

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.



Home
Apply
Fax to File

Applicant Dashboard

Public Profile

Applicant:

Organization:

Application status. **Date of Application status.**

If your organization information does not appear correct, please click the edit (pencil) icon.

"From Here to There: Ferries and Bridges Cross the Delaware"				
Process: DHF Speakers Bureau/Visiting Scholar Application Process	Application	Draft	11/16/2016	Edit Application
Welcoming New Sweden				
Process: DHF Speakers Bureau/Visiting Scholar Application Process	Application	Submitted	12/21/2016	View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
SPEAKER BUREAU/VISITING SCHOLAR GRANT AGREEMENT		Overall Grant	12/29/2016	Complete	View
SPEAKERS BUREAU/VISITING SCHOLAR PROGRAM COORDINATOR EVALUATION		Overall Grant	01/12/2017	Assigned	Edit

From Here to There: Crossing the Delaware on Ferries and Bridges				
Process: DHF Speakers Bureau/Visiting Scholar Application Process	Application	Submitted	11/16/2016	View Application

Follow Up Forms

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.

Presentation Fee
\$ 50
Date Payment Received
For internal use only.
<input type="text"/>
Audience Evaluations Received?
For internal use only.
<input type="radio"/> No
<input type="radio"/> Yes

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.



<input type="button" value="Save Follow Up"/>	<input type="button" value="Submit Follow Up"/>
---	---