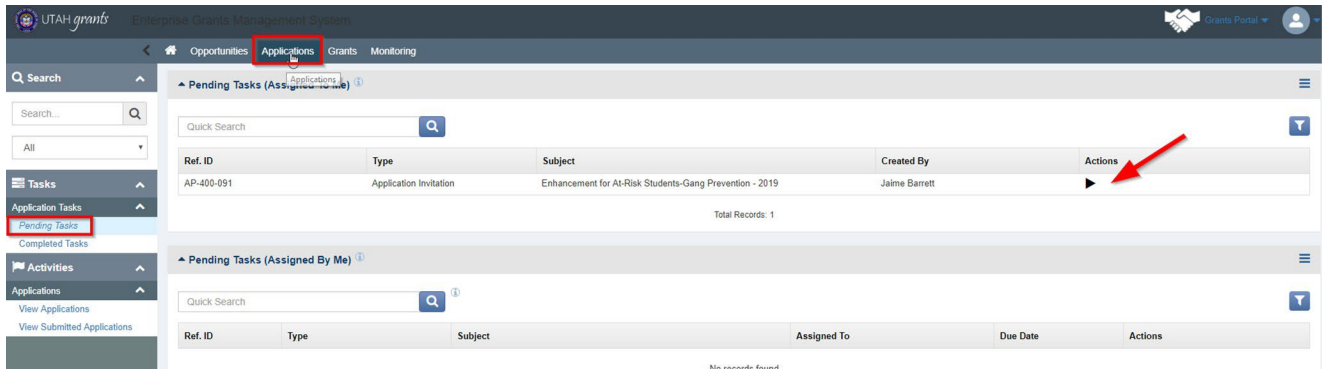


Application - Formula Grant

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.

Application Owner

1. Click on Applications (tab at top), then Pending Tasks (left panel). Locate the application and select the arrow to start the application. *Note: See step 2 prior to initiating the application.
- 2.



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

Total Records: 1

3. Only one individual can complete the application. Once you start an application, you will be the only individual who 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.

No
Yes

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

UTAH grants Enterprise Grants Management System

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

Opportunity Overview

Funding Opportunity ID: AN-400-013 Grantor Organization: USBE Application Deadline: 06/30/2019 05:00 PM

Application Overview

Application Title: Enhancement for At-Risk Students-Gang Prevention - 2019 Applicant Organization: Canyons School District Project Period Start Date: 7/1/2018

Project Period End Date: 6/30/2019 Budget Allocation: \$18,000 Submitted By: Internal Approver: Leon Wilcox

Submitted On: Indirect Cost %: 11.78%

Substantially Completed Date: Owner: Janet Goble

Project Abstract

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

UTAH grants Enterprise Grants Management System

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

Opportunity Overview

Funding Opportunity ID: AN-400-013 Grantor Organization: USBE Application Deadline: 6/30/2019 5:00 PM

Application Overview

*Application Title: Enhancement for At-Risk Students-Gang Prevention - 2019 Applicant Organization: Canyons School District Project Period Start Date: 7/1/2018

Project Period End Date: 6/30/2019 Budget Allocation: \$18,000 Submitted By: Internal Approver: Leon Wilcox

Submitted On: Indirect Cost %: 11.78%

Substantially Completed Date: Owner: Janet Goble

Project Abstract

*Project Description:

- 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.

Users

Search: Leon Wilcox

Searched Items

Full Name	Organization Name	Actions
Leon Wilcox		Select

Total records: 1

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 Save to save the budget detail section. Saving will also calculate indirect costs (if applicable) and the remaining budget.
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	

9. In the Attachments section, you will find the documents associated with the application available for download. Download attachments and save them 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 an 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

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 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

Upload file from Computer

*Type: Other

*File: Choose File No file chosen

*Description:

Save

10. Once completed, submit the application for approval. Clear any errors (if necessary). The 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

