



- Sign in to the Grants Management System from <u>https://gia.delaware.gov</u> or <u>https://legisgrants.smartsimple.com</u> or <u>https://my.delaware.gov</u>.
- 2. From the Home screen, under the **Applications** section, find the application under the tab you wish to access.
  - Applications in progress will be found under the "ATTENTION REQUIRED" tab.
  - Recently submitted applications will be found under the "UNDER REVIEW" tab.
  - Submitted applications approved for funding will be found under the "APPROVED/ACTIVE" tab.
  - Applications approved for funding and archived from previous fiscal years (starting with Fiscal Year 2025) will be found under the "CLOSED/HISTORICAL" tab.

Click the blue "Open" button to access the application you wish to print or download to save.

| Applications                                       |  |   |                  | Se   | Select the tab for the application |                  |             | +   |
|--|--|---|------------------|--|------------------------------------|------------------|-------------|-----|
| ATTENTION REQUIRED (3)                             |  |   |                  |  | that you wish to access.           |                  |             |     |
| Applications that<br>• Status "Eli<br>• Status "Re | Applications that require your attention:<br>• Status 'Eligibility Check' or 'Draft': Application has been initiated, but not yet submitted.<br>• Status 'Revisions Requested': Previously submitted application that has been returned for revisions or additional details. |   | Clic<br>appli    | Click the Open button for the<br>application you want to print or<br>download. |                                    | × Q              | 1-3 of 3    | < > |
| ÷  | # Application ID   | Funding Opportunity                           | Organization     | Primary Contact  | \$                                 | Amount Requested | \$ Status   | \$  |
| Open   | 1 GV25-0066  | GIA Veterans Application for Fiscal Year 2025 | Jason's Test Org | Jason Smith  |                                    | \$2,0            | 00.00 Draft |     |
| Open   | 2 GG25-0286  | GIA General Application for Fiscal Year 2025  | Jason's Test Org | Jason Smith  |                                    |                  | Draft       |     |

3. If your application is still in progress or draft status, clicking the blue "Open" button will navigate you to your application. Below the on-screen instructions, you will see a section that says, "Preview Application." Clicking the blue "View" button will generate a PDF copy of your application as it is currently entered.

| 6       | Instructions   |  |  |  |  |
|---------|--|--|--|--|--|
|         | The sections of this form can be completed in any order desired.   |  |  |  |  |
|         | Click Save Draft at any time to save your work.  |  |  |  |  |
|         | The "Application Preview" will generate a PDF version of the form for your review (click Save Draft first).      |  |  |  |  |
|         | • The Validate button will alert you to any missing or invalid information, but will not submit the application. |  |  |  |  |
|         | Once complete, click the Submit button.  |  |  |  |  |
|         | The submission deadline is 12/01/2023 at 11:59pm   |  |  |  |  |
|         |  |  |  |  |  |
| Previev | / Application  |  |  |  |  |
| Click   | Save Draft before previewing.  |  |  |  |  |
| 🖄 Vie   | Click the View button.   |  |  |  |  |

If you continue making and saving changes to your application, the PDF will be updated to reflect the changes each time you click the blue "View" button.

The PDF will open in a separate window. You may need to make sure that your browser does not block or restrict pop-ups, or you will not be able to see the PDF application.

Once the PDF is opened, you can print or save the file using the printer or save icons typically found in the upper part of the window.



4. If your application has already been submitted, clicking the blue "Open" button will navigate you to your application. Below the on-screen instructions, you will see a section that says, "Submitted Application." Then, the most recent version of your application will be listed below "File Name." Clicking the desired file name will cause your PDF application to be automatically downloaded. Depending on your browser's settings, it may open automatically, or the PDF file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, your file can be opened to be printed or saved wherever you want. All applications will remain stored in the system for retrieval at any time.

| •   | Under Review  |                                      |          | •                  |  |  |
|---|---|--------------------------------------|----------|--------------------|--|--|
|   | This GIA Veterans application has been submitted and is under review.   |                                      |          |                    |  |  |
|   | You may adjust the Collaborators that have access to this application on the "General" tab.   |                                      |          |                    |  |  |
|   | If you wish to make changes to your application, click the <b>Unlock for Revisions</b> button.<br>IMPORTANT: If reverted for revision you MUST re-submit prior to the Submission Deadline: 12/01/2023 at 11:59pm. |                                      |          |                    |  |  |
| Subm  | itted Application   |                                      |          |                    |  |  |
| Note: This application has been revised and re-submitted, generating a new PDF.<br>The most recent version is listed first. |   |                                      |          |                    |  |  |
| $\pm$   |   |                                      |          |                    |  |  |
|   | File Name   | Available PDF links to open your     | Size     | Date 🔻             |  |  |
|   | GV25-0066GIA_Veterans_Application_V_001.pdf   | application appear here. The         | 337.9 KB | 11/30/2023 12:29PM |  |  |
|   | GV25-0066GIA_Veterans_Application.pdf   | most recent version is listed first. | 337.9 КВ | 11/26/2023 12:16PM |  |  |
|   | -   |                                      |          | Total Files: 2     |  |  |

5. If you have multiple versions of your application, meaning you've revised it after it was initially submitted and resubmitted, the most recent version is listed first. If you desire, you can download all the files by checking the check box to the left of "File Name" and clicking the blue download button. Depending on your browser's settings, a Zip file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, your files can be opened to be printed or saved wherever you want. All applications will remain stored in the system for retrieval at any time.

| Subm  | mitted Application                          |          |                    |
|---|---|----------|--------------------|
| Note: This application has been revised and re-submitted, generating a new PDF.<br>The most recent version is listed first. |   |          |                    |
| <b>±</b>  | Click the Download Button second.           |          | <b></b>            |
| ~   | File Name Check the File Name box first.    | Size     | Date 🔻             |
| ~   | GV25-0066GIA_Veterans_Application_V_001.pdf | 337.9 KB | 11/30/2023 12:29PM |
| ~   | GV25-0066GIA_Veterans_Application.pdf       | 337.9 KB | 11/26/2023 12:16PM |
|   |   |          |                    |

6. If you are unsuccessful in your attempt to print or download a PDF copy, you can request one be sent to you by emailing **GIA\_Support@Delaware.gov**. Receiving these requests through email ensures that the Office of the Controller General can verify that the requestor is affiliated with the organization (such as through the email domain, a registered organization contact, a board member, or an officer).