State of Delaware
Grant-In-Aid
Fiscal Year 2027
Senior Center Application Guide
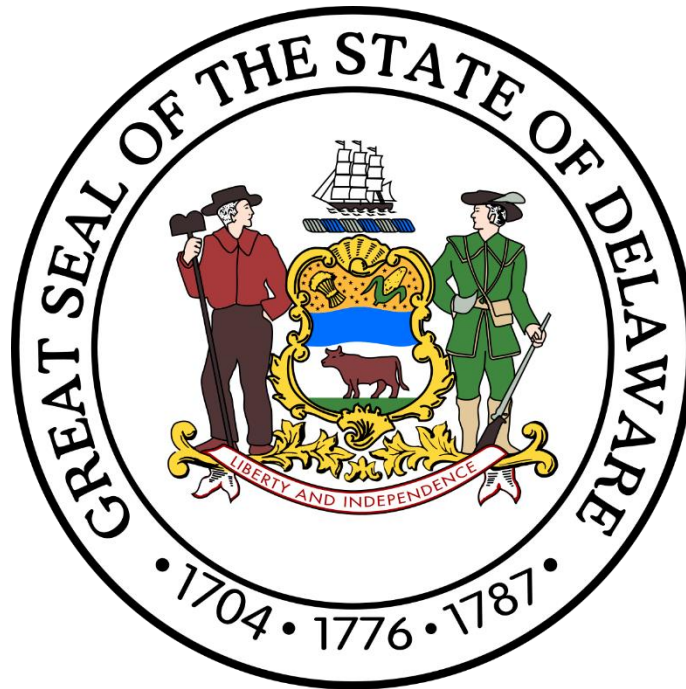
Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source 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, 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.*
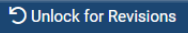
- Due to the passage of [House Bill 208](#) of the 153rd General Assembly, the use of checks for payments to Grant-In-Aid awardees has been eliminated. **It is highly encouraged that all Grant-In-Aid recipients select ACH (Automated Clearing House), also known as direct deposit, as a payment option.** 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.

a) **Less is more! Be concise, specific, and clear as possible when writing program information.** Certain fields throughout the application will have predefined word limitations. Avoid having responses longer than a paragraph (5 or 6 sentences) and copying and pasting text from websites, handouts, or other materials.

b) The individual responsible for meeting with the University of Delaware's Institute for Public Administration (IPA) should be involved in completing or confirming the material contained within this application. This is typically the Senior Center Director. IPA's project team includes professional staff, faculty, and graduate students.

c) Remember to complete and attach information to fulfill the audit requirement. GIA rules require the completion of an audit by a Certified Public Accountant or a Public Accountant within the past three years.

d) Use [Addendum A: Program Area Criteria & Descriptions](#) to help complete the Programming section of the application.

e) Be sure that all attached files are clearly named so they can be identified to the program area to which they refer.

f) 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.

g) 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.

h) 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.

i) 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.

j) 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.

k) 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. Contact Information

If you have questions regarding the Grants Management System, then please contact:

Jason R. Smith
Grant-In-Aid Coordinator, Chief of Fiscal Policy
Office of the Controller General, Delaware General Assembly
(302) 744-4200
Jason.R.Smith@Delaware.gov

If you have questions regarding the content in the GIA application, then please contact:

Julia O'Hanlon
Policy Scientist
Institute for Public Administration, University of Delaware
(302) 831-6224
jusmith@udel.edu

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. Site Visits

Please remember that interviewers from the University of Delaware's Biden School of Public Policy & Administration, Institute for Public Administration (IPA) project team will visit each center every other year. The project team includes professional staff, faculty, and graduate students.

This visit aims to verify the information reported on the application and gain additional insight into the types of activities and services offered. The interviewers will carefully review the information in your application, including any supporting documentation, and evaluate the services your center provides.

