State of Delaware
Grant-In-Aid
Fiscal Year 2026
Veterans Application Guide

Veterans Grant-In-Aid (GIA) is an appropriation made by the General Assembly to Veterans organizations that provide services through a duly selected service officer to Delaware Veterans of the Armed Forces of the United States, their widows, and orphans, by providing contact services in Sussex, Kent, and New Castle Counties. Veterans organizations may also request funding to provide supplemental funding for operations expenses. The purpose of GIA 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.
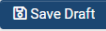
1. Application Guidelines

a) **The deadline for submission of applications is Friday, December 6, 2024, at 3:00 p.m.**

b) All applications must be submitted through the [Grants Management 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 the duties of the Board of Directors.
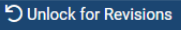- Have an active, community-represented, volunteer Board of Directors that sets policies, goals, and objectives and maintains minutes of regularly scheduled meetings and any special meetings.
- Have programs that are unduplicated by other state-supported agencies and satisfy unmet human needs of the 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 or a review or compilation of financial statements completed within the past three years by a Certified Public Accountant or a Public Accountant. If the agency cannot comply, it must provide a statement of the circumstances surrounding the reason in its application and should submit supporting financial documentation such as profit and loss statements, relevant budget materials, IRS Form 990s, or bank statements.
- 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 who 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 by the Freedom of Information Act (FOIA). Please provide a separate document listing any information 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(o)(2) of Title 29](#) of the Delaware Code.

c) The Grants Management System will periodically auto-save your work. At the bottom of each page is a **blue** button labeled Save Draft (⊠ Save Draft). It is essential to click this before going to the next page or walking away from your computer to prevent a loss of information.

d) All items marked with an asterisk (*****) are mandatory fields. The application can only be submitted if all asterisk items have been completed. As you go through the application, you can click the **blue** button labeled Validate (⟳ Validate) for your application in progress. Clicking this button will allow the system to determine and advise which fields still need to be completed to apply.

- A **red X** (⊗) will appear alongside red text next to an incomplete field. Additionally, a Submission Failed dialogue box will appear at the top of your screen to indicate any incomplete fields. Clicking a specific line of text in the Submission Failed dialogue box will take you directly to where you need to finish providing information in the application.

e) Once the application has been submitted, if the deadline for submission has not passed, you may unlock your application for revisions. From your home screen, look for Applications in the UNDER REVIEW (⚖ UNDER REVIEW (2)) tab. Click the Application you want to open or the Open (Open) button. Once the application has opened, click the **blue** button at the bottom of your screen labeled Unlock for Revisions (↻ Unlock for Revisions), and the system will allow you to make any desired changes to your application. ***Just be sure to resubmit it before the deadline!*** Once an application deadline has passed, changes can only be made by contacting the appropriate Controller General Analyst (CGA) or Grant-In-Aid Coordinator. You may email GIA_Support@Delaware.gov to see if your request can be accommodated. If the application review process has already occurred, you will unlikely be able to make any changes.

f) Handouts or other literature may be scanned and uploaded to the application for submission if desired. This can be done from the Agreement tab of the electronic application form.

3. Controller General Analyst Contact Information

Please contact the analyst below with any questions you may have while completing your application.

Office of the Controller General – (302) 744-4200		
GIA Category	**Analyst**	**Email**
Veterans	Jason R. Smith	Jason.R.Smith@Delaware.gov

4. Technical Assistance

For technical assistance related to My Delaware login issues, please call the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

If you encounter issues within the Grants Management System, call the Office of the Controller General at (302) 744-4200 or by email at GIA_Support@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 2026 GIA request from the State of Delaware is for July 1, 2025, through June 30, 2026.

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 2024
Current Year   - FY 2025
Proposed Year - FY 2026

Agencies using calendar years should apply the following:

Prior Year   - 2023
Current Year   - 2024
Proposed Year - 2025

Completing the Online Application

IMPORTANT: This application guide assumes you have completed the initial registration process outlined in the My Delaware and Grants Management System Registration Guide. If you or your organization has never registered or signed into the Grants Management System before, you **must** complete the steps outlined in that guide before beginning here. Please visit the Grant-In-Aid (GIA) website to review the registration guide before starting the steps outlined below.

Step 1: Navigate to the GIA website.
https://gia.delaware.gov

The GIA website will contain application opening and closing dates, detailed user guides, and other reference documents and materials related to the GIA process.

Step 2: Click the graphic for the Grants Management System.

Once you click the graphic on the GIA homepage, you will brought to the landing page for the Grants Management System. The Grants Management System requires a "My.Delaware.gov" account for access. Login into the Grants Management System with your My Delaware account by clicking the blue "Applicant Login" 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 GIA_Support@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]

Step 3: Sign In to your My Delaware account.
Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen.

You may log in with your credentials here if you have an existing My Delaware account.

If you do not have an existing My Delaware account, you can create one by clicking the green Sign up button. Further detailed instructions to complete a new registration of a My Delaware account are available on the GIA website in the My Delaware and Grants Management System Registration Guide.
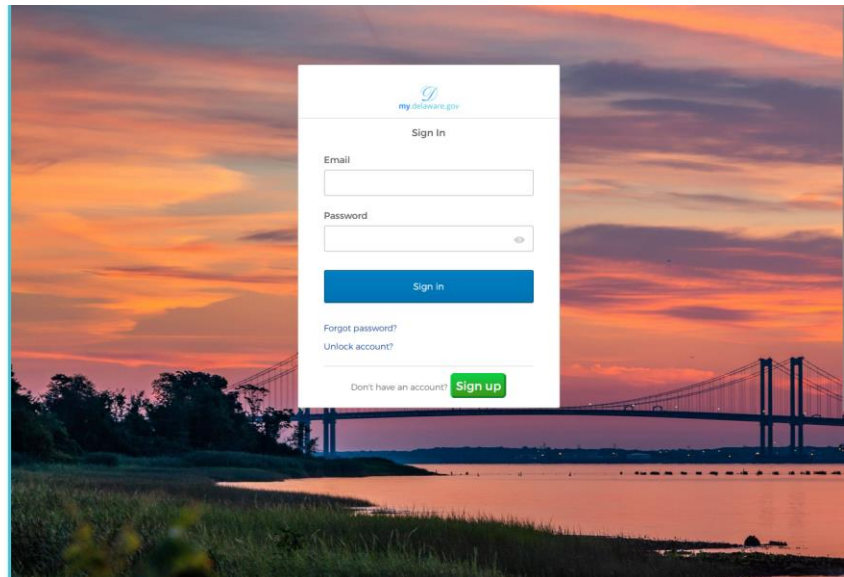
Once you sign in with your My Delaware credentials, you should be automatically signed into the Grants Management System Home screen.

Step 4: Start a new application.

To start a new application, click the blue "View Details/Apply" button next to the Funding Opportunity for "GIA Veterans Applications for Fiscal Year 2026."

Only Funding Opportunities that are scheduled or actively accepting applications will be available in this section. Information regarding the opening and closing dates for all GIA application types can be found on the GIA website.

After clicking on the appropriate blue "View Details/Apply" button for which you wish to apply, you will be navigated to the Funding Opportunity details screen, which will provide you with additional program details, the opening date/time and submission deadline and any available additional information, and relevant attachments, as well as who may be contacted with questions regarding the funding opportunity.

Funding Opportunity: GIA Veterans Application for Fiscal Year 2025

Veterans Grant-In-Aid (GIA) is an appropriation made by the General Assembly to Veterans organizations that provide services through a duly selected service officer to Delaware Veterans of the Armed Forces of the United States, their widows, and orphans, by providing contact services in Sussex, Kent and New Castle Counties. Veterans organizations may also request funding to provide supplemental funding for operations expenses. The purpose of GIA funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding.

To be considered for a GIA appropriation, an agency must meet the following criteria (as written in Section 5 of the annual GIA Act):

- 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 and an annual audit.
- Use funds in accordance with the application.
- Demonstrate community support.
- Request funds only for a program which does not receive full funding from other sources of revenue.
- Must not request funds through a fiscal agent.
- And submit an online application no later than **December 1st**.

No funds appropriated in the annual GIA Act shall be expended for (as written in Section 6 of the annual GIA Act):

- 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.

For additional information, visit the GIA website.

Opening Date/Time
10/02/2023 8:00AM

Submission Deadline
12/01/2023 11:59PM

Questions?
Please contact Jason R. Smith at GIA_Support@Delaware.gov or 302-744-4200.

Shown above: An example of the Fiscal Year 2025 funding opportunity details.

After reviewing the available information for the funding opportunity, when you are ready to apply, click the blue "Apply for Funding Opportunity" button towards the bottom center of the page.

Step 5: Answer Eligibility Quiz Questions.

Follow the on-screen prompts to answer the eligibility questionnaire to ensure your organization can apply for the associated Funding Opportunity.

If it's determined that your organization is not eligible based on the answer(s) you have provided, you will see a system message advising that your organization is not eligible. You may click the orange "Withdraw" button on the bottom right side of the page to remove the application from your portal "Attention Required" section.

Not Eligibile

Based on the answer you provided above, your organization is not eligible to receive funding through Grant-In-Aid. Section 5 of the annual Grants-In-Aid Act and the Grant-In-Aid website (https://gia.delaware.gov) contain a listing of qualifications an organization must have to be considered for a Grant-In-Aid appropriation.

- If you have made an error in your answer, it may be adjusted above.

Please click the **Withdraw** button to remove this application from your portal "Attention Required" section.

If it's determined that your organization is eligible based on the answer(s) you have provided, you will see a system message advising that your eligibility check is complete, and you may proceed by clicking the blue "Proceed" button at the bottom center of the page.

Eligibility Check Complete - Proceed

Please click the **Proceed** button to continue to the main application form.

- If you have made an error in any of your answers, they may be adjusted above.

Step 6: Begin the GIA Application.

You are now ready to begin working on your GIA application form. Follow the available on-screen instructions to begin. The top of your screen will show you which Funding Opportunity you are working on. Also included will be the status of your application, its unique application ID, available instructions (which can be collapsed by hitting the gray "Minus" button after reviewing), and the blue "View" button, which will allow you to preview your application at any time before submitting (after clicking the blue "Save Draft" button at the bottom center of the page).
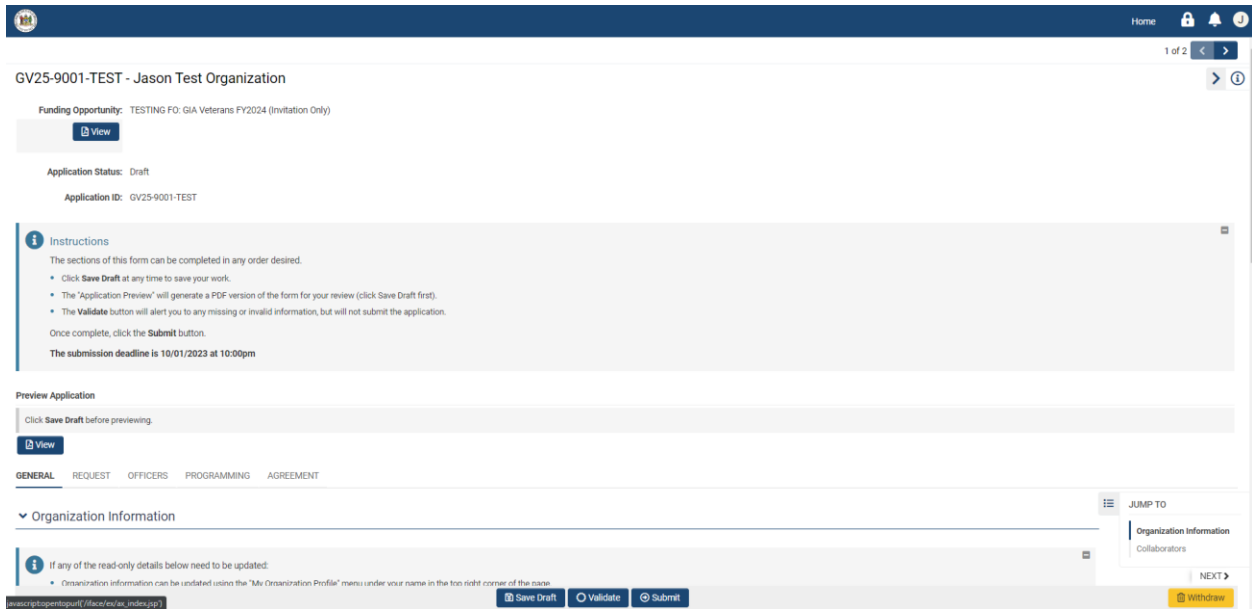
Below the Preview Application Section, you will see a tab bar indicating the different subsections of the form that you must complete.

Step 7: General Tab – Organization Information.

Many fields in this section should be autopopulated with information obtained during registration. If any read-only details need to be updated, the organization information can be updated using the "My Organization Profile" menu under the first initial of your name in the top right corner of the page. Primary Contact Information can be updated using the "My Profile" menu under the first initial of your name in the top right corner of the page.

Answer any remaining required fields contained in this section.

Step 8: General Tab – Collaborators.

The Grants Management System can provide multiple contacts with the ability to collaborate on an application, including editing and submitting. Follow the on-screen instructions to add additional contacts as a collaborator to the application.

IMPORTANT: If the contact cannot be found, you may need to create/invite them to the system. Only registered system users can be added as a collaborator. Click the blue "Save Draft" button to save your work, then access your organization profile from the menu under the first initial of your name in the top right corner of the page. Navigate to the "My Organization Profile" screen and click the "Contacts" tab on the left. Follow the on-screen instructions to invite other contacts within your organization to register.

When finished completing the information on the General tab, click "Request" to be navigated to the next screen.

Step 9: Request Tab.

On the Request tab, in the Request section, complete the required information in this section. This will include an amount requested to furnish services, an amount requested for operational expenses, and whether your organization is a first time applicant. Your organization can request funding for both services and operating expenses, or one or the other.

When finished completing the information on the Request tab, click "Officers" to be navigated to the next screen.

Step 10: Officers Tab.

On the Officers tab, in the Officers section, complete the required information in this section.

Click the blue "Add/Edit Directors and Officers" button to enter details of your organization's Commander, Vice Commander, Secretary, and Treasurer. Follow the on-screen instructions to complete the fields required on this screen. All fields are required except for email addresses.

When completed, click the blue "Save" button at the bottom center of the screen, followed by the gray "X" in the upper right corner to return to the main Application form.

Officers

> **ⓘ Instructions**
>
> Please add the details of your organization's Officers (Commander, Vice Commander, Secretary, and Treasurer).
>
> • Email Address is optional.
>
> When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

	First Name	Last Name	Phone	Email Address
Commander	John	Sample	1113334444	john.sample@org.org
Vice Commander	Mary	Sample	0002229999	mary.sample@org.org
Secretary	Jason	Sample	9992224444	jason.sample@org.org
Treasurer	George	Sample	2221110000	george.sample@org.org

Save

Directors and Officers

> **ⓘ Instructions**
>
> Please add the details of your organization's Directors and Officers.
>
> • Click the **+** plus button to add rows.
> • To delete a row, click the **X** remove button at the end of the row.
>
> A minimum of one Director and one Officer must be provided.
> When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Directors

First Name	Last Name	Phone	Email Address	Address Line 1	Address Line 2	City	State	Zip Code	
John	Sample	1112223333	john.sample@org.org	123 Organization Way	Suite 100	Dover	Delaware ▾	19901	✕ ↓ ↑

+

Officers

First Name	Last Name	Officer Title	Phone	Email Address	Address Line 1	Address Line 2	City	State	Zip Code	
Mary	Sample	CEO	2221114444	mary.sample@org.org	123 Organization Way	Suite 200	Dover	Delaware ▾	19901	✕ ↓ ↑

+

Save

Returning to the main application form should show the Officers inputted.

⌄ Officers

> Please click the **Add/Edit Officers** button and enter details of your organization's Officers.

👥 Add/Edit Directors and Officers

	First Name	Last Name	Phone	Email Address
Commander	John	Sample	1113334444	john.sample@org.org
Vice Commander	Mary	Sample	0002229999	mary.sample@org.org
Secretary	Jason	Sample	9992224444	jason.sample@org.org
Treasurer	George	Sample	2221110000	george.sample@org.org

When finished completing the information on the Officers tab, click "Programming" to be navigated to the next screen.

GENERAL   REQUEST   OFFICERS   **PROGRAMMING**   AGREEMENT

Step 11: Programming Tab.

On the Programming tab, in the Programming Questionnaire section, select all the options that apply to your organization.

∨ Programming Questionnaire

> Please select all options that apply to your organization

☐ Outreach Services to under/unrepresented veteran population groups in geographically diverse locations throughout Delaware to include: site visits, hospital visits and in-home visits.

☐ Interview, assess and advise veterans and their families in determining eligibility for Federal Title 38, United States Code benefits and entitlement.

☐ Prepare, present and prosecute all claims before the Federal Department of Veterans Affairs.

☐ Assess and advise on Medicaid and Medicare eligibility requirements.

☐ Assess and advise on availability and eligibility requirements for Federal and State nursing home care.

☐ Provide resources and referrals for transportation to Veteran Medical Facilities and other facilities serving the veteran population.

☐ Act as a liaison and advocate between the veteran and family to include: dealing with bill disputes, hospital care, Veterans Life insurance, burial awards, etc.

☐ Provide outreach and representation to homeless veterans.

☐ Other program offering type not indicated above.

If your organization offers a programming type not indicated in any options provided, select the last option, "Other program offering type not indicated above."

This will cause a required text box to appear, in 250 words or less, asking you to describe the other program offering.

☑ Other program offering type not indicated above.

* Please describe the other program offering

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250 words left

When finished completing the information on the Programming tab, click "Agreement" to be navigated to the next screen.

GENERAL   REQUEST   OFFICERS   PROGRAMMING   **AGREEMENT**

Step 12: Agreement Tab.

On the Agreement tab in the Veterans Organization Agreement section, please carefully read each of the statements contained in this section. If you agree, you must check the "I agree to all of the above." statement indicated.

❯ Veterans Organization Agreement

Directions

Please carefully READ EACH of the following statements.

I agree...

1. To submit funding requests on the forms provided at the times designated and participate in the allocations review process.
2. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.
3. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.
4. This agency does not, or does not intend to, use funding in a manner that is restricted as set forth in the Grant-in-Aid legislation (see Page 3 of the GIA Instructions).
5. This agency agrees to provide the Office of the Controller General with financial or programmatic information upon request.
6. This agency does not owe outstanding Unemployment Insurance Taxes or Workers Compensation Taxes to the Department of Labor and, if applicable, has not failed to pay its annual Corporation Franchise Tax to the Department of State.
7. This agreement has been read and approved at the meeting of the governing body of this agency OR reviewed and agreed upon by this agency's designated representative, such as the Service Officer or Commander, who is authorized to act on behalf of the agency and the governing body.

☐ I agree to all of the above. ⬅

After agreeing to the statements, you will see an Attached Files section (shown below). Here, you can drag and drop files in the box or click "browse files" to cause an Open box to appear to allow you to search for the file within your computer or network drives. These files can be any additional or supporting files you wish to attach to your application.

❯ Attached Files

📄 Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, BMP, GIF, PNG, TIF, TIFF

Step 13: Validate and Submit.

Once you have completed all the application fields, click the blue "Validate" button to check your application for completeness. If the system has identified incomplete areas of your application, the system will move your viewpoint to the top of your screen and identify areas of your application that still need to be addressed before you can submit. An example is shown below. You can click each separate line identified, and the system will automatically bring you to the applicable tab and identify the field that needs to be completed. Follow the on-screen instructions to complete the fields required.

You can click the blue "Validate" button unlimited times as you work through the required fields to see areas of your application that still need to be addressed.

❌ Submission Failed:

- Is all organization and contact information shown above correct? cannot be empty.
- Invalid numeric input of Amount requested to furnish services. If none, enter $0
- Invalid numeric input of Amount requested for operational expenses. If none, enter $0
- Are you a first time applicant? cannot be empty.
- Please describe the other program offering cannot be empty.
- Certification cannot be empty.
- Please enter a request amount on the Request tab. An amount must be requested to furnish services and/or operational expenses.

Once you have clicked the blue "Validate" button and received no system-identified errors, assuming you have finished your application, you are ready to click the blue "Submit" button. The system will ask you if you are sure that you want to submit.
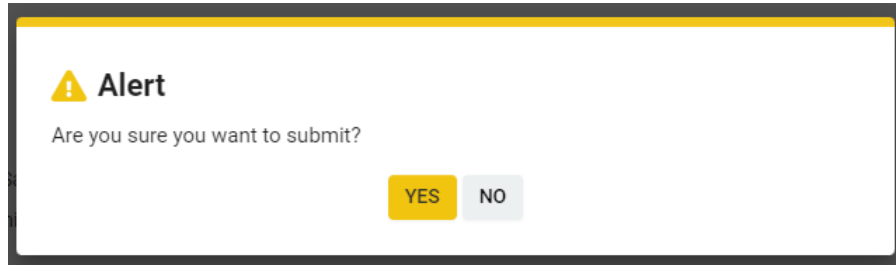

Clicking the orange "YES" button will submit your application. Once the application has been successfully submitted, the below screen will appear advising that your application has been received, and you will receive a system-generated email confirmation.
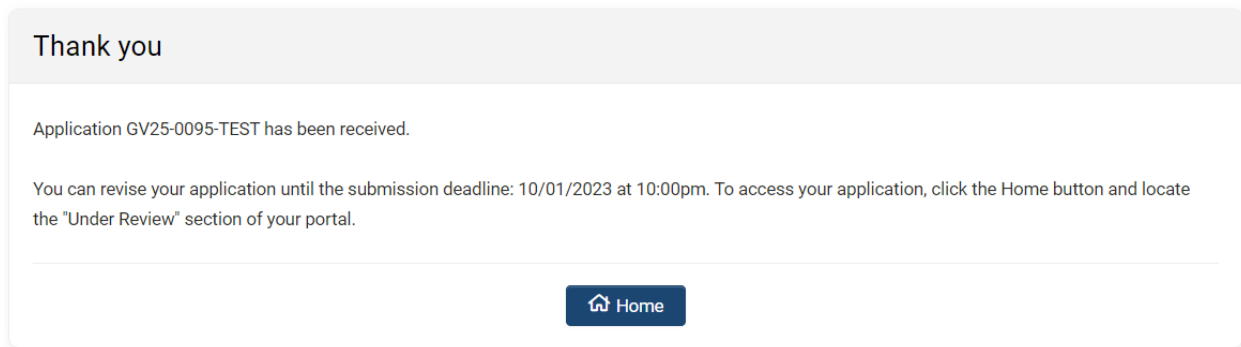
Clicking the blue "Home" button will bring you back to the home screen, where you can see other available funding opportunities, any additional applications in progress, or submitted applications under review.

Step 14: Log Out.
To log out of the system, open the menu under the first initial of your name in the top right corner of the page and click Log Out, or you may close the browser tab.
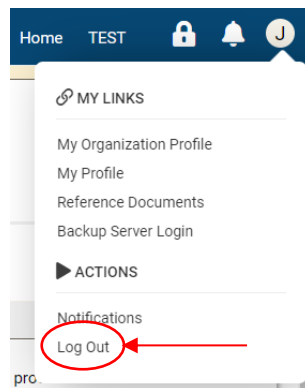
Prepared By:
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