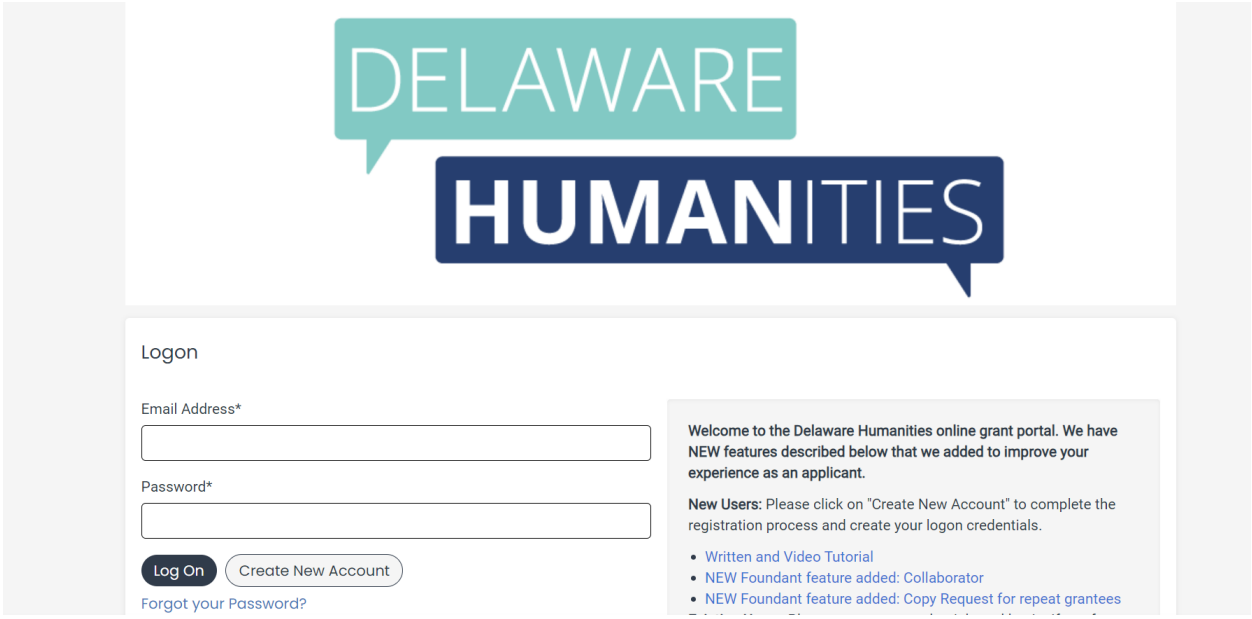
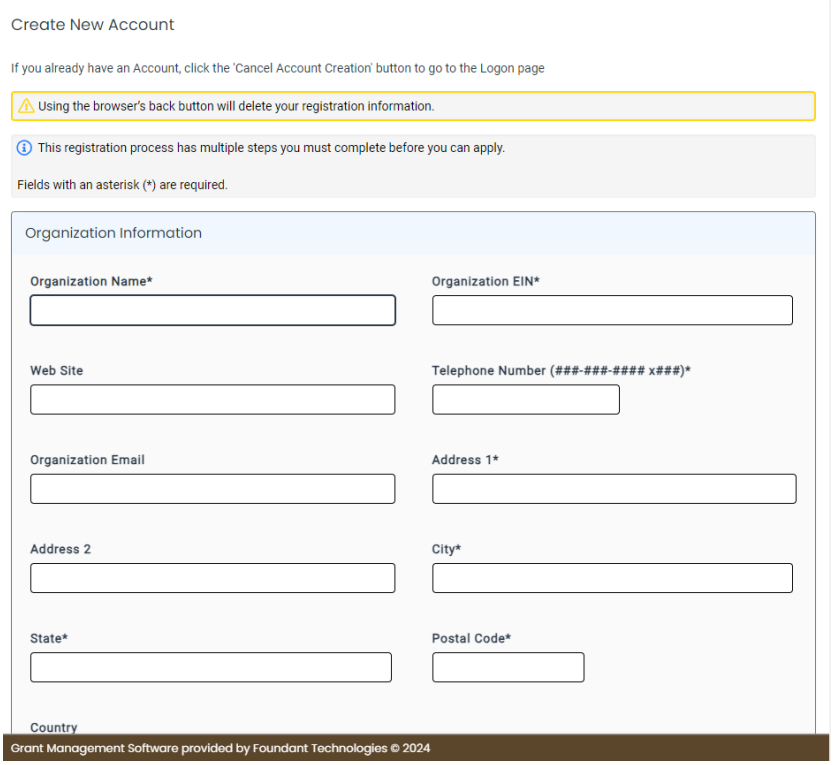
Creating an Account

