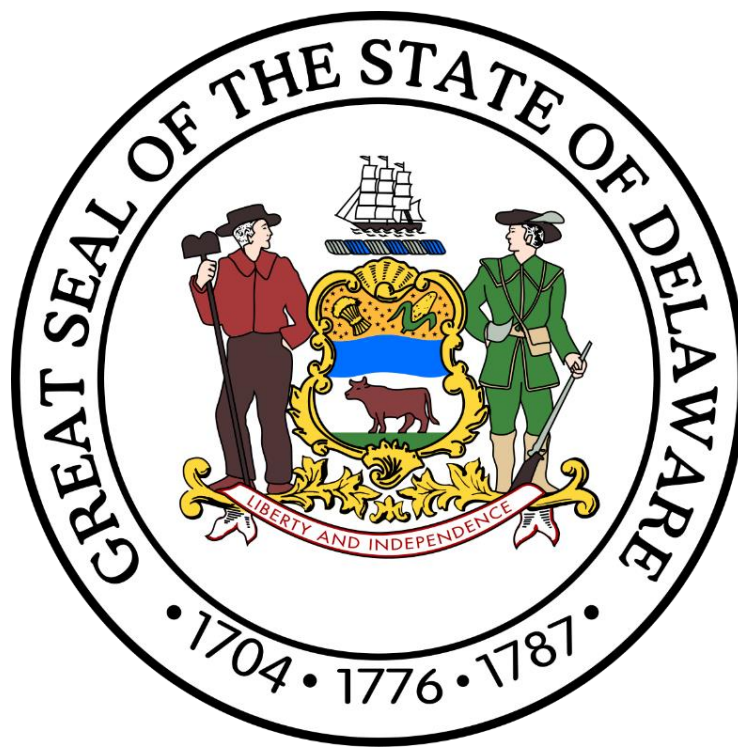


State of Delaware

Grant-In-Aid

Fiscal Year 2025

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>.

Table of Contents

Before you begin.....	3
1. Application Guidelines	3
2. Important Application Tips	4
3. Controller General Analyst Contact Information	5
4. Technical Assistance	5
5. Fiscal vs. Calendar Years	5
Completing the Online Application.....	6
Step 1: Navigate to the GIA website.....	6
Step 2: Click the graphic for the Grants Management System.....	6
Step 3: Sign In to your My Delaware account.....	7
Step 4: Start a new application.....	8
Step 5: Answer Eligibility Quiz Questions.....	9
Step 6: Begin the GIA Application.....	9
Step 7: General Tab – Organization Information.....	10
Step 8: General Tab – Collaborators.....	10
Step 9: Management Tab – Management.....	11
Step 10: Management Tab – Key Contacts.....	11
Step 11: Revenue Tab.....	13
Step 12: Salary Tab.....	14
Step 13: Expenses Tab.....	16
Step 14: Programs Tab.....	17
Step 15: Summary tab.....	20
Step 16: Validate and Submit.....	22
Step 17: Log Out.....	24

Before you begin...

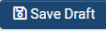


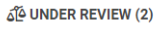

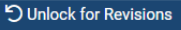
Please review all materials carefully.

1. Application Guidelines

- a) **The deadline for submission of applications is Friday, December 1, 2023, at 11:59 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.** To ensure efficient communication, it is strongly advised that your organization use an email address that is accessible by all members of your agency who are responsible for GIA.
- 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 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 completed within the past three years by a Certified Public Accountant or a Public Accountant.
 - 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 that 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.* Additional information regarding the three payment options offered by the State of Delaware can be found at the [Division of Accounting](#).

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.
- c) 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\(k\)\(2\) 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 (). It is essential to click this before going to the next page or walking away from your computer to prevent a loss of information.
- e) 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 () 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.
- f) 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 () tab. Click the Application you want to open or the Open () button. Once the application has opened, click the **blue** button at the bottom of your screen labeled 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.
- 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, [House Bill 197](#).

