



This user guide is for existing organization-registered contacts who wish to invite other users within their organization to be able to register and have access to the Delaware Controller General's Office (CGO) Grants Management System.

**Step 1: Navigate to the Grants Management System landing page at** <u>https://legisgrants.smartsimple.com</u>. The Grants Management System requires a "My.Delaware.gov" account for access. To log in, click the blue "Applicant Login" button.

| *   |   |
|---|---|
|   |   |
| Applicant: Existing User  | Applicant: New Registration   |
| you have previously registered for this system, please login using your | The General Assembly provides two grant funding opportunities each fiscal         |
| y.Delaware.gov login credentials:                                       | year: Grant-In-Aid (GIA) and the Community Reinvestment Fund (CRF). GIA           |
| () Applicant Login  | funding is for eligible non-profit organizations that provide activities, program |
| C Applicant Login   | 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      |
| GO Staff  | can be used to support community redevelopment, revitalization, and               |
| alaware Controller General's Office staff login only                    | investment capital projects within Delaware communities. If you are acting of     |
| saware controller denerals office start logit only.                     | behalf of an eligible organization seeking to submit a GIA of CRF request, you    |
| Staff Login   | must complete the registration process.   |
| -   | For questions you may contact the Delaware Controller General's Office at 30      |
|   | 744-4200, or by email at GIA_Support@Delaware.gov.                                |
| mvacy & Security  | The Grants Management System requires a "My Delaware goy" account for             |
| arn more about our:   | access. You may begin the registration process here to sign up or sign in with    |
|   | My Delaware account:  |
| O Brivany & Segurity Polician   | ,   |

Step 2: Sign in to your My Delaware account, and you will be brought to the Grants Management System home screen.

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



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

| 9  |  |  |                                  |  |                     |   | Home            | 8       | <b>4</b> ( |
|--|--|--|----------------------------------|--|---------------------|---|-----------------|---------|------------|
| (). Welcome to the Delaw   | are Controller General's Office Grants Mana  | gement System  |                                  |  |                     |   |                 |         | +          |
| Funding Opportunities your organiz<br>• Note: After initiating an app<br>For general information about the | cation (Jason's Test Org) has been invited to apply to, or are op<br>lication to the Funding Opportunity it can be accessed in the "<br>Grants Management System please access the "Reference Do | en call.<br>Applications' section below.<br>cuments' menu option under your initial in the t | top right corner of the page.    |  |                     |   |                 |         |            |
| FUNDING OPPORTUNITIES (2)  |  |  |                                  |  |                     |   |                 |         |            |
|  |  |  |                                  |  |                     |   | 1-2             | of 2    | <          |
|  | Funding Opportunity  | Description  |                                  |  | Submission Deadline | \$ Status   |                 |         |            |
| View Details / Apply   | GIA General Application for Fiscal Year 2025   | This is for community agencies seeki   | ing to apply for General Grant-I | In-Aid (GIA) funding for the Fiscal Year 2025.     | 12/01/2023 11:59 PM | Open for Applications<br>Click the 'View Details/Ap | oply" button to | proceed | d.         |
| View Details / Apply   | GIA Veterans Application for Fiscal Year 2025  | This is for Veterans organizations see   | eking to apply for Veterans Gra  | ant-In-Aid (GIA) funding for the Fiscal Year 2025. | 12/01/2023 11:59 PM | Open for Applications<br>Click the 'View Details/Ap | oply" button to | proceed | d.         |
| Applications   |  |  |                                  |  |                     |   |                 |         |            |
| ATTENTION REQUIRED (0)   | de UNDER REVIEW (0) ⊘ APPROVED/ACTIVE  | 0) CLOSED/HISTORICAL   |                                  |  |                     |   |                 |         |            |
| Applications that require your atter   | ntion:   |  |                                  |  |                     |   |                 |         |            |
| Status "Eligibility Check" or     Status "Revisions Requeste   | "Draft": Application has been initiated, but not yet submitted.<br>d": Previously submitted application that has been returned for   | r revisions or additional details.   |                                  |  |                     |   |                 |         |            |
|  |  |  |                                  |  |                     | ×   | <b>Q</b> 0      | of O    | <          |
| # Applicat   | ion ID   | unity  | Organization                     | Primary Contact                                    | 0                   | Amount Requested                                    | Status          |         |            |
| No Results Found   |  |  |                                  |  |                     |   |                 |         |            |

Step 3: Navigate to the "My Organization Profile" menu at the top right corner of the page by clicking the first initial of your name.

|  |  |  | Home 🔒 🚺 💽 |  |  |  |  |
|--|--|--|------------|--|--|--|--|
| Welcome to the Delaware Controller General's Office Grants Management System  Funding Opportunities your organization (Jason's Test Org) has been invited to apply to, or are open call.      Note: After initiating an application to the Funding Opportunity it can be accessed in the "Applications" section below. |  |  |            |  |  |  |  |
| For general information about the Grants Management System please access the "Reference Documents" menu option under your initial in the top right corner of the page. FUNDING OPPORTUNITIES (0)   |  |  |            |  |  |  |  |
| Image: Punding Opportunity   |  |  |            |  |  |  |  |
|  |  |  |            |  |  |  |  |

Step 4: On the upper left-hand side of the screen, click the blue "New" button, which will open a drop-down menu, and select the "New Contact" option.





