

State of Delaware

My Delaware and Grants Management System Registration Guide



Office of the Controller General
Delaware General Assembly
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Dover, Delaware 19901
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CGOGrants@Delaware.gov

The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](https://gia.delaware.gov) (<https://gia.delaware.gov>) and the [Community Reinvestment Fund \(CRF\)](https://crf.delaware.gov) (<https://crf.delaware.gov>). 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 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 application, you must complete this registration process.

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One State | One Account | One Identity

To better provide quality services to the citizens of Delaware, the State of Delaware uses a streamlined digital identity provider, My.Delaware.gov (<https://my.delaware.gov>). With My Delaware, your identity is secured on one trusted platform, allowing you to access all your State of Delaware applications with a single sign-in. Once signed in, you will be directly navigated to the Delaware Controller General's Office Grants Management System, where you can create and submit grant applications to the Office of the Controller General.

Before you begin...

If your organization has never registered in the Grants Management System before, you must have some information about your organization readily available to complete the registration process. You will be required to provide this information to gain access to the Grants Management System successfully, so it is recommended that you have the following information available:

- Organization's Legal Name
- EIN (Federal Tax Identification Number)
- Organization's Date of Incorporation
- Organization's General Phone Number
- Organization's Address (including City, State, and Zip Code)
- Organization's Mission Statement

You CANNOT complete registration in the Grants Management System without this information.

New Users – Register/Sign In Steps

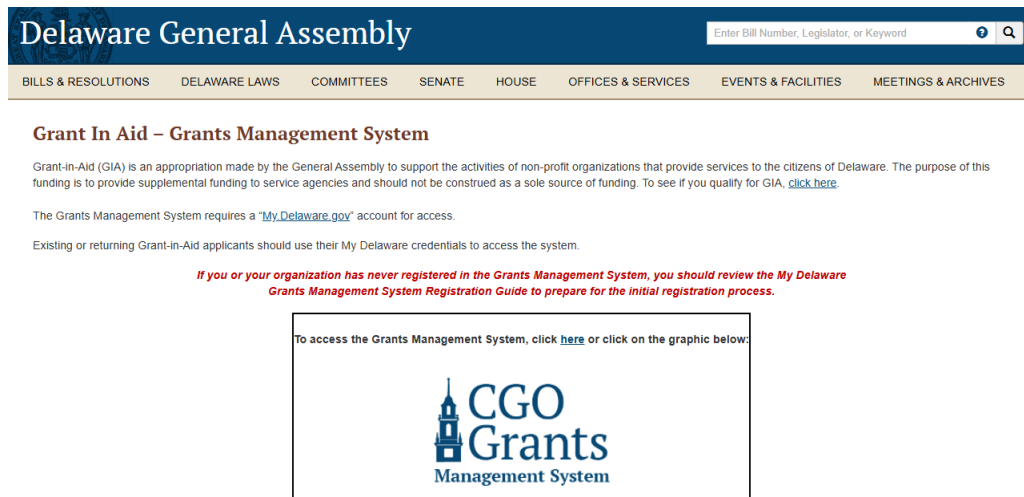
Step 1: Navigate to one of the Grants Management System landing pages.

Navigate to either the Grant-In-Aid (GIA) Website (<https://gia.delaware.gov>) or the Community Reinvestment Fund (CRF) website (<https://crf.delaware.gov>).

Either website will contain application opening and closing dates, detailed user guides, and other reference documents and materials related to its respective application process.

Step 2: Click the CGO Grants Management System logo.

When you are ready to access the system, click the CGO Grants Management System logo on either the GIA or CRF website.



An example of the GIA website.



