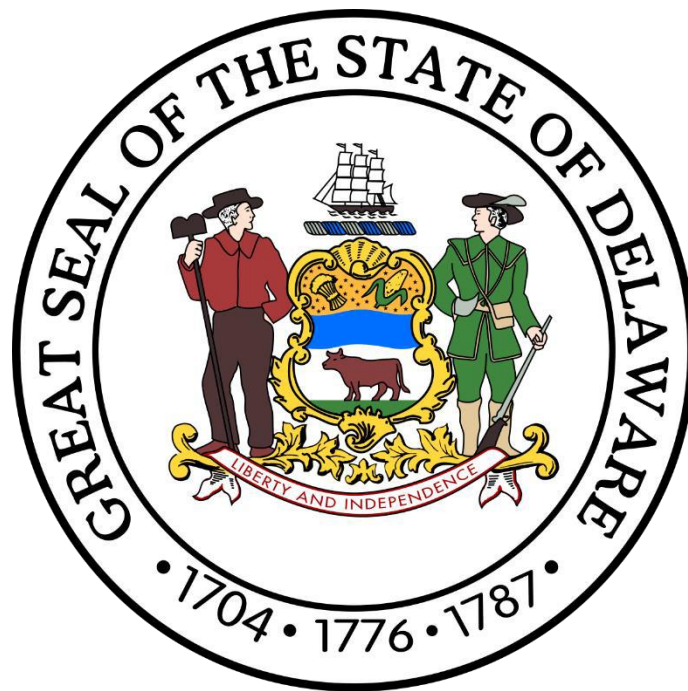


State of Delaware

My Delaware and Grants Management System Registration Guide



Office of the Controller General
Delaware General Assembly
411 Legislative Avenue
Dover, Delaware 19901
(302) 744-4200
GIA_Support@Delaware.gov

Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding. For additional information, visit <https://gia.delaware.gov>.

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My.Delaware.gov – Overview



To better provide quality services for the citizens of Delaware, the State of Delaware utilizes a streamlined digital identity provider – My.Delaware.gov (<https://my.delaware.gov>). With My Delaware, your identity is secured with one trusted platform, allowing you to access all your State of Delaware applications with one sign in. Once signed in, you will be directly navigated to the Delaware Controller General’s Office Grants Management System, where you can create and submit grant applications to the Office of the Controller General.

Before you begin...

To complete the registration process, you must have some information about your organization readily available to complete the process. You will be required to provide this information to gain access to the Grants Management System successfully, so it is recommended that you have the following information available:

- Organization’s Legal Name
- EIN (Federal Tax Identification Number)
- Organization’s Date of Incorporation
- Organization’s General Phone Number
- Organization’s Address (including City, State, and Zip Code)
- Organization’s Mission Statement

You CANNOT complete registration in the Grants Management System without this information.

New Users – Register/Sign In Steps

Step 1: Navigate to the Grant-In-Aid (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 CGO Grants Management System logo.

When you are ready to access the system, click the CGO Grants Management System logo on the GIA website.



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

Step 3: Arrive at the Delaware Controller General’s Office Grants Management System landing page.

Once you click the graphic for the Grants Management System on the GIA homepage, you will be brought to the login portal for the Grants Management System. The Grants Management System requires a “My.Delaware.gov” account for access.

If you are accessing the Grants Management System for the first time, you will want to begin the registration process to sign up or sign in with a My Delaware account by clicking the blue “Applicant Registration” button.

Welcome to the Delaware Controller General's Office Grants Management System

Applicant: Existing User

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

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

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:

[Applicant Registration](#) [Reference Documents](#)

