

F21 Emergency Food Assistance Application Instructions:

1. Go to: webgrants.utah.gov and log in or register as a new user.
2. Click on *Funding Opportunities*.
3. Click on *FY21 Emergency Food Assistance Program* 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 “FY21 EFA” followed by your organization name—e.g. *FY21 EFA 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 *EFA Application*
8. Answer all applicable questions in *Applicant Information* and *Organization* sections. Note that the last question asks for a very specific description of the budget. In this narrative, please include number of FTEs to be funded by this program as well as other budget line items requested.
9. In the *Proposal Information* section, answer questions clearly and be sure to proofread and check your numbers and your math before submitting. Be sure to answer all parts of each question.
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.