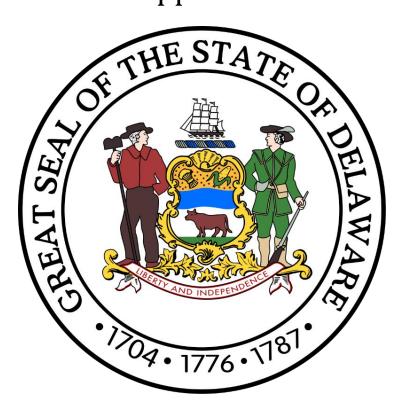
State of Delaware Grant-In-Aid Fiscal Year 2027 General Application Guide





Office of the Controller General Delaware General Assembly 411 Legislative Avenue Dover, Delaware 19901 (302) 744-4200 GIA_Support@Delaware.gov 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 Friday, December 5, 2025, at 3:00 p.m.
- b) All applications must be submitted through the <u>Grants Management System</u>. 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 <u>eSupplier Portal</u>. 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 <u>House Bill 208</u> 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.

- a) Less is more! Be concise, specific, and straightforward as possible when writing program information. Certain fields throughout the application will have predefined word limitations. Avoid having program descriptions longer than a paragraph (5 or 6 sentences) and copying and pasting text from websites, handouts, or other materials in the program information fields.
- b) 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.
- d) 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.
- - A red X (②) 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.

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

3. Controller General Analyst Contact Information

Please contact the appropriate analyst with any questions you may have while completing your application. If your organization has previously received GIA funding and are unsure of what category your organization falls under, you can determine this by reviewing the most recent GIA Act, <u>House Bill</u> 230.

Office of the Controller General – (302) 744-4200 Grant-In-Aid Coordinator – Jason R. Smith			
GIA Category	Analyst	Email	
Aging/Senior Centers/Fire Companies/Veterans	Jason R. Smith	<u>Jason.R.Smith@Delaware.gov</u>	
Arts, Historical, or Recreation	Robert Scoglietti	Robert.Scoglietti@Delaware.gov	
Economic, Housing, or Labor Services	Victoria Brennan	Victoria.Brennan@Delaware.gov	
Family and Youth Services	Vacant	Contact the Grant-In-Aid Coordinator	
Health or Disability Services	Kiley Thomson	Kiley.Thomson@Delaware.gov	
Neighborhood and Community Services	Julie Fedele	Julie.Fedele@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 2027 GIA request from the State of Delaware is for July 1, 2026, through June 30, 2027.

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 <u>fiscal</u> years should apply the following:

Prior Year - FY 2025 Current Year - FY 2026 Proposed Year - FY 2027

Agencies using <u>calendar</u> years should apply the following:

Prior Year - 2024 Current Year - 2025 Proposed Year - 2026

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 <u>must</u> complete the steps outlined in that guide before beginning here. Please visit the <u>Grant-In-Aid (GIA)</u> <u>website</u> 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.

Step 3: Sign In to your My Delaware account.

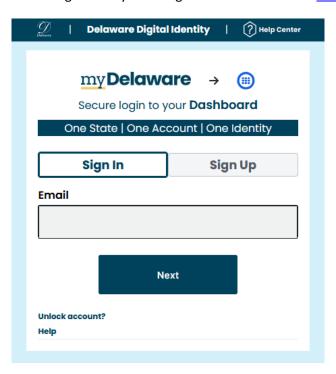
Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen.

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

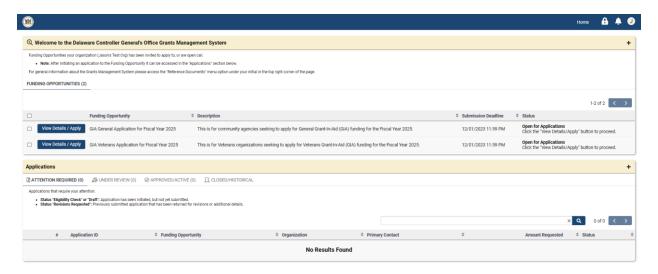
If you do not have an existing My Delaware account, you can create one by clicking the Sign Up button. Further detailed instructions to complete a new registration of a My Delaware account are available in the My Delaware and Grants Management System Registration Guide on the <u>GIA website</u>.