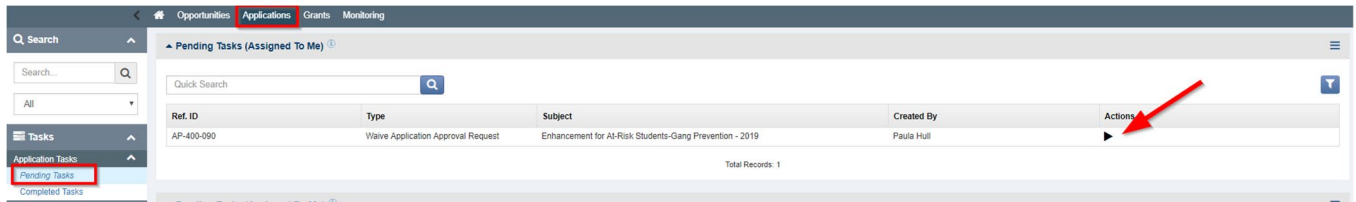
Applicant Organization: Canyons School District ID: AP-400-091 Status: Created Days Left: 345

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

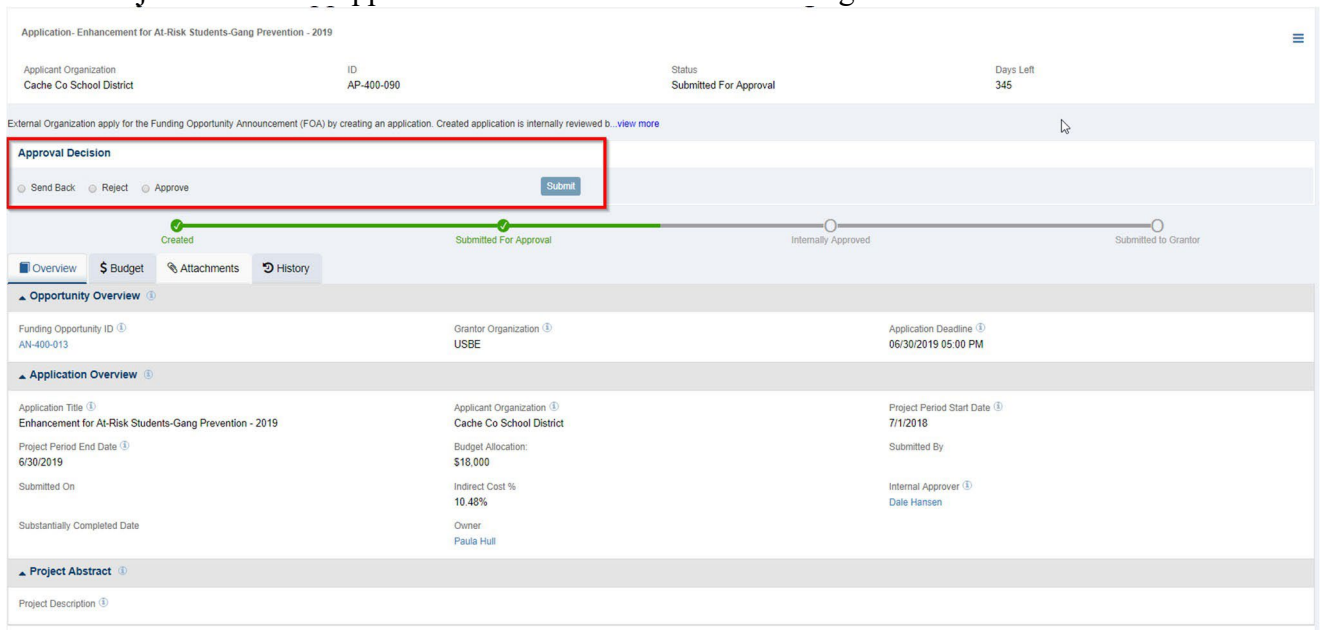
Waive Application **Submit for Approval** Edit