Completing the Online Application

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

Step 1: Navigate to the GIA website.

https://gia.delaware.gov

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

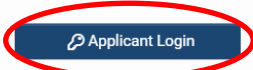## Step 2: Click the graphic for the Grants Management System.
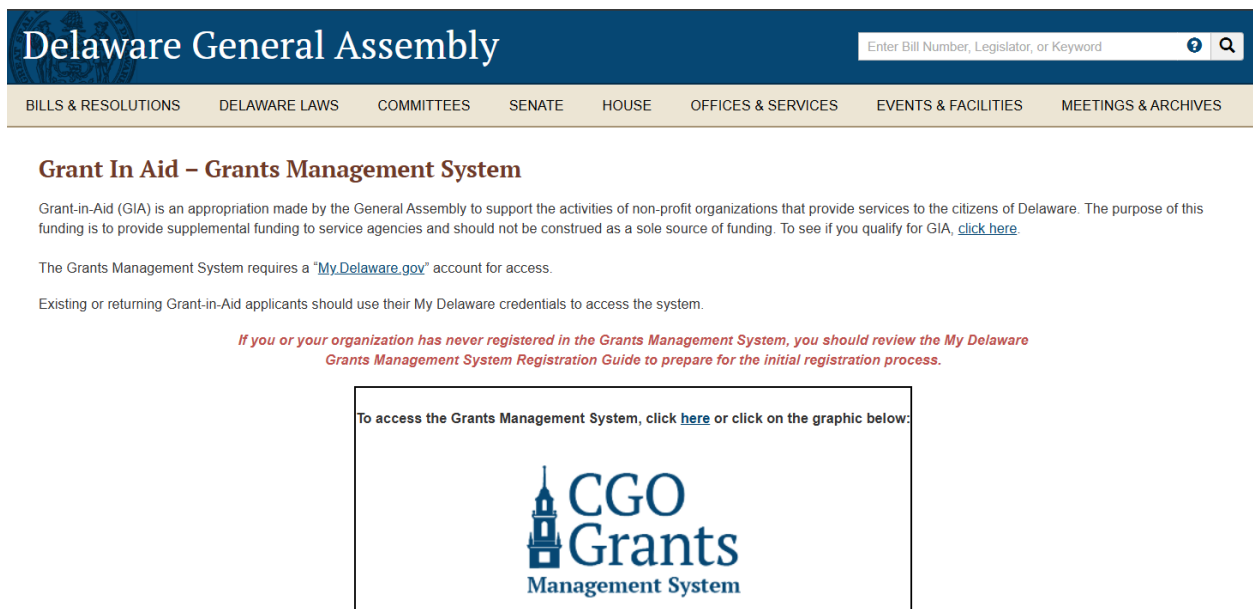
Once you click the graphic on the GIA homepage, you will be brought to the landing page for the Grants Management System. The Grants Management System requires a "My.Delaware.gov" account for access. Login into the Grants Management System with your My Delaware account by clicking the blue "Applicant Login" button.

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.

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 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.

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

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

- Be an incorporated non-profit (or under the umbrella of a parent organization which is also an incorporated non-profit) and operating for two years before applying for GIA.
- Have bylaws that clearly state the purpose of the agency and include a definition of duties of the Board of Directors.
- Have an active, community-represented, volunteer Board of Directors that sets policies, goals, and objectives and maintains minutes of regularly scheduled meetings and any special meetings.
- Have programs that are unduplicated by other state-supported agencies and satisfy unmet human needs of the community; have personnel policies including job descriptions and classifications.
- Have competent executives, competent staffing, and reasonable facilities.
- Practice non-discrimination.
- Have accounting (budget) procedures and an annual audit.
- Use funds in accordance with the application.
- Demonstrate community support.
- Request funds only for a program which does not receive full funding from other sources of revenue.
- Must not request funds through a fiscal agent.
- And submit an online application no later than **December 1st**.