Q+ Applicant Registration

Reference Documents



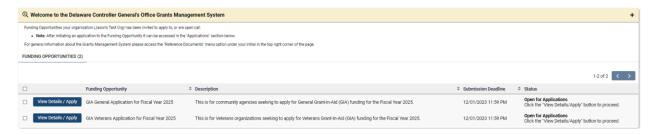
Once you sign in with your My Delaware credentials, you should be automatically signed into the Grants Management System Home screen.



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 General Applications 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 <u>GIA website</u>.



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 General Application for Fiscal Year 2025 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 supplem community agencies and should not be construed as a sole source of funding.	ental funding to
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-printf (or under the unthrellia of a parent organization which is also an incorporated non-printf and operating for two years before applying for GIA. Have before that clearly state the purpose of the agency and include a deficition of officies 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 undisplicated by other state-supported agencies and satisfy unnet 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 orline application no later than Poecember 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 halidings. The payment of any part of an elected officialis salary or benefits. A political campaign or for partisan political purposes. The himper of hobbytists or ether lobbyting services. A citylities, programs, or services that benefit individuals that do not reside in Delaware. For additional information, visit the SIA 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.

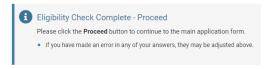
Step 5: Answer Eligibility Quiz Questions.

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.

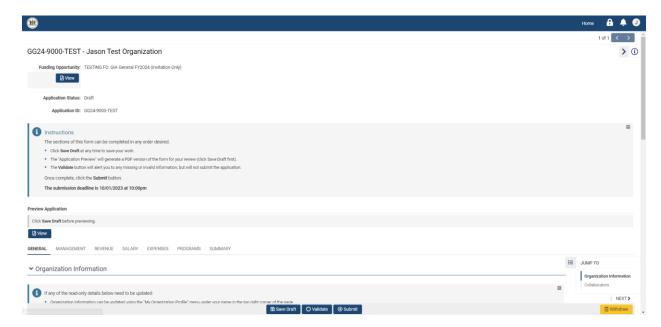


If it's determined that your organization is eligible based on the answer(s) you have provided, you will see a system message advising that your eligibility check is complete, and you may proceed by clicking the blue "Proceed" button at the bottom center of the page.



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.

GENERAL MANAGEMENT REVENUE SALARY EXPENSES PROGRAMS SUMMARY

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.

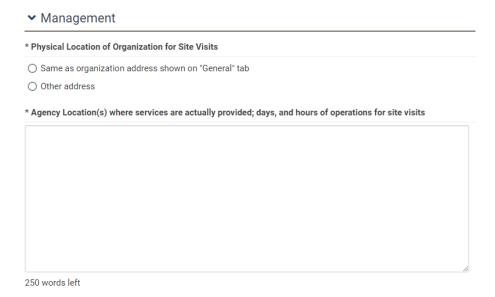
IMPORTANT: If the contact cannot be found, you may need to create/invite them to the system. Only registered system users can be added as a collaborator. Click the blue "Save Draft" button to save your work, then access your organization profile from the menu under the first initial of your name in the 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 "Management" to be navigated to the next screen.

GENERAL **MANAGEMENT** REVENUE SALARY EXPENSES PROGRAMS SUMMARY

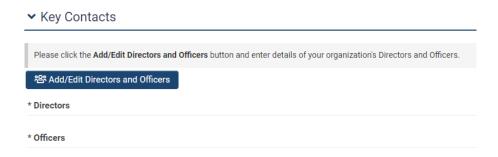
Step 9: Management Tab - Management.

