State of Delaware
Grant-In-Aid
Fiscal Year 2024
Veterans Application Guide
Grant-In-Aid (GIA) 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 funding to service agencies and should not be construed as a sole source of funding. For additional information, visit https://gia.delaware.gov.

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Before you begin...
Please review all materials carefully.

1. Application Guidelines
   a) The deadline for submission of applications is Thursday, December 1, 2022, at 11:59 p.m.
   b) All applications must be submitted through the online application system. Hand-delivered or mailed applications will not be accepted.
   c) Email addresses used to apply will be used for future communications regarding your application. To ensure efficient communication, it is strongly advised that your organization use an email address that is accessible by all members of your agency who are responsible for GIA.
   d) To be considered for a GIA award, an agency should meet the following criteria:
      - Be an incorporated non-profit (or under the umbrella of a parent organization which is also an incorporated non-profit) and operating for two years before applying for GIA.
      - Have bylaws that clearly state the purpose of the agency and include a definition of duties of the Board of Directors.
      - Have an active, community-represented, volunteer Board of Directors that sets policies, goals, and objectives and maintains minutes of regularly scheduled meetings and any special meetings.
      - Have programs that are unduplicated by other state-supported agencies and satisfy unmet human needs of the community.
      - Have personnel policies, including job descriptions and classifications.
      - Have competent executives, competent staffing, and reasonable facilities.
      - Practice non-discrimination.
      - Have accounting (budget) procedures.
      - Have an audit completed within the past three years by a Certified Public Accountant or a Public Accountant.
      - Use funds in accordance with the application.
      - Demonstrate community support.
      - Request funds only for a program that does not receive full funding from other sources of revenue.
      - Must not request funds through a fiscal agent.
   e) GIA funding cannot be used for:
      - Providing child daycare.
      - The purchase of capital equipment.
      - The relocation, rehabilitation, renovation, or purchase of buildings.
      - The payment of any part of an elected official’s salary or benefits.
      - A political campaign or for partisan political purposes.
      - The hiring of lobbyists or other lobbying services.
      - Activities, programs, or services that benefit individuals that do not reside in Delaware.
   f) Organizations that receive or wish to receive GIA funding must maintain a supplier profile at the State of Delaware’s eSupplier Portal. This secure login site allows new suppliers to register and for existing suppliers to manage payment information. Accurate and up-to-date information
ensures the timely processing of GIA payments. Additional information regarding the three payment options offered by the State of Delaware can be found at the Division of Accounting.

2. Important Application Tips
Below are items to keep in mind while completing the GIA application.

a) New applicants should consider attaching supporting documentation confirming the agency’s certificate of incorporation and Federal Employer ID number to expedite and assist during the initial application review process. New applicants may be contacted by the Office of the Controller General (OCG) after an application is submitted and asked to provide this information.

b) All materials submitted to the OCG during the grant application process are subject to public inspection upon request in accordance with the Freedom of Information Act (FOIA). Please provide a separate document listing any information contained in the application or financial documents and audits that you believe to be a trade secret or commercial or financial information that is privileged or confidential under FOIA, specifically § 10002(J)(2) of Title 29 of the Delaware Code.

c) The system works best in Microsoft Edge. However, recent versions of other web browsers may be used.

d) 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 or walking away from your computer to prevent a loss of information. The system will automatically log you off after 10 minutes of inactivity. If this happens, anything unsaved will be lost.

e) All items marked with an asterisk (*) are mandatory fields. The application cannot be submitted unless all asterisk items have been completed.

f) An exclamation point (!) will indicate a field or form that is incomplete.

g) Once the application has been submitted, changes can only be made by contacting the appropriate Controller General Analyst (CGA).

h) Handouts or other literature may be scanned and uploaded to the application (as a PDF) for submission if so desired. To upload documents to the application, see the Attachments section (page 10).

3. Controller General Analyst Contact Information
Please contact the analyst below with any questions you may have while completing your application.

<table>
<thead>
<tr>
<th>GIA Category</th>
<th>Analyst</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans</td>
<td>Jason R. Smith</td>
<td><a href="mailto:Jason.R.Smith@Delaware.gov">Jason.R.Smith@Delaware.gov</a></td>
</tr>
</tbody>
</table>

4. Technical Assistance
For technical assistance, please call the Legislative Information Systems (LIS) Helpdesk 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 July 1st to June 30th. The Fiscal Year 2024 GIA request from the State of Delaware is for the period of July 1, 2023, through June 30, 2024.