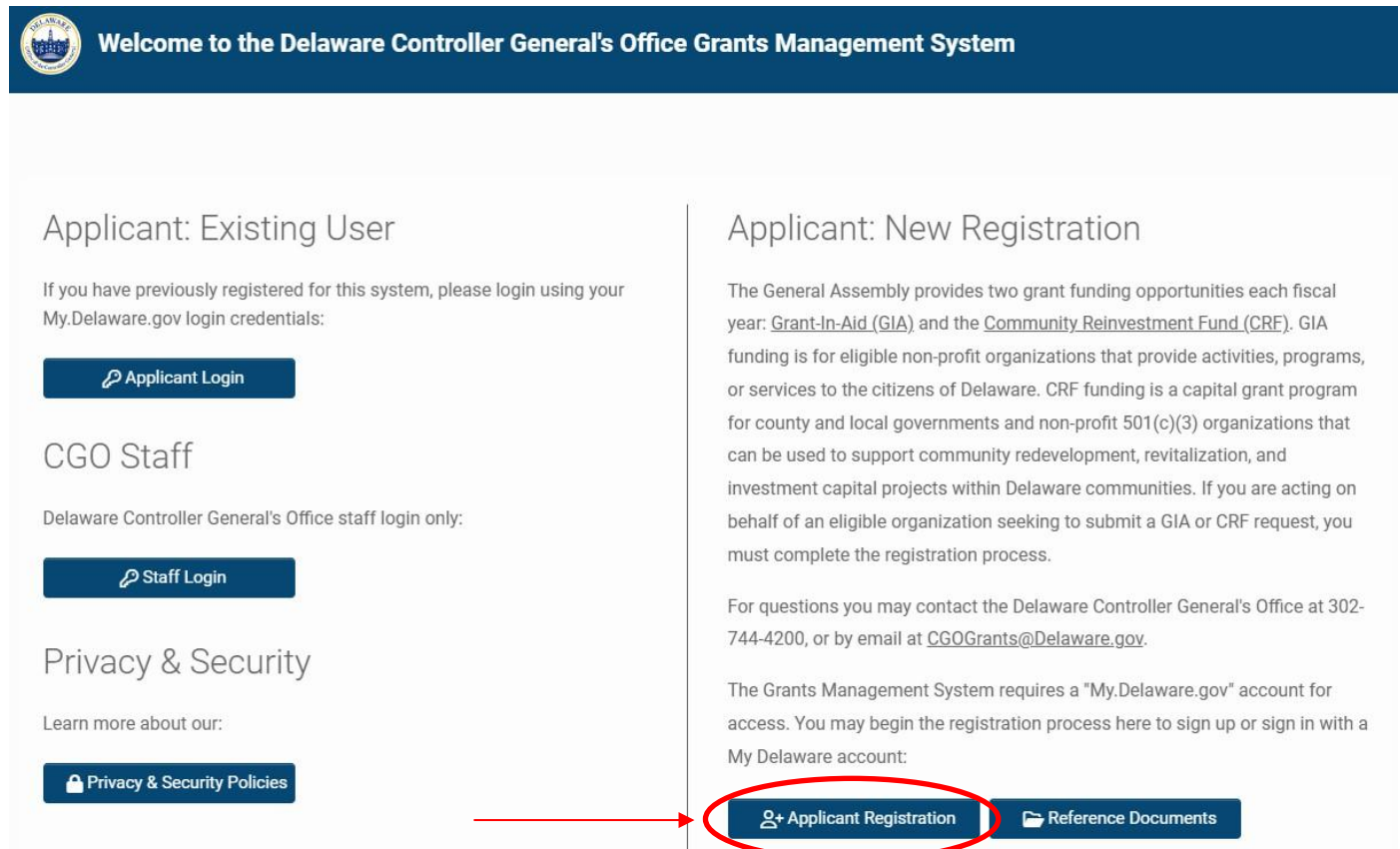
Community Reinvestment Fund Application Information

An example of the CRF website.

Step 3: Arrive at the Delaware Controller General's Office Grants Management System landing page.

Once you click the Grants Management System graphic on either the GIA or CRF website, you will be taken to the Grants Management System login portal. The Grants Management System requires a "My.Delaware.gov" account to access it.

