



This user guide is for contacts who have received a system-generated invitation email to complete their registration for access to the Delaware Controller General's Office (CGO) Grants Management System.

Other registered users of the organization or CGO Staff may send invitations to register for an organization.

Step 1: Navigate to the Grants Management System landing page.

Navigate to the Delaware CGO's Grants Management System landing page at <u>https://legisgrants.smartsimple.com</u>or click the link in your invitation email.

The Grants Management System requires a "My.Delaware.gov" account for access. To begin registration, sign up or sign in with a My Delaware account by clicking the blue "Applicant Registration" button.

Welcome to the Delaware Controller General's Office Grants Management System				
Applicant: Existing User	Applicant: New Registration			
If you have previously registered for this system, please login using your My.Delaware.gov login credentials:	The General Assembly provides two grant funding opportunities each fiscal year: <u>Grant-In-Aid (GIA)</u> and the <u>Community Reinvestment Fund (CRF)</u> . GIA			
C Applicant Login	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) programitations that			
CGO Staff	can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on			
Delaware Controller General's Office staff login only:	behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.			
Privacy & Security	For questions you may contact the Delaware Controller General's Office at 302- 744-4200, or by email at <u>GIA_Support@Delaware.gov</u> .			
Learn more about our:	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			
Privacy & Security Policies	My Delaware account:			

Clicking the blue "Applicant Registration" button will generate a pop-up message advising that you are being redirected to log in via My.Delaware.gov to initiate registration. You can create one if you do not have a My Delaware account.



Click the blue "OK" button to continue.

Step 2: Sign In or Sign Up.

my.delaware.gov One State | One Account | One Identity

My Delaware is your Delaware Digital Identity. Use your My Delaware account across many

State of Delaware websites.

Forgot Password?
Registration Help
General Application Help

If you have an existing My Delaware account with the email address that has been registered, you may sign in with your email and password here. Then click the blue "Sign in" button. Then, you may continue to **Step 3**.



If you do not have an existing My Delaware account, you can create one by clicking the green "Sign up" button. Then, you may continue to **Step 2A**.

	my.delaware.gov	
Company and the second	Sign In	
	Email	
	Password	
	Sign in	
Lange and	Forgot password? Unlock appendix	0.0
	Don't have an account? Sign up	
	The second se	44

Step 2A: Sign Up for a My Delaware Account.

If you do not have an existing or accessible My Delaware account, click the green "Sign up" button. Enter your email address, password, and other personal information for your new account. When completed, click the blue "Register" button towards the bottom of the screen to submit the form and register your My Delaware account.

my .delaware.gov			
Sign up		Middle name	Optiona
Email			
		Last name	
Password			
	•	Street address	
Password requirements:		City	
 At least 10 characters 			
 A lowercase letter 			
 An uppercase letter 		ZIP Code	
A number			
A symbol			
No parts of your username		Chata	
Does not include your first name		State	
Does not include your last name		Select an Option	Ŧ
Confirm Password		Country	
		Select an Option	Ŧ
		Account Purpose	
Primary phone	Optional	Select an Option	Ŧ
First name		Register	
First name			
		Already have an account?	

Once you click the blue "Register" button, an activation email will be sent to the email address associated with the My Delaware account information you provided.

	Verify with your email
8j	asonrsmithtesting+applicant5@gmail.com
yo	ur email to continue or enter the code
	below.
	below. Enter a verification code instead
۵	below. Enter a verification code instead Haven't received an email? Send again
٩	below. Enter a verification code instead Haven't received an email? Send again

Step 2B: Click the "Activate Account" Button.

Navigate to your email account, open the My Delaware Account Activation email, and click the green "Activate Account" button in the automated email to activate your new My Delaware account.



Step 2C: Secure access and set multifactor authentication methods.

Clicking the green "Activate Account" button in the automated email will cause your computer to navigate to the My Delaware platform, asking you to set up at least one more authentication factor. My Delaware supports multiple authentication methods, including using an authenticator app (Okta Verify), sending a text message to your phone, or creating a security question. While you can set this up later, within several days after the initial registration, My Delaware will eventually require you to set up one of these methods upon sign-in.