Information involving audited 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 2022 |
| Current Year | - FY 2023 |
| Proposed Year | - FY 2024 |

Agencies using calendar years should apply the following:

| Prior Year | - 2021 |
| Current Year | - 2022 |
| Proposed Year | - 2023 |

Completing the Online Application

Step 1: Navigate to the Grant-In-Aid website
https://gia.delaware.gov

Step 2: Click the Login button
If you do not have a registered GIA account, select the “Register” button. Further detailed instructions to complete this step for the registration of a My.Delaware account is available in the My.Delaware Identity Provider User Guide beginning on page 3.
Step 3: Sign In

Step 4: Start a new application

To start a new application, click on the “Get Started” button under the Veterans Application category.

Please note, the green “Get Started” buttons will only be active while applications are currently being accepted for the particular application type. Information regarding the opening and closing dates for all GiA application types can be found on the [GiA website](https://www.gia.gov/).
Step 5: Enter an application name

If you are (1) a new applicant, (2) do not have the prior year’s login information, or (3) do not wish to copy a previous year’s application, please continue to Step 6 (page 9).

Step 5A: Copy Application (If Applicable)

During the Fiscal Year 2020 application period, an enhanced feature was introduced in the GIA online application system to allow the copying of data from a previous Fiscal Year application, into a new, current Fiscal Year application. This feature is intended to save time, effort, and reduce the amount of data entry errors. To copy a previous year’s application, you must be using the same login information as in the prior year(s).

The system will determine if 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 a previous Fiscal Year application into the new, current Fiscal Year application. Click the blue “Yes” button to copy the application. If you do not wish to copy a previous Fiscal Year application, simply click the gray “No” button. Selecting “No” will take you to a blank, current Fiscal Year application.
Selecting “Yes” will prompt the system to ask you to select an application to copy from. If you only have one previous Fiscal Year application of the same type to copy, the system will direct you to the application detail page of the current Fiscal Year application, with all data copied from the previous Fiscal Year application. If you have more than one previous Fiscal Year application of the same type you want to copy from, a dropdown will appear in the same pop-up asking you to choose the previous Fiscal Year application you wish to copy. Click in the dropdown to see the last Fiscal Year applications of the same type and then select the one you want to copy.

Once you’ve selected the application to copy from, click the green “Copy Application” button. You will then be directed to the current Fiscal Year application detail page, with the data copied into it from the previous Fiscal Year application. Now you may review and update the data to ensure accuracy and relevancy for your current application.
Step 6: General – Personal

Complete all fields on the page.

An asterisk (*) indicates a mandatory field.

Don't forget to save!

Step 7: Officers

Please fill in all fields.

The asterisk (*) denotes a required field.

Don't forget to save before going to the next page!
Step 8: Services

Select only those services that apply to your organization.

Don't forget to save before going to the next page!

Step 9: Attachments

To add any attachments to your application, begin by clicking on the "Click to Upload" button.
When you select “Click to Upload” a new box will open and you can choose the file you want to upload.

1. Select the file location.
2. Select the file.
3. Click the “Open” button.

The files you upload are listed in this area.

Continue to add additional files as required.

Click “Remove” if you desire to delete the attachment.

Don’t forget to save before going to the next page.
Step 10: 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:

If the application is incomplete, the following screen appears:

Click on the "Confirm" button. Go back and complete all required sections!
Step 11: Sign Out

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

GIA Dashboard Functionality

The Dashboard

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

You can go back to the Dashboard from any page by clicking on the Back to My Dashboard link in the top left hand side of the navigation panel.

Select one of the options to the right to start a new application.

Click here to visit our page for Frequently Asked Questions.

Click here to visit the JFC public hearing page.
a) **Viewing Grant Applications**

- **Selecting All** will display all applications, *previous and current*.
- **Selecting Current** will display the applications for the current year in which you are working.
- **Selecting Previous** will display *previous year 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.
c) Edit or Delete an 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.

d) Registering an Account

To register for a GIA account, navigate to https://gia.delaware.gov and click the blue “Register” button. Further detailed instructions to complete the registration are available in the My.Delaware Identity Provider User Guide beginning on page 3.

Once you have completed the registration process, navigate back to the GIA Login page (https://gia.delaware.gov), and click the green “Login” button. Once successfully logged in, the system should bring you to view your GIA dashboard. From here, you can start creating GIA applications.

Please note, the green “Get Started” buttons will only be active while applications are currently being accepted for the particular application type. Information regarding the opening and closing dates for all GIA application types can be found on the GIA website.
If you encounter issues during this process, you may call the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260, or by email at LIS.Helpdesk@Delaware.gov for technical assistance.
Grant-In-Aid

Frequently Asked Questions

1. I’m having issues logging in, or I forgot my password.
2. The individual who completed my agency’s GIA application last year is no longer with our organization. How can I log in to copy last year’s application?
3. When logging in, I keep getting an “unresolvable error has occurred” error message.
4. I cannot see my application from last year. I would like to copy it.
5. I do not have a copy of my agency’s prior year application. Could it be sent to me?
6. My organization cannot afford an audit. How can my agency meet this requirement when applying?
7. How current does my audit need to be?
8. Who are the Joint Finance Committee members?
9. When does the Joint Finance Committee review GIA applications?
10. When can I speak to the Joint Finance Committee regarding my agency/application?
11. How can I track the status of my GIA application, and when will I be notified of whether I’ve been awarded funds?
12. When are GIA funding decisions made?
13. Where can I find the contact information for the Controller General Analyst assigned to my agency’s GIA category?
14. When can I expect to receive my GIA payment(s)?
15. Can I submit a paper copy of my application or other supporting documents from my agency?
16. How do I know that my application has been submitted?
17. How can I get a copy of my submitted application?
18. I submitted a GIA application, but it contains an error. What can I do?
19. Can I use GIA funding to renovate my agency’s facility?
20. Are there GIA workshops for new applicants? And if so, am I required to attend?
21. How can I request a copy of my agency’s GIA award letter from prior years?
1. **I’m having issues logging in, or I forgot my password.**

   If you cannot remember your My.Delaware password for an existing account, follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 9 to reset and create a new password.

   If you have completed the “Forgot password?” option on the Sign In page, and still are unable to log in, you will need to contact the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260, or by email at [LIS.Helpdesk@Delaware.gov](mailto:LIS.Helpdesk@Delaware.gov).

   If the Helpdesk cannot provide assistance to access the account, you may need to create a new one. Follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 3 to create a new account.

2. **The individual who completed my agency’s GIA application last year is no longer with our organization. How can I log in to copy last year’s application?**

   Unfortunately, without having access to the login information, or the email account that that individual used to register the account, there will not be a way to access that account. You will instead need to create a new account. Follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 3 to create a new account.

   If you’d like to have your agency’s prior year application linked to your new account, then please email your request, along with the first and last name and email address used to create the new account, to [GIA_Support@Delaware.gov](mailto:GIA_Support@Delaware.gov). **You must complete steps 1-11 (pages 3-8) exactly as indicated in the [My.Delaware Identity Provider User Guide](#).** If you do not complete step 11 to reach the GIA Dashboard, the IT Support group will **not** be able to link prior accounts to your new account successfully. Please ensure you have completed this step before contacting GIA Support with this request.

   Please note this process may take several days and may not be feasible if the deadline for application submissions is approaching.

3. **When logging in, I keep getting an “unresolvable error has occurred” error message.**

   This error message may occur when accessing the website from a browser other than Microsoft Edge. Oftentimes clearing your browser’s cache and cookies will prevent this message from returning. Please try the steps found [here](#) for assistance clearing your cache and cookies specific to your browser.

   If you continue to receive this message, you will need to contact the LIS Helpdesk at (302) 744-4260 or by email at [LIS.Helpdesk@Delaware.gov](mailto:LIS.Helpdesk@Delaware.gov).
4. I cannot see my application from last year. I would like to copy it.

To view prior year applications, you must be using the same Login/Email that was used to submit those applications. If the individual who completed the preceding year(s) application no longer is with the organization, see the response to FAQ number 2 above. Only the prior year’s application can be copied. If your agency did not submit a GIA application last year, then you will need to complete the current year’s application manually.

If you have applied for GIA in prior years and still have access to that same account (using the same Login/Email), you should be able to create a PDF copy of those applications for yourself. Follow the instructions contained in this GIA application guide under the section “Creating a PDF Copy” (page 15).

5. I do not have a copy of my agency’s prior year application. Could it be sent to me?

If you have applied for GIA in prior years and still have access to that same account (using the same Login/Email), you should be able to create a PDF copy of those applications for yourself (to save a copy or to print). Follow the instructions contained in this GIA application guide under the section “Creating a PDF Copy” (page 15).

If you do not have access to this account but would still like to have a copy of your agency’s prior year GIA application sent to you, you will need to send this request by email to GIA_Support@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 (either through the domain of the email address or listed in the prior year’s application as a primary or alternate contact, board member, or officer). If the requestor’s identity cannot be verified, it will be suggested that the request be made by a member identified in a previous year’s application.

6. My organization cannot afford an audit. How can my agency meet this requirement when applying?

Section 9 of the GIA bill requires the submission of an audit with an application completed by either a Certified Public Accountant or a Public Accountant within the past three years. If your agency cannot provide an audit, Section 9 states that the agency must submit a detailed statement of the reason’s circumstances.

In practice, the Office of the Controller General has used the $50,000 revenue threshold that the Internal Revenue Service (IRS) uses in requiring non-profit organizations to file a federal tax return as a guideline for an audit requirement. Organizations with less than $50,000 in revenue may submit other forms of financial documentation outside of an audit, such as a letter from a third-party CPA firm or other professional financial agency, verifying they have reviewed your organization’s financials. These services are often less than the full cost of an audit. A letter identifying the reasons behind not being able to provide an audit should accompany any financial statements. Please note that the lack of audit may impact the ultimate funding decision of the Joint Finance Committee.
7. **How current does my audit need to be?**

   Section 9 of the GIA bill requires the submission of an audit completed within the past three years. If your agency cannot provide an audit, Section 9 states that the agency must submit a detailed statement explaining the absence of an audit.

8. **Who are the Joint Finance Committee members?**

   Information about the Joint Finance Committee (JFC) and its membership can be found [here](#).

9. **When does the Joint Finance Committee review GIA applications?**

   Each GIA category is assigned a team of legislators from the Joint Finance Committee (JFC). These teams, and the assigned Controller General Analyst, will review the applications assigned to that group and make funding recommendations to the full committee. These teams will begin to meet typically when the entire General Assembly returns in the spring with decisions regarding GIA made by the JFC in late June. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.

10. **When can I speak to the Joint Finance Committee regarding my agency/application?**

    The General Assembly typically breaks for six weeks annually, starting around the end of January or the beginning of February, so the Joint Finance Committee can convene and conduct public hearings regarding operating budget requests. Members of the public can sign up, either in advance or on the day of the hearing, to offer public comment after the presentation from the State of Delaware agencies. Some GIA applicants have used this opportunity to advocate for their agency and GIA application before the entire committee. Historically, members of the public speaking on behalf of an organization are allotted three minutes to address the committee. Notices of upcoming meetings are always made available on the Joint Finance Committee’s [webpage](#).

    If you intend to offer public comment and wish to provide handouts to committee members, please bring a minimum of 25 copies of your documents. Staff will be available onsite to handle the distribution of those materials when you are called to speak.

11. **How can I track the status of my GIA application, and when will I be notified of whether I’ve been awarded funds?**

    An email will be sent to all applicants notifying them of their award status shortly after July 1st. No information will be provided on the status of any GIA request until the General Assembly passes a GIA bill. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.
12. **When are GIA funding decisions made?**

Each GIA category is assigned a team of legislators from the Joint Finance Committee (JFC). These teams, and the assigned Controller General Analyst, will review the applications assigned to that group and make funding recommendations to the full committee. These teams will begin to meet typically when the entire General Assembly returns in the spring with decisions regarding GIA made by the JFC in late June. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.

13. **Where can I find the contact information for the Controller General Analyst assigned to my agency’s GIA category?**

This information can be found in this GIA application guide, under the section “Controller General Analyst Contact Information” (page 4) or towards the bottom of this page.

14. **When can I expect to receive my GIA payment(s)?**

29 Del. C. § 6505(d) and Section 8 of the GIA bill specify that payments are to be released quarterly. GIA recipients receiving $6,000 or less will receive their total award during the first quarter of the fiscal year (July). All other recipients will receive quarterly award payments in July, October, January, and April.