If you are accessing the Grants Management System for the first time, you will want to begin the registration process by signing up or signing 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

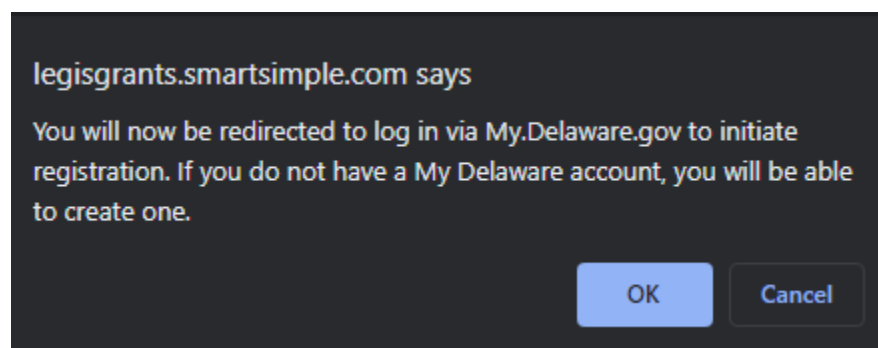
The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](#) and the [Community Reinvestment Fund \(CRF\)](#). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a 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](#)

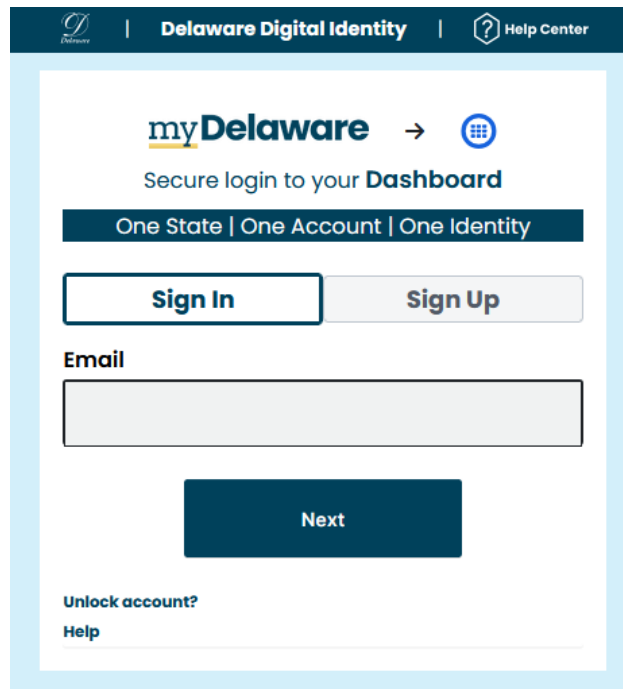
Clicking the blue "Applicant Registration" button will generate a pop-up message advising that you are being redirected to log in via My.Delaware.gov to initiate registration. If you do not have a My Delaware account, you can create one.



Click the "OK" button to continue.

Step 4: Sign In or Sign Up.

If you have an existing My Delaware account, you may sign in with your registered email and password here. Click the blue “Next” button, then continue to **Step 5**.



Delaware | Delaware Digital Identity | Help Center

myDelaware →

Secure login to your **Dashboard**

One State | One Account | One Identity

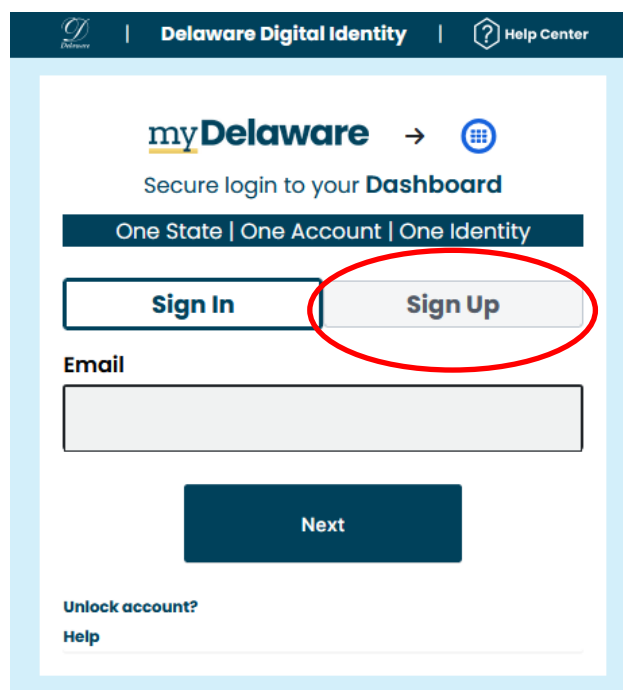
Sign In **Sign Up**

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 4A**.