You can click the gray "Set up" button under whichever option(s) you prefer or click the blue "Set up later" button towards the bottom of the prompt to set this up during a future sign-in. Using the phone option is likely the most convenient option for most users. Follow the on-screen instructions if you click any of the gray "Set up" buttons.

S	ecure access and set multifactor
	authentication methods
(8) Jas	sonrsmithtesting+applicant5@gmail.com
Verify)	our email, create your password, set up
at l	east one more authentication factor.
Secur	by ensuring only you have access.
Sot un	ontional
	Okta Verify
ø	Okta Verify is an authenticator app,
	installed on your phone, used to prove
	your identity
	Osed for access or recovery
	Set up
	Discus
S)	Verify with a code sent to your phone
	Used for access or recovery
	Set up
0	Security Question
	Choose a security question and
	answer that will be used for signing in
	Set up

Step 3: Arrive at the Home page for the CGO Grants Management System.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by completing enrollment in a multifactor authentication method or choosing to set up later from Step 2C, you should be automatically navigated to the Grants Management System home screen.

If you are prompted to sign in again after refreshing, sign in with your newly established My Delaware credentials. You should now find yourself on the Home screen in the Delaware Controller General's Office Grants Management System.

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities on behalf of your organization. Please see the GIA or CRF websites (<u>https://gia.delaware.gov</u> or <u>https://crf.delaware.gov</u>) to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.

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(Q) Welcome to the Dela	2, Welcome to the Delaware Controller General's Office Grants Management System							+	
Funding Opportunities your orga • Note: After initiating an a For general information about th	Funding Opportunities your organization (second Test Cirg) has been invited to apply to, or are open call. • Meet. After initiating an application to the funding opportunity if can be accessed in the 'Applications' section below. For general information abut the during Management System (sales can be the "Meeter Contract" menu option under your initial in the top right come of the page.								
FUNDING OPPORTUNITIES (2)								
							1-2	of 2	< >
	Funding Opportunity	Description			Submission Deadline	Status			
View Details / Apply	View Details / Apply GIA General Application for Fiscal Year 2025 This is for community agencies seeking to apply for General Grant-In-Aid (GIA) funding for the Fiscal Year 2025. 12/01/2023 11:59 PM Click the View Details/Apply button to proceed.						d.		
View Details / Apply	View Details / Apply GIA Veterans Application for Fiscal Year 2025 This is for Veterans organizations seeking to apply for Veterans Grant-In-Aid (GIA) funding for the Fiscal Year 2025. 12/01/2023 11:59 PM Click the "View Details/Apply" button to proceed.					d.			
Applications									+
ATTENTION REQUIRED (0)	J UNDER REVIEW (0) ⊘ APPROVED/ACTI	VE (0) CLOSED/HISTORICAL							
Applications that require your at • Status "Eligibility Check"	tention: or "Draff": Application has been initiated, but not yet submitt	ed.							
 Status "Revisions Requer 	sted": Previously submitted application that has been returne	d for revisions or additional details.							
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# Applic	ation ID	portunity	Organization	Primary Contact	¢	Amount Requested	Status		¢
	No Results Found								

If you did not arrive at the CGO Grants Management Screen Home page, try navigating again to the CGO Grants Management System landing page at <u>https://legisgrants.smartsimple.com</u> and clicking the blue "Applicant Login" button and sign in with your newly established credentials to arrive at the Home page.

Welcome to the Delaware Controller General's Offic	e Grants Management System
Applicant: Existing User	Applicant: New Registration
If you have previously registered for this system, please login using your My.Delaware.gov login credentials:	The General Assembly provides two grant funding opportunities each fiscal year: <u>Grant-In-Aid (GIA)</u> and the <u>Community Reinvestment Fund (CRF)</u> . GIA
Applicant Login	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
CGO Staff	for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and
Delaware Controller General's Office staff login only:	behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.
⊘ Staff Login	For questions you may contact the Delaware Controller General's Office at 302-
Privacy & Security	744-4200, or by email at <u>GIA_Support@Delaware.gov</u> .
Learn more about our:	access. You may begin the registration process here to sign up or sign in with a
Privacy & Security Policies	My Delaware account: