State of Delaware
Grant in Aid
Fiscal Year 2021
General Online Application Guide
Grant in Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental monies to service agencies and should not be construed as a sole source of funding. For additional information visit: http://legis.delaware.gov/GIA.

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Before you begin...
Please read all materials carefully. Items in the Grant-in-Aid application that have changed from the prior year will be highlighted in red.

1. Guidelines for Fiscal Year 2021 Grant in Aid applicants
   a) The deadline for submission is 4:30 PM on December 6, 2019.
   b) The application must be submitted through the online application system. Paper applications will not be accepted.
   c) No funds will be appropriated for Child Day Care.
   d) No funds will be appropriated for the purpose of relocation, purchasing buildings, or rehabilitation or renovation of buildings.
   e) In order for an agency to be considered for Grant in Aid for Fiscal Year 2021 the agency must:
      - Be an incorporated non-profit organization or under the umbrella of an incorporated non-profit parent organization;
      - Be incorporated and in operation for at least two years prior to applying;
      - Have bylaws that clearly state the purpose of the Corporation and include the definition of duties of the Board of Directors;
      - Have an active, community-represented, volunteer Board of Directors that set policies, goals and objectives, and maintain minutes of regularly scheduled meetings and any special meetings;
      - Have programs that are unduplicated and which satisfy the unmet human needs of the community;
      - Have personnel policies, including job descriptions and classifications;
      - Not use Grant in Aid funding to pay any part of an elected official’s salary;
      - Have competent executives, competent staffing, and reasonable facilities;
      - Practice non-discrimination;
      - Have accounting (budget) procedures and have an audit completed within the past three years by a certified public accountant.
      - Use funds in accordance with the application;
      - Demonstrate community support; and
      - Request funds only for a program which does not receive full funding from other sources of revenue.

2. Online Application Tips
   Below are a few items to keep in mind while filling out the online Grant-in-Aid application.
   a) The system works best in Internet Explorer version 11.0 or newer.
   b) Save your work frequently. At the bottom of each page is a GREEN button labeled SAVE. It is important to click this before going to the next page to protect from a loss of information.
   c) Save your work before walking away from your computer. The system will automatically log you off after 10 minutes of inactivity. If this happens, anything unsaved will be lost.
   d) All items marked with asterisk (*) are mandatory fields. The application cannot be submitted unless all asterisk items have been completed.
   e) An exclamation point (!) will indicate a field or form that is incomplete.
Once the application has been submitted, changes can only be made by contacting the appropriate Controller General Analyst (CGA).

To upload pdf or Word documents to the application see the Upload Documents Section.

3. Controller General Analyst Contact Information

Please contact the appropriate CGA with any questions you may have while completing your application:

<table>
<thead>
<tr>
<th>Organization Category</th>
<th>CGA Contact Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging/Senior Centers/Fire Companies/Veterans</td>
<td>Jason Smith</td>
<td><a href="mailto:Jason.R.Smith@Delaware.gov">Jason.R.Smith@Delaware.gov</a></td>
</tr>
<tr>
<td>Arts/Historical/Cultural/Tourism</td>
<td>Jason Smith</td>
<td><a href="mailto:Jason.R.Smith@Delaware.gov">Jason.R.Smith@Delaware.gov</a></td>
</tr>
<tr>
<td>Disabled/Health/Labor</td>
<td>Ruth Ann Jones</td>
<td><a href="mailto:RuthA.Jones@Delaware.gov">RuthA.Jones@Delaware.gov</a></td>
</tr>
<tr>
<td>Family and Youth Services</td>
<td>Victoria Brennan</td>
<td><a href="mailto:Victoria.Brennan@Delaware.gov">Victoria.Brennan@Delaware.gov</a></td>
</tr>
<tr>
<td>Alcohol/Substance Abuse</td>
<td>Ruth Ann Jones</td>
<td><a href="mailto:RuthA.Jones@Delaware.gov">RuthA.Jones@Delaware.gov</a></td>
</tr>
<tr>
<td>Neighborhood/Community Services</td>
<td>Julie Fedele</td>
<td><a href="mailto:Julie.Fedele@Delaware.gov">Julie.Fedele@Delaware.gov</a></td>
</tr>
</tbody>
</table>

4. Technical Assistance

For technical assistance, please call the Legislative Information Services Helpline at 302-744-4260 or by email at LIS.Helpdesk@delaware.gov.

