

How to create / submit applications in the DSHS Grants Management Suite (GMS)

Applying to a Funding Opportunity

After your organization and individual contact records have been successfully set up in the Grant Management System (GMS), you can log into the GMS and apply for the open Nonprofit Security Grant Program (NSGP) funding opportunity.

Available Funding Opportunities (FO) you are eligible to apply will be visible at the top of your GMS dashboard, under the Funding Opportunities section. Click “View Details/Apply” to open and review all relevant FO details.

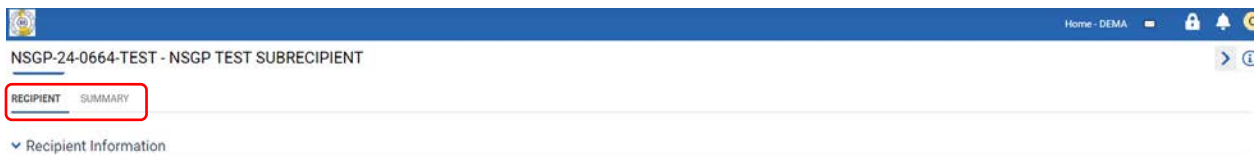


FO details can be exported as a pdf document by clicking on ‘View’. While the GMS does provide important program details, it is recommended to also review the Notice of Funding Opportunity (NOFO) document.

To begin a new application, click “Apply for Funding Opportunity.”



The top of the application screen includes the grant program, funding opportunity name, primary planner assigned, application status, and unique auto-generated application ID# (ex: NSGP-24-0664). Scroll down until you see the application tabs ‘Recipient’ and ‘Summary’. The sections of the application can be completed in any order. Click ‘Save Draft’ often and before leaving the application record.



Recipient Information

On the ‘Recipient’ tab, confirm the recipient organization information, primary point of contact, and add collaborators. The organization information is auto-generated based on the organizations contact record within the GMS. If any of the read-only details need to be updated, you can request edits through the organization profile accessible from the menu under your name in the top right corner.

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The screenshot shows the 'RECIPIENT' tab of the application form for NSGP-24-0664-TEST. The form includes fields for Organization, Address (City, State, Zip, EIN, UEI), and Primary Contact (Title, Phone, Email). A message at the top states: 'If any of the read-only details below need to be updated, please use the menu under your name in the top right corner of the page.' At the bottom, there are buttons for 'Save Draft', 'Validate', 'Submit', and 'Withdraw', along with a 'NEXT' button and a 'UAT Bypass: Easy Submit' link.

Collaborators can edit and submit project applications. Only one user may access an application to edit at a time. A message will appear at the bottom of the page if the record is locked by another user.

It is recommended that nonprofits have a **minimum of two points of contact for each application** (one primary contact/project manager and one collaborator).

The screenshot shows the 'SUMMARY' tab of the application form. It includes a note: 'Note that only one person can edit the record at a time. A message will appear at the bottom of the page if the record is locked by another user.' Below this is a dropdown for 'Include Collaborators in Email Notifications'. The 'Collaborators from your Organization' section provides instructions on how to add and remove contacts. A 'Find Contact' section includes a search bar and a table with columns for Full Name, Organization, Title, Phone Number, and Email. The table currently shows 'No Results Found'. At the bottom, there are buttons for 'Save Draft', 'Validate', 'Submit', and 'Withdraw', along with a 'NEXT' button and a 'UAT Bypass: Easy Submit' link.

Summary Information

On the 'Summary' tab, enter the project title, start and end dates (must be within the Period of Performance), project manager, physical address of the facility the project will occur (this can be different from the organizations primary address but must be within the State of Delaware), total amount requested (can not exceed \$150,000).


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RECIPIENT **SUMMARY**

▼ Project Information

* Project Name: 

Dates must be within the Period of Performance: 03/04/2024 to 03/31/2024.
Click **Save Draft** after updating the Project Start/End date.

* Project Start Date: 

* Project End Date: 

* Project Manager

Please select the contact within your organization that will be the Project Manager.
If the contact is not listed, or has incorrect details, click **Save Draft** on this application, then go to the "My Organization Profile" option in the

--Select One--

▼ Physical address of the facility

Defaults to the address on the Delaware Emergency Management Agency organization record, but can be adjusted as needed.
NOTE: Only one application per facility is permitted.

