



Guide to Complete Invited New Contact Registration to an Organization



This user guide is for contacts who have received a system-generated invitation email to complete their registration for access to the Delaware Controller General's Office (CGO) Grants Management System. Other registered users of the organization or CGO Staff may send invitations to register for an organization.

Step 1: Navigate to the Grants Management System landing page.

Navigate to the Delaware CGO's Grants Management System landing page at <https://legisgrants.smartsimple.com> or click the link in your invitation email.

The Grants Management System requires a "My.Delaware.gov" account for access. To begin registration, sign up or sign in with a My Delaware account by clicking the blue "Applicant Registration" button.

Welcome to the Delaware Controller General's Office Grants Management System

Applicant: Existing User

If you have previously registered for this system, please login using your My.Delaware.gov login credentials:

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](#) and the [Community Reinvestment Fund \(CRF\)](#). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a capital grant program for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.

For questions you may contact the Delaware Controller General's Office at 302-744-4200, or by email at CGOGrants@Delaware.gov.

The Grants Management System requires a "My.Delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

[Applicant Registration](#) [Reference Documents](#)

Clicking the blue "Applicant Registration" button will generate a pop-up message advising that you are being redirected to log in via My.Delaware.gov to initiate registration. You can create one if you do not have a My Delaware account.

legisgrants.smartsimple.com says

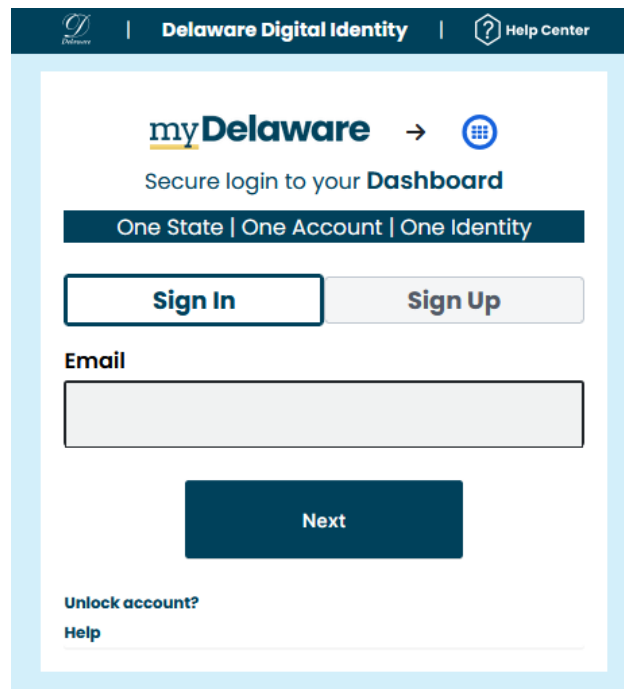
You will now be redirected to log in via My.Delaware.gov to initiate registration. If you do not have a My Delaware account, you will be able to create one.

[OK](#) [Cancel](#)

Click the blue "OK" button to continue.

Step 2: Sign In or Sign Up.

If you have an existing My Delaware account with the registered email address, you may sign in with your email and password here. Then, you may continue to **Step 3**.