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

legisgrants.smartsimple.com says

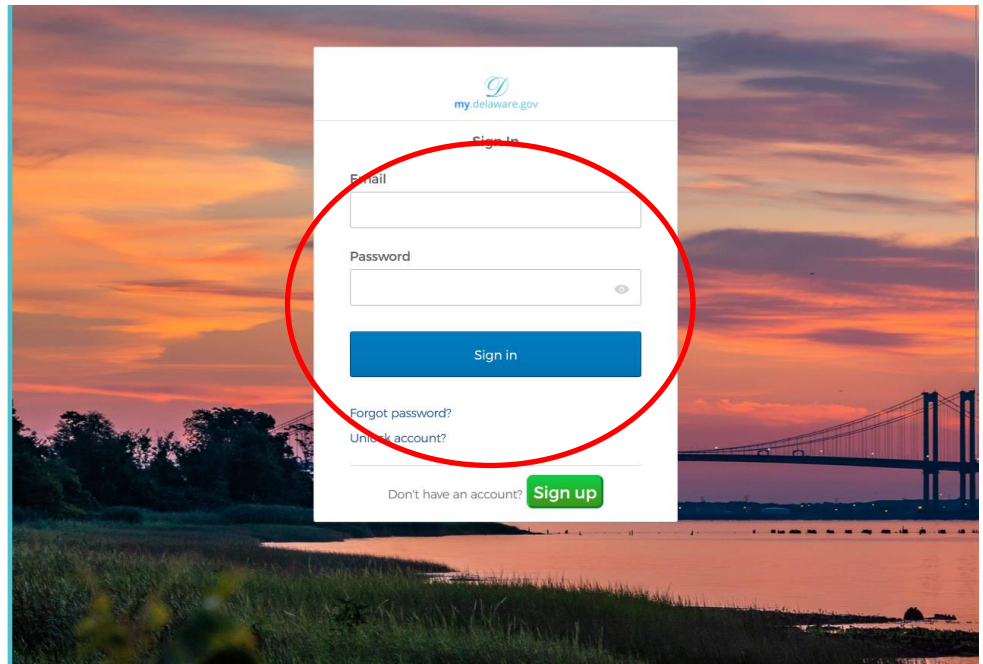
You will now be redirected to log in via My.Delaware.gov to initiate registration. If you do not have a My Delaware account, you will be able to create one.

[OK](#) [Cancel](#)

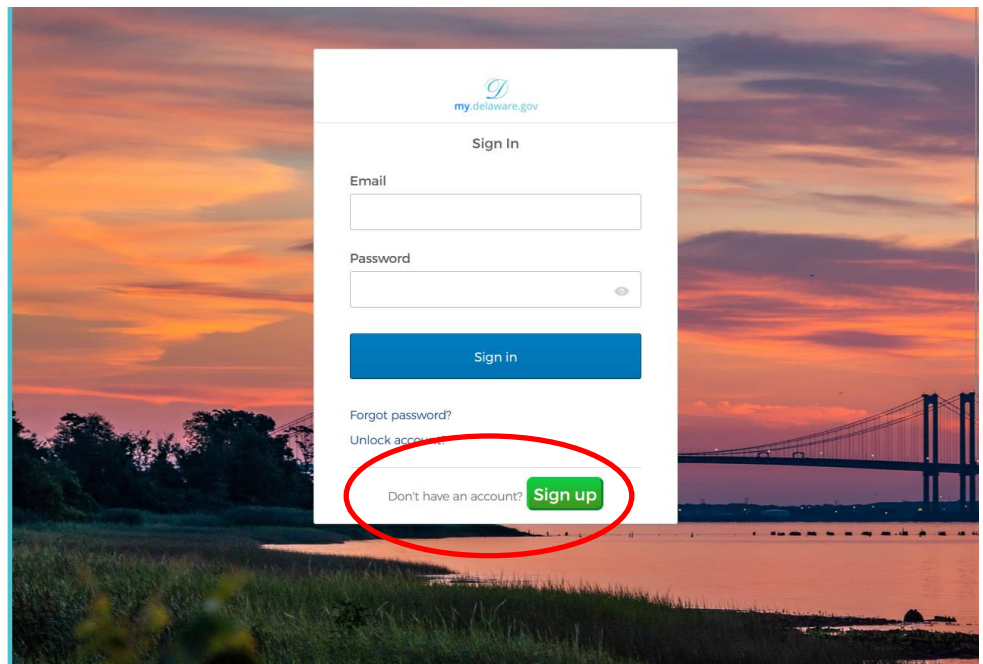
Click the blue “OK” button to continue.

Step 4: Sign In or Sign Up.

If you have an existing My Delaware account, you may sign in with your registered email and password here. Then click the blue “Sign in” button. Then, you may continue to **Step 5**.