* Facility Address:

* Facility City:

* Facility State: 

* Facility Zip:

▼ Application Budget Summary

* Total Amount
Requested: 

Below the project information and budget summary, there are separate upload fields for each of the three required application packet documents. The following documents are required as part of the application packet and must be uploaded to the 'Summary' tab of your application before it can be submitted. Required documents include:

- Investment Justification
- Mission Statement on organization letterhead
- Vulnerability Assessment

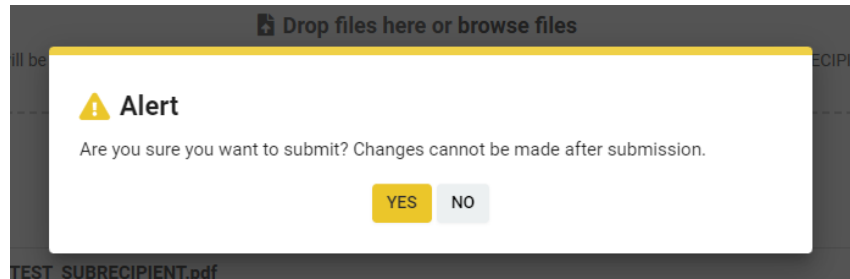
The required Investment Justification form can be downloaded from the Funding Opportunity (FO) within the GMS and is also available to download from DEMAs website under the Resource tab.

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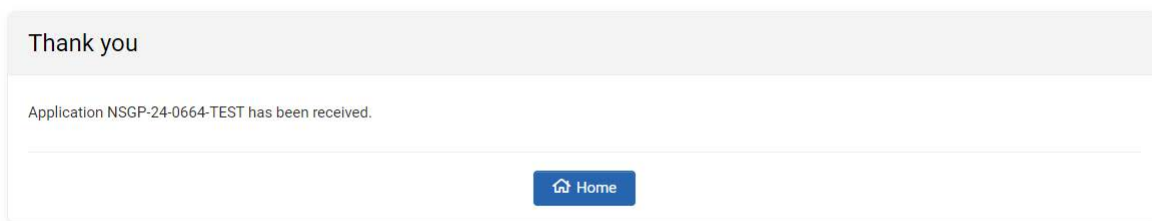
When you are ready to submit an application, click the 'Validate' button to ensure all required fields have been completed. If there are no missing fields, click the 'Submit' button.

*****Note: Always click "Save Draft" before navigating to a new page to save your work.*****

After clicking 'Submit', the system will then ask if you are sure you want to submit. Select 'Yes' to submit your application or 'No' to return to the application.



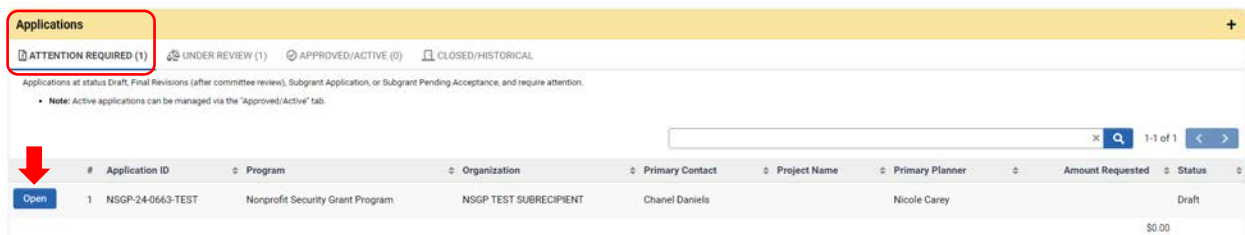
When you submit your application, you will see a thank you notification, your application has been received. Click 'Home' to return to your dashboard.



Contacts on the application will also receive an automated email confirming the application has been submitted.

Resuming an incomplete application

If at any time you need to leave your application or you get kicked out of the system and want to resume your work, incomplete applications can be accessed from the 'Applications' section of your dashboard under the 'Attention Required' tab.



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Applications can be edited until they have been submitted. Applications that have been submitted cannot be edited, but they can be viewed. Click 'Open' next to the application you want to view or continue completing.

To view all applications that have been created or submitted against a Funding Opportunity (FO), click 'View Details / Apply'.



Funding Opportunity Name	Fiscal Year	Application Submission Deadline
TEST NSGP Funding Opportunity TEST	2024	04/24/2024 12:00 PM

All applications that have been created or submitted against that FO will be listed at the top of the page. Applications at status 'Draft' can be edited and have not yet been submitted. Applications will remain at status 'Draft' until they are either submitted to DEMA, withdrawn, or the application deadline passes. Applications at status 'Draft' when the deadline passes will move to status 'Withdrawn'. Applications at status 'Under Review' have been submitted and are under review.