Internal Approver

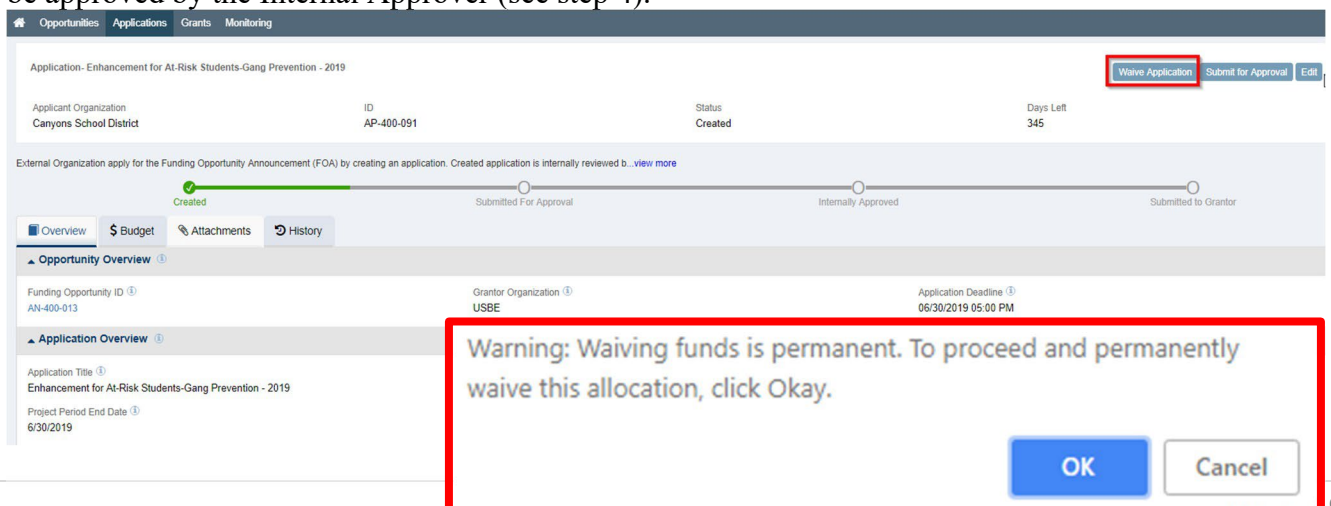
11. Internal Approval – The internal approver will receive an email with a link to approve the application. The internal approver can also find the task in the Applications tab, pending tasks (left pane). Click on the Arrow to start the review.



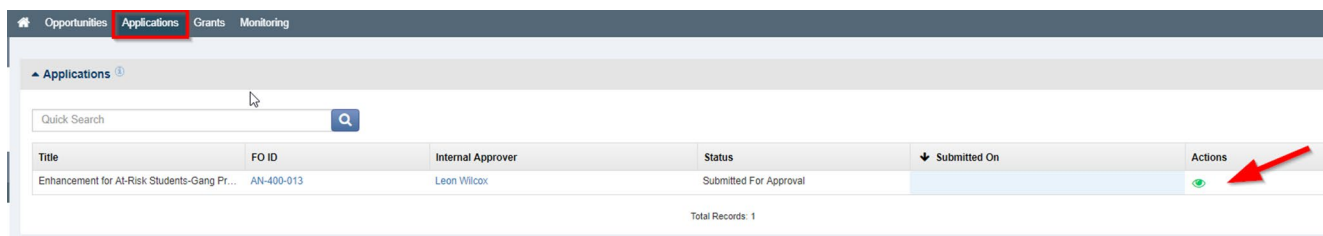
12. The Internal Approver reviews the application information submitted by the application creator and makes an approval decision. If changes are needed, the Internal Approver must send the application back to the application creator to make edits and to resubmit. Internal Approver can:
- Approve – submits the application to USBE
 - Send Back – send the application back to the creator to make changes
 - Reject – sends the application back to the creator to start again



13. 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).



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



Applications					
Quick Search					
Title	FO ID	Internal Approver	Status	Submitted On	Actions
Enhancement for At-Risk Students-Gang Pr...	AN-400-013	Leon Wilcox	Submitted For Approval		
Total Records: 1					