5. Fiscal vs. Calendar Years

The State of Delaware’s annual fiscal year runs from Jul 1st to June 30th. The FY 2021 Grant-in-aid request from the State of Delaware is for the period of July 1, 2020, through June 30, 2021.

Information involving audited data or historical financial data will be based on your agency's fiscal year. The information related to the prior year would be taken from your agency's audit.

Agencies using fiscal years should apply the following:

Prior Year       - FY 2019
Current Year     - FY 2020
Proposed Year    - FY 2021

Agencies using calendar years should apply the following:

Prior Year       - 2018
Current Year     - 2019
Proposed Year    - 2020
Completing the Online Application

Step 1: Go to http://legis.delaware.gov/GIA and click on the application link.

Step 2: Click the Login button.

Step 3: Sign In

Step 4: Start a new application
To start a new application, click on the “Get Started” button under the appropriate category.
Step 5: Enter an application name

New Feature: Copy Application

IN ORDER TO COPY A PREVIOUS YEAR APPLICATION YOU MUST USE THE SAME LOGIN INFORMATION AS IN PRIOR YEAR(S).

Summary:
If you have applied for Grant-in-aid a previous year, this new feature will allow you to copy the data from a previous Fiscal Year application, into their new, current Fiscal Year application. This will save time, effort, and reduce the amount of data entry errors.

The Online portal will determine that your login account was used to create an application of the same type for the previous Fiscal Year. The prompt will ask if you want to copy the data from that previous Fiscal Year application into the new, current Fiscal Year application. Click the blue “Yes” button to copy the application. (* if you wish to not copy a previous Fiscal Year application, simply click the gray “No” button. This will take you to a blank, current Fiscal Year application).
If you only have 1 (one) previous Fiscal Year application of the same type you want to copy into, it will simply direct you to the application detail page of the current Fiscal Year application, with all of the data copied from the previous Fiscal Year application. If you have more than 1 (one) previous Fiscal Year application of the same type you want to copy into, a dropdown will appear in the same pop-up asking you to choose the previous Fiscal Year application you want to copy. Click in the dropdown to see the previous Fiscal Year applications of the same type, and select the one you want to copy.

Click the green “Copy Application” button. You will be directed to current Fiscal Year application detail page, with the data copied into it from the previous Fiscal Year application. NOW YOU MAY UPDATE THE DATA TO MAKE IT RELEVANT FOR THE NEXT YEAR.

If you are a new applicant, do not have the prior year’s login information, or do not wish to copy a prior year’s application, please continue to Step 6.
Step 6: General – Contact Information

1. Indicate the legal name of the organization from the Incorporation Certificate or other legal documents.
2. Indicate the primary point of contact for the organization that will best be able to provide any additional information regarding this application.
3. Indicate the mailing address for the organization.

Don't forget to Save!

An asterisk (*) indicates a mandatory field

Step 7: General – Management Information

1. Indicate the location for staff to conduct a site visit.
2. Provide a clear narrative outlining the overall mission of the organization.
3. Provide accurate information that can be used to arrange a site visit.

Don't forget to Save!

An asterisk (*) indicates a mandatory field
1. List the names of individuals comprising the Board of Directors and their contact information.
2. Use +Add Director button until all Directors have been added.
3. List the names of organization’s Officers and their contact information.
4. Use +Add Officer button until all Officers have been added.

An asterisk (*) indicates a mandatory field.

Don't forget to Save!
Step 9: Financial – Revenue
- All financial figures should be rounded to the nearest dollar. All Field MUST HAVE AN ENTRY.

You must include all sources of revenue for the entire organization. Failure to provide all sources of revenue may result in a forfeiture or reduction in the Grant in Aid award.

Since all fields are required, please put 0.00 in those fields where no funds are received.

