Program Coordinator Instructions

1. Create an account. Haven’t done that yet? See the document “Creating an Account” for help with the process.

2. Log on to your account—you should automatically land on the “Applicant Dashboard”.

3. Below your Applicant Contact and Organization information will be your programs’ information. Click the “Edit” buttons to complete forms and the “View” buttons to look over forms you have already submitted.

"Apply" will take you to start a new Application.

Application status. Date of Application status.

Click "Edit Application" to complete the form.
Click "View Application" to read over form.

Required Follow Ups for approved application
4. If a request has been approved, there will be “Follow Up Forms” located in the program box. You will also receive an automated email of your program’s approval.

   a. The GRANT AGREEMENT must be digitally signed and completed within seven days of the receipt of the approval email. This will then unlock the PROGRAM COORDINATOR EVALUATION.
   b. The PROGRAM COORDINATOR EVALUATION must be submitted within one week of the program’s completion.
   c. Payment, listed in the Grant Agreement, must be mailed to Delaware Humanities upon the program’s approval (and amount due is on Grant Agreement).

5. Audience evaluations can be accessed through the Grant Agreement or the Delaware Humanities’ website and must be sent through the mail.

6. All forms (even the applications) can be saved or submitted. Note that submission will be denied if any required fills are blank or completed improperly.

When a form is complete and ready to be sent to Delaware Humanities, hit “Submit Follow Up”. If you need to stop your work, hit “Save Follow Up” to finish at a later time.