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	Jason.R.Smith@Delaware.gov
Arts/Historical/Cultural/Tourism	Robert Scoglietti	Robert.Scoglietti@Delaware.gov
Disabled/Health/Labor	Kiley Thomson	Kiley.Thomson@Delaware.gov
Family and Youth Services	Victoria Brennan	Victoria.Brennan@Delaware.gov
Alcohol/Substance Abuse	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 2025 GIA request from the State of Delaware is for July 1, 2024, through June 30, 2025.

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 fiscal years should apply the following:

Prior Year - FY 2023
Current Year - FY 2024
Proposed Year - FY 2025

Agencies using calendar years should apply the following:

Prior Year - 2022
Current Year - 2023
Proposed Year - 2024

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.

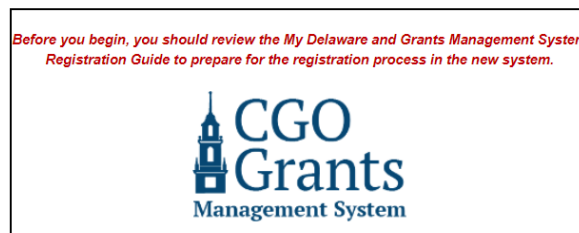


Grant In Aid – Grants Management System

Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding. To see if you qualify for GIA, [click here](#).

The Office of the Controller General has launched a new Grants Management System for the Fiscal Year 2025 GIA Application cycle. Information and historical data from the legacy GIA system will not be available in the new system.

The Grants Management System requires a "[My.Delaware.gov](#)" account for access.



Fiscal Year 2025 Application Information

Important Dates

10/02/2023

General - Applications Open

- [Fiscal Year 2025 General Application Guide](#)
- Applications will open **Monday, October 2, 2023**, and be accepted through **Friday**

Before You Begin...

[Review the My Delaware and Grants Management System Registration Guide.](#)

Register for Live Virtual Demonstration Workshops

Jason R. Smith, the Grant-In-Aid Coordinator, will host three virtual workshops through Zoom for organizations that wish to see a live demonstration of how to create/sign in with a My

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



Applicant: Existing User

If you have previously registered for this system, please login using your My.Delaware.gov login credentials:



CGO Staff

Delaware Controller General's Office staff login only:



Privacy & Security

Learn more about our:



Applicant: New Registration

The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](#) and the [Community Reinvestment Fund \(CRF\)](#). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a capital grant program for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.

For questions you may contact the Delaware Controller General's Office at 302-744-4200, or by email at GIA_Support@Delaware.gov.

The Grants Management System requires a "My.Delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

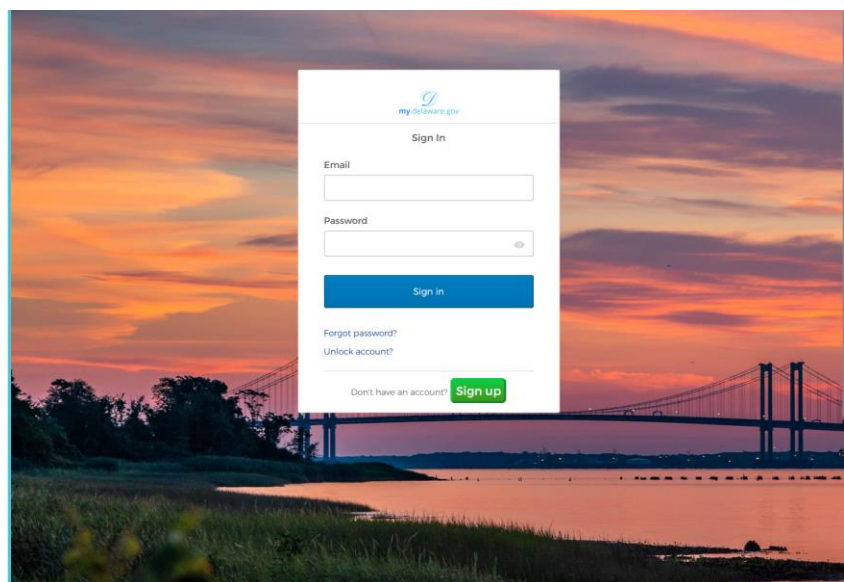


Step 3: Sign In to your My Delaware account.