If you do not have an existing My Delaware account, you can create one by clicking the green “Sign up” button. Then, you may continue to **Step 4A**.



Step 4A: Sign Up for A My Delaware Account.

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



Sign up

Email

Password

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name

Confirm Password

Primary phone Optional

First name

Middle name Optional

Last name

Street address

City

ZIP Code

State

Country

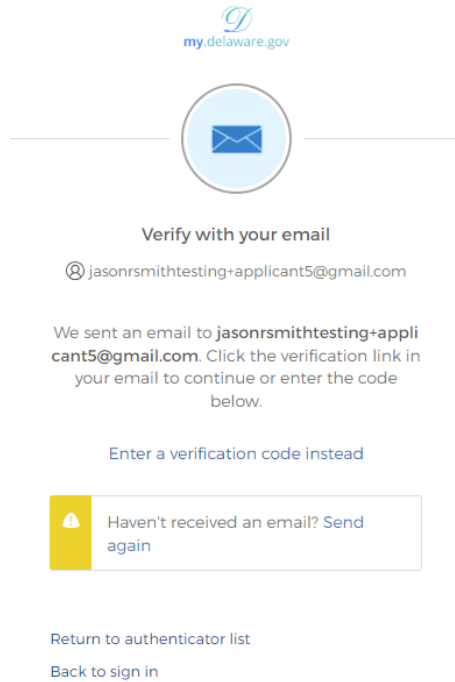
Account Purpose

Register

[Already have an account?](#)

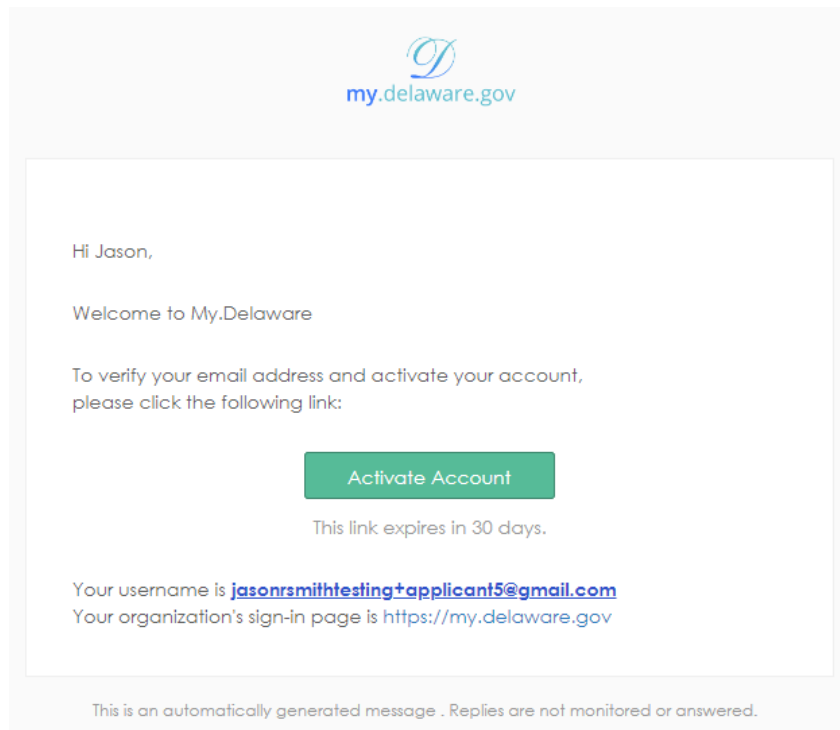
Step 4B: Receive Auto-Email and Activate Your My Delaware Account.

You will receive an activation email sent to the email address associated with the My Delaware account information you just provided.



Step 4C: Click the “Activate Account” Button.

