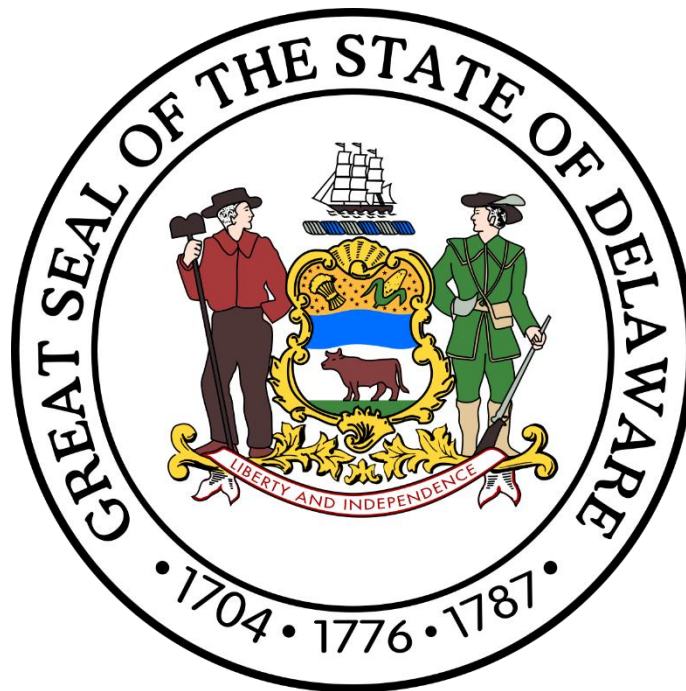


State of Delaware Grant-In-Aid Fiscal Year 2027

Senior Center Transportation Services Application Guide



Office of the Controller General
Delaware General Assembly
411 Legislative Avenue
Dover, Delaware 19901
(302) 744-4200
GIA_Support@Delaware.gov

Senior Center Transportation Services Grant-In-Aid (GIA) is an appropriation made by the General Assembly to Senior Centers that operate a transportation program and are physically located in Kent and Sussex counties only. 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, March 13, 2026, 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.
- d) To be considered for a GIA award, an agency must 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.*

- Due to the passage of [House Bill 208](#) of the 153rd General Assembly, the use of checks for payments to Grant-In-Aid awardees has been eliminated. **It is highly encouraged that all Grant-In-Aid recipients select ACH (Automated Clearing House), also known as direct deposit, as a payment option.** This will provide payment directly to the bank account provided through the eSupplier Portal with no associated fees for each payment transmitted. Additional information regarding the two payment options offered by the State of Delaware can be found at the [Division of Accounting website](#).

2. Important Application Tips

Below are items to keep in mind while completing the GIA application.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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
Senior Center Transportation Services	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. Current Year and Proposed Year

Fields in the Revenue and Expenses section of the application will reference “Current Year” and “Proposed Year.” These fields are intended to reflect either your Senior Centers' fiscal year or calendar year (depending on what your organization uses).

The State of Delaware’s annual fiscal year runs from July 1st to June 30th. The Fiscal Year 2027 GIA request from the State of Delaware is for July 1, 2026, through June 30, 2027.

Senior Centers using fiscal years should apply the following:

Current Year – FY 2026
Proposed Year – FY 2027

Senior Centers using calendar years should apply the following:

Current Year – 2025
Proposed Year – 2026

The OCG recognizes that these Current and Proposed Year figures may need to include projected or forecasted figures, as actual figures may not be available at the time. Essentially, the Senior Center may need to use its best effort in providing figures that it feels most accurately reflect and support the request in this application.

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.