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

- Providing child daycare.
- The purchase of capital equipment.
- The relocation, rehabilitation, renovation, or purchase of buildings.
- The payment of any part of an elected official's salary or benefits.
- A political campaign or for partisan political purposes.
- The hiring of lobbyists or other lobbying services.
- Activities, programs, or services that benefit individuals that do not reside in Delaware.

For additional information, visit the GIA website.

Opening Date/Time
01/02/2024 8:00AM

Submission Deadline
03/01/2024 3:00PM

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

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

Step 5: Answer Eligibility Quiz Questions.

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

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

> **Not Eligibile**
>
> Based on the answer you provided above, your organization is not eligible to receive funding through Grant-In-Aid. Section 5 of the annual Grants-In-Aid Act and the Grant-In-Aid website (https://gia.delaware.gov) contain a listing of qualifications an organization must have to be considered for a Grant-In-Aid appropriation.
>
> - If you have made an error in your answer, it may be adjusted above.
>
> Please click the **Withdraw** button to remove this application from your portal "Attention Required" section.

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

> **Eligibility Check Complete - Proceed**
>
> Please click the **Proceed** button to continue to the main application form.
>
> - If you have made an error in any of your answers, they may be adjusted above.

Step 6: Begin the GIA Application.

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

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

Step 7: General Tab – Organization Information.

Many fields in this section should be 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:

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 "Key Contacts" to be navigated to the next screen.

GENERAL	**KEY CONTACTS**	SALARY	QUESTIONNAIRE	PROGRAMMING	AGREEMENT

Step 9: Key Contacts Tab – Key Contacts.
On the Key Contacts tab, in the Key Contacts section, complete the required information in this section.

> ❯ Key Contacts
>
> Please click the **Add/Edit Directors and Officers** button and enter details of your organization's Board of Directors and Officers.
>
> 👥 Add/Edit Directors and Officers
>
> **Board of Directors**
>
> **Officers**

Click the blue "Add/Edit Directors and Officers" button to enter details of your organization's Board of 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.

Board of Directors and Officers

ℹ Instructions

Please add the details of your organization's Board of Directors and Officers.

- Click the ✚ plus button to add rows.
- To delete a row, click the ✖ remove button at the end of the row.

A minimum of one Director and one Officer must be provided.
When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Board of Directors

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

➕

Officers

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

➕

Save

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

✔ Key Contacts

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

👥 Add/Edit Directors and Officers

Board of Directors

First Name	Last Name	Position Title	Phone	Email Address	Address Line 1	Address Line 2	City	State	Zip Code
John	Sample	Board Member	1112223333	john.sample@org.org	123 Organization Way	Suite 100	Dover	Delaware	19901

Officers

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

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

GENERAL   KEY CONTACTS   **SALARY**   QUESTIONNAIRE   PROGRAMMING   AGREEMENT

Step 10: Salary Tab – Positions and Salary Info.

On the Salary tab, in the Positions and Salary Info section, complete the required information in this section. Click the "Add/Edit Salary Information" button to enter your organization's salary expense details for the previous, current, and proposed (estimated) years.

✔ Positions and Salary Info

Please click the **Add/Edit Salary Information** button and enter your organization's salary expense details

🖬 Add/Edit Salary Information

Positions and Salary Information

Follow the on-screen instructions to complete the fields required on the Positions and Salary Information screen.

An example of the Positions and Salary Information screen with draft entries is shown below:

Positions and Salary Information

> **ℹ Instructions**
>
> Please add the details of your organization's positions and salary expenses.
> - Click the ✚ plus button to add rows.
> - To delete a row, click the ✖ remove button at the end of the row.
>
> When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Position Title	# of Positions	Full-Time Equiv.	Previous Year Salary	Current Year Salary	Proposed Year Salary			
Director	1	1	$60,000.00	$65,000.00	$70,000.00	✖	↓	↑
Program Coordinator	1	1	$50,000.00	$55,000.00	$60,000.00	✖	↓	↑
Bus Driver	2	0.5	$25,000.00	$30,000.00	$35,000.00	✖	↓	↑
Totals:	**4**	**2.5**	**$135,000.00**	**$150,000.00**	**$165,000.00**			