The categories are by sources of revenue as follows:

- Federal Government
- Non-State Government Grants
- Taxes
- State Government
- Investments
- Contributions
- Block Grants & Pass Thru Grants
- Sale of Materials
- Miscellaneous
- Other

State Grants, Tobacco Master Settlement funding, Federal Government, State Government, and Block Grant & Pass Thru Grants require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

Make sure that the total sum of all revenues shown on the Total Revenue line is accurate.

The GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under State Government is blanked out.
Step 10: Financial – Positions and Salary Information

1. List filled positions with salaries greater than $50,000 annually, the number of employees in each position and the salary for each position (not including employee benefits).

2. For additional positions, click on the + position button until you have included all positions.

3. The totals will auto populate to the Salary Total on the Financial Disbursements section.

An asterisk (*) indicates a mandatory field.

Don’t forget to save!

Step 11: Financial – Disbursements

All fields are required. Please put 0.00 in fields where no funds are received.

This form is used to report ALL disbursements (expenditures) by your agency by category of disbursements.

The top portion of the page is used to report operating expenses.

The lower portion of the page is used to report non-expense disbursements by various categories.
Step 12: Financial – Program Information

An asterisk (*) indicates a mandatory field.

Enter the program name.

Describe how activities will address the program description and how you measure success.

To add additional programs, click here.

Don’t forget to save!
Step 13: Financial – Financial Summary

Step 14: Audit

1. Select the appropriate response indicating whether or not you have an audit. The selected bar will be blue. In the above example, the "I Don't Have an Audit" is blue indicating it has been selected.

2. If you do not have an audit that meets the required criteria, enter the explanation and attach a recent copy of financial statements.

3. To upload your agency’s audit or financial statements use the “Click to Upload” button. Up to ten (10) files can be attached at one time. Allowable formats include: .pdf, .doc, .docx, .xls, and .xlsx.

NOTE: Once a file is attached a “Remove” button appears to the right of each attachment. Use the “Remove” button should you attach a file in error.
Step 15: Approve and Submit

Upon selecting the BLUE Submit button, the following screen will appear:
Once the application has been successfully submitted, the following screen will appear:

**Step 16: Sign Out**

To sign out of the system, click the Sign Out on the top right hand corner at any time.

1. Click “Sign Out” in the upper right hand corner.
2. Click “Continue” to log out.
Dashboard Functionality

6. The Dashboard

a) Viewing Grant Applications
b) Creating a PDF Copy

1. A PDF copy of the application can be created from the Dashboard. Simply click on the Actions button and select Generate PDF.

2. Once your PDF document has been created you can save it to your local file.

3. Select Open to view the document.

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c) Editing or Deleting Application

To Edit or Delete the application use the drop down Actions button and select either Edit or Delete.

You can only delete prior to submission of the application.

Warning: If you delete, all information will be lost.
Grant in Aid
Dashboard Functionality

d) Uploading PDF, Word and Excel Documents

1. Select Audit & Attachments from the left hand navigation window.
2. Click on the “Click to Upload” button.
3. A screen will open on your computer for you to choose a file to upload. Navigate to the file you wish to upload and select Open.

If you have attached files to an application (Audit & Attachments) they will be listed under the Attached Files section.

To delete an attached PDF, Word or Excel file click on the Remove button next to the document that you would like to delete.

e) Deleting an Uploaded PDF, Word or Excel Document

Please include the most recent copy of your agency’s audit completed by either a Certified Public Accountant or a Public Accountant. The audit must have been issued within the past three years.
If your agency is unable to provide an audit, you must submit a detailed statement of the circumstances surrounding the reason, as well as a copy of recent financial statements. The lack of an audit may impact the ultimate funding decision of the Joint Finance Committee.

Reason:

To delete an attached PDF, Word or Excel file click on the Remove button next to the document that you would like to delete.
f) Registering an Account
Follow the steps to register for a Grant in Aid account.

Step 1: Click on the Register button.

Step 2: A prompt will appear indicating a new window will open. Please click Continue to begin registration process.

Step 3: Once on the Delaware.gov page click for Public Services.
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Step 4: Complete User Registration information.

Step 5: Once the account creation is complete, you can close the screen and return to the Delaware Grant in Aid webpage and Login. http://legis.delaware.gov/GIA