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



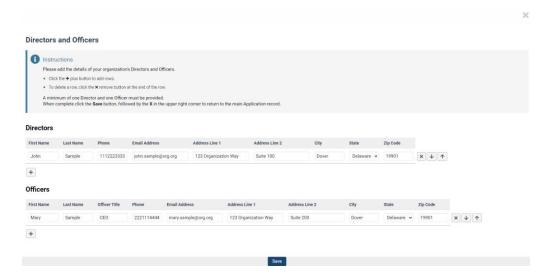
Step 10: Management Tab - Key Contacts.

On the Management tab, in the Key Contacts section, complete the required information in this section.



Click the blue "Add/Edit Directors and Officers" button to enter details of your organization's Directors and Officers. Follow the on-screen instructions to complete the fields required on this screen.

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.



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



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

GENERAL MANAGEMENT **REVENUE** SALARY EXPENSES PROGRAMS SUMMARY

Step 11: Revenue Tab.

On the Revenue tab, in the Revenue section, complete the required information in this section. You must include all sources of revenue for the entire organization for the previous, current, and proposed (estimated) years. Failure to provide all sources of revenue may result in a forfeiture or reduction in the GIA Award.

The categories are by sources of revenue as follows:

Revenue Category

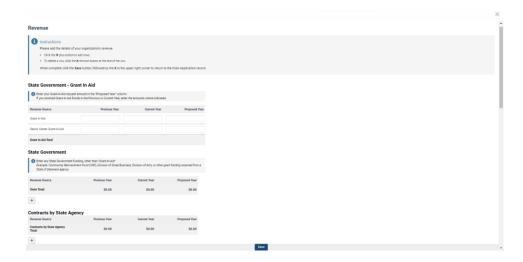
Examples or Explanation:

. Chata Carramant Crant In Aid	Specific to provious surrent and proposed (actimated)	
State Government – Grant In Aid	Specific to previous, current, and proposed (estimated)	
	annual amounts for applicable Grant In Aid.	
 State Government 	Examples could include grants from the Community	
	Reinvestment Fund (CRF), the Division of Small	
	Business, the Division of Arts, or other grant funding	
	from a State of Delaware agency.	
 Contracts by State Agency 	Any existing or proposed contracts with a State of	
	Delaware agency.	
Settlement Agreements	Specific to previous, current, and proposed (estimated)	
	annual amounts for the Tobacco Master and/or	
	Prescription Opioid Settlements.	
Federal Government	Medicare, Medicaid, or other non-grant funding	
	received from a federal government agency.	
Block Grants and Pass Thru Grants	Sums of money earmarked for a specific program or	
	project awarded by the federal government or private	
	organizations.	
Non-State Government Grants	Funding is provided by county, municipality, or state	
	governments other than Delaware.	
• Investments	Variety of investment types of revenue, including	
	dividends and interest, sale of assets, etc.	
Other Sources of Revenue	Variety of other types of revenue not applicable within	
	the categories defined above. This could include selling	
	materials, dues, contributions/donations, etc.	

Click the blue "Add/Edit Revenue" button to enter your organization's revenue details. Follow the onscreen instructions to complete the fields required on this screen. Be sure to continue scrolling to input all sources of revenue within the applicable sections.

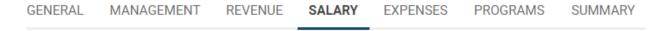
IMPORTANT: The Grant In Aid request for the Proposed Year (i.e., Amount Requested) must be provided and will ultimately need to match what you request in your Programs tab.

The system will automatically total the various sections to generate the Total Revenue figures at the bottom of the screen. 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.



Returning to the main application form should then show the inputted Revenue.

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



Step 12: Salary Tab.