➕

What percentage of your agency's total budget do salaries comprise?	
	80%

Save   Clear

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 is shown below:

⌄ Positions and Salary Info

> Please click the **Add/Edit Salary Information** button and enter your organization's salary expense details

⊙ Add/Edit Salary Information

Positions and Salary Information

Position Title	# of Positions	Full-Time Equiv.	Previous Year Salary	Current Year Salary	Proposed Year Salary
Director	1	1	$60,000.00	$65,000.00	$70,000.00
Program Coordinator	1	1	$50,000.00	$55,000.00	$60,000.00
Bus Driver	2	0.5	$25,000.00	$30,000.00	$35,000.00
Totals:	**4**	**2.5**	**$135,000.00**	**$150,000.00**	**$165,000.00**

What percentage of your agency's total budget do salaries comprise?
80%

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

GENERAL   KEY CONTACTS   SALARY   **QUESTIONNAIRE**   PROGRAMMING   AGREEMENT

Step 11: Questionnaire Tab.
On the Questionnaire tab, four sections will need to be completed: Demographics, Community Engagement, Program Planning, and Evaluation Methods.

Follow the on-screen instructions to complete the fields required on this screen.
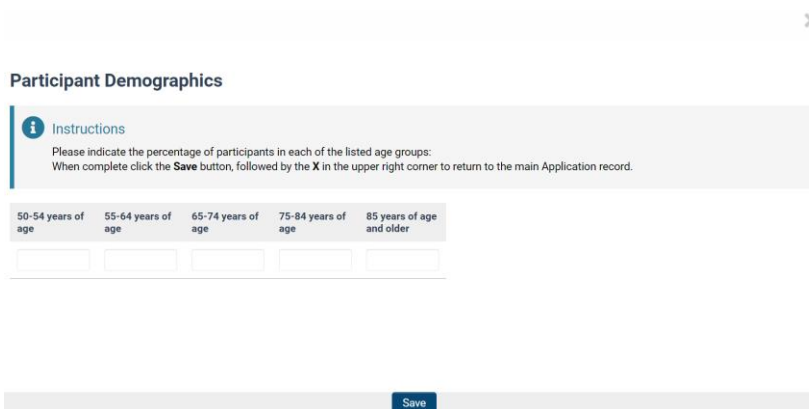
In the Demographics section, click the blue "Add/Edit Demographics" button to enter the percentage of participants in each listed age group. Follow the on-screen instructions to complete the fields required on this screen.

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.

After returning to the main Application form, continue scrolling to answer the remaining questions in the Community Engagement, Program Planning, and Evaluation Methods sections. Please note that there will be word limitations throughout this form.

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

Step 12: Programming Tab.
On the Programming tab, two sections must be completed: Program Areas and Intergenerational Activities and Services.

Step 13: Programming Tab – Program Areas.
On the Programming tab, in the Program Areas section, you will need to select the Program Area(s) your organization offers to include in this application.

IMPORTANT:

- It is encouraged that you refer to Addendum A: Program Area Criteria & Descriptions, which is included in this application guide, to assist in completing this section. This document will also be available within the application by clicking the blue "View Program Area Criteria and Descriptions" button above the Program Areas section.
- **You only need to select program areas that your organization offers.** Do not click the checkbox next to the programming offering if the center does not provide any related programming in the applicable program area.
- List activities and services in **one** Program Area (e.g., physical fitness classes should only be listed under the Physical Fitness section).
- Include any required supporting documentation, as indicated under each program area.
- When attaching required supporting documents to the application, clearly name them with the name of the program area to which they refer. This information will help the IPA staff better understand each center's programs.

The nine program areas are shown in the application form and below:

As you select each program area to include in this application by clicking the checkbox next to it, the system will auto-populate additional fields for each Program Area that must be completed.