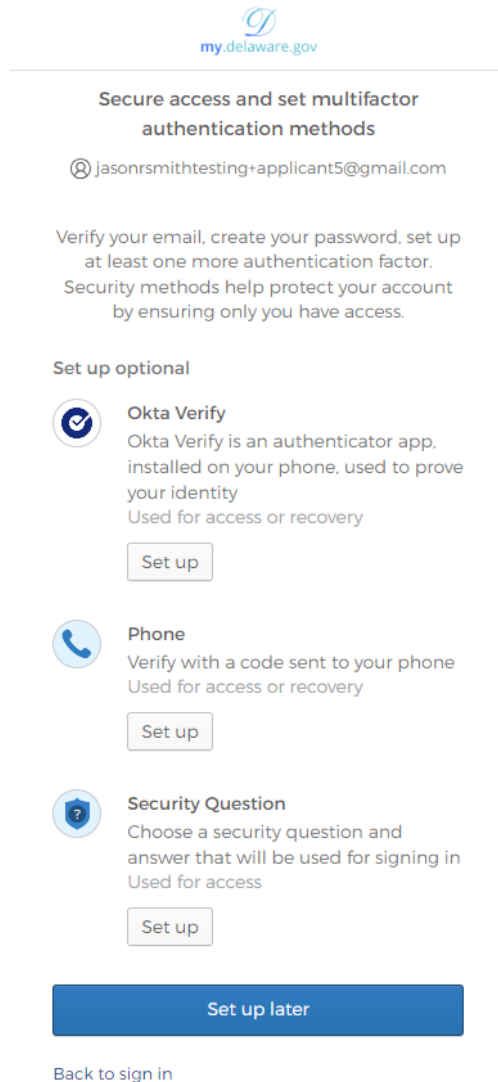
Navigate to your email account, open the My Delaware Account Activation email, and click the green “Activate Account” button in the automated email to activate your new My Delaware account.



Step 4D: Secure access and set multifactor authentication methods.

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

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



The screenshot shows the 'Secure access and set multifactor authentication methods' page on my.delaware.gov. It displays the user's email address as jasonrsmithtesting+applicant5@gmail.com. The instructions state: 'Verify your email, create your password, set up at least one more authentication factor. Security methods help protect your account by ensuring only you have access.' Under the heading 'Set up optional', there are three choices: 'Okta Verify' (with a checkmark icon), 'Phone' (with a phone icon), and 'Security Question' (with a question mark icon). Each choice includes a brief description and a 'Set up' button. At the bottom, there is a large blue 'Set up later' button and a link to 'Back to sign in'.

Step 5: Land at the Grants Management System Registration Quiz.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by either completing enrollment in a multifactor authentication method or choosing to set up later from Step 4D, you will automatically be navigated to the Grants Management System Registration Quiz screen.

Here is where you begin the registration process for your organization for access to the Grants Management System. Follow the on-screen instructions and select the Organization Type that best describes your organization.

Organization Registration

Edit Registration Quiz

i Instructions - Organization Registration

The General Assembly provides two grant funding opportunities each fiscal year, Grant-In-Aid and the Community Reinvestment Fund.

In order to help determine if your organization may be eligible for funding, please answer the questions below. Then click the **Submit** button.

*** Organization Type**

Please select the category that best describes your organization.

Non-Profit / 501(c)(3)

Other 501(c) Tax-Exempt Organization

Other Organization Type/Government Entity - Non 501(c) Status

Submit

Depending upon your selection, you will be asked an additional question – “Is your organization applying for funding as a fiscal agent on behalf of another non-profit organization?”

Once you have made your selection, and if your organization’s eligibility is confirmed, you should be able to click the blue “Submit” button at the bottom of the screen to be taken to the next screen.

If you selected “**Non-Profit / 501(c)(3)**” for your Organization Type, you will be prompted to an Organization Search linked to the IRS Pub78 database, which includes all non-revoked non-profits that are required to report to the IRS. Enter your organization’s EIN or organization name, and click the blue “Search” button. If your organization appears in the Organization Results, select the organization’s row to proceed and finalize the registration.

Organization Search

i Please enter either your organization's EIN, or organization name, and click the **Search** button.

- This search accesses the IRS Pub78 database which includes all non-revoked non-profits that are required to report to the IRS. It does not include organizations that are not required to report to the IRS.
- If your organization is a non-revoked nonprofit, but you are unable to find it, click the "Organization Registration" menu item at the top, and use the Manual Registration option.

EIN ?

Name ?

Address

City

State ?