myDelaware →

Secure login to your **Dashboard**

One State | One Account | One Identity

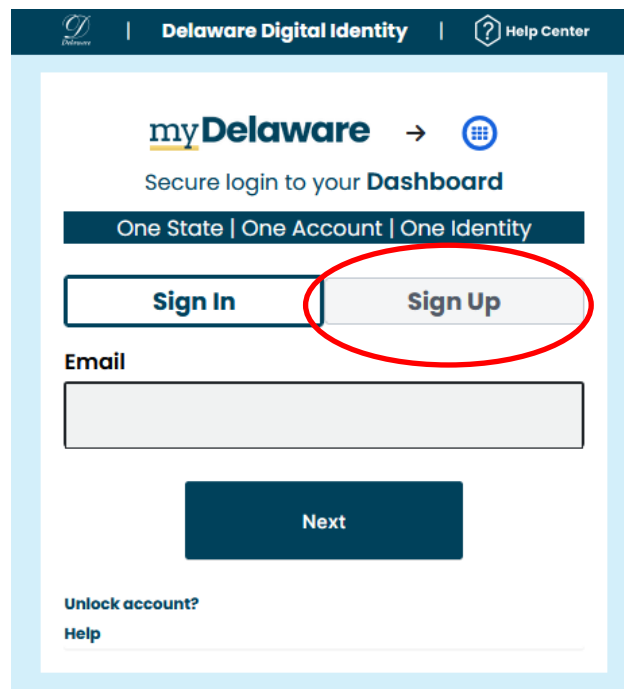
Sign In **Sign Up**

Email

Next

Unlock account?
Help

If you do not have an existing My Delaware account, you can create one by clicking the “Sign Up” button. Then, you may continue to **Step 2A**.



myDelaware →

Secure login to your **Dashboard**

One State | One Account | One Identity

Sign In **Sign Up**

Email

Next

Unlock account?
Help

Step 2A: Sign Up for a My Delaware Account.

If you do not have an existing or accessible My Delaware account, click the “Sign Up” button. Enter your email address, password, and other personal information for your new account. When you're done, click the blue “Sign Up” button toward the bottom of the screen to submit the form and register your My Delaware account.

 | Delaware Digital Identity |  Help Center

 → 

Secure login to your **Dashboard**

One State | One Account | One Identity

Sign In

Sign Up

Email

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name

Confirm Password

Primary Phone

Legal First Name

Middle Name

Legal Last Name

Street Address

City

Zip Code

State

Select an Option

Country

Select an Option

Account Purpose

Select an Option

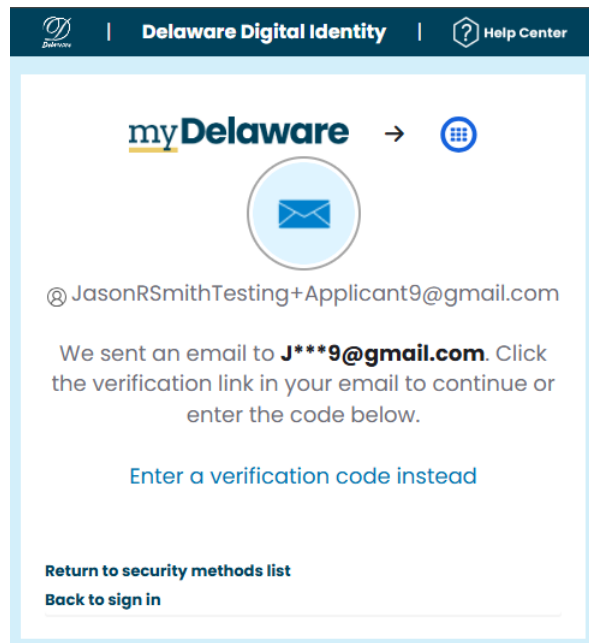
Sign Up

[Already have an account?](#)

Once you click the blue “Sign Up” button, an activation email will be sent to the email address associated with the My Delaware account information you provided.

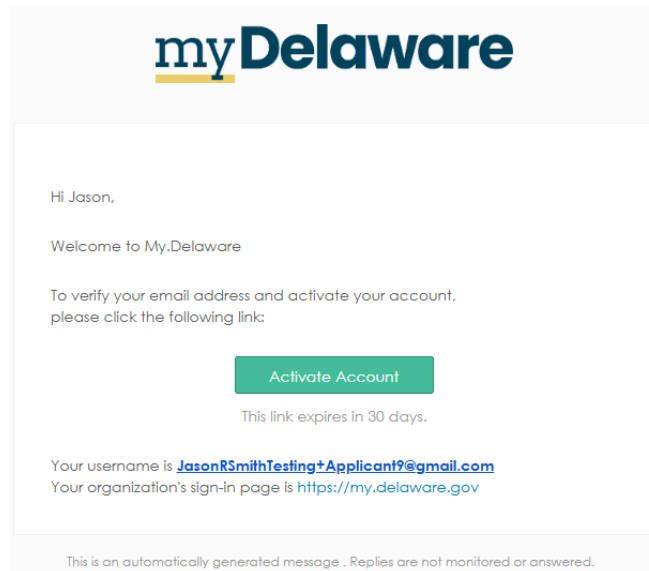
Page 3 of 6

Prepared by the [Office of the Controller General](#)
Last Updated: August 12, 2026



Step 2B: Click the “Activate Account” Button.