For example, if you select Program Area 1: Transportation, the system will automatically populate a blue "Add/Edit Activity or Service Details" button that you will need to complete to finish the activity or service details for the selected program area.

An example of how the selected Program Area 1: Transportation will appear is shown below:

Once the program area is selected and you click the blue "Add/Edit Activity or Service Details" button, a separate screen will open to allow you to input the required information.

Follow the on-screen instructions to add the details of the activities or services for the selected program area.

You can click the plus (+) button to add rows.

To delete a row, click the X button to remove it. You can adjust the order by clicking the up or down arrow buttons.

You will be required to input at least one Activity or Service, select a Frequency from the drop-down menu, and estimate the daily attendance for the activity or service.

There are six available frequency selections to choose from, and are as follows:

- 1 or 2 times per week, less than 12 weeks per year
- 1 or 2 times per week, 12-29 weeks per year
- 1 or 2 times per week, 30 or more weeks per year
- 3 or more times per week, less than 12 weeks per year
- 3 or more times per week, 29 weeks per year
- 3 or more times per week, 30 or more weeks per year

You may add multiple rows for each activity or service your organization offers in the program area.

When completed with the Program Area, 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 the Program Area 1: Transportation screen with draft entries is shown below:

Program Area 1: Transportation

ℹ Instructions

Program Requirements: In order to receive credit for this program area, a senior center must offer transportation to and from the center at least twice a day during regularly scheduled hours. A fully licensed driver must be available for all transports.

Please add the details of the Activities or Services for this program area.

- Click the **+** plus button to add rows.
- To delete a row, click the **✗** remove button at the end of the row.

Examples: To and From Center, Shopping Trips, Recreational and Cultural Trips, Medical Appointments.

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

Activity or Service	Frequency	Estimated Daily Attendance			
Shopping Trips	1 or 2 times per week, less than 12 weeks p ⌄	12	✗	↓	↑
To And From Center	3 or more times per week, 30 or more week ⌄	15	✗	↓	↑

[+]

[Save]

Upon returning to the Application form, entries from the Add/Edit Activity or Service Details screen will now be reflected. An example is shown below:

∨ Program Area 1: Transportation

...

ℹ Program Requirements

In order to receive credit for this program area, a senior center must offer transportation to and from the center at least twice a day during regularly scheduled hours. A fully licensed driver must be available for all transports.

Please click the **Add/Edit Activity or Service Details** button and enter the details for this program area.

[💾 Add/Edit Activity or Service Details]

Activity or Service Details - Program Area 1: Transportation

Activity or Service	Frequency Code	Frequency	Estimated Daily Attendance
Shopping Trips	F1	1 or 2 times per week, less than 12 weeks per year	12
To And From Center	F6	3 or more times per week, 30 or more weeks per year	15

* Supporting Documents - Program Area 1: Transportation

i.e., Transportation schedules, Evidence of a vehicle (e.g., van or bus registration, driver's license)

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

You will be required to attach supporting documents for each Program Area selected. Examples of what can be attached will be listed above each box in the Program Area. You may also refer to Addendum A: Program Area Criteria & Descriptions, which is included in this application guide and available within the application by clicking the blue "View Program Area Criteria and Descriptions" button above the Program Areas section to assist in completing this section.

* Supporting Documents - Program Area 1: Transportation

i.e., Transportation schedules, Evidence of a vehicle (e.g., van or bus registration, driver's license)

📄 Drop files here or browse files ⭕ ←

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

In the applicable Supporting Documents section for the Program Area you are completing, you can drag and drop files from your computer anywhere in the supporting documents box (the area within the gray dashes) or by clicking "browse files." Your computer will open a dialogue box to allow you to search for the files within your computer or network drives you'd like to attach.

Once the file is attached, it will appear in a list below the supporting documents box. You can click the file name to open the file and view the date and time the file was attached.

You must complete all entries for any additional Program Areas you select.