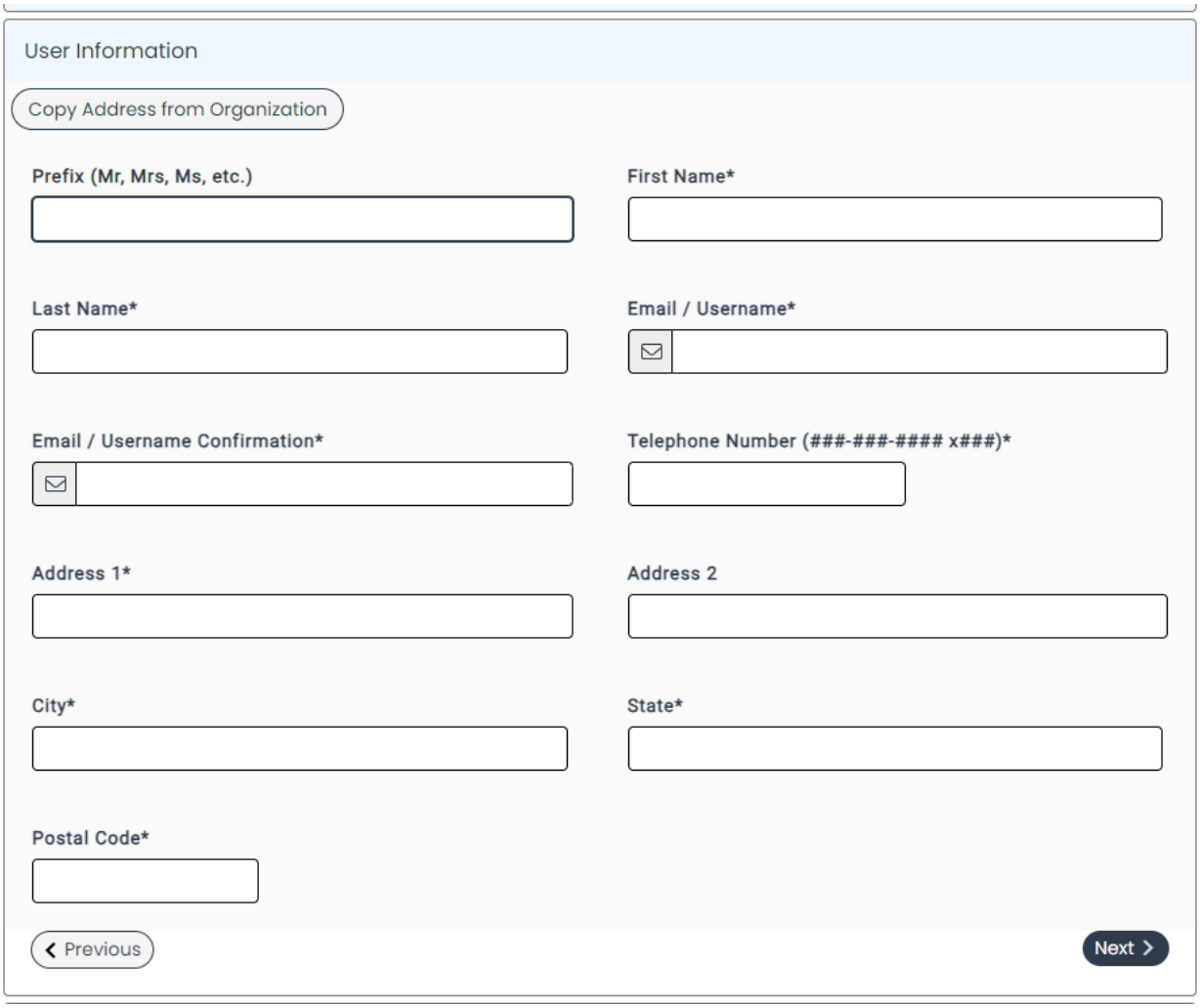
1. Visit the login page and select “Create New Account”



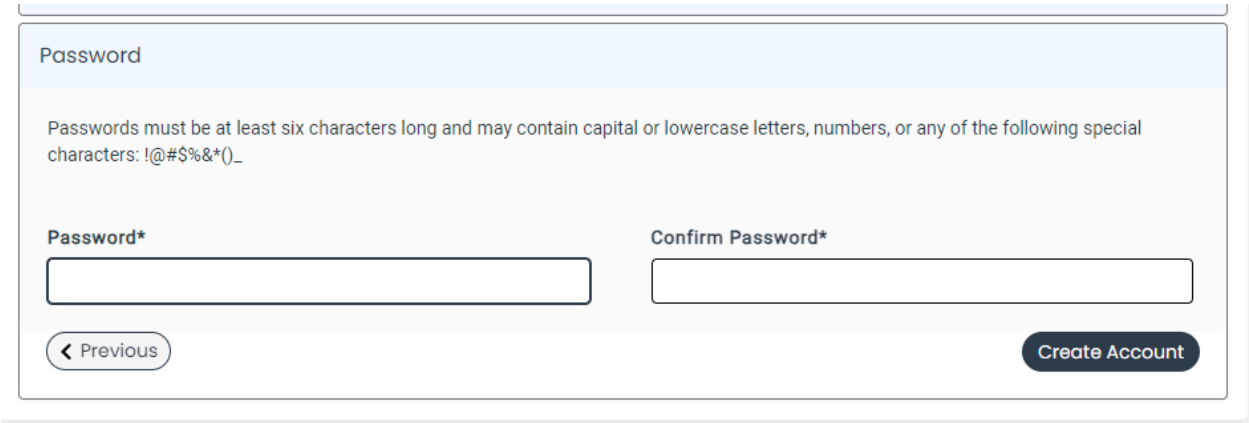
2. Under “Organization Name,” type in the name of the organization tied to your “Organization EIN” (this is your Federal Tax Identification Number). All * fields are required.



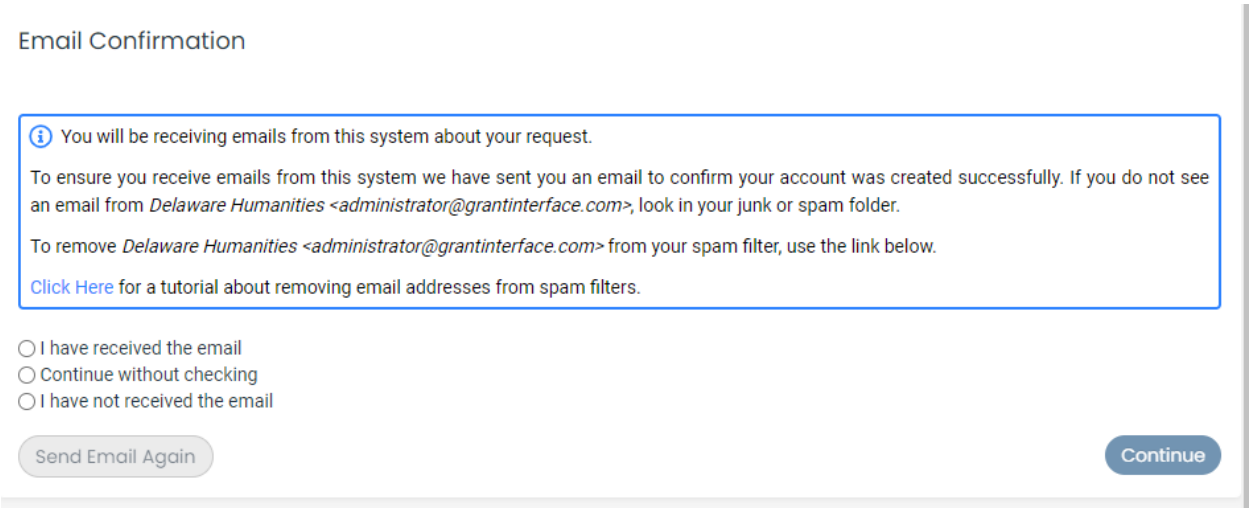
3. Complete the User Information as prompted. This is the information of the individual creating the account/filling out the application. Multiple individual users can be tied to a single Organization—call Delaware Humanities for more information (302-657-0650). Hit “next” when done.



4. Complete the Password information as prompted. Remember your username and password!

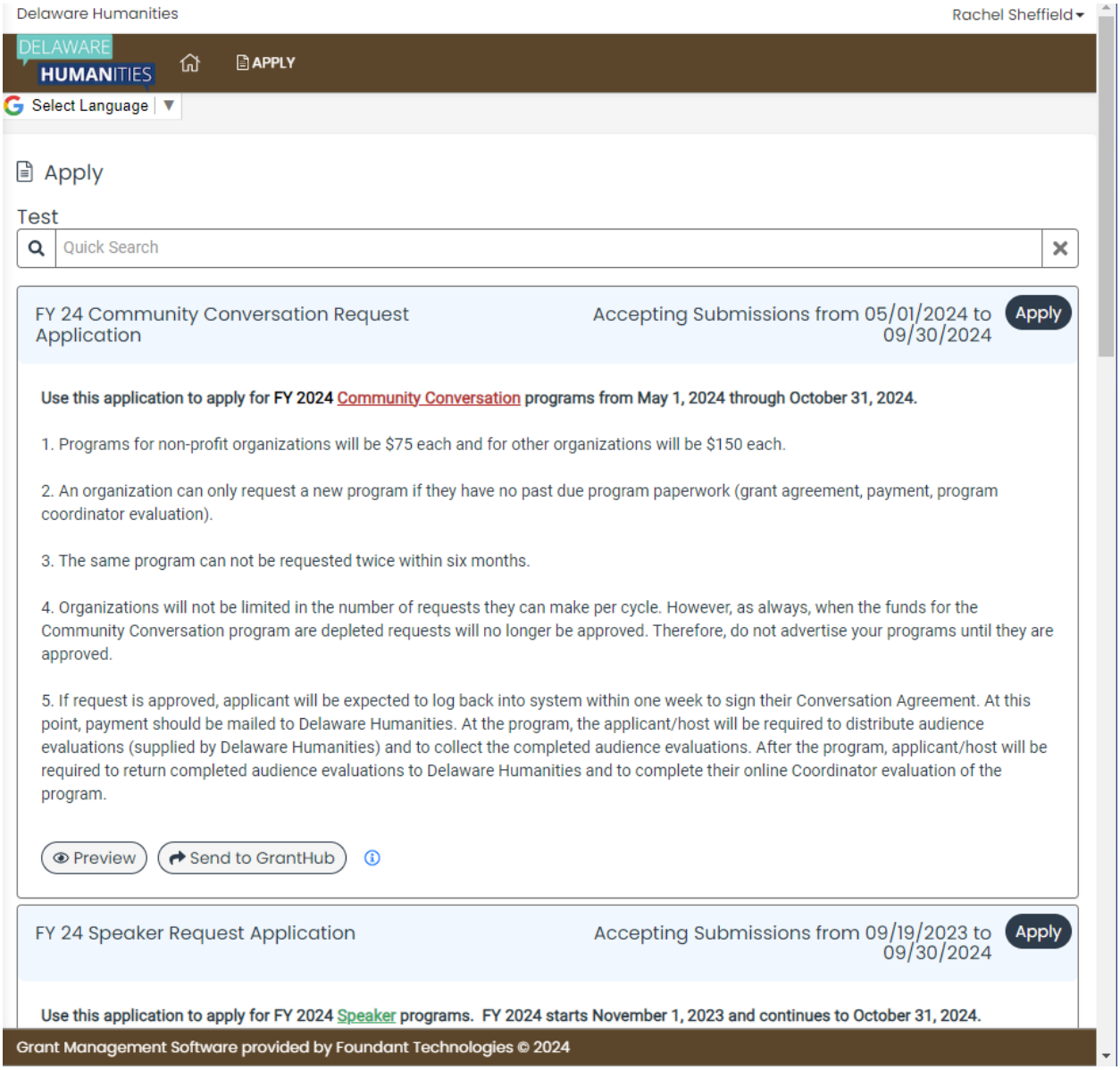


5. Confirm that you have received your registration email.



6. Visit the login page and use your new username and password to log in.

7. This will lead to your Applicant Dashboard.
    a. All applications will appear here.
    b. The “Apply” button at the top will take you to applications to request a speaker and apply for a grant.
    c. NOTE: Be sure to fill out the proper application form. The name of each application is in light blue at the top of each box. For example, you might see FY24 Community Conversation Request Application or FY24 Opportunity Grant (Subaward) Application.
    d. The house icon at the top returns you to your “Applicant Dashboard” /homepage.



8. For how to complete your application, see further instructions.