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

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

If you do not have an existing My Delaware account, you can create one by clicking the green 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.

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 (2)

Funding Opportunity	Description	Submission Deadline	Status
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	Open for Applications Click the "View Details/Apply" button to proceed.
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	Open for Applications Click the "View Details/Apply" button to proceed.

Applications

ATTENTION REQUIRED (0) UNDER REVIEW (0) APPROVED/ACTIVE (0) CLOSED/HISTORICAL

Applications that require your attention:

- Status "Eligibility Check" or "Draft":** Application has been initiated, but not yet submitted.
- Status "Revisions Requested":** Previously submitted application that has been returned for revisions or additional details.

0 of 0

No Results Found

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 2025."

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](#).

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 (2)

Funding Opportunity	Description	Submission Deadline	Status
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	Open for Applications Click the "View Details/Apply" button to proceed.
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	Open for Applications Click the "View Details/Apply" button to proceed.

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.

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

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.

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

Step 5: Answer Eligibility Quiz Questions.

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

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



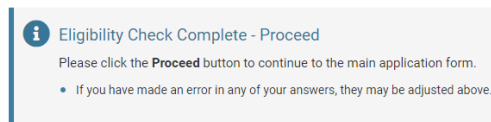
Not Eligible

Based on the answer you provided above, your organization is not eligible to receive funding through Grant-In-Aid. Section 5 of the annual Grants-In-Aid Act and the Grant-In-Aid website (<https://gia.delaware.gov>) contain a listing of qualifications an organization must have to be considered for a Grant-In-Aid appropriation.

- If you have made an error in your answer, it may be adjusted above.

Please click the **Withdraw** button to remove this application from your portal “Attention Required” section.

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



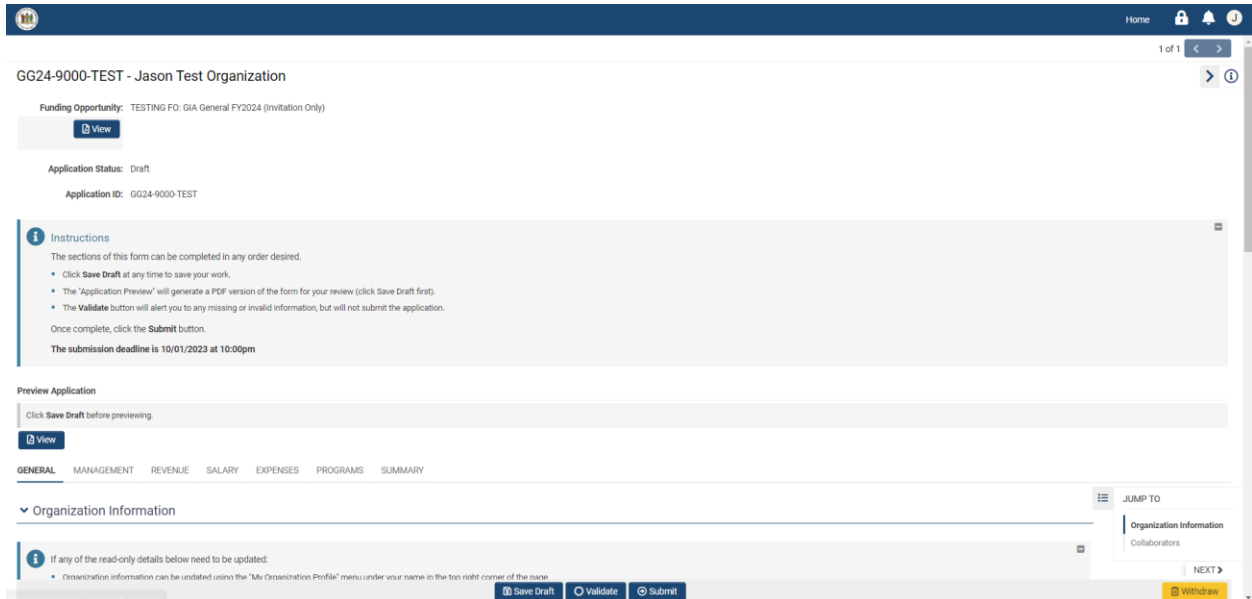
Eligibility Check Complete - Proceed

Please click the **Proceed** button to continue to the main application form.