IMPORTANT:

- If you select Program Area 2: Nutrition, you will be asked if your center provides Homebound Meals. If you answer yes, an additional dialogue box will appear, asking you to indicate how these services are assessed and what organization this information is reported to.
- If you select Program Area 8: Outreach and Reference, you will be asked to identify who is responsible for coordinating outreach and reference activities/services.

Step 14: Programming Tab – Intergenerational Activities and Services.
On the Programming tab, in the Intergenerational Activities and Services section, you will need to answer whether any activities or services offered by the center are intergenerational (relating to, involving, or affecting several generations). If you answer yes, an additional dialogue box will appear asking you to elaborate on these activities or services and identify under which of the nine program areas these activities or services fall.

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

GENERAL	KEY CONTACTS	SALARY	QUESTIONNAIRE	PROGRAMMING	**AGREEMENT**

Step 15: Agreement Tab.
On the Agreement Tab, continue scrolling until you get to the Senior Center Agreement section. Please carefully read each of the statements contained in this section. If you agree, you must check the "I agree to all of the above." statement indicated.

∨ Senior Center Agreement

Directions

Please carefully READ EACH of the following statements.

I agree...

1. To submit funding requests on the forms provided at the times designated and participate in the allocations review process.
2. To provide the most recent 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 within the past three (3) years. If the agency cannot comply, it must provide a statement of the circumstances surrounding the reason and should submit supporting financial documentation (i.e., profit 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 information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.
5. This agency meets the 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 not intend to, use funding in a manner that is restricted as set forth in the Grant-in-Aid legislation (see Page 3 of the GIA Instructions).
6. This agency agrees to provide the Office of the Controller General or the University of Delaware Institute for Public Administration with financial or programmatic information upon request.
7. This agency does not owe outstanding Unemployment Insurance Taxes or Workers Compensation Taxes to the Department of Labor and, if applicable, has not failed to pay its annual Corporation Franchise Tax to the Department of State.
8. This agreement has been read and approved at the meeting of the governing body of this agency OR reviewed and agreed upon by this agency's designated representative, such as the Executive Director, Chief Executive Officer, or Chief Financial Officer, who is authorized to act on behalf of the agency and the governing body.

☐ I agree to all of the above.

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

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

◯ Yes ◯ 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.

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

◉ Yes ◯ No

* Please upload the most recent copy of your agency's audit OR a review or compilation of financial statements.

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

- 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.

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

◯ Yes ◉ No

* Please provide a detailed statement of the circumstances surrounding the reason that your organization is unable to provide an audit OR a review or compilation of financial statements.

250 words left

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.
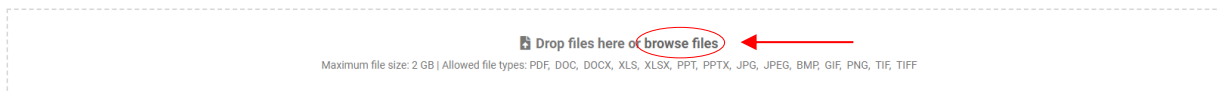


Step 16: Validate and Submit.

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.

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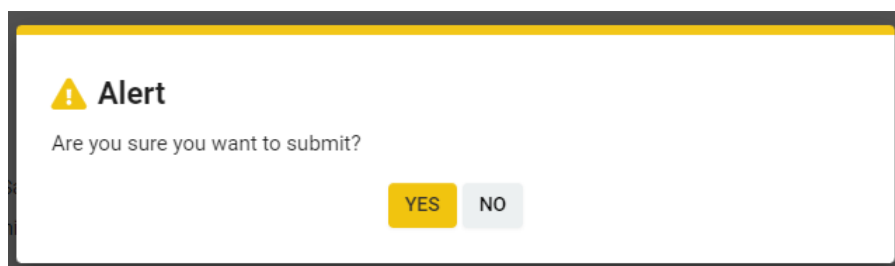
Clicking the orange "YES" button will submit your application. Once the application has been successfully submitted, the below screen will appear advising that your application has been received, and you will receive a system-generated email confirmation.

Thank you

Application GS25-9056-TEST has been received.

You can revise your application until the submission deadline: 03/01/2024 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 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.
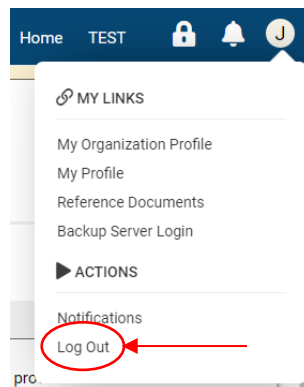
GIA Addendum

Addendum A: Program Area Criteria & Descriptions

Please use the program area criteria and descriptions to assist you in completing the **Programming** section of the GIA Senior Center Application. The following nine program areas are detailed:

- Transportation
- Nutrition
- Social and Recreational
- Health, Wellness, and Support Services
- Physical Fitness
- Aquatics
- Educational Enrichment
- Outreach & Reference
- Adult Day Care

Below is a brief description, list of staffing and frequency requirements, and activity or service examples for each of the nine program areas included in the Programming section of the GIA Senior Center application.

Program Area 1.   Transportation

Criteria	Requirements
DESCRIPTION OF CRITERIA	Providing transportation to and from a senior center allows those seniors who prefer not to drive or who are unable to drive to remain active participants, as well as prevent and counteract isolation and immobility.
PREFERABLE REQUISITES **Must be provided with GIA Application or during a site visit.**	• Transportation schedule • Evidence of vehicle (e.g., van or bus registration, driver's license)
FREQUENCY	Transportation to and from a center should be available at least twice daily during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	A fully licensed paid or volunteer driver must be available for all transports.
EXAMPLES	Other forms of transportation besides to and from the center may include shopping trips, recreational and cultural outings, and medical appointments.

Program Area 2. Nutrition

Criteria	Requirements
DESCRIPTION OF CRITERIA	A congregate meal program is offered to ensure seniors receive the nutrition essential for proper health and functionality. Meals provided should comply with the *Dietary Guidelines for Americans*.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Menu schedule
FREQUENCY	Congregate meals should be offered at least once daily during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	Pre-packaged prepared meals delivered by an outside agency are acceptable; upon delivery, meals may be prepared for consumption by volunteer or paid staff.
EXAMPLES	City Fare Program Congregate breakfast, lunch, dinner, weekend Meals on Wheels

Program Area 3. Social and Recreational

Criteria	Requirements
DESCRIPTION OF CRITERIA	Social and recreational activities are offered to stimulate participants' basic processes, such as working memory, speed of processing, and verbal knowledge. Such programs should be easily differentiated from programs aimed at physical fitness and educational enrichment.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Social and recreational program descriptions • Schedule of programs offered
FREQUENCY	Social and recreational activities should be offered daily during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	It may be facilitated by paid staff or volunteers.
EXAMPLES	Bingo, card games, arts and crafts, relaxed walking.

Program Area 4. Health, Wellness, and Support Services

Criteria	Requirements
DESCRIPTION OF CRITERIA	Health, wellness, and support programs are those that are designed to promote the mental, spiritual, and emotional health of senior center participants. Support groups may include diabetes, Alzheimer's, and other programs aimed at counseling and nurturing specific groups of participants. Centers should demonstrate efforts to be creative in involving and supporting the elderly community.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Schedule of health and wellness programs and support groups • Staff résumés that reflect related experience to the programs offered
FREQUENCY	Minimum of two health, wellness, or support programs or services per month.
STAFFING AND CERTIFICATION	Paid staff or volunteers with the educational or job experience needed to support the emotional health of individuals.
EXAMPLES	Health and Wellness Programs: nutrition counseling, medication management, and health talks/lectures. Support Groups: family, reminiscence, alcohol and drug abuse, caregiver support.