TEST NSGP Funding Opportunity TEST

Applications in Progress

Your organization (NSGP TEST SUBRECIPIENT) already has the following applications to this Funding Opportunity in progress:

Application ID	Primary Contact	Project Name	Status	
NSGP-24-0663-TEST	Chanel Daniels	--Not Set--	Draft	Open
NSGP-24-0664-TEST	Chanel Daniels	Test for user guide	Under Review	Open

To access an existing application click the "Open" button next to it, or click the **Home** button below, and go to the "Applications" section of your portal.

To create a new application, click the **Apply for Funding Opportunity** button below.



Application Limit: 3

Note that this funding opportunity allows submission a maximum of 3 applications per organization.

Requested Revisions

Applications submitted in advance of the deadline will be reviewed by DEMA staff. If revisions are requested, contacts on the application will receive an automated email from the system that includes revision request details.

Log into the system. The application(s) that require revisions can be found under the 'Attention Required' tab of the 'Applications' section of your dashboard.



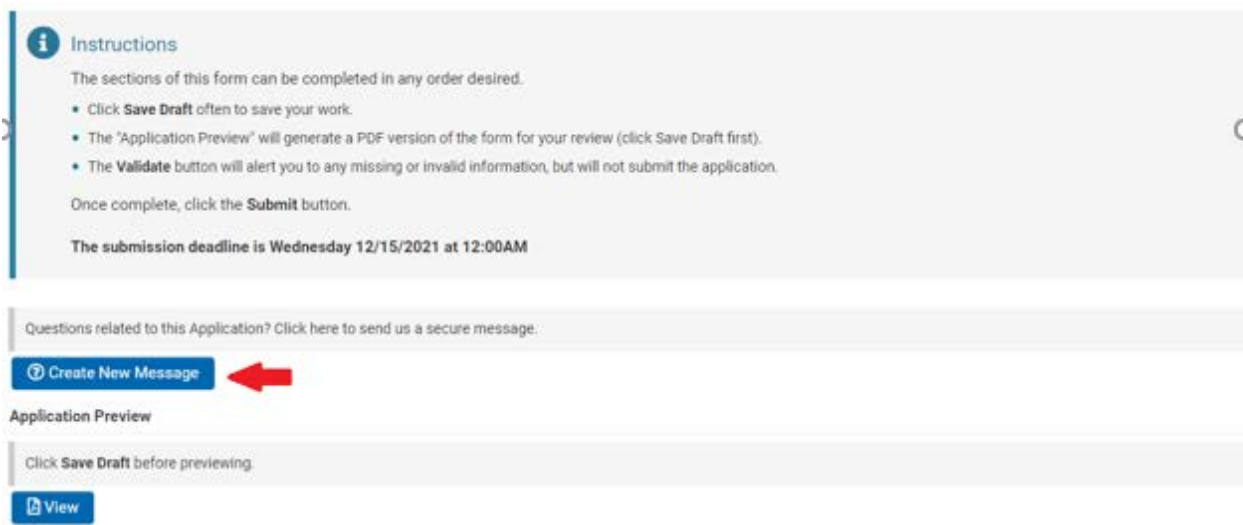
Applications
ATTENTION REQUIRED (6) UNDER REVIEW (0) APPROVED/ACTIVE (0) CLOSED/HISTORICAL
Applications at status Draft, Final Revisions (after committee review), Subgrant Application, or Subgrant Pending Acceptance, and require attention.

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Click 'Open' next to the application to make revisions. Click 'Submit' when you are ready to resubmit to DEMA.

Troubleshooting Applications

If you have questions or issues at any time during the application process, utilize the "Create New Message" button to send a communication to DEMA staff. This feature is available on every page of the application.



The screenshot displays the application interface with the following elements:

- Instructions:** A section with an information icon (i) containing the following text:
 - The sections of this form can be completed in any order desired.
 - Click **Save Draft** often 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.It also states: "Once complete, click the **Submit** button." and "The submission deadline is Wednesday 12/15/2021 at 12:00AM".
- Message Section:** A light gray bar with the text "Questions related to this Application? Click here to send us a secure message." Below this is a blue button labeled "Create New Message" with a red arrow pointing to it.
- Application Preview:** A section with the text "Click **Save Draft** before previewing." and a blue button labeled "View".

Additionally, you can email Preparednessgrants@delaware.gov with any questions.