Governor's Office of Economic Opportunity

Guide to Applying for Grants

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LIFE UTAH ELEVATED

Introduction

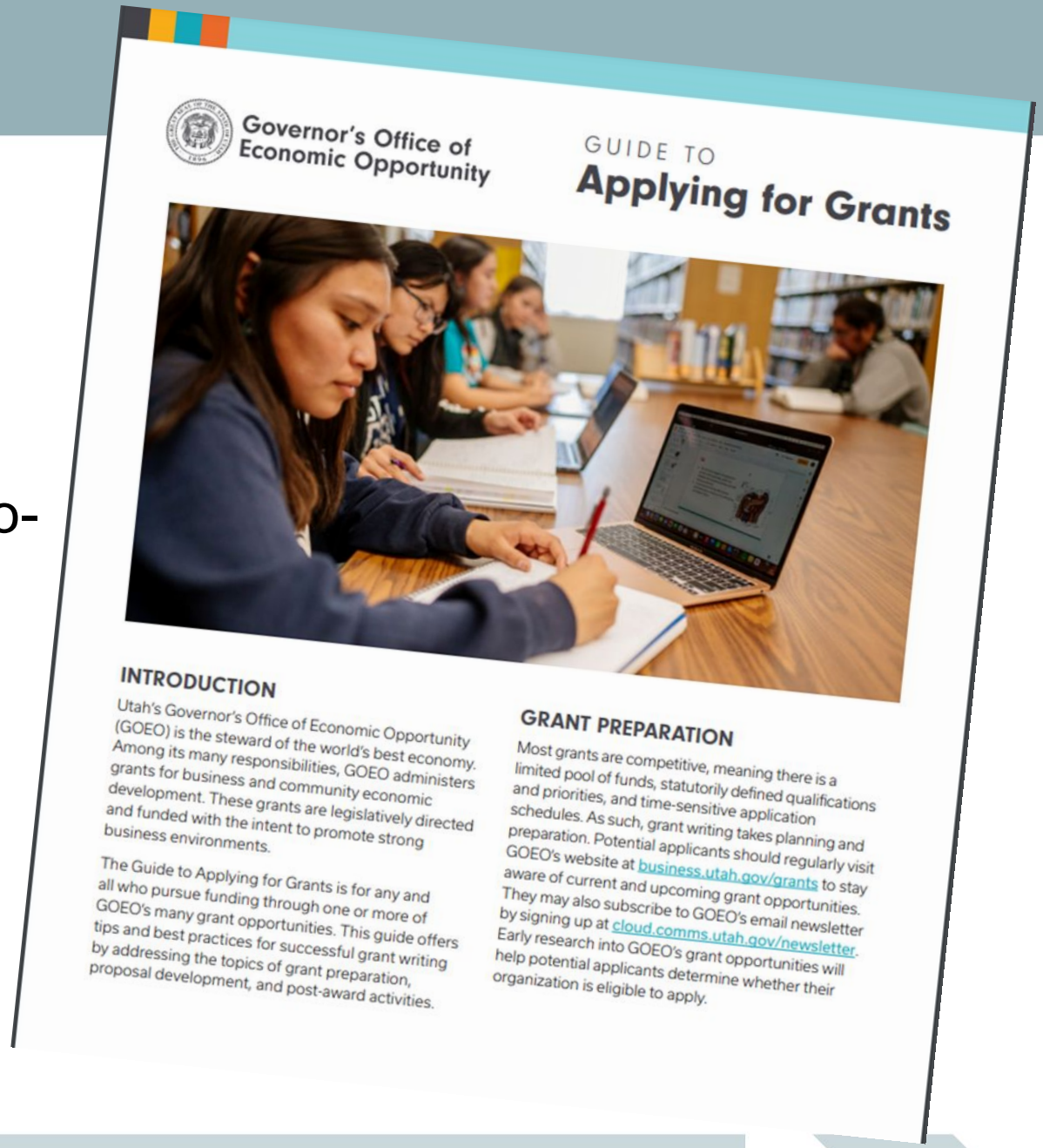
Utah's Governor's Office of Economic Opportunity (GOEO) is the steward of the country's best state economy. Among its many responsibilities, GOEO administers grants for business and community economic development. These grants are legislatively directed and funded with the intent to empower communities to take charge of their own unique opportunities, to improve and stabilize employment, and to promote strong business environments.