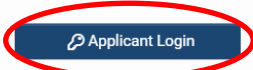
The screenshot shows the Delaware General Assembly website. The header includes the text "Delaware General Assembly" and a search bar with the placeholder "Enter Bill Number, Legislator, or Keyword". Below the header is a navigation menu with links: "BILLS & RESOLUTIONS", "DELAWARE LAWS", "COMMITTEES", "SENATE", "HOUSE", "OFFICES & SERVICES", "EVENTS & FACILITIES", and "MEETINGS & ARCHIVES". The main content area is titled "Grant In Aid – Grants Management System". It contains the following text: "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. To see if you qualify for GIA, [click here](#)." Below this, it says: "The Grants Management System requires a 'My.Delaware.gov' account for access." and "Existing or returning Grant-in-Aid applicants should use their My Delaware credentials to access the system." A red italicized note follows: "If you or your organization has never registered in the Grants Management System, you should review the My Delaware Grants Management System Registration Guide to prepare for the initial registration process." At the bottom of the section, there is a box containing the text: "To access the Grants Management System, click [here](#) or click on the graphic below:" and a graphic for the "CGO Grants Management System". The graphic features a blue silhouette of a building and the text "CGO Grants Management System" in blue.

Once you click the graphic on the GIA homepage, you will be 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.



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 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:



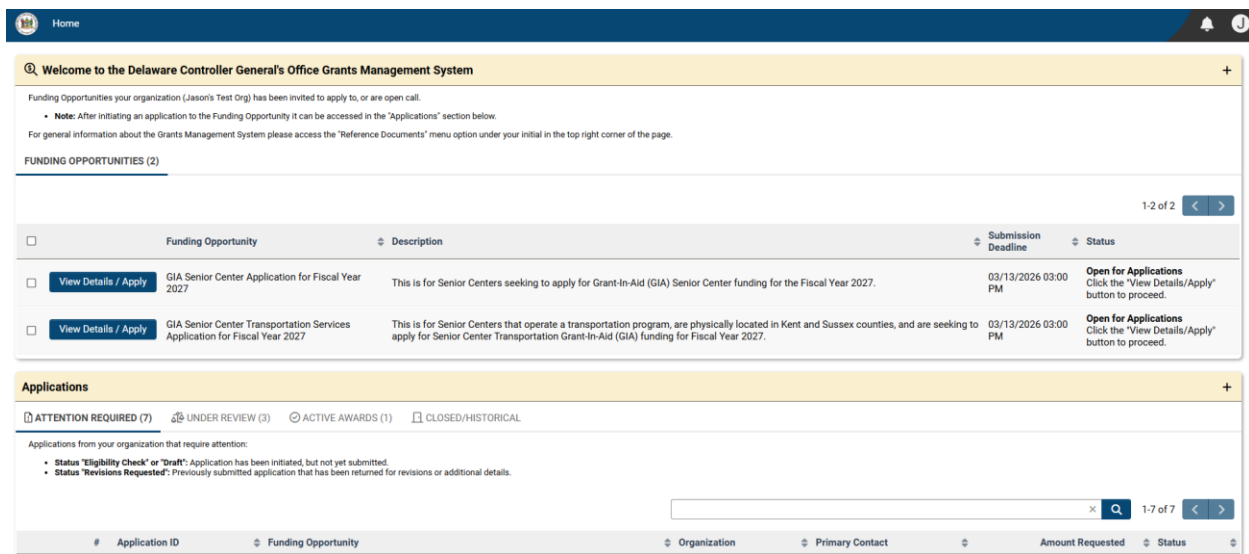
Step 3: Sign In to your My Delaware account.

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 Sign Up button. Further detailed instructions to complete a new registration of a My Delaware account are available in the My Delaware and Grants Management System Registration Guide on the [GIA website](#).

Once you sign in with your My Delaware credentials, you should be automatically signed into the Grants Management System Home screen.