Search

Follow the on-screen instructions to finish the completion of the Organization Information form. **To continue, you must input the Date of Incorporation, Phone Number, and Mission Statement.** You may also add your organization's Acronym, or what the organization is "doing business as," or what the organization is "also known as," and the website and the generic email address to the registration if you wish. Once complete, hit the blue "Submit" button at the bottom of the form to continue.

Organization Information Search IRS Database

Instructions
Please review all fields below.
Click the Submit button when complete.

Some information is read only, as it has been populated based on the information held by the IRS. If you selected the wrong organization, please click the "Search IRS Database" button above.

*** Organization Legal Name**
DEL-ONE FOUNDATION

Acronym ?

D/B/A or A/K/A ?

*** EIN**
061934491 ?

*** Date of Incorporation**
mm/dd/yyyy 📅

*** Phone**

*** Address**
270 BEISER BLVD

Address Line 2

*** City**
DOVER

*** State**
Delaware ▼

*** ZIP Code**
19904-7790

Web Site


Organization's Generic Email Address

*** Mission Statement**

150 words left

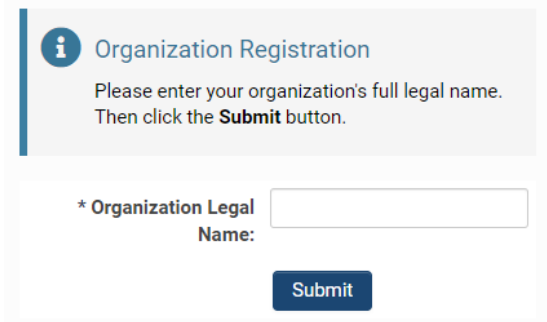
Contact Information

*** Email**
jasonsmithtesting+applicant9@gmail.com

I'm not a robot  reCAPTCHA
Privacy & Terms

Submit

If you selected “**Other 501(c) Tax-Exempt Organization**” or “**Other Organization Type/Government Entity – Non 501(c) Status**” for your organization type, you will be prompted to an Organization Registration screen that will require you to enter your organization’s full legal name. Once finished, click the blue “Submit” button.



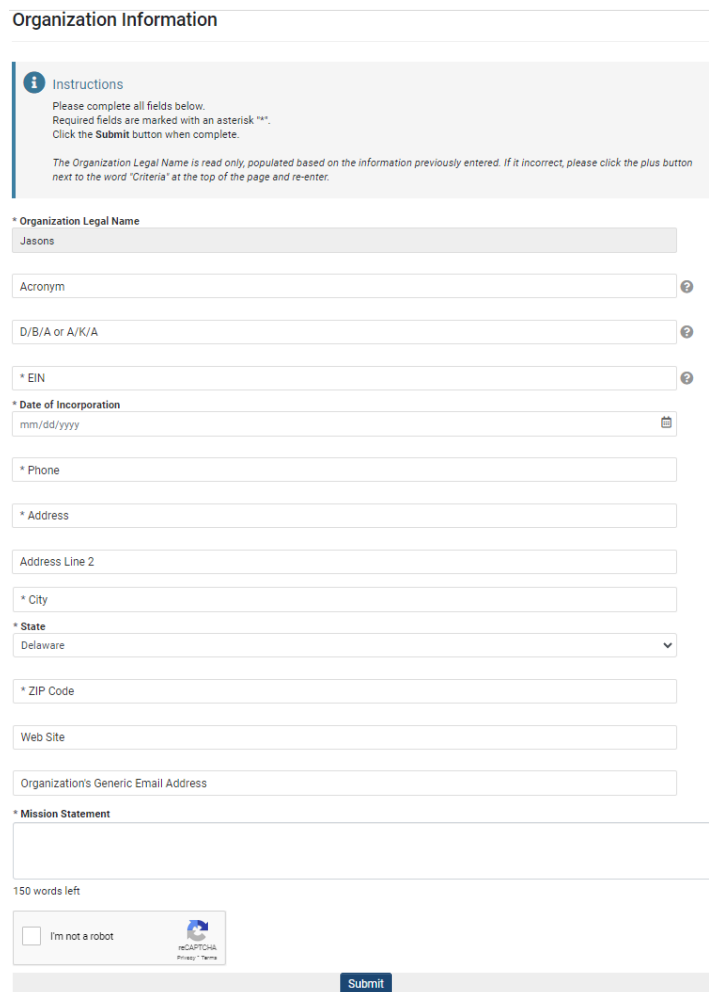
i Organization Registration

Please enter your organization's full legal name.
Then click the **Submit** button.