Delaware | Delaware Digital Identity | Help Center

myDelaware →

Secure login to your **Dashboard**

One State | One Account | One Identity

Sign In **Sign Up**

Email

Next

[Unlock account?](#)
[Help](#)

Step 4A: 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

Optional

Legal First Name

Middle Name

Optional

Legal Last Name

Street Address

City

Zip Code

State

Select an Option

Country

Select an Option

Account Purpose

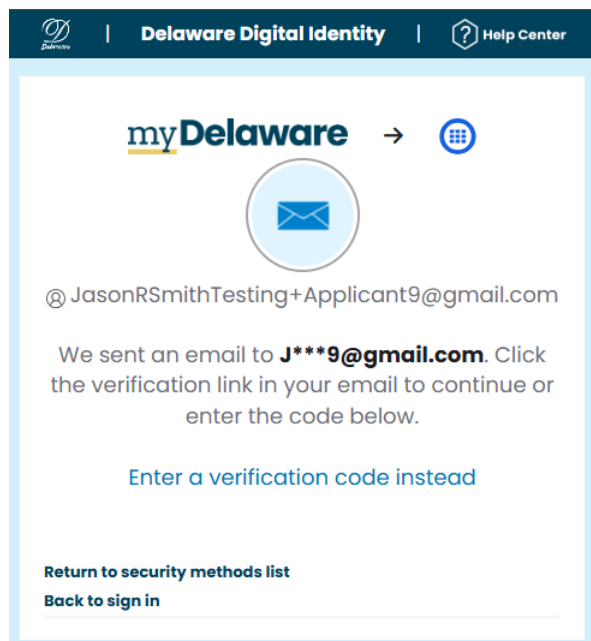
Select an Option

Sign Up

[Already have an account?](#)

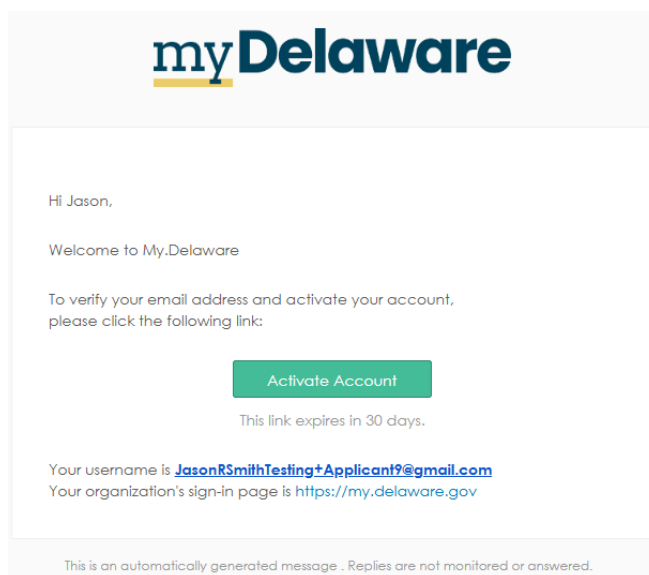
Step 4B: Receive Auto-Email and Activate Your My Delaware Account.

You will receive an activation email at the email address associated with the My Delaware account you just provided.



Step 4C: Click the “Activate Account” Button.

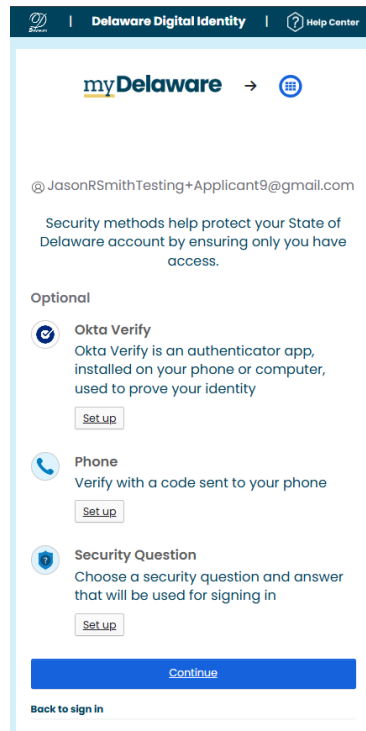
Navigate to your email account, open the My Delaware Account Activation email, and click the green “Activate Account” button in the automated email to activate your new My Delaware account.



Step 4D: Secure Success and Set Multifactor Authentication Methods.

