



Guide to View, Save, or Print a PDF copy of your Grant Application



1. Sign in to the Grants Management System from <https://gia.delaware.gov> or <https://crf.delaware.gov> or <https://legisgrants.smartsimple.com> or <https://my.delaware.gov>.
2. From the Home screen, under the **Applications** section, find the application under the tab you wish to access.
 - Applications in progress will be found under the **“ATTENTION REQUIRED”** tab.
 - Recently submitted applications will be found under the **“UNDER REVIEW”** tab.
 - Submitted applications approved for funding will be found under the **“APPROVED/ACTIVE”** tab.
 - Applications approved for funding and archived from previous fiscal years (starting with Fiscal Year 2025) will be found under the **“CLOSED/HISTORICAL”** tab.

Click the blue “Open” button to access the application you wish to print or download.

Applications

Select the tab for the application that you wish to access.

Click the Open button for the application you want to print or download.

#	Application ID	Funding Opportunity	Organization	Primary Contact	Amount Requested	Status
1	GV25-0066	GIA Veterans Application for Fiscal Year 2025	Jason's Test Org	Jason Smith	\$2,000.00	Draft
2	GG25-0286	GIA General Application for Fiscal Year 2025	Jason's Test Org	Jason Smith		Draft

3. If your application is still in progress or draft status, clicking the blue “Open” button will navigate you to your application. Below the on-screen instructions, you will see a section that says, “Preview Application.” Clicking the blue “View” button will generate a PDF copy of your application as it is currently entered.

Instructions

The sections of this form can be completed in any order desired.

- Click **Save Draft** at any time to save your work.
- The "Application Preview" will generate a PDF version of the form for your review (click Save Draft first).
- The **Validate** button will alert you to any missing or invalid information, but will not submit the application.

Once complete, click the **Submit** button.

The submission deadline is 12/01/2023 at 11:59pm

Preview Application

Click **Save Draft** before previewing.

Click the View button.

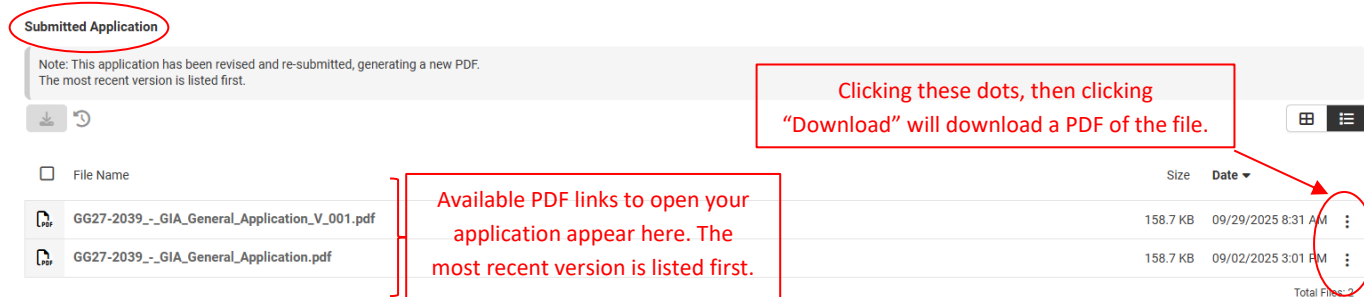
If you continue making and saving changes to your application, the PDF will be updated to reflect the changes each time you click the blue “View” button.

The PDF will open in a separate window. **You may need to make sure that your browser does not block or restrict pop-ups, or you will not be able to see the PDF application.**

Once the PDF is opened, you can print or save the file using the printer or save icons typically found in the upper part of the window.



- If your application has already been submitted, clicking the blue "Open" button will navigate you to your application. Below the on-screen instructions, you will see a section that says, **"Submitted Application."** Then, the most recent version of your application will be listed below "File Name."

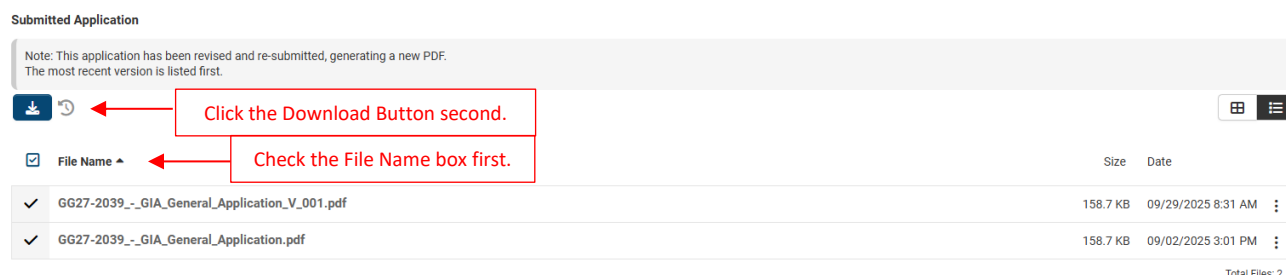


Clicking the desired file name will open a Preview screen to view your PDF application. Clicking the download button towards the top of the Preview screen will save the PDF to your computer. Or click on the 3 dots to the far right of the file name and select Download to bypass the Preview screen and download the PDF.



Depending on your browser's settings, it may open automatically, or the PDF file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, you can open the file to print or save it wherever you want. All applications will remain stored in the system for retrieval at any time.

- If you have multiple versions of your application, meaning you've revised it after it was initially submitted and resubmitted, the most recent version is listed first. If you'd like, you can download all the files by checking the checkbox to the left of **"File Name"** and clicking the blue download button. Depending on your browser's settings, a ZIP file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, you can open your files to print or save them wherever you want. All applications will remain stored in the system for retrieval at any time.



6. If you are unsuccessful in your attempt to print or download a PDF copy, you can request one be sent to you by emailing **CGOGrants@Delaware.gov**. Receiving these requests through email ensures that the Office of the Controller General can verify that the requestor is affiliated with the organization (such as through the email domain, a registered organization contact, a board member, or an officer).