* Organization Legal Name:

Submit

Follow the on-screen instructions to finish the completion of the Organization Information form. **To continue, you must input the Date of Incorporation, Phone Number, and Mission Statement.** You may also add your organization’s Acronym, or what the organization is “doing business as,” or what the organization is “also known as,” and the website and the generic email address to the registration if you wish. Once complete, hit the blue “Submit” button at the bottom of the form to continue.




Organization Information


i Instructions


Please complete all fields below.
Required fields are marked with an asterisk "*".
Click the **Submit** button when complete.


The Organization Legal Name is read only, populated based on the information previously entered. If it is incorrect, please click the plus button next to the word "Criteria" at the top of the page and re-enter.

* Organization Legal Name
Jasons

Acronym 

D/B/A or A/K/A 

* EIN 


* Date of Incorporation
mm/dd/yyyy 

* Phone

* Address

Address Line 2

* City

* State
Delaware 


* ZIP Code

Web Site

Organization's Generic Email Address

* Mission Statement

150 words left

I'm not a robot 

Submit

Once you have completed the form's required fields and clicked the blue "Submit" button, the system should advise you that the organization registration is complete. If your browser does not automatically refresh, click the Delaware Seal at the top left corner of the page or manually hit your browser's refresh button.

Organization Registration Complete

Thank you for registering. The organization record is being established, and your portal will be refreshed shortly.

You may refresh this page manually by clicking the Delaware Controller General's Office logo in the top left corner of the page.

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

The screenshot displays the home screen of the Delaware Controller General's Office Grants Management System. At the top, there is a navigation bar with the system logo and user information. Below this, a yellow banner reads "Welcome to the Delaware Controller General's Office Grants Management System".

The main content area is divided into two sections:

- FUNDING OPPORTUNITIES (2):** A table with columns for "Funding Opportunity", "Description", "Submission Deadline", and "Status". It lists two opportunities: "GIA General Application for Fiscal Year 2025" and "GIA Veterans Application for Fiscal Year 2025". Each row has a "View Details / Apply" button.
- Applications:** A section with filters for "ATTENTION REQUIRED (0)", "UNDER REVIEW (0)", "APPROVED/ACTIVE (0)", and "CLOSED/HISTORICAL". Below the filters, there is a search bar and a table with columns for "#", "Application ID", "Funding Opportunity", "Organization", "Primary Contact", "Amount Requested", and "Status". The table currently shows "No Results Found".

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities. Please see the GIA website to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.

Returning Users – Sign In Steps

Once you have completed your initial My Delaware registration and Grants Management System registration, you can return to the Grants Management System in a few different ways.

Option 1 and Step 1: Navigate to the Grant-In-Aid (GIA) website.

<https://gia.delaware.gov>

Step 2: Click the CGO Grants Management System logo.

When you are ready to access the system, click the CGO Grants Management System logo on the GIA website.



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](#).

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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

Step 3: Arrive at the Delaware Controller General's Office Grants Management System landing page.

After successfully signing into the Grants Management System for the first time; for return visits, once you arrive at this screen, you can access the system by clicking the blue "Applicant Login" button and entering your My Delaware credentials.

Welcome to the Delaware Controller General's Office Grants Management System

Applicant: Existing User

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

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

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:

[Applicant Registration](#) [Reference Documents](#)

Step 4: Arrive at the Home page for the CGO Grants Management System.

Upon entering the credentials, you will be automatically redirected to the Grants Management System home screen.

Welcome to the Delaware Controller General's Office Grants Management System

Funding Opportunities your organization (Jasons 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.