- If you have made an error in any of your answers, they may be adjusted above.

Step 6: Begin the GIA Application.

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



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.

Management

*** Physical Location of Organization for Site Visits**

- Same as organization address shown on "General" tab
- Other address

*** Agency Location(s) where services are actually provided; days, and hours of operations for site visits**


250 words left

Step 10: Management Tab – Key Contacts.

On the Management 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 Directors and Officers.

 **Add/Edit Directors and Officers**

*** Directors**

*** Officers**

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.

X

Directors and Officers

Instructions

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

- Click the **+** plus button to add rows.
- To delete a row, click the **X** 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.

Directors

First Name	Last Name	Phone	Email Address	Address Line 1	Address Line 2	City	State	Zip Code
John	Sample	1112223333	john.sample@org.org	123 Organization Way	Suite 100	Dover	Delaware	19901
X ↓ ↑								
+								

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
X ↓ ↑									
+									

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 Directors and Officers.

Add/Edit Directors and Officers

* Directors

First Name	Last Name	Phone	Email Address	Address Line 1	Address Line 2	City	State	Zip Code
John	Sample	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 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:

<u>Revenue Category</u>	<u>Examples or Explanation:</u>
• 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 on-screen 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.

Revenue

Instructions
Please add the details of your organization's revenue.

- Click the # plus button to add rows.
- To delete a row, click the X 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.

State Government - Grant In Aid

Enter your Grant-In-Aid request amount in the "Proposed Year" column. If you received Grant-In-Aid Funds in the Previous or Current Year, enter the amounts where indicated.

Revenue Source	Previous Year	Current Year	Proposed Year
Grant In Aid			
Senior Center Grant-In-Aid			
Grant In Aid Total			

State Government

Enter any State Government funding other than "Grant-In-Aid" (Example: Community Development Fund (CDF), Division of Small Business, Division of Arts, or other grant funding received from a State of Delaware Agency)

Revenue Source	Previous Year	Current Year	Proposed Year
State Total:	\$0.00	\$0.00	\$0.00

Contracts by State Agency

Revenue Source	Previous Year	Current Year	Proposed Year
Contracts by State Agency Total:	\$0.00	\$0.00	\$0.00

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:

▼ Positions and Salary Info

Annual salary threshold

Not including employee benefits

\$75,000.00

* Does your agency have any positions earning annual salaries greater than the threshold shown above?

Yes No

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:

▼ Positions and Salary Info

Annual salary threshold

Not including employee benefits

\$75,000.00

* Does your agency have any positions earning annual salaries greater than the threshold shown above?

Yes No

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

[Add/Edit Salary Information](#)

List all positions filled by your agency with salaries greater than \$75,000.00
(Not including employee benefits)

Position Title	# of Positions	Full-Time Equiv.	Previous Year Salary	Current Year Salary	Proposed Year Salary
Mary Sample	1	1	\$84,000.00	\$85,000.00	\$86,000.00
Totals:	1	1	\$84,000.00	\$85,000.00	\$86,000.00

Salaries Expended

	Previous Year	Current Year	Proposed Year
Enter the total amount of salaries expended but not reflected above	\$100,000.00	\$100,000.00	\$100,000.00

Salary Totals

	Previous Year	Current Year	Proposed Year
Total Salary Cost	\$184,000.00	\$185,000.00	\$186,000.00

Number of Employees

	Previous Year	Current Year	Proposed Year
Total number of full-time employees	1	1	1
Total number of casual/seasonal employees	3	4	5

Special Notes

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

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:

<u>Expense Category</u>	<u>Examples or Explanation:</u>
<ul style="list-style-type: none"> Expenses 	<p>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.</p> <p>Salaries line is auto-populated from information provided in the Salary tab.</p>
<ul style="list-style-type: none"> Grants and Awards (other than Grant-In-Aid) 	<p>Examples could include grants awarded to the agency with an allowable percentage for administrative or overhead expenses.</p>
<ul style="list-style-type: none"> Other Expenses 	<p>Variety of other types of expenses not applicable within other categories or lines defined above.</p>
<ul style="list-style-type: none"> Non-Expense Disbursements 	<p>Examples could be disbursements for equipment (capital), vehicles, other salaries not reflected above), investment-related expenses, depreciation, capital building improvements, etc.</p>

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.

