



How to Use DCF Grant Portal to Submit Application, Agreement, and Reports

To submit your Healthy Communities Delaware application and reports, please log into the Delaware Community Foundation's (DCF) Grant Portal. You can access the DCF Grant Portal here: <https://www.grantinterface.com/Home/Logon?urlkey=delcf>. You may want to bookmark this page for easier access in the future.

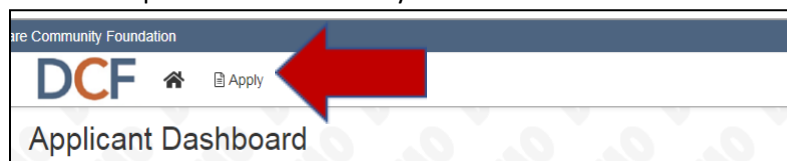
DCF Grant Portal Dashboard

Your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Complete and submit new applications
- Access application drafts and submitted applications
- Complete, submit and view grant agreements and reports
- View grant award details
- Edit your contact information

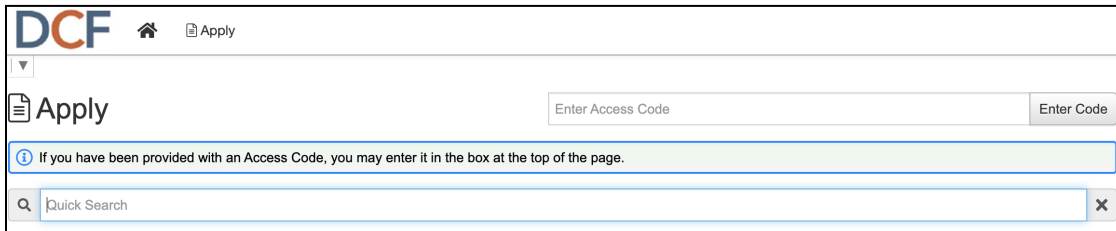
How to Submit HCD Application

1. Before submitting your application, please schedule a time to discuss your proposal ideas with your HCD liaison about 1 month before the proposal due date. The goal of this meeting is to discuss your big picture goals and ideas for the proposal. Application support is available. Depending on the level of support you are seeking, your HCD liaison could co-create the proposal with you, review and provide feedback on a rough draft, and/or address questions.
2. When you are ready to submit your application, log into the DCF Grant Portal. Then, click the **Apply** button at the top left-hand corner of your dashboard.

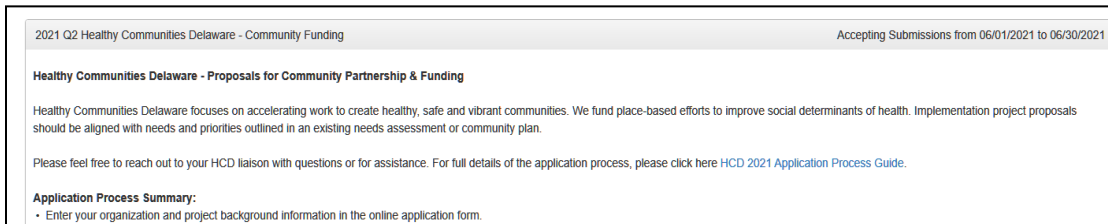


3. Enter the access code in the box at the top right-hand corner of the page and click the **Enter Code** button.

Access Code = HCD



4. Select the HCD Grant Application.



5. Complete application.
6. Sign and submit your application.

How to Submit HCD Grant Agreement and Reports

1. Log into the DCF Grant Portal. If you are not already on your dashboard, click the Home icon.



2. The Grant Agreement, Progress Report, and Final Report are referred to as “Follow Ups” in the DCF Grant Portal. Click **Edit** for the follow up form you want to access.



Active Requests 1 Historical Requests 1

Community outreach

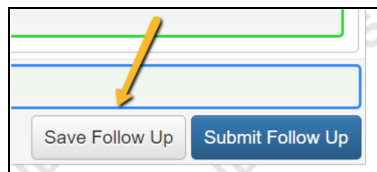
Process: Summer Grant Cycle

LOI	Submitted	08/31/2022	View LOI
Application	Submitted	08/31/2022	View Application
Decision	Approved	08/31/2022	View Details

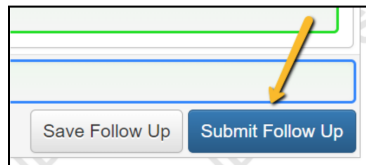
Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	Louis Kelly	Overall Award	02/28/2023 05:00 PM CST	Assigned	Edit

- Complete the questions on the form. Required questions are marked with an asterisk.
- To save a Follow Up Form, click **Save Follow Up** at the bottom on the page. Use this button to save your progress and return to the form at a later time. The system automatically saves your work after every 100 characters you type and when you click out of a question.



- To submit a Follow Up Form, click **Submit Follow Up**. Once a Follow Up is submitted, you will not be able to make additional edits to the form. All required questions must be completed in order to submit the form. If any required questions were missed on the form, the system will notify you. You'll receive a confirmation message when your form is successfully submitted.



Notes:

- Please submit Follow Ups by the due date. The deadline to submit the follow up form is listed at the top of the page. Follow-up forms that are past due will be marked as such.

LOI Application Follow Up FollowUp Packet Question List

Due by 02/28/2023 05:00 PM CST.

Fields with an asterisk (*) are required.



- Only individuals who are assigned to a Follow Up item may submit the Follow Up item. Due date reminders will only be sent to assigned individuals. Please reach out to your HCD Liaison if you would like to reassign a Follow Up item.
- To download a PDF of the Question List, click **Question List**.

The screenshot shows a navigation bar with buttons for 'LOI', 'Application', and 'Follow Up'. On the right side, there are buttons for 'FollowUp Packet' and 'Question List'. Below the navigation bar, there are two informational messages: 'Due by 02/28/2023 05:00 PM CST.' and 'Fields with an asterisk (*) are required.' A yellow arrow points to the 'Question List' button.

- To download a PDF of the form with your responses, click **FollowUp Packet**.

The screenshot shows the same navigation bar as above. A yellow arrow points to the 'FollowUp Packet' button. The informational messages below are identical to the previous screenshot.

How to Update Account Information and Password

1. If you wish to edit your account information or password, click on your name in the top right-hand corner.
2. Select **Edit My Profile** from the drop-down menu.
3. Make desired edits, then click **Save** in the bottom right-hand corner.