Click the green “Activate Account” button in the automated email to navigate 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 of the initial registration, My Delaware will require you to select one of these methods at sign-in.

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

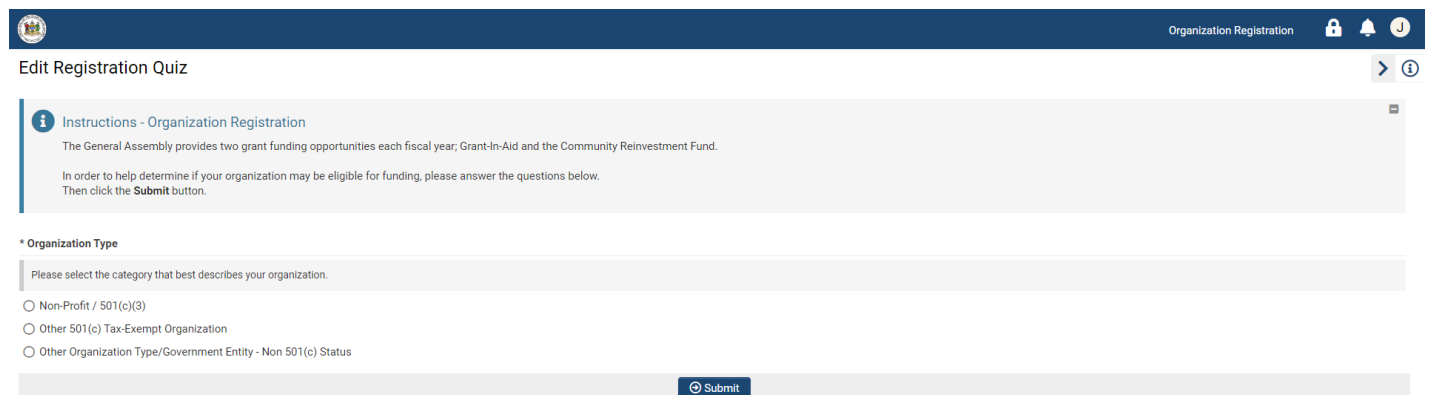


The screenshot shows the 'myDelaware' login page. At the top, there's a header with the Delaware Digital Identity logo and a Help Center link. Below the header, the user's email address '@ JasonRSmithTesting+Applicant9@gmail.com' is displayed. A message states: 'Security methods help protect your State of Delaware account by ensuring only you have access.' Under the heading 'Optional', there are three authentication methods listed: 1. 'Okta Verify' with a description 'Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity' and a 'Set up' button. 2. 'Phone' with a description 'Verify with a code sent to your phone' and a 'Set up' button. 3. 'Security Question' with a description 'Choose a security question and answer that will be used for signing in' and a 'Set up' button. At the bottom, there is a large blue 'Continue' button and a smaller link 'Back to sign in'.

Step 5: Land at the Grants Management System Registration Quiz.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by either completing enrollment in a multifactor authentication method or choosing to set up later from Step 4D, you will automatically be navigated to the Grants Management System Registration Quiz screen.

This is where you begin the registration process for your organization to access the Grants Management System. Follow the on-screen instructions and select the Organization Type that best describes your organization.



The screenshot shows the 'Organization Registration' page. At the top, there's a header with the Delaware logo, the text 'Organization Registration', and icons for a lock, a bell, and a user profile. Below the header, the title 'Edit Registration Quiz' is displayed. A section titled 'Instructions - Organization Registration' contains the text: 'The General Assembly provides two grant funding opportunities each fiscal year, Grant-In-Aid and the Community Reinvestment Fund. In order to help determine if your organization may be eligible for funding, please answer the questions below. Then click the Submit button.' Below this, there's a section titled '* Organization Type' with the instruction 'Please select the category that best describes your organization.' There are three radio button options: 'Non-Profit / 501(c)(3)', 'Other 501(c) Tax-Exempt Organization', and 'Other Organization Type/Government Entity - Non 501(c) Status'. At the bottom, there is a blue 'Submit' button.

Depending on your selection, you will be asked an additional question: “Is your organization applying for funding as a fiscal agent on behalf of another non-profit organization?”

