

Program Coordinator Instructions

- 1. Create an account. Haven't done that yet? See the document "Creating an Account for help with the process.
- 2. <u>Log in to your account</u> you should automatically land on the "Applicant Dashboard."
- Your Dashboard will look something like the photo below. All your active applications will be open under the "Active Requests" tab, and all past/closed applications will be under the "Historical Requests" tab.
 - a. Click "Start" on the right to complete a new portion of the application. Click "View" to see forms that you've already submitted.

Select Language 🔻					
pplicant Dashboard					
elaware Humanities - Test					
Active Requests 3 Historical Requests 4					
✓ Vietnam Mailbag 22SBP300X 5-14-2024					
Process: FY 24 Speaker Request Application					
ApplicationSubmitted05/14/2024DecisionApproved05/14/2024	View Application				
Follow Up Forms					
Form Name	Assigned To	Award / installment	Due Date	Status	Actions
SPEAKER PROGRAM: PRESENTATION AGREEMENT	Ciera Fisher	Overall Award		Submitted	View
SPEAKER PROGRAM: COORDINATOR EVALUATION	Ciera Fisher	Overall Award	05/21/2024	Assigned	Start
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- 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 PRESENTATION AGREEMENT must be digitally signed and completed within 7 days of the receipt of the approval email. This will then unlock the COORDINATOR EVALUATION.
 - b. The COORDINATOR EVALUATION must be submitted within one week of the program's completion.
 - c. Payment, listed in the Presentation Agreement, must be mailed to Delaware Humanities upon the program's approval.
- Optional audience evaluations can be accessed through the Presentation Agreement (#11) or the Delaware Humanities website and can be scanned and submitted via the Coordinator Evaluation form or mailed to 100 W 10th St, Suite 509, Wilmington, DE 19801.