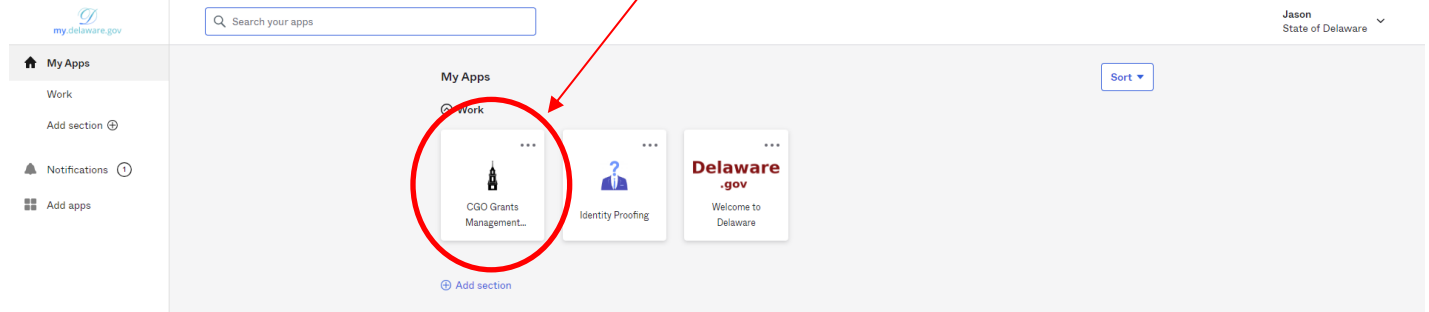
0 of 0

#	Application ID	Funding Opportunity	Organization	Primary Contact	Amount Requested	Status
No Results Found						

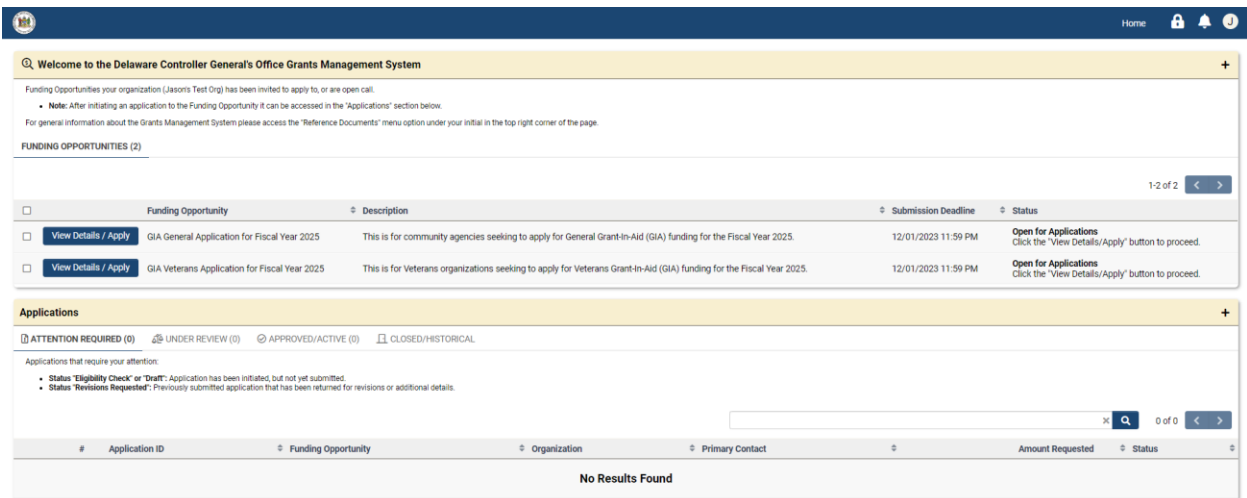
Option 2 and Step 1: Navigate to the My Delaware website.

<https://my.delaware.gov>, sign in and reach your My Delaware App Dashboard. Click the “CGO Grants Management...” tile.

Step 2: Click the “CGO Grants Management...” tile.



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



Self-Service Options

Forgot Password

Step 1: Navigate to the My.Delaware Website.

<https://my.delaware.gov>

Step 2: Click the “Forgot password?” Link.

my.delaware.gov

Sign In

Email

Password

Sign in

Forgot password?

Unlock account?

Don't have an account? **Sign up**

Step 3: Reset Your Password.

- To reset your password using your primary email, type your email in the “Email” field and click on the “Next” button.
- Follow the on-screen instructions to reset your password.

Legislative Information Systems (LIS) Helpdesk – Technical Assistance

If you require additional technical assistance signing in to My Delaware after following the steps in this User Guide, you will need to contact the LIS Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

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