



Australian Government

Community
Grants Hub
Improving your grant experience



4. Funding Acceptance - Administration

Organisation Administrator process for setting up users in the Grant Recipient Portal to accept funding offers for your organisation.

Please note this functionality will not be operating in the Grant Recipient Portal until March 2022. This information sheet is to provide your organisation with visibility of upcoming functions to the Portal.

Online Acceptance

The Online Acceptance process allows the Hub to send funding offers through the Portal where your organisation can accept, decline or acknowledge the offer online. There are three ways you can accept this offer:

1. **Online** - The Online Acceptance process allows your organisation to receive and accept the funding offer online through the Portal.
2. **Proxy** - The Proxy process allows your organisation to receive the funding offer online through the Portal. In this process, you will be required to download, print, sign and upload the signature page to the Portal to accept the funding offer.
3. **Offline** - this is the current process for organisations not provisioned to the Portal and is managed directly through the Community Grants Hub via email. Organisations provisioned to the Portal can change their acceptance method from Online or Proxy to Offline by contacting the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).

Process

As part of accepting a funding offer online you will need to set up your acceptance administration in the Organisation Profile, such as who can approve funding offers within your organisation and how many staff members need to sign the funding offer.



To set up your acceptance administration go to the Organisation Profile tile on the home page.

BETA This is beta. Help us make it better for you - please [give feedback](#)

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Acceptances You are currently viewing: **Training Group**

Hi TRAINING. Welcome to the Grant Recipient Portal.

Grant Agreements View your organisation's current Grant Agreement details and documents	Grant Activities View your organisation's current Grant Activity details and documents	Milestones View your organisation's upcoming, submitted and payment Milestones	Applications View your organisation's Grant Applications
Payment Advice Search and resend Payment Advices	Organisation Profile Manage your organisation's details	Personal Profile Manage your personal details	Acceptances View and manage Grant Acceptances

In the Organisation Profile sub menu on the right hand side of the screen select **Acceptance administration**. The Online Acceptance Administration page will be displayed. At the top of the page you will find information links to additional resources to assist you in the process.

The screenshot displays the 'Online Acceptance Administration' page. On the left, the 'Organisation profile menu' includes 'Acceptance administration' which is highlighted with a red box. The main content area is titled 'Online Acceptance Administration' and contains the following sections:

- Instructions:**
 - Acceptance Administration:** This screen is where you set up and maintain preferences for how the Community Grants Hub sends and manages funding offers sent to your organisation. An organisation's administrator will be able to manage the organisation's Acceptance Method and signatory requirements from this view.
 - Acceptance Method:**
 - The Acceptance Methods available for accepting a funding offer are:
 - Online** - The Online acceptance process allows a grant recipient to manage the acceptance of the funding offer through the Portal.
 - Proxy** - The Proxy process allows an organisation to receive the funding offer through the Portal. This also allows grant recipients to print, sign and upload the signature page to the Portal to accept a funding offer.
 - Offline** - The Offline process is managed directly through the Community Grants Hub, outside of the Portal.
 - If you wish to change your method to 'Offline' you will need to contact TBC (need to confirm contact email address/phone number).
 - Additional email for acceptance notifications:** This field allows you to add any additional email address for a person or inbox to