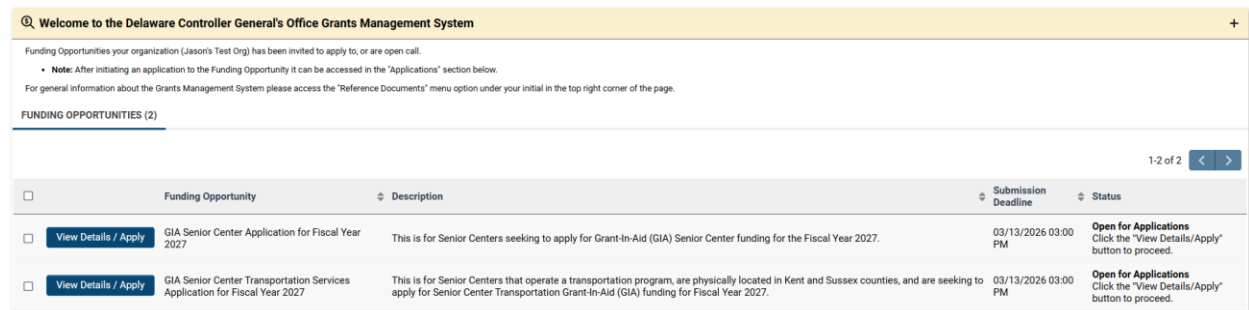


Shown above: An example of the Home screen.

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 Senior Center Transportation Services Application for Fiscal Year 2027.”

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](#).



Shown above: An example of a portion of the Home screen showing where a funding opportunity will be found.

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 Senior Center Transportation Services Application for Fiscal Year 2027

Program Details

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 community agencies and should not be construed as a sole source of funding.

This funding opportunity is for Senior Centers that operate a transportation program and are physically located in Kent and Sussex counties only.

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.
- 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 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 **Friday, March 13, 2026, at 3 p.m.**

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](#).


Shown above: An example of the Fiscal Year 2027 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 Eligible**

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.

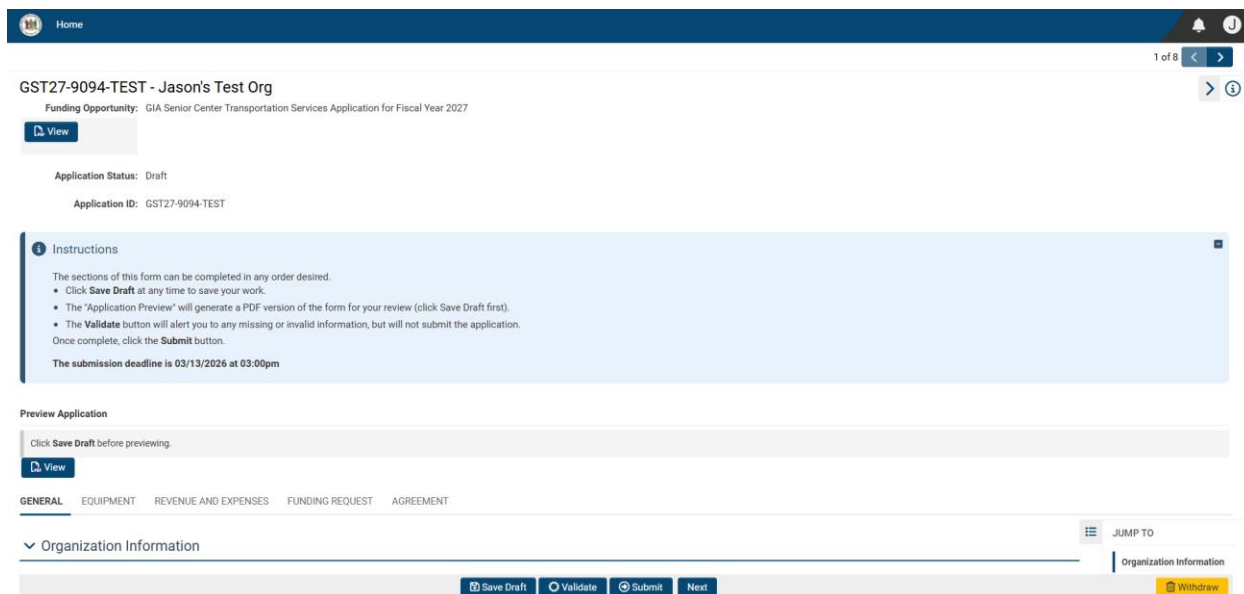
 **Eligibility Check Complete - Proceed**

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).