Once you have made your selection and your organization’s eligibility is confirmed, you should be able to click the blue “Submit” button at the bottom of the screen to proceed to the next screen.

If you selected “**Non-Profit / 501(c)(3)**” for your Organization Type, you will be directed to an Organization Search linked to the IRS Pub. 78 database, which includes all non-revoked non-profits that are required to report to the IRS. Enter your organization’s EIN or organization name, and click the blue “Search” button. If your organization appears in the Organization Results, select the organization’s row to proceed and finalize the registration.

Organization Search

 Please enter either your organization's EIN, or organization name, and click the **Search** button.

- This search accesses the IRS Pub78 database which includes all non-revoked non-profits that are required to report to the IRS. It does not include organizations that are not required to report to the IRS.
- If your organization is a non-revoked nonprofit, but you are unable to find it, click the "Organization Registration" menu item at the top, and use the Manual Registration option.

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Follow the on-screen instructions to complete the Organization Information form. **To continue, you must input the Date of Incorporation, Phone Number, and Mission Statement.** You may also add your organization’s Acronym, what the organization is “doing business as,” what the organization is “also known as,” the website, and the generic email address to the registration if you wish. Once complete, click the blue “Submit” button at the bottom of the form to continue.

Organization Information

Search IRS Database

Instructions

Please review all fields below.
Click the Submit button when complete.

Some information is read only, as it has been populated based on the information held by the IRS. If you selected the wrong organization, please click the "Search IRS Database" button above.

* Organization Legal Name

DEL-ONE FOUNDATION

Acronym

D/B/A or A/K/A

* EIN

061834481

* Date of Incorporation

mm/dd/yyyy

* Phone

* Address

270 BEISER BLVD

Address Line 2

* City

DOVER

* State

Delaware

* ZIP Code

19904-7790

Web Site

Organization's Generic Email Address

* Mission Statement

150 words left

Contact Information

* Email

jasonsmithtesting+applicant@gmail.com

☐ I'm not a robot

Submit

If you selected “**Other 501(c) Tax-Exempt Organization**” or “**Other Organization Type/Government Entity – Non 501(c) Status**” for your organization type, you will be directed to an Organization Registration screen that will require you to enter your organization’s full legal name. Once finished, click the blue “Submit” button.


Organization Registration

Please enter your organization's full legal name. Then click the **Submit** button.

* Organization Legal Name:

Follow the on-screen instructions to complete the Organization Information form. **To continue, you must input the Date of Incorporation, Phone Number, and Mission Statement.** You may also add your organization's Acronym, what the organization is "doing business as," what the organization is "also known as," the website, and the generic email address to the registration if you wish. Once complete, click the blue "Submit" button at the bottom of the form to continue.

Organization Information


Instructions

Please complete all fields below.
Required fields are marked with an asterisk "*".
Click the **Submit** button when complete.

The Organization Legal Name is read only, populated based on the information previously entered. If it is incorrect, please click the plus button next to the word "Criteria" at the top of the page and re-enter.

* Organization Legal Name

Jasons

Acronym

D/B/A or A/K/A

* EIN

* Date of Incorporation

mm/dd/yyyy

* Phone

* Address

Address Line 2

* City

* State

Delaware

* ZIP Code

Web Site

Organization's Generic Email Address

* Mission Statement

150 words left

☐ I'm not a robot
 

Once you have completed the form's required fields and clicked the blue "Submit" button, the system should advise you that the organization registration is complete. If your browser does not automatically refresh, click the logo in the top-left corner of the page or manually click your browser's refresh button.

Organization Registration Complete

Thank you for registering. The organization record is being established, and your portal will be refreshed shortly.

You may refresh this page manually by clicking the Delaware Controller General's Office logo in the top left corner of the page.