On the Salary tab, in the Positions and Salary Info section, complete the required information in this section. Once you answer this question:



Based upon the response, the system will generate a blue "Add/Edit Salary Information" button for you to click to enter your organization's salary expense details for the previous, current, and proposed (estimated) years.

- If responding **Yes** to positions earning greater than the \$75,000 threshold, you must list all positions filled by your agency with salaries greater than \$75,000 (not including employee benefits).
- If responding **No** to positions earning greater than the \$75,000 threshold, you must provide the total salary costs expended for the previous, current, and proposed (estimated) years.

Either response will require you to enter the total number of full-time and casual/seasonal (part-time) employees for the previous, current, and proposed (estimated) years.

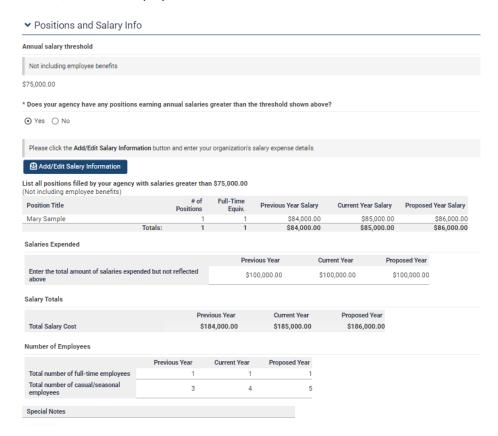
Follow the on-screen instructions to complete the fields required on the applicable screen.

All fields must have an entry, even if it is zero (0) or not applicable to your agency.

The totals will auto-populate to the Salaries line in the Expenses tab.

The system will automatically total up the various lines to calculate the total amount of salaries expended. 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.

An example of a completed Positions and Salary Info screen with a position over the \$75,000 threshold and additional casual/seasonal employee salaries is shown below:



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

GENERAL MANAGEMENT REVENUE SALARY EXPENSES PROGRAMS SUMMARY

Step 13: Expenses Tab.

On the Expenses tab, in the Expenses section, complete the required information in this section. You must include all expenses (expenditures/disbursements) by your agency for the previous, current, and proposed (estimated) years.

The categories of expenses are as follows:

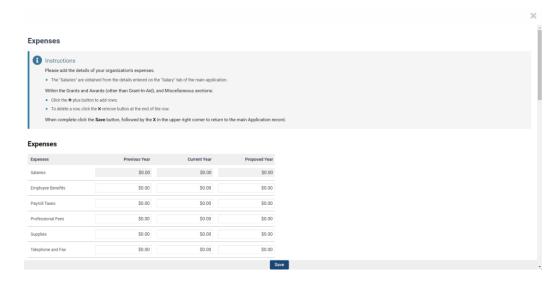
Ex	pense	<u>e Cat</u>	egory

Examples or Explanation:

• Expenses	Specific lines for previous, current, and proposed (estimated) year amounts for general operating expenses. Lines are fillable starting with the Employee Benefits, Payroll Taxes, etc.
	Salaries line is auto-populated from information provided in the Salary tab.
Grants and Awards (other than	Examples could include grants awarded to the agency
Grant-In-Aid)	with an allowable percentage for administrative or
·	overhead expenses.
Other Expenses	Variety of other types of expenses not applicable within
•	other categories or lines defined above.
Non-Expense Disbursements	Examples could be disbursements for equipment
·	(capital), vehicles, other salaries not reflected above),
	investment-related expenses, depreciation, capital
	building improvements, etc.

Click the blue "Add/Edit Expenses" button to enter your organization's expenses/disbursements details. Follow the on-screen instructions to complete the fields required on this screen. Be sure to continue scrolling to input all sources of expenses within the applicable sections.

The system will automatically total the various sections to generate the Total Expenses figures at the bottom of the screen. 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.



Returning to the main application form should show the inputted Expenses/Disbursements.

