



Guide for Representing Multiple Organizations



The Grants Management System allows for registered contacts to be associated with multiple registered organizations. This enables individuals to maintain their unique single My Delaware login while switching between organizations in the Grants Management System to submit applications on behalf of the multiple organizations they may be affiliated with.

This user guide will advise on how this can be completed for registered contacts if desired.

Important: Before contacts can be associated with additional organizations, they must first be registered in the Grants Management System, ideally with the primary organization they represent or are associated with. Review the “**My Delaware and Grants Management System Registration Guide**” available on our websites for assistance registering as an organization's contact.

Since contacts can only register once and only create one organization during the registration process, the Controller General's Office Staff will need to associate your registration with another registered organization or may need to manually create any new additional organizations if they are not already registered in the Grants Management System.

Once the initial registration process for a contact has been completed, please send a request to GIA_Support@Delaware.gov advising that you would like to have your profile set up to be associated with multiple organizations.

To facilitate this request, please advise us in your email about the additional organization(s) you'd like to be associated with. If you believe that your organization is likely not to be already registered in the Grants Management System (for example, if the organization has never applied for or received Grants-in-Aid or Community Reinvestment Funding from the General Assembly before), please also include the following items for the secondary or additional organization(s) that you seek to be associated with in your request:

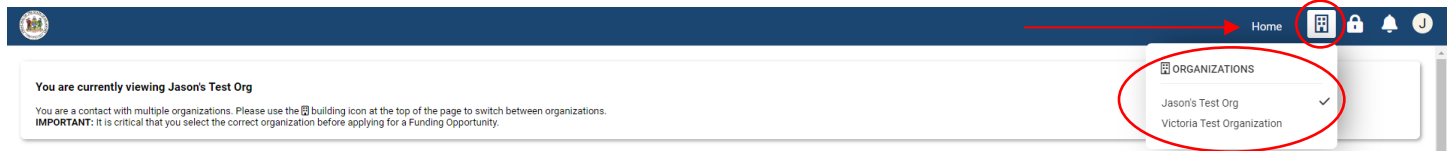
- Organization's Legal Name
- Federal EIN
- Date of Incorporation
- Organization's Primary Phone Number
- Organization's Primary Address, City, State, and ZIP Code
- Organization's Mission Statement

Requests are typically responded to within one to two business days. Once the Controller General's Staff has completed your request, you will be advised when it is completed.

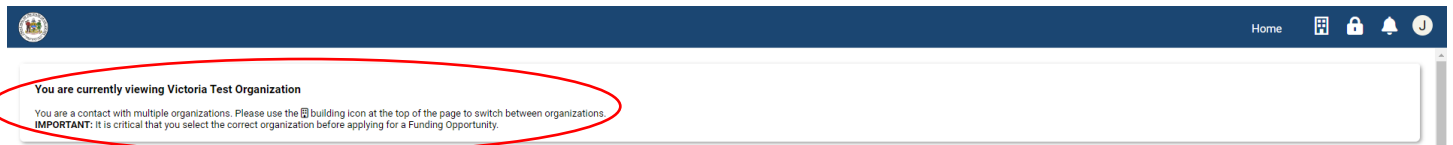
After the updates have been made, when you sign into the Grants Management System again, you will notice some changes in your Home screen.



The top of the Home screen will include a notice that you are now a contact with multiple organizations.



Selecting the building icon on the top of the page next to the word Home will open a drop-down menu and show you the organizations that you are associated with. Select the organization for which you want to complete tasks.



Once you've made your selection, the top of the Home screen will confirm which organization you are viewing.

If you need assistance becoming a contact for multiple organizations, send your request to **GIA_Support@Delaware.gov**.