While an exact date for each release cannot be provided, payments are typically issued before the end of each designated month. **Payments issued in July should not be expected until the last week of the month due to the downtime associated with the processing required of the State’s financial accounting system that occurs at the start of each new fiscal year.**

**Organizations that receive or wish to receive GIA funding must maintain a supplier profile at the State of Delaware’s eSupplier Portal** (https://esupplier.erp.delaware.gov). This secure login site allows new suppliers to register and for existing suppliers to manage payment information. **Accurate and up-to-date information ensures the timely processing of GIA payments.** Additional information regarding the three payment options offered by the State of Delaware’s Division of Accounting can be found here.

Please allow at least two weeks for the Division of Accounting to process any changes to your eSupplier profile (such as a change in mailing address or banking information, etc.). Payment processing for July GIA payments begins on or around July 10th. Any changes made to your eSupplier profile after this date will delay or prevent your July payment from reaching you in a timely manner. If a change is required after July 10th for the July payment, or if you have specific questions regarding GIA payments, please direct those questions to the Office of the State Treasurer by calling (302) 672-6700 or by emailing Treasury_GIA_Payments@Delaware.gov.
15. **Can I submit a paper copy of my application or other supporting documents from my agency?**

   No, Section 5 of the GIA bill specifies that applications must be submitted online. You may attach PDF scans of supporting documents if so desired. Follow the instructions contained in this GIA application guide under the section “**Attachments**” (page 10).

16. **How do I know that my application has been submitted?**

   Once your GIA has been successfully submitted, the status of that application on the GIA Dashboard will change from “In Progress” to “Received.” This confirms that the Office of the Controller General has received your application. More information about the GIA Dashboard and its other features are available in this GIA application guide under the section “**GIA Dashboard Functionality**” (page 14).

17. **How can I get a copy of my submitted application?**

   Once your application has been submitted, you should be able to create a PDF copy of the application for yourself (to save a copy and/or to print). Follow the instructions contained in this GIA application guide under the section “**Creating a PDF Copy**” (page 15). If you are unsuccessful in your attempt to create a PDF copy, you can request one by sending an email to **GIA_Support@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 (either through the email domain or listed in the application as a primary or alternate contact, board member, or officer). If the requestor’s identity cannot be verified, it will be suggested that the request be made by a member identified in the application.

18. **I submitted a GIA application, but it contains an error. What can I do?**

   Please contact the Controller General Analyst assigned to your agency’s GIA category. They will work with you to correct the error and update your application. This information can be found in this GIA application guide, under the section “**Controller General Analyst Contact Information**” (page 4) or towards the bottom of this page.

19. **Can I use GIA funding to renovate my agency’s facility?**

   No, per Section 6 of the GIA bill, funding cannot be used for the relocation, rehabilitation, renovation, or purchase of buildings. Other restrictions of use for GIA funds can be found in this GIA application guide, under the section “**Application Guidelines**” (page 3), or on this page.

20. **Are there GIA workshops for new applicants? And if so, am I required to attend?**

   Historically, workshops have been held, typically at Legislative Hall, for those interested in applying for GIA. Traditionally, a new applicant has **not** been required to attend a workshop before applying.
There are no plans to hold in-person or virtual workshops currently. Organizations with specific questions about the application process are encouraged to contact the Office of the Controller General at (302) 744-4200 or by sending an email to GIA_Support@Delaware.gov. Inquiries by email are typically responded to within one business day.

21. How can I request a copy of my agency’s GIA award letter from prior years?

The Office of the Controller General cannot reissue prior year award letters. However, GIA appropriations are adopted as Delaware Law. Your organization’s appropriation will be listed in the previous year's GIA bills, which should satisfy any legal or audit requirements. Listed below are the GIA bills for the past five years, starting with the most recent GIA Act. You may search for your organization’s name and award amount and use it as needed.

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Fiscal Year</th>
<th>Fiscal Year Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 252</td>
<td>FY 2023</td>
<td>July 1, 2022 to June 30, 2023</td>
</tr>
<tr>
<td>HB 265</td>
<td>FY 2022</td>
<td>July 1, 2021 to June 30, 2022</td>
</tr>
<tr>
<td>SB 260</td>
<td>FY 2021</td>
<td>July 1, 2020 to June 30, 2021</td>
</tr>
<tr>
<td>HB 260</td>
<td>FY 2020</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>SB 237</td>
<td>FY 2019</td>
<td>July 1, 2018 to June 30, 2019</td>
</tr>
</tbody>
</table>

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Last Updated: August 1, 2022