Capacity Grant: Frequently Asked Questions – FY27

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1. **How do organizations apply for the grant?**
   Organizations will submit applications in the grant portal. Only one application is accepted for each organization. The account is used for grants associated with the Utah Department of Cultural and Community Engagement and its respective divisions. If a user is unsure if they have an account, email the grant team before submitting a new user form at mcagrants@utah.gov.
   - New user: Complete the New User Account form to receive login credentials within three business days.
   - Past user: Access the portal using a previously established login credential. Reset a password by clicking on Forgot Your Password.

2. **Can organizations outside the state of Utah apply?**
   Organizations with locations outside of Utah may apply if they have a physical presence and mailing address in Utah, serve Utah residents, intend to only use the grant funds in Utah, and follow other eligibility guidelines.

3. **How does H.B. 261 Equal Opportunity Initiatives affect the application process?**
   Organizations should familiarize themselves with H.B. 261 Equal Opportunity Initiatives (2024 General Session). Per state law, grant funds may not be used for prohibited discriminatory practices as defined in Utah Code 53B-1-118.

4. **Can organizations review the application questions without logging in to the grant portal?**
   Organizations can preview the application questions without logging in to the portal.

5. **What documents must be submitted when completing the application?**
   The following items must be uploaded in the grant portal:
   - 501(c)(3) determination letter
   - Form W-9
   - Project budget

6. **How much information should organizations include in the application and budget template?**
   The information provided should be written as if the reader has no previous knowledge of the organization and proposed project to ensure the evaluation committee has enough information to inform their scoring. It may be helpful to ask staff members or external partners who are not familiar with the grant to review your application for completeness and additional considerations. We also encourage organizations to write in plain language and avoid acronyms and technical jargon. Regarding the budget, organizations must itemize expenses on separate line items and provide a description for each expense in the budget template.

7. **What is the evaluation process?**
   The division prescreens all applications for eligibility. The division then forwards to the evaluation committee, which consists of an independent group of panelists, the eligible applications to review and score. Prior to reviewing the applications, evaluators are required to sign a conflict-of-interest form in which they agree to not review or score any applications that may present a conflict. Evaluators will score applications based on the rubric. The rubric is meant to ensure that all committee members are evaluating the same criteria. A final selection meeting is held with the evaluation committee to confirm the awarded applicants and award amounts.

8. **How will organizations be informed of their award status?**
The division will email all applicants of their award status by June 2026.

9. **What are the different aspects of the reporting process?**
    - **Interim meeting**: The division will schedule a brief virtual or in-person meeting at the midway point to learn about the progress of the grant and to strengthen relationships between the organization and division. The meeting will help the division be informed of the project's accomplishments and understand any additional support organizations may need to successfully complete their projects. The division also encourages organizations to provide any feedback regarding the granting process.
    - **Final report**: The final report requires organizations to provide quantitative and qualitative information regarding the impact of the grant and upload an expense report. Organizations will submit the report through the grant portal. While the report only includes a high-level summary, it is important for organizations to carefully retain clear internal records of project expenses and measurable outcomes in case of an audit. The report is due 30 days after the organization completes the grant project or by July 31, 2027, at the latest.

10. **Do organizations need to submit invoices or receipts?**
Organizations do not need to submit invoices or receipts as proof of payment but will be required to submit a final expense report using a provided spreadsheet template. The state of Utah, however, requires all organizations to carefully retain their financial records in case of an audit.

11. **How can organizations request additional support?**
The division is hosting a webinar and office hours to provide applicants with additional support and guidance. Organizations may also contact the division to set up individual meetings by emailing mcagrants@utah.gov.