UCPB Grant Request Submission Instructions

All required documents can be found on the UCPB website.

Documents required to be submitted by grantees 3 weeks in advance of UCPB Board Meeting for all case requests (new or amendments):

1. UCPB Grant Application, complete and return pages 18-21 only. These pages should be completed separately for each case being submitted for the Board's consideration. This document is in Word format for your convenience but must be saved and submitted as a PDF for processing.
   a. **Note:** Pages 18-21 are the only pages that need to be printed/submitted, however all information requested in the application needs to be submitted in the documentation for each case/amendment (authorized signer, resumes, etc.).
   b. **Note on Resumes:**
      i. All resumes should be submitted with the first case request of the fiscal year.
      ii. Following the first case submission/approval of the year, resumes only need to be submitted if they are new/not included in the original resume submission for the year.

After the Board meeting, the following must be submitted to the LARA-UCPB@michigan.gov mailbox to be attached to the grant/grant amendment:

1. Applicant Proposal Summary Document. This document must reflect what was approved at the board meeting and must be completed separately for each case. This document is in Word format for your convenience but must be saved and submitted as a PDF for processing.