The screenshot shows the 'Expenses' section of an application. At the top, there is an 'Instructions' box with the following text: 'Please add the details of your organization's expenses. The "Salaries" are obtained from the details entered on the "Salary" tab of the main application. Within the Grants and Awards (other than Grant-In-Aid), and Miscellaneous sections: Click the + plus button to add rows. To delete a row, click the X 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.' Below the instructions is a table with the following structure:

Expenses	Previous Year	Current Year	Proposed Year
Salaries	\$0.00	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Payroll Taxes	\$0.00	\$0.00	\$0.00
Professional Fees	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Telephone and Fax	\$0.00	\$0.00	\$0.00

At the bottom of the table, there is a 'Save' button. In the top right corner of the application window, there is a close button (X).

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.

Programs

Program Instructions

Please use this section to add details of all programs for which you are requesting Grant In Aid funding.

- At least one program is required.
- Do not add programs for which you are not requesting Grant In Aid Funds.
- The sum of the Grant In Aid Funds requested on each of the program(s) must match the amount requested on the Revenue tab ("Grant In Aid: Proposed Year" column)

To add a program click the + plus button below.

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

0 of 0

#	Program Name	Amount Requested for this Program	Program Details
---	--------------	-----------------------------------	-----------------

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.



Instructions: Program Entry

Please complete all details below.

- After answering the question "Is this a New Program for the Proposed Year?" be sure to click the **Add/Edit Program Details** button that will appear, and enter details including the program budget and amount of Grant In Aid Request for this program.

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

- The **Delete Program** button can be used if this program was created in error, or is not requesting Grant In Aid Funds for the proposed year.

PROGRAM

▼ Program JUMP TO
Program

* Program Name ?

25 words left

* Target Population

100 words left

* Program Description

[Validate](#) [Delete Program](#)

Once you answer this question:

*** Is this a New Program for the Proposed Year?**

Yes No

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:

<u>Program Activity Screen</u>	<u>Examples or Explanation:</u>
<ul style="list-style-type: none"> Program Name 	The name of your specific program. Limited to 25 words.
<ul style="list-style-type: none"> Target Population 	Describe who the service is targeting. This could include age ranges, demographic information, and geographic location of clients. Limited to 100 words.
<ul style="list-style-type: none"> Program Description 	Describe the activities associated with the program. Limited to 300 words.
<ul style="list-style-type: none"> Similar Community Agencies 	Describe other community agencies that are providing similar services. Limited to 50 words.
<ul style="list-style-type: none"> Program Objective Measure 	Describe how you measure the success of your program. Limited to 100 words.

<ul style="list-style-type: none"> • Program Objective Progress 	Describe what progress has been made in the past year to achieve the program’s objectives. Limited to 100 words.
<ul style="list-style-type: none"> • Variance in Service Measure or People Served 	Describe any variance in service measure or people served. Put N/A if not applicable. Limited to 100 words.
<ul style="list-style-type: none"> • Circumstances of Deficit/Surplus of Funds 	Describe any circumstances surrounding how your organization arrived at a deficit or surplus of funds. Put N/A if not applicable. Limited to 100 words.
<ul style="list-style-type: none"> • Additional Funding Justification 	Describe any additional funding requested for this program. Put N/A if not applicable. Limited to 250 words.
<ul style="list-style-type: none"> • How GIA Funds are Expended for this Program 	Describe how Grant In Aid funds are expended for this 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:

<u>Program Activity Screen</u>	<u>Examples or Explanation:</u>
<ul style="list-style-type: none"> • Number of People Served 	Enter a numerical value of the number of people served. The proposed year figure can be a reasonable estimate.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Amount of Service 	The amount of service would be the total number of the service measure identified.
<ul style="list-style-type: none"> • Program Revenue 	The amount of revenue specific to this program.
<ul style="list-style-type: none"> • Program Disbursements 	The amount of expenditures (expenses) specific to this program.
<ul style="list-style-type: none"> • Surplus/Deficit 	This field will be calculated based on the Program Revenue and Program Disbursements inputs.
<ul style="list-style-type: none"> • Amount of Grant In Aid Request for this Program 	The amount your agency is requesting for Grant In Aid. 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:

Programs

Program Instructions

Please use this section to add details of all programs for which you are requesting Grant In Aid funding.

- At least one program is required.
- Do not add programs for which you are not requesting Grant In Aid Funds.
- The sum of the Grant In Aid Funds requested on each of the program(s) must match the amount requested on the Revenue tab (“Grant In Aid: Proposed Year” column).

To add a program click the **+** plus button below.

- Note:** You may need to click “Save Draft” button to refresh the program table below.

#	Program Name	Amount Requested for this Program	Program Details
1	Community Services Program	\$10,000.00	Complete

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

GENERAL MANAGEMENT REVENUE SALARY EXPENSES PROGRAMS **SUMMARY**

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	<input type="text"/>	\$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.

▼ Letter of Board Approval

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 completed by either a Certified Public Accountant or a Public Accountant. This audit must have been issued within the past three (3) years. If the agency cannot provide an audit, the agency must provide a statement of why an audit cannot be submitted.
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 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?**

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, a file upload box will appear asking you to upload the most recent copy of your agency’s audit. You can drag and drop files in the box or click “browse files” to cause an Open box to appear to allow 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?

Yes No

* Please upload the most recent copy of your agency's audit

 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 responding **No** to providing an audit, a text box with a 250-word limit will appear that requires you to provide a statement of why your organization cannot provide an audit.

* Is your organization providing an audit?


Yes No

* Please provide a detailed statement of the circumstances surrounding the reason that your organization is unable to provide an audit

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 to allow you to search for the file within your computer or network drives. These files can be any additional or supporting files you wish to attach to your application.

▼ Attached Files


 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

Step 16: Validate and Submit.

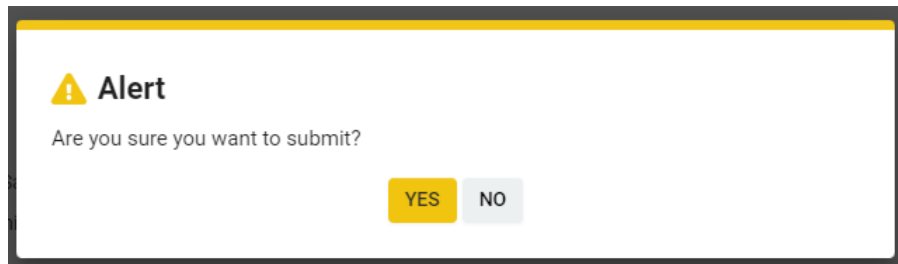
Once you have completed all the application fields, click the blue “Validate” button to check your application for completeness. If the system has identified incomplete areas of your application, the system will move your viewpoint to the top of your screen and identify areas of your application that 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.

 **Submission Failed:**

- 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.

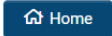


Clicking the orange “YES” button will submit your application. Once the application has been successfully submitted, the below screen will appear advising that your application has been received, and you will receive a system-generated email confirmation.

Thank you

Application GG24-0088 has been received.

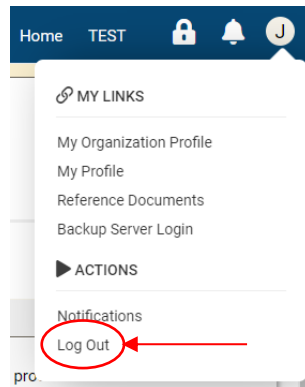
You can revise your application until the submission deadline: 09/30/2023 at 12:00am. To access your application, click the Home button and locate the "Under Review" section of your portal.



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

Last Updated: October 2, 2023