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

GENERAL MANAGEMENT REVENUE SALARY EXPENSES PROGRAMS SUMMARY

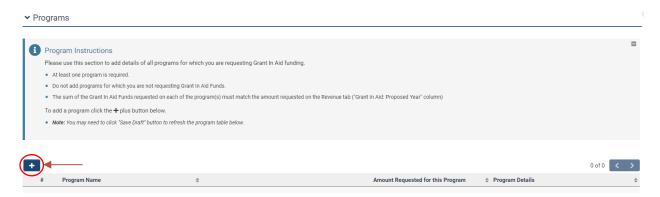
Step 14: Programs Tab.

On the Programs tab, you will use this section to add details of all programs for which your agency is requesting GIA funding.

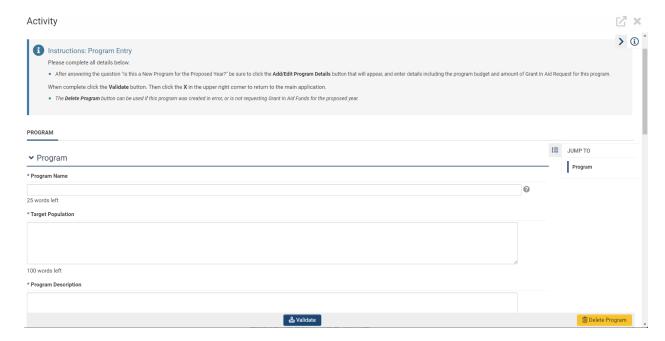
IMPORTANT:

- You will be required to provide at least one program.
- Do **not** add programs for which you are not requesting GIA funds.
- The sum of the GIA funds requested on each program(s) must match the amount requested on the **Revenue** tab in the Grant In Aid: Proposed Year column.

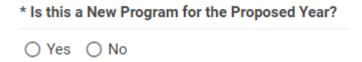
Click the + button to enter program(s) details in the Program screen for which your agency requests GIA funding.



Follow the on-screen instructions to complete the fields required on this screen. Continue scrolling to input all the necessary program(s) fields. Please note that there will be word limitations throughout this form.



Once you answer this question:



Based on the response, the system will generate a blue "Add/Edit Program Details" button to click to enter your organization's Program Details.

- If you respond **Yes** to this being a new program for the proposed year, you must enter your organization's Program Details for the proposed (estimated) years.
- If responding No to this being a new program for the proposed year, you must enter your organization's Program Details for the previous, current, and proposed (estimated) years.

The fields contained in the Program Activity screen are as follows:

Program Activity Screen

Examples or Explanation:

Program Name	The name of your specific program. Limited to 25	
	words.	
Target Population	Describe who the service is targeting. This could include	
	age ranges, demographic information, and geographic	
	location of clients. Limited to 100 words.	
 Program Description 	Describe the activities associated with the program.	
	Limited to 300 words.	
Similar Community Agencies	Describe other community agencies that are providing	
	similar services. Limited to 50 words.	
Program Objective Measure	Describe how you measure the success of your	
	program. Limited to 100 words.	

Program Objective Progress	Describe what progress has been made in the past year to achieve the program's objectives. Limited to 100 words.
Variance in Service Measure or	Describe any variance in service measure or people
People Served	served. Put N/A if not applicable. Limited to 100 words.
 Circumstances of Deficit/Surplus 	Describe any circumstances surrounding how your
of Funds	organization arrived at a deficit or surplus of funds. Put
	N/A if not applicable. Limited to 100 words.
 Additional Funding Justification 	Describe any additional funding requested for this
	program. Put N/A if not applicable. Limited to 250
	words.
How GIA Funds are Expended for	Describe how Grant In Aid funds are expended for this
this Program	program. This box will only appear if this is not a new
_	program for the proposed year. Limited to 250 words.