Navigate to your email account, open the My Delaware Account Activation email, and click the green “Activate Account” button in the automated email to activate your new My Delaware account.



Step 2C: Secure access and set multifactor authentication methods.

Clicking the green “Activate Account” button in the automated email will take you to the My Delaware platform, where you'll be prompted to set up at least one additional authentication factor. My Delaware supports multiple authentication methods, including using an authenticator app (Okta Verify), sending a text message to your phone, or creating a security question. While you can set this up later, within several days after the initial registration, My Delaware will eventually require you to set up one of these methods upon sign-in.

You can click the gray “Set up” button under whichever option(s) you prefer or click the blue “Continue” button towards the bottom of the prompt to set this up during a future sign-in. Using the phone option is likely the most convenient option for most users. Follow the on-screen instructions if you click any of the gray “Set up” buttons.

myDelaware →

@ JasonRSmithTesting+Applicant9@gmail.com

Security methods help protect your State of Delaware account by ensuring only you have access.

Optional

- Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
[Set up](#)
- Phone**
Verify with a code sent to your phone
[Set up](#)
- Security Question**
Choose a security question and answer that will be used for signing in
[Set up](#)

[Continue](#)

[Back to sign in](#)

Step 3: Arrive at the Home page for the CGO Grants Management System.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by completing enrollment in a multifactor authentication method or choosing to set up later from Step 2C, you should be automatically navigated to the Grants Management System home screen.

If you are prompted to sign in again after refreshing, sign in with your newly established My Delaware credentials. You should now find yourself on the Home screen in the Delaware Controller General's Office Grants Management System.

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities on behalf of your organization. Please see the GIA or CRF websites (<https://gia.delaware.gov> or <https://crf.delaware.gov>) to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.

Welcome to the Delaware Controller General's Office Grants Management System

Funding Opportunities your organization (Jason's Test Org) has been invited to apply to, or are open call.

- Note:** After initiating an application to the Funding Opportunity it can be accessed in the "Applications" section below.

For general information about the Grants Management System please access the "Reference Documents" menu option under your initial in the top right corner of the page.

FUNDING OPPORTUNITIES (2)

Funding Opportunity	Description	Submission Deadline	Status
View Details / Apply GIA General Application for Fiscal Year 2025	This is for community agencies seeking to apply for General Grant-in-Aid (GIA) funding for the Fiscal Year 2025.	12/01/2023 11:59 PM	Open for Applications Click the "View Details/Apply" button to proceed.
View Details / Apply GIA Veterans Application for Fiscal Year 2025	This is for Veterans organizations seeking to apply for Veterans Grant-in-Aid (GIA) funding for the Fiscal Year 2025.	12/01/2023 11:59 PM	Open for Applications Click the "View Details/Apply" button to proceed.

Applications

Applications that require your attention.

- Status "Eligibility Check" or "Draft":** Application has been initiated, but not yet submitted.
- Status "Revisions Requested":** Previously submitted application that has been returned for revisions or additional details.

0 of 0

#	Application ID	Funding Opportunity	Organization	Primary Contact	Amount Requested	Status
No Results Found						

If you did not arrive at the CGO Grants Management Screen Home page, try navigating again to the CGO Grants Management System landing page at <https://legisgrants.smartsimple.com>, click the blue “Applicant Login” button, and sign in with your newly established credentials to arrive at the Home page.

Welcome to the Delaware Controller General's Office Grants Management System

Applicant: Existing User

If you have previously registered for this system, please login using your My.Delaware.gov login credentials:

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

The General Assembly provides two grant funding opportunities each fiscal year: Grant-In-Aid (GIA) and the Community Reinvestment Fund (CRF). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a capital grant program for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.

For questions you may contact the Delaware Controller General's Office at 302-744-4200, or by email at CGOGrants@Delaware.gov.

The Grants Management System requires a "My.Delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

[Applicant Registration](#) [Reference Documents](#)