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

The screenshot shows the home interface of the Delaware Controller General's Office Grants Management System. At the top is a dark blue navigation bar with a logo on the left and 'Home', a lock icon, a bell icon, and a user icon on the right. Below the navigation bar is a yellow banner with the text 'Welcome to the Delaware Controller General's Office Grants Management System' and a plus icon on the right. Under the banner, there is a message about funding opportunities and a note about the 'Applications' section. Below this is a section titled 'FUNDING OPPORTUNITIES (2)' with a table listing two opportunities. The first is 'GIA General Application for Fiscal Year 2025' and the second is 'GIA Veterans Application for Fiscal Year 2025'. Both have a 'View Details / Apply' button and a status of 'Open for Applications'. Below the table is a section titled 'Applications' with a plus icon on the right. Under this section, there are filters for 'ATTENTION REQUIRED (0)', 'UNDER REVIEW (0)', 'APPROVED/ACTIVE (0)', and 'CLOSED/HISTORICAL'. Below the filters, there is a message about applications requiring attention and a search bar. Below the search bar is a table with columns for '#', 'Application ID', 'Funding Opportunity', 'Organization', 'Primary Contact', 'Amount Requested', and 'Status'. The table is currently empty, and the text 'No Results Found' is displayed at the bottom.

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

Your account is now fully registered in the system, and you can review any scheduled funding opportunities or begin applying for open ones. Please see the GIA website 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.

Returning Users – Sign In Steps

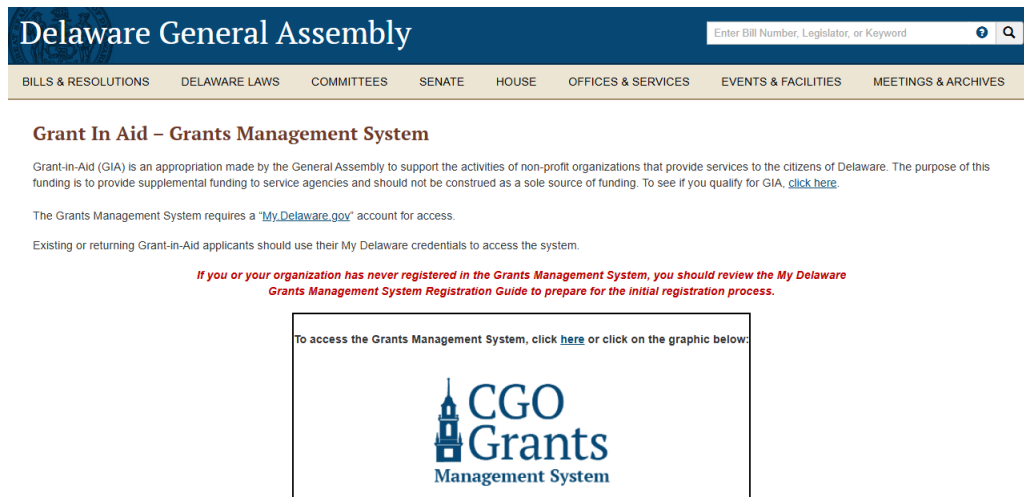
Once you have completed your initial My Delaware registration and Grants Management System registration, you can return to the Grants Management System in a few different ways.

Option 1 and Step 1: Navigate to one of the Grants Management System landing pages.

Navigate to either the Grant-In-Aid (GIA) Website (<https://gia.delaware.gov>) or the Community Reinvestment Fund (CRF) website (<https://crf.delaware.gov>).

Step 2: Click the CGO Grants Management System logo.

When you are ready to access the system, click the CGO Grants Management System logo on either the GIA or CRF website.



An example of the GIA website.



An example of the CRF website.

Step 3: Arrive at the Delaware Controller General's Office Grants Management System landing page.

For return visits, once you arrive at this screen, click the blue "Applicant Login" button and enter your My Delaware credentials to access the Grants Management System.



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:



CGO Staff

Delaware Controller General's Office staff login only:



Privacy & Security

Learn more about our:



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:



Step 4: Arrive at the Home page for the CGO Grants Management System.

Upon entering the credentials, you will be automatically redirected to the Grants Management System home screen.

