Guide to View, Save, or Print a PDF copy of your Grant Application
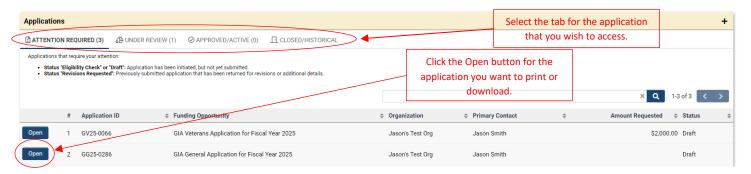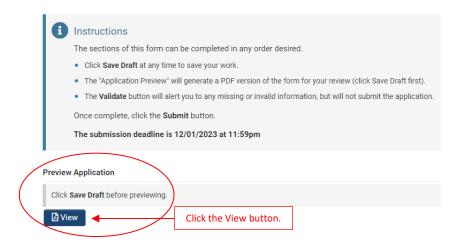
1. Sign in to the Grants Management System from https://gia.delaware.gov **or** https://legisgrants.smartsimple.com **or** https://my.delaware.gov.

2. From the Home screen, under the **Applications** section, find the application under the tab you wish to access.
   - Applications in progress will be found under the "**ATTENTION REQUIRED**" tab.
   - Recently submitted applications will be found under the "**UNDER REVIEW**" tab.
   - Submitted applications approved for funding will be found under the "**APPROVED/ACTIVE**" tab.
   - Applications approved for funding and archived from previous fiscal years (starting with Fiscal Year 2025) will be found under the "**CLOSED/HISTORICAL**" tab.

   Click the blue "Open" button to access the application you wish to print or download to save.

3. If your application is still in progress or draft status, clicking the blue "Open" button will navigate you to your application. Below the on-screen instructions, you will see a section that says, "Preview Application." Clicking the blue "View" button will generate a PDF copy of your application as it is currently entered.
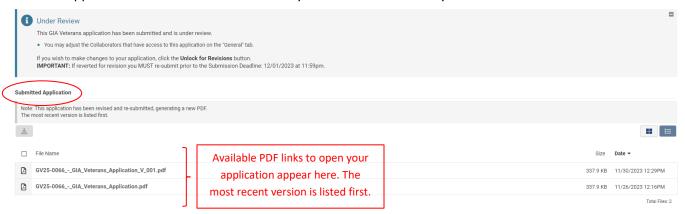

If you continue making and saving changes to your application, the PDF will be updated to reflect the changes each time you click the blue "View" button.

The PDF will open in a separate window. **You may need to make sure that your browser does not block or restrict pop-ups, or you will not be able to see the PDF application.**

Once the PDF is opened, you can print or save the file using the printer or save icons typically found in the upper part of the window.

4. If your application has already been submitted, clicking the blue "Open" button will navigate you to your application. Below the on-screen instructions, you will see a section that says, "**Submitted Application**." Then, the most recent version of your application will be listed below "File Name." Clicking the desired file name will cause your PDF application to be automatically downloaded. Depending on your browser's settings, it may open automatically, or the PDF file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, your file can be opened to be printed or saved wherever you want. All applications will remain stored in the system for retrieval at any time.

5. If you have multiple versions of your application, meaning you've revised it after it was initially submitted and resubmitted, the most recent version is listed first. If you desire, you can download all the files by checking the check box to the left of "**File Name**" and clicking the blue download button. Depending on your browser's settings, a Zip file will appear either in the downloads area of your browser (Ctrl-J will open your most recent file downloads if you use Microsoft Edge or Google Chrome browsers) or in the downloads folder of your computer's operating system. From there, your files can be opened to be printed or saved wherever you want. All applications will remain stored in the system for retrieval at any time.

6. If you are unsuccessful in your attempt to print or download a PDF copy, you can request one be sent to you by emailing **GIA_Support@Delaware.gov**. Receiving these requests through email ensures that the Office of the Controller General can verify that the requestor is affiliated with the organization (such as through the email domain, a registered organization contact, a board member, or an officer).