



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.

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Tasks	~	AP-400-091	Application Invitation	Enhancement for At-Risk Students-Gang Prevention - 2019	Jaime Barrett		s 🥖	
Application Tasks Pandrog Table	^			Total Records: 1				
Completed Tasks	^	+ Pending Tasks (Assigned	d By Me)					=
Applications View Applications	^	Quick Search	٩					
View Submitted App	lications	Ref. ID Type	Subject		Assigned To	Due Date	Actions	
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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.



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

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Activities Applications	-	Opportunity Overview					
View Applications View Submitted Applic	cations	Funding Opportunity ID (3) AN-400-013		Grantor Organization (1) USBE		Application Deadline (2) 06/30/2019 05:00 PM	
		Application Overview					
		Application Title (3) Enhancement for Al-Risk Students-Gang Prevention - 20	019	Applicant Organization (3) Canyons School District		Project Period Start Date (1) 7/1/2018	
		Project Period End Date D 6/30/2019		Budget Allocation: \$18,000		Submitted By	
		Submitted On		Indirect Cost % 11.78%		Internal Approver (3) Leon Wilcox	
		Substantially Completed Date		Owner L2 Janet Goble			
		Project Abstract					

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

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		Project Period End Date 19 6/30/2019	N	Submitted Dy		Submitted On
		"Internal Approver (3) Leon Wilcox	13	Substantially Completed Date		Owner Jamet Goble
		A Project Abstract				
		*Project Description (1)				
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5. 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

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

Application- Enhancement for At-Risk Students-Gang Prevention - 2019				Cancal Save =
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 in	stre		Fields marked as * are requ
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Project Period End Date 15	Submitted By		Submitted On	
*Internal Approver ① Leon Wilcox Q	Substantially Completed Date		Owner Jamet Goble	
Project Abstract		5		
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- 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-Ga	ng Prevention - 2019		G Cannot Save
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. Information			
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*Please explain/justify your budget. ①			
Proposed Uses of Total Funds			4 Save =
# Expense Type (Expense Code)			Proposed Budget Amount Actions
1 Salaries (100)		3 p	0
2 Employee Benefits (200)			\$0.00 / 2
3 Purchased Professional & Tech Se	mices (300)		50.00
	a new frank		30.00
4 Purchased Property Services (400)		50.00

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	t for At-Risk Students-Gan	Prevention - 2019				Cancel Save =
Applicant Organization Canyons School District		ID AP-400-091	Status Created		Days Left 345	
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Name	Туре	Description	Date Attached	Attached By		Actions
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Locate and upload the file. Save

Add Attachments	×
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*Type	
Other 🔻	
*File	
Choose File No file chosen	
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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.

The following error(s) occurred: - Peace Bill out the description field of the application featore submitting - Peace hand the application hadget in the Budget Table - Your table Budget must read your tudget allocation - A Budget Nerrative to required before submission				
Application- Enhancement for At-Risk Students-Gang Prevention - 20	19			Visive Application Submit for Approval Edit
Applicant Organization Canyons School District	ID AP-400-091	Status Created	Day 345	s Loft
External Organization apply for the Funding Opportunity Announcement (FOA	by creating an application. Created application is in	ternally 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.

	3	Opportunities Applications Grants	Monitoring				
Q Search	^	+ Pending Tasks (Assigned To Me)					Ħ
Siarch	Q	Quick Search	٩			/	
All		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 Pending Tasks Completed Tasks	^			Tatel 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

Application- Enhancement for At-Risk Students-Gang Preven	ntion - 2019			=
Applicant Organization Cache Co School District	ID AP-400-090	Status Submitted For Approval	Days Loft 345	
External Organization apply for the Funding Opportunity Announcem	nent (FOA) by creating an application. Created application is internally reviewed	b., view more	Q	
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Opportunity Overview				
Funding Opportunity ID (8) AN-400-013	Grantor Organization (3) USBE		Application Deadline (E) 06/30/2019 05:00 PM	
Application Overview				
Application Title Enhancement for At-Risk Students-Gang Prevention - 2019	Applicant Organization (1) Cache Co School District		Project Period Start Date ① 7/1/2018	
Project Period End Date (3) 6/30/2019	Budget Allocation: \$18,000		Submitted By	
Submitted On	Indirect Cost % 10.48%		Internal Approver 🕥 Dale Hansen	
Substantially Completed Date	Owner Paula Hull			
Project Abstract				
Project Description (1)				

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).

# Opportunities Applications Grants Monitoring			
Application- Enhancement for At-Risk Students-Gang Preve	ntion - 2019		Walve Application Submit for Approval Ed
Applicant Organization Canyons School District	ID AP-400-091	Status Created	Days Left 345
External Organization apply for the Funding Opportunity Announcen	nent (FOA) by creating an application. Created application	is internally reviewed b. view more	
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Opportunity Overview			
Funding Opportunity (D*/®) AN-400-013	Warni	ng: Waiving funds is perman	nent. To proceed and permanently
Application Overview	waive	this allocation click Okay.	
Application Title () Enhancement for At-Risk Students-Gang Prevention - 2019		and anotation, enere onayi	
Project Period End Date 1 6/30/2019			OK Cancel

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

Q.			
Internal Approver	Status		Actions
3 Leon Wilcox	Submitted For Approval		•
1	Internal Approver 13 Leon Wilcox	Internal Approver Status Leon Wilcox Submitted For Approval	Internal Approver Status ✓ Submitted On 13 Lean Wilcox Submitted For Approval

ADA Compliant: 10/9/2018