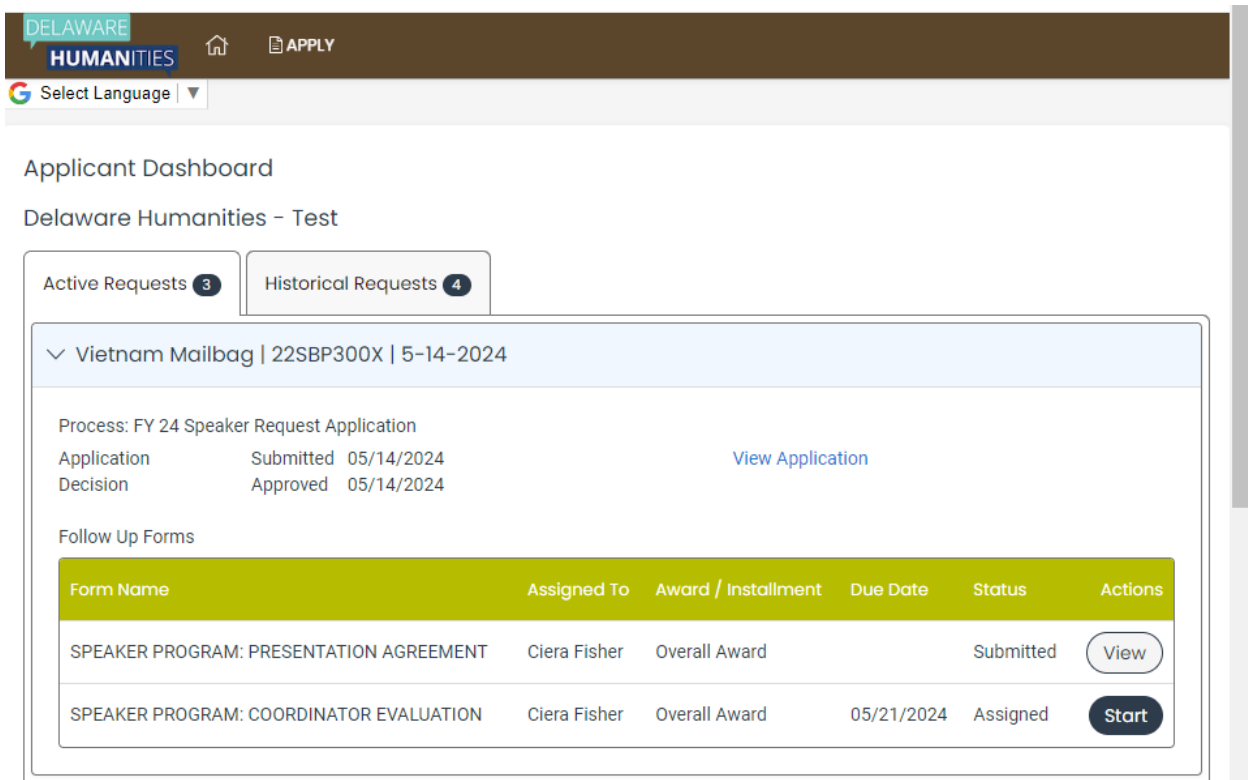




Program Coordinator Instructions

1. Create an account. Haven't done that yet? See the document "Creating an Account for help with the process.
2. [Log in to your account](#) – you should automatically land on the "Applicant Dashboard."
3. 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.





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.

5. 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.