Home

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

ATTENTION REQUIRED (0) **UNDER REVIEW (0)** **APPROVED/ACTIVE (0)** **CLOSED/HISTORICAL**

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						

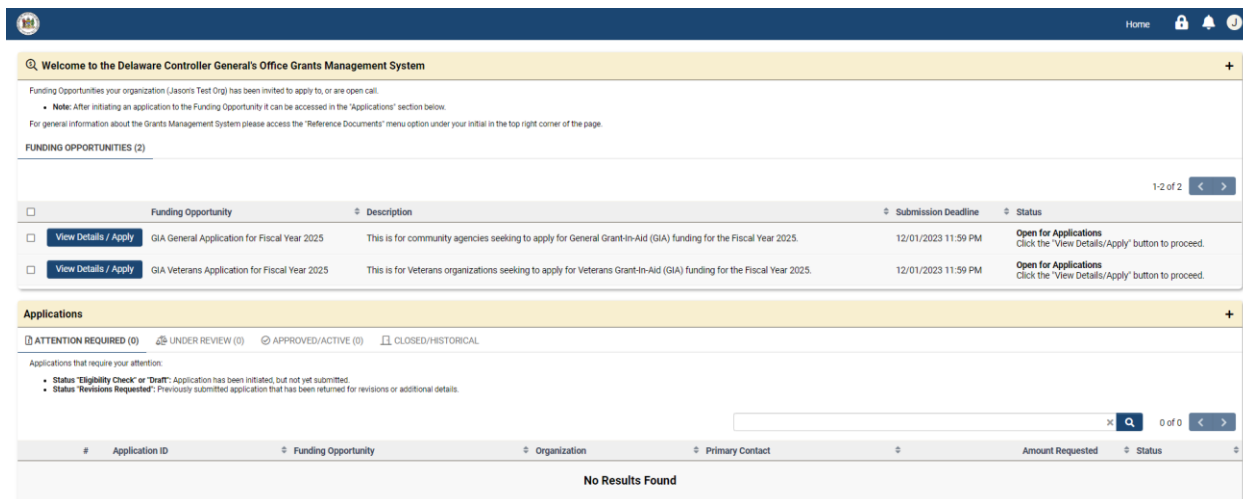
Option 2 and Step 1: Navigate to the My Delaware website.

Navigate to <https://my.delaware.gov>, sign in, and access your My Delaware App Dashboard.

Step 2: Click the “CGO Grants Management...” tile.



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



Self-Service Options

Forgot Password

Step 1: Navigate to the My.Delaware Website.

<https://my.delaware.gov>

Step 2: Click the “Help” Link.

Delaware Digital Identity | Help Center

myDelaware →

Secure login to your Dashboard

One State | One Account | One Identity

Sign In Sign Up

Email

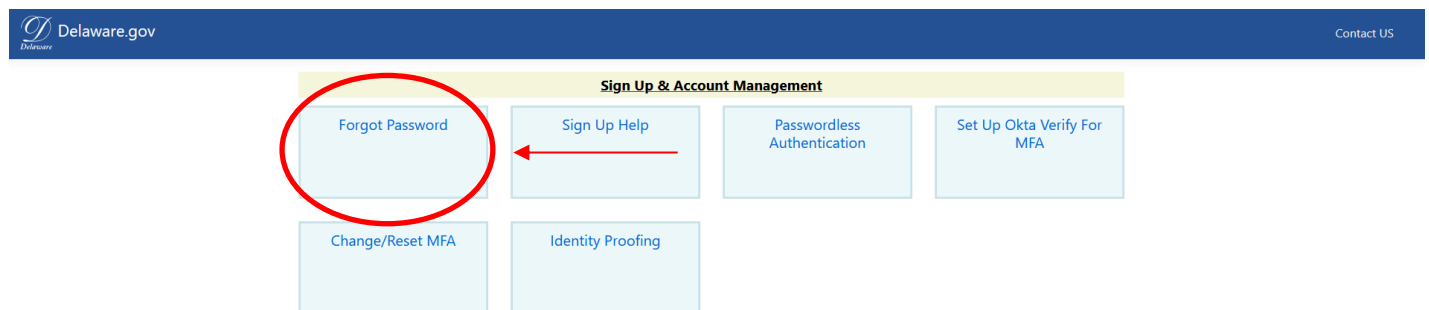
Next

Unlock account?

Help

Step 3: Access the Sign Up & Account Management Menu.

- Selecting the “Forgot Password” tile will open a guide by the Department of Technology and Information (DTI) “How to RESET PASSWORD or UNLOCK ACCOUNT”
- Follow the instructions to reset your password.



Legislative Information Systems (LIS) Helpdesk – Technical Assistance

If you require additional technical assistance signing in to My Delaware after following the steps in this User Guide, you will need to contact the LIS Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

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[Delaware General Assembly](#)
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