Program Area 5. Physical Fitness

Criteria	Requirements
DESCRIPTION OF CRITERIA	A fitness center provides exercise equipment, space for fitness classes, and the support staff needed to assist participants with safely using the equipment and developing a safe fitness program. The fitness center should be located in a separate and designated area.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Sample fitness plans • Written safety rules of the fitness center • Schedule of fitness classes or training sessions • Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	A senior center must provide access to physical fitness services and a fitness center during the center's hours of operation.
STAFFING AND CERTIFICATION	Certified fitness instructor on staff, or sufficient access to a certified instructor (at least five hours per week), can be paid or volunteer.
EXAMPLES	Fitness center with <u>staff present for at least five hours per week</u>, modified strength training and cardiovascular exercises, walking, and line dancing.

Program Area 6.   Aquatics

Criteria	Requirements
DESCRIPTION OF CRITERIA	Providing access to a pool offers several benefits to senior participants, including physical fitness activity, relaxation activities, and rehabilitation for specific physical ailments associated with aging.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Schedule of aquatics classes • Schedule of pool hours • If off-site, proof of transportation to and from a pool • If off-site, contract, memorandum of understanding (MOU), or another method of cooperation with local pool • Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	An onsite pool should be open at least one day per week, *or* transportation to an off-site pool should be provided at least one day per week.
STAFFING AND CERTIFICATION	A certified lifeguard must be present during hours of operation. Certified fitness instructor on staff or access to one for classes; can be paid or volunteer.
EXAMPLES	Pool activities may include an aquatic arthritis program, a deep-water exercise class, and free swim time.

Program Area 7.   Educational Enrichment

Criteria	Requirements
DESCRIPTION OF CRITERIA	Educational enrichment programs are offered to provide senior center participants with an increased knowledge of specific topics of interest to seniors. Such programs should be easily differentiated from social and recreational activities. Senior centers must offer at least one type of class to receive credit for this criterion.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Schedule of enrichment activities or services offered • Descriptive program or education plans • Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	Educational enrichment classes should be available at least once to twice weekly for 30 weeks or more per year.
STAFFING AND CERTIFICATION	Paid staff or volunteers with educational background and life experience in relevant educational enrichment offerings.
EXAMPLES	Computer classes, foreign language classes, nutrition education, or consumer information classes.

Program Area 8.   Outreach and Reference

Criteria	Requirements
DESCRIPTION OF CRITERIA	Outreach and reference services are those that either encourage senior center participants to become more self-sufficient or that assist participants by enhancing their quality of living.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• Schedule of services offered • Pamphlets or descriptive brochures
FREQUENCY	Service should be available to participants at least once or twice weekly for 30 weeks or more per year. Services can be provided by phone, appointment, or drop-in.
STAFFING AND CERTIFICATION	Paid staff member(s) or volunteer with defined responsibility for coordinating the center's outreach services.
EXAMPLES	Outreach: Providing information on housing, transportation, medical insurance, or medical needs. Reference: Efforts that may include referrals to home repair programs for low-income elderly, for legal services, employment, or other programs/services.

Program Area 9.   Adult Day Care

Criteria	Requirements
DESCRIPTION OF CRITERIA	An adult day care center provides health, social, and appropriate support services for functionally impaired adults. Such a center should be a stand-alone facility, meaning a separate room or space is designated for this purpose, which could stand alone if required.
PREFERABLE REQUISITES *Must be provided with GIA Application or during a site visit.*	• License from the Delaware Department of Health and Social Services (DHSS)
FREQUENCY	Should adhere to requirements specified by the State of Delaware Regulations for Adult Day Care Facilities.
STAFFING AND CERTIFICATION	Should adhere to requirements specified by the State of Delaware Regulations for Adult Day Care Facilities.
EXAMPLES	Monitored activities services, such as a nutrition program and social (e.g., arts and crafts, reminiscing) or outreach services.