The screenshot shows the top portion of the GIA application form. At the top, there's a dark blue header with a 'Home' link and a user profile icon. Below the header, the page title is 'GST27-9094-TEST - Jason's Test Org'. The funding opportunity is listed as 'GIA Senior Center Transportation Services Application for Fiscal Year 2027'. There's a 'View' button with a magnifying glass icon. The application status is 'Draft' and the application ID is 'GST27-9094-TEST'. A large light blue box contains instructions: 'The sections of this form can be completed in any order desired.' followed by three bullet points: '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).', and '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 '03/13/2026 at 03:00pm'. Below the instructions is a 'Preview Application' section with a 'View' button. At the bottom, there's a tab bar with 'GENERAL', 'EQUIPMENT', 'REVENUE AND EXPENSES', 'FUNDING REQUEST', and 'AGREEMENT'. The 'GENERAL' tab is selected, showing 'Organization Information'. At the very bottom, there are buttons for 'Save Draft', 'Validate', 'Submit', 'Next', and 'Withdraw'.

Below the Preview Application Section, you will see a tab bar indicating the different subsections of the form that you must complete.

GENERAL EQUIPMENT REVENUE AND EXPENSES FUNDING REQUEST AGREEMENT

Step 7: General Tab – Organization Information.

Many fields in this section should be auto-populated 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 if you need to add your Title or Phone.

You will also be prompted to answer the question:

*** Is the Primary Contact** ☐ Yes ☐ No
the Senior Center
Director?:

Based upon the response:

- If responding **Yes**, then continue to complete any remaining required fields or questions contained in this section.
- If responding **No**, the system will ask you to provide the name of the Senior Center Director and the email address.

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 or invited system users can be added as collaborators. 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 “Equipment” to navigate to the next screen.

GENERAL **EQUIPMENT** REVENUE AND EXPENSES FUNDING REQUEST AGREEMENT

Step 9: Equipment Tab – Transportation Equipment Information.

On the Equipment tab, in the Transportation Equipment Information section, add the details for each vehicle your Senior Center uses to provide transportation services to homebound senior clients. At least one vehicle is required. Add only vehicles that provide transportation services for homebound senior clients. If your Senior Center has multiple transportation vehicles, each must be entered separately.

▼ Transportation Equipment Information

Instructions

Please use this section to add details for each vehicle your Senior Center uses to provide transportation services for homebound senior clients.

- To add a vehicle click the + plus button below.
- At least one vehicle is required.
- Only add vehicles that provide transportation services for homebound senior clients.
- If your Senior Center has multiple transportation vehicles, each must be entered separately.

Note: You may need to click "Save Draft" button to refresh the equipment table below.

+

0 of 0

< >

#	Vehicle Description	Vehicle Identification Number (VIN):	Equipment Details
No Results Found			

Click the blue “+” button to begin to enter details of your Senior Center’s vehicle. Follow the on-screen instructions to complete the fields required on this screen.

IMPORTANT (continued on next page):

Once you start entering fields on this screen, you will need to complete all fields and attach supporting documentation for the system to successfully save this information. Otherwise, you may have to come back and re-enter the details if you are unable to complete this page of the form in one sitting.

Required fields of things you will need to know:

1. Year/Manufacturer/Model of the Vehicle
2. Vehicle Identification Number (VIN)
3. If applicable, the month and year the vehicle was obtained through Delaware Transit Corporation's administration of the Federal Transit Administration Section 5310 Program
4. Current Vehicle Mileage
5. Number of miles driven in the previous calendar year (a reasonable estimate is acceptable)
6. Days the vehicle is typically in service
7. Selection of the Annual Service Frequency in the Previous and Current Year
8. Estimated Daily Ridership of the Vehicle in the current calendar year
9. Supporting Documents for the Vehicles, including transportation routes, vehicle registration, insurance certificates, driver's licenses of certified drivers, etc.

Activity

Actions

1 of 1

Instructions: Equipment Entry

Please complete all details below.

When complete click the **Validate** button. Then click the **X** in the upper right corner to return to the main application.

- The **Delete Equipment** button can be used if this Equipment was created in error or is not required.

EQUIPMENT

Equipment

JUMP TO

Equipment

* Transportation Vehicle Description (Year/Manufacturer/Model)

For example: 2022 Ford E450

2024 Ford E450

26 characters left

* Vehicle Identification Number (VIN):

12345678909876543

0 characters left

* Was this vehicle obtained through the Delaware Transit Corporation's administration of the Federal Transit Administration Section 5310 Program?

☒ Yes ☐ No

Validate

Delete Equipment

When completed, click the blue “Validate” button at the bottom center of the screen, followed by the gray “X” in the upper right corner to return to the Equipment tab on the main application form.

The yellow “Delete Equipment” button can be used if this equipment entry was created in error or is no longer required.

Returning to the main application form should show the Transportation Equipment Information you just completed.

If you need to add additional transportation vehicles, click the blue “+” button to add vehicle details. Be sure to review the vehicle information on page 12 of this application guide, so you have it available as you complete the details.

Click **Save Draft** before previewing.

View

GENERAL **EQUIPMENT** REVENUE AND EXPENSES FUNDING REQUEST AGREEMENT

▼ Transportation Equipment Information

Instructions

Please use this section to add details for each vehicle your Senior Center uses to provide transportation services for homebound senior clients.

- To add a vehicle click the **+** plus button below.
- At least one vehicle is required.
- Only add vehicles that provide transportation services for homebound senior clients.
- If your Senior Center has multiple transportation vehicles, each must be entered separately.

Note: You may need to click "Save Draft" button to refresh the equipment table below.

+ 1-1 of 1 < >

#	Vehicle Description	Vehicle Identification Number (VIN):	Equipment Details
Open 1	2024 Ford E450	12345678909876543	Complete

Save Draft **Validate** **Submit** **Back** **Next** **Withdraw**

When finished entering your transportation vehicle(s) information on the Equipment tab, click “Revenue and Expenses” to navigate to the next screen.

GENERAL **EQUIPMENT** **REVENUE AND EXPENSES** FUNDING REQUEST AGREEMENT

Step 10: Revenue and Expenses Tab – Transportation Program Revenue.

On the Revenue and Expenses tab, in the Transportation Program Revenue section, complete the required information in this section. Click the blue “Add/Edit Revenue” button to enter your Senior Center’s revenue details for your transportation program.

▼ Transportation Program Revenue

Please click the **Add/Edit Revenue** button and enter the revenue details for your transportation program

Add/Edit Revenue

Revenue

Follow the on-screen instructions to enter the Current Year and Proposed Year fields of your Senior Center’s total revenue for its Transportation Program.

These figures should include any estimated annual or per-trip fees assessed specifically to senior center members for participation in the transportation program.

Enter \$0 if there is no revenue for the Current Year and/or Proposed Year.

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. The application will update with the figures you have entered in the Revenue screen.

Instructions

Please add the details of your Senior Center's total revenue for its Transportation Program for the current and proposed fiscal years.

- These figures should include any estimated annual or per-trip fees assessed specifically to senior center members for participation in the transportation program.
- Enter \$0 if there is no revenue for the Current Year and/or Proposed Year.

When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Revenue

Revenue	Current Year	Proposed Year
Client Transportation Income	<input type="text"/>	<input type="text"/>

Save

Step 11: Revenue and Expenses Tab – Transportation Program Expenses.

Please click the **Add/Edit Expenses** button and enter the expense details for your transportation program

Add/Edit Expenses

Expenses

?

Other Expenses

?

Total Expenses

Special Notes

Expenses should only be for vehicles that provide transportation services for homebound senior clients.

Enter \$0 if there are no expenses for a given category for the Current Year and/or Proposed Year.

For guidance on what figures your Senior Center should be using in the Current Year and Proposed Year fields, please see page 5 of this application guide for clarification.

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. The application will update with the figures you have entered in the Expenses screen.

When you have finished completing the information on the Revenue and Expenses tab, click “Funding Request” to navigate to the next screen.

GENERAL EQUIPMENT REVENUE AND EXPENSES **FUNDING REQUEST** AGREEMENT

Step 12: Funding Request Tab.

On the Funding Request tab, in the Funding Request section, enter the amount requested to operate your Senior Center’s Transportation Program.

Please note that the system will not allow you to enter a number higher than the “Total Expenses for the Proposed Year” as shown on the Revenue and Expenses tab.

The screenshot shows the 'Funding Request' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Funding Request' with a sub-header '* Amount Requested to Operate the Transportation Program:'. A text input field is present, with a warning message below it: 'Cannot exceed the "Total Expenses for the Proposed Year" as shown on the Revenue and Expenses tab.' At the bottom of the screen, there is a row of buttons: 'Save Draft', 'Validate', 'Submit', 'Back', 'Next', and a yellow 'Withdraw' button on the far right.

When completed, click the blue “Save Draft” button at the bottom center of the screen.

When finished completing the information on the Funding Request tab, click “Agreement” to navigate to the next screen.

GENERAL EQUIPMENT REVENUE AND EXPENSES FUNDING REQUEST **AGREEMENT**

Step 13: Agreement Tab.

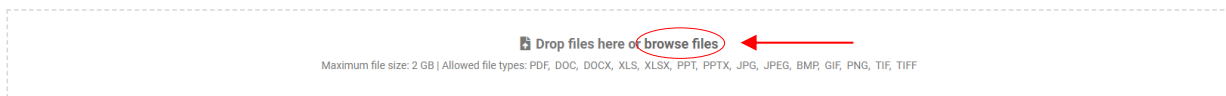
On the Agreement Tab, continue scrolling until you get to the Senior Center Transportation Agreement section. Please carefully reach each of the statements contained in this section. If you agree, you must check the “I agree to all of the above.” statement indicated.

The screenshot shows the 'Senior Center Transportation Program Agreement' section. It begins with a 'Directions' header and a note: 'Please carefully READ EACH of the following statements.' Below this is a list of eight numbered statements regarding funding requests, transportation services, and organizational compliance. At the bottom of the list, there is a checkbox followed by the text 'I agree to all of the above.' A red circle and an arrow point to this checkbox.

☐ I agree to all of the above.

After agreeing to the statements, continue scrolling until you 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, allowing you to search for the file within your computer or network drives. These files can be any additional or supporting files, including any supporting financial documentation, that you wish to attach to your application. This is not required.

▼ Attached Files



Step 14: Validate and Submit.

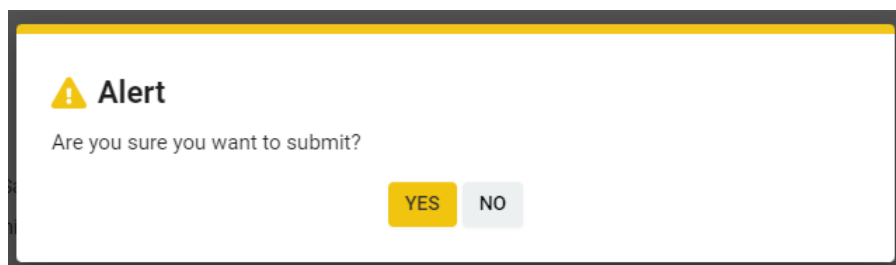
Once you have completed all the application fields, click the blue “Validate” button to check your application for completeness. If the system has identified incomplete areas of your application, the system will move your viewpoint to the top of your screen and identify areas of your application that 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 Operate the Transportation Program:
- Certification cannot be empty.
- Please click the "Add/Edit Expenses" button on the Revenue and Expenses tab and enter the expense details for your transportation program.

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.

Thank you

Application GST27-9094-TEST has been received.

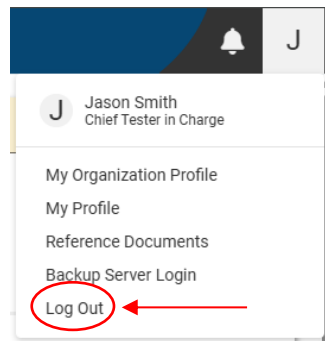
You can revise your application until the submission deadline: 03/13/2026 at 03:00pm. To access your application, click the Home button and locate the "Under Review" section of your portal.

 Home

The system 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 15: 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.



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