The fields contained in the Program Details screen are as follows:

Program Activity Screen

Examples or Explanation:

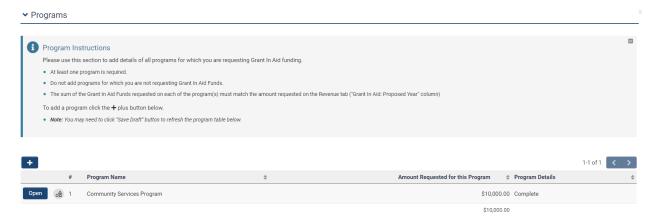
Number of People Served	Enter a numerical value of the number of people	
,	served. The proposed year figure can be a reasonable	
	estimate.	
Service Measure	The service measure is the metric that your agency uses	
	to track services or determine the success of a program	
	offering over time. Examples of service measure could	
	include the number of hours, number of phone calls,	
	tours provided, class completions, etc.	
Amount of Service	The amount of service would be the total number of	
	the service measure identified.	
Program Revenue	The amount of revenue specific to this program.	
 Program Disbursements 	The amount of expenditures (expenses) specific to this	
	program.	
 Surplus/Deficit 	This field will be calculated based on the Program	
	Revenue and Program Disbursements inputs.	
 Amount of Grant In Aid Request 	The amount your agency is requesting for Grant In Aid.	
for this Program	The sum of the GIA funds requested on each	
	program(s) must match the amount requested on the	
	Revenue tab in the Grant In Aid: Proposed Year	
	column.	

When completed with the Program Details, 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 system will automatically include the Program Details in the Program Activity screen.

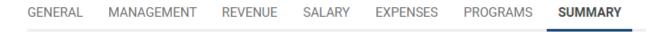
When completed with the Program Activity fields, click the blue "Validate" button at the bottom center of the screen. The system will highlight any fields that need to be addressed. If no issues are identified after clicking the blue "Validate" button, you may click the gray "X" in the upper right corner to return to the Programs tab.

Your completed Program and the amount requested will now appear in the Programs tab. You may continue to add additional Program requests until you are finished or edit previously submitted programs by clicking on the blue "Open" button.

An example completed Programs screen with a single program request for \$10,000 is shown below:



When finished entering program information on the Programs tab, click "Summary" to be navigated to the next screen.



Step 15: Summary tab.

On the Summary tab, in the Financial Summary section, if your organization had a Carry Over balance of Grant In Aid funds in the previous year, you will click the blue "Add Previous Year Carry Over" button to enter the amount.

Follow the on-screen instructions to complete the fields required on this screen. All other values come from the Revenue and Expenses tabs of the main application form. If your organization has a Carry Over balance of GIA funds, enter it in the Previous Year Carry Over field below. You may enter a zero (0) if there is no Carry Over balance.

Financial Summary



Instructions

If there is a Carry Over for the Previous Year, please enter the value below.

· All other values come from the Revenue and Expenses tabs of the main application form.

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

	Previous Year	Current Year	Proposed Year
Total Revenue	\$5,000.00	\$10,000.00	\$15,000.00
Total Disbursements	\$2,000.00	\$3,000.00	\$4,000.00
Operation Surplus/Deficit	\$3,000.00	\$7,000.00	\$11,000.00
Carry Over		\$3,000.00	\$10,000.00
Net Surplus / Deficit	\$3,000.00	\$10,000.00	\$21,000.00

When completed with the Financial Summary, 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 Summary tab. The system will automatically update the numbers in the Financial Summary to reflect what has been entered.

Continue scrolling until you get to the Letter of Board Approval 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.