Grant Reality

Most grants are competitive, meaning, there will likely be a limited pool of funds, fixed qualifiers, pre-determined priorities, and limited application timeframes. As a result, grant writing takes planning and preparation.

Download the Guide

https://issuu.com/business-utah/docs/goeo-guide-to-applying-for-grants



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INTRODUCTION

Utah's Governor's Office of Economic Opportunity (GOEO) is the steward of the world's best economy. Among its many responsibilities, GOEO administers grants for business and community economic development. These grants are legislatively directed and funded with the intent to promote strong business environments.

The Guide to Applying for Grants is for any and all who pursue funding through one or more of GOEO's many grant opportunities. This guide offers tips and best practices for successful grant writing by addressing the topics of grant preparation, proposal development, and post-award activities.

GRANT PREPARATION

Most grants are competitive, meaning there is a limited pool of funds, statutorily defined qualifications and priorities, and time-sensitive application schedules. As such, grant writing takes planning and preparation. Potential applicants should regularly visit GOEO's website at business.utah.gov/grants to stay aware of current and upcoming grant opportunities. They may also subscribe to GOEO's email newsletter by signing up at cloud.comms.utah.gov/newsletter. Early research into GOEO's grant opportunities will help potential applicants determine whether their organization is eligible to apply.

Grant Preparation

When should I start preparing to write a grant?

- 1 week before due date? Don't even. . . !
- 3 weeks before? Seriously?!
- 6 weeks? Maybe, but. . . .
- 3 to 6 months? Now you're on to something!
- 1 year? Ideally, yes!

Get your committees, advisory boards, councils, commissions, executive staff, employees, etc. on board and in order <u>early</u>!

Grant Preparation

Pre-proposal Tips—

- Plan ahead
- Request a user account early
- Interpret proposal requirements
- Prepare a checklist and timeline for submission
- Conduct preliminary research
- Collaborate with stakeholders and partners
- Make contact with GOEO

Grant Preparation

Typical requirements of most grants through GOEO

- General Organization Information
- Scope of Work
- Budget Spreadsheet
- Budget Narrative
- Project Timeline
- Deliverables & Outcomes
- Supporting Documents

Grant Preparation

Supporting Documents Examples:

- Letters of Support—From departments, committees, boards, partners, stakeholders, etc.
- Maps—Visual displays of affected areas
- Construction plans—Drafts of building projects
- Bids & Estimates—Professional cost estimates from third-party experts
- Financials—W9 documentation and other tax filing information
- Compliance documentation—Balance sheets, bank statements, invoices and proof-of-payment, proof of matching funds, minutes from meetings, verification of reporting, etc.

Proposal Development

Proposal Development Tips—

- Outline your proposal
- Prepare narratives, work plans, and budgets outside of application portal
- Compile supporting documents
- Allow time for technical and merit review from others
- Timely, complete submission

Application Review, Scoring and Awarding

Each application is scored based on its quality, project descriptions, budget proposals, and purposes, goals, and measurable outcomes related to the grant's intended use. Application evaluation also takes into consideration the applicant's justification for the need of grant funds, and the dollar amount requested.

Post-award Activities

Post-award Tips—

- Carry out your well-planned project
- Adhere to proposed timelines and deliverables
- Ensure compliance by attending to the detail of the contract
- Document all expenses and collect all supporting documentation
- Meet reporting deadlines
- Fulfill fund reimbursement/distribution requirements

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THANK YOU