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|--|------|---|----------|---|
| New User/Contact                       |      |   |          |   |
| Select Roles                           |      |   |          |   |
| Applicant: Invitation                  |      |   |          |   |
| Next                                   |      |   |          |   |

## Step 6: Complete the Registration Invitation.

Complete the First Name, Last Name, and Email fields. The email address must match the one they will use to sign in to create a My Delaware account.

If you wish to cancel the registration invitation for this contact, click the blue "Cancel Registration Invitation" button. No notification will be sent.

When completed, click the blue "Save" button.

|   | Home | ê 🐥 🥑 |
|---|------|-------|
| Contact Status: Invitation to Register: PROFILE INCOMPLETE (not sent)   |      | > (j) |
| Instructions     Please enter the details of the contact you would like to register for Jason's Test Org.     Then click Save.     After saving you will be asked to confirm that the invitation should be sent.  |      | 8     |
| To cancel the registration invitation for this contact, click the <b>Cancel Registration Invitation</b> button.<br>No notification will be sent.<br>Note: This will not prevent them from registering for this system, but they will no longer be pre-approved to be automatically associated with this organization. |      |       |
| Complete * Email:  Complete these fields.  Save   |      |       |

A pop-up notification will appear confirming the email address you'd like to send an invitation to register. If it's correct, click "OK." If it's not correct, click "Cancel." Then, make your changes and click the blue "Save" button again to resubmit.



After clicking "OK," an alert will appear confirming that the invitation has been sent and to what email address. The person sending the invitation will also receive a copy of the invitation email.



Reviewing the "Contacts" tab will also confirm that the Invitation to Register has been sent.

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|---------------|--|----------|------------|------------|----------|
| New 🗸         |  |          |            |            | ľ        |
| 습 Main        | Jason's Test Org   |          | > (        | <u>ا</u> ( | <u>,</u> |
| 径 Contacts 2  | <ul> <li>Instructions</li> <li>Please review the list of contacts below to ensure all details are correct. In particular the 'Contact Status':</li> <li>Active: These contacts have full access on behalf of this organization.</li> <li>No Access: These contacts been disabled and can no longer access the system. (Typically former employees).</li> <li>Provisional: Approval Pending: These contacts have limited access on behalf of this organization. Please click into the contact and approve or decline their registration.</li> <li>Invitation to Register: These contacts have been invited to register for this organization, but have not yet done so.</li> <li>To invite other contacts within your organization to register, click New &gt; Contact. Be sure to select the 'Applicant: Invitation' checkbox on the screen that follows.</li> </ul> |          |            |            |          |
|               | E E Default - Applicant ✓  | 1-2 of 2 | <          | >          |          |
|               | # First Name \$ Last Name \$ Title \$ Email \$ Phone \$ Contact Status   |          |            |            |          |
| $\rightarrow$ | (Open) Jason Smith jasonrsmithtesting+applicant6@gmail.com   | Sent     |            |            |          |
|               | Open 2 Jason Smith Chief Tester in Charge jsmith.cgo.demo@gmail.com 302-744-4206 Active  |          |            |            |          |

If the individual who invited the user to register wishes to cancel their invitation at any time, you can click on the blue "Open" button next to the individual you wish to cancel.

| Jason Smith  | [] × [] |
|--|---------|
| Contact Status: Invitation to Register: Sent   | > ()    |
| <ul> <li>Invitation to Register Sent</li> <li>An invitation to register has already been sent to this contact at "jasonrsmithtesting+applicant6@gmail.com".</li> <li>If they wish to register under a different email address, update the email address and click Save.</li> <li>You will then be asked to confirm that an updated invitation email should be sent.</li> </ul> | 8       |
| To cancel the registration invitation for this contact, click the <b>Cancel Registration Invitation</b> button.<br>No notification will be sent.<br>Note: The will not present them from registering for this system, but they will no longer be pre-approved to be automatically associated with this organization.   |         |
| Cancel Registration Invitation   |         |
| * Last Name: Smith   |         |
| * Organization: Jason's Test Org 🖸   |         |
| * Email: jasonrsmithtesting+applicant6@gmail.com   |         |
| Järe   |         |

Then click the blue "Cancel Registration Invitation" button. The system will ask you to confirm that you wish to cancel the registration invitation.



Clicking "OK" will confirm that the invitation has been canceled.

| 🔺 Alert   |  |
|---|--|
| Complete: Invitation to jasonrsmithtesting+applicant6@gmail.com has been cancelled. |  |
| ок  |  |

The invited contact will no longer appear on the Contacts tab.



Step 7: The individual invited by your organization or CGO Staff will receive an Invitation to Register by email like the one below.

Once they receive the email, they can register using the link in the email and review the **"Guide to Complete Invited New Contact Registration to an Organization"** available on our websites for help completing that process if necessary.



Once registration is completed, the contact should have full access to create applications on behalf of the organization. The contact can also be added as a collaborator on existing applications, including editing and submitting.

**Important:** Any invited contacts must be added as collaborators to applications if they wish to view or edit them. Contacts can only see all past or current applications if they are added by the contact who started the application or CGO Staff.

If you need assistance adding a collaborator, send your request to GIA\_Support@Delaware.gov.