

## **FY20 EFN Application Instructions:**

1. Go to: [webgrants.utah.gov](http://webgrants.utah.gov) and log in or register as a new user.
2. Click on *Funding Opportunities*.
3. Click on *FY20 Emergency Food Network* under Opportunity Title.
4. Click *Start a New Application* in the upper right.
5. In the General Information section,
  - a. select the primary contact for this proposal
  - b. name the project “FY20 EFN” followed by your organization name—e.g. *FY20 EFN State Community Services Office*
  - c. select the authorized official for this proposal
  - d. select the organization that is applying for the grant.
  - e. Click *Save* in the upper right
6. On the new screen, click *Go to Application Forms*
7. In the *Application Forms* section, Click *EFN Application*. Select EDIT.
8. Answer all applicable questions in *Applicant Information* and *Organization* sections.
9. In the *Proposal Information* section, answer questions clearly and be sure to proofread and check your numbers and your math before submitting.
10. In the *Personnel* section, enter data for all applicable fields.
11. In the *Attachments* section:
  - a. If your agency is a non-profit, you must attach proof that your 501c3 registration is current. If you are a government entity or AOG you will not attach anything here.
  - b. All applications must include the most recent audit, financial review, or 990 for you agency.
  - c. Nonexempt organizations must submit proof of current charitable solicitations permit.
12. For the *Agency Budget Information* section:
  - a. On the *Total Agency Budget* line you will enter the entire organization budget for FY19

b. On the *Total Food Program Budget* line you will enter the whole budget for your organization's food program for FY19

13. Return to top and *Save* the data entered on this page.
14. Click *Mark as Complete* toward the middle of the page.
15. Click *EFN Budget*
16. In the *EFN Grant Request* Section, enter the funds you are requesting by category for this proposal.
19. Click *Save*
20. Review totals and if correct click *Mark as Complete*.
21. When all lines are marked *Complete* and you are satisfied with your application you can click *Submit*. You will not be able to edit any part of the application once it is submitted.