Directions	
Please carefully READ EACH of	if the following statements.
I agree	
1. To submit funding reque	ests on the forms provided at the times designated and participate in the allocations review process.
within the past three (3)	ent copy of your agency's audit OR a review or compilation of financial statements completed by either a Certified Public Accountant or a Public Accountant years. If the agency cannot comply, it must provide a statement of the circumstances surrounding the reason and should submit supporting financial fit and loss statements, relevant budget materials, IRS Form 990s, or bank statements).
3. 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.
4. To submit accurate info	rmation with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.
	criteria established and uses, or intends to use, any Grant-in-Aid appropriated by the General Assembly in accordance with its application and does not, or does ig in a manner that is restricted as set forth in the Grant-in-Aid legislation (see Page 3 of the GIA Instructions).
6. This agency agrees to p	rovide the Office of the Controller General with financial or programmatic information upon request.
	we outstanding Unemployment Insurance Taxes or Workers Compensation Taxes to the Department of Labor and, if applicable, has not failed to pay its annual ax to the Department of State.
	n 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 Executive Officer, or Chief Financial Officer, who is authorized to act on behalf of the agency and the governing body.

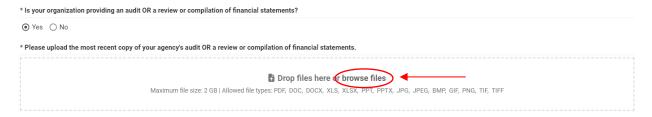
After agreeing to the statements, continue scrolling until you see the question asking:

* Is your organization providing an audit OR a review or compilation of financial statements?

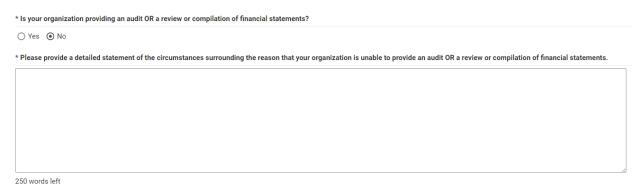
O Yes O No

Based on the response, the system will cause either a file upload box or a text box to appear.

• If you respond **Yes** to providing an audit OR a review or compilation of financial statements, a file upload box will appear asking you to upload the most recent copy of your agency's audit OR a review or compilation of financial statements. 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. The system will require you to provide an attachment to submit your application.



If you respond No to providing an audit OR a review or compilation of financial statements, a
text box with a 250-word limit will appear requiring you to provide a statement explaining why
your organization cannot provide an audit.



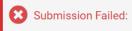
Below either the file upload box or the required text box, you will see an Attached Files section (shown below). Here, you can drag and drop files in the box or click "browse files" to cause an Open box to appear, allowing you to search for the file within your computer or network drives. These files can be any additional or supporting files, including any supporting financial documentation, that you wish to attach to your application.



Step 16: 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.

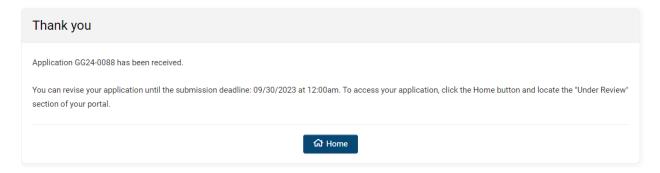


- Is all organization and contact information shown above correct? cannot be empty.
- · Are you a first time applicant? cannot be empty.
- · Physical Location of Organization for Site Visits cannot be empty.
- . Agency Location(s) where services are actually provided; days, and hours of operations for site visits cannot be empty.
- Please provide a detailed statement of the circumstances surrounding the reason that your organization is unable to provide an audit cannot be empty.
- Please click the "Add/Edit Salary Information" button on the Salary tab and enter your organization's salary expense details.
- Please complete all details on Program "--Program Name Not Set--" and click the "Validate" button.

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.



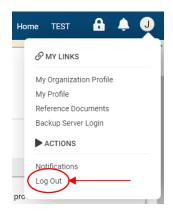
Clicking the orange "YES" button will submit your application. Once it has been successfully submitted, the screen below will appear advising that it has been received, and you will receive a system-generated email confirmation.



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 17: 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:

Office of the Controller General
Delaware General Assembly

411 Legislative Avenue
Dover, Delaware 19901
(302) 744-4200
GIA_Support@Delaware.gov

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