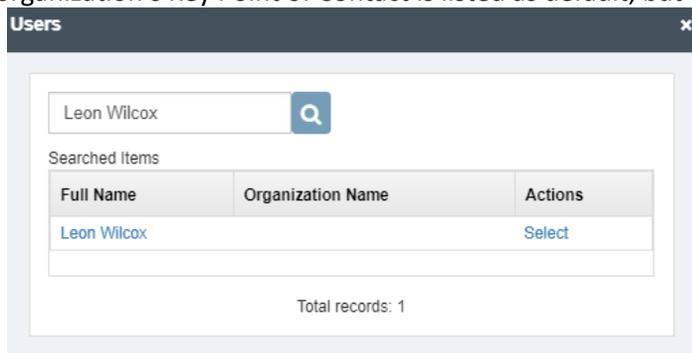
- Click Create Application. Use the Copy From An Existing App button if applying for same opportunity more than once (e.g., multiple programs within district)



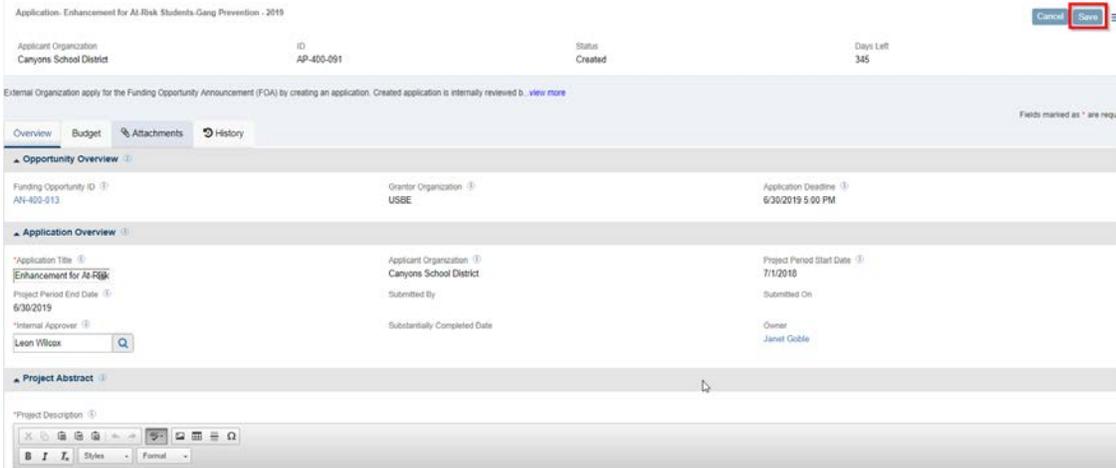
- In the Overview section, enter the Application Title, Internal Approver and Project Abstract.



- 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.

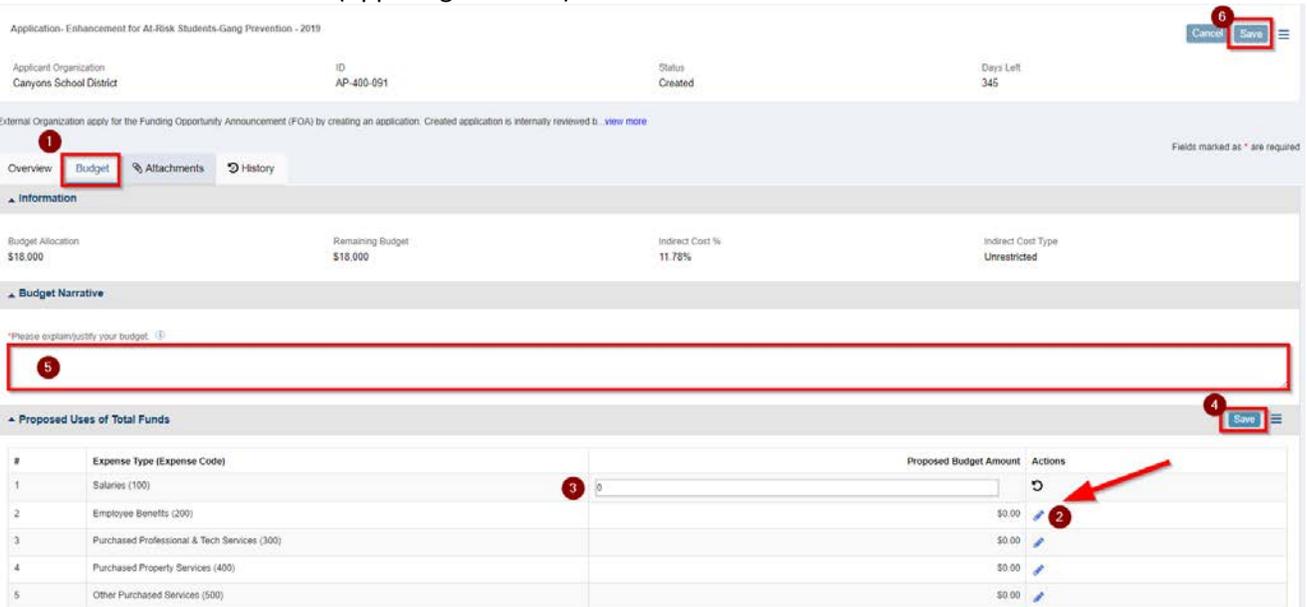


7. Be sure to Save frequently and when moving from tab to tab.



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)



#	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	✎

- 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

External 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 Artfacts	View Attachment

**Attachments For Grantor** **Add**

Name	Type	Description	Date Attached	Attached By	Actions
No Records Found					

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

**Add Attachments**

Upload file from Computer

\*Type: Other

\*File: Choose File | No file chosen

\*Description: [Empty text area]

Save

- 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.

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

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

Waive Application | **Submit for Approval** | Edit

- 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

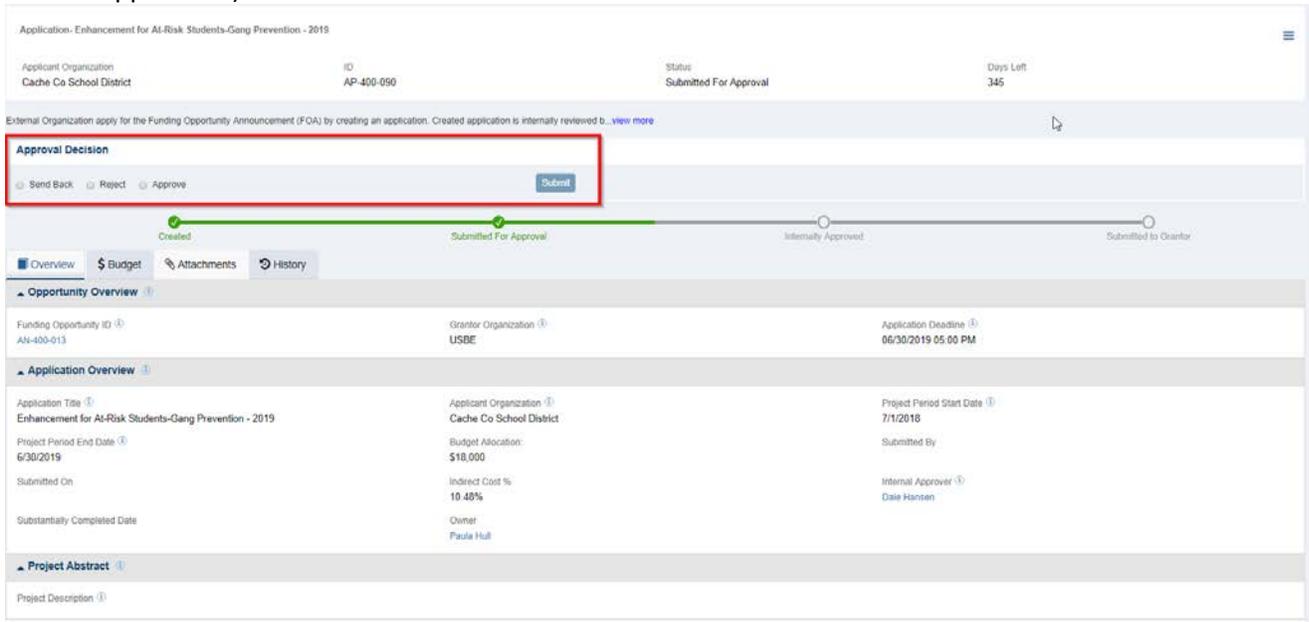
Quick Search

**Pending Tasks (Assigned To Me)**

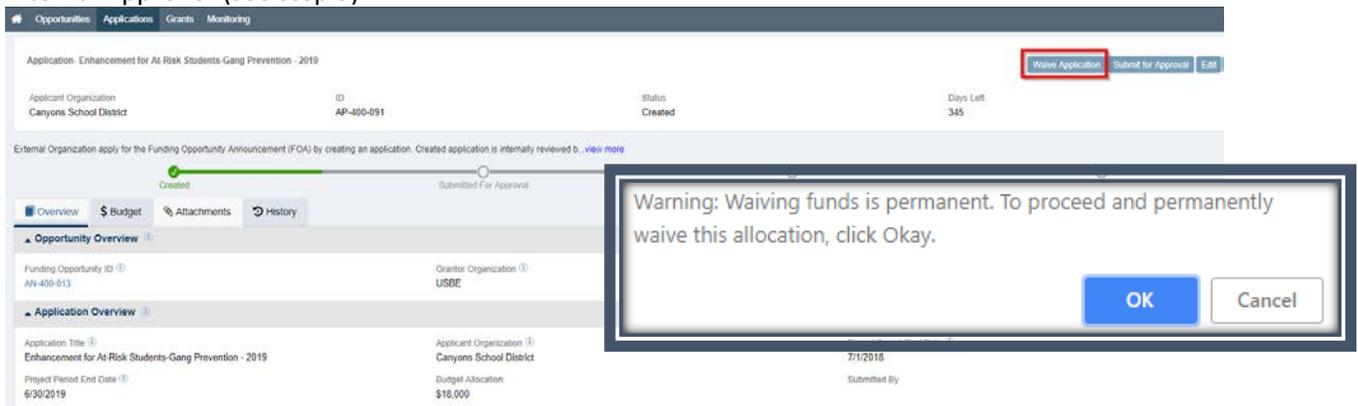
Ret.ID	Type	Subject	Created By	Actions
AP-400-090	Waive Application Approval Request	Enhancement for At-Risk Students-Gang Prevention - 2019	Paula Hill	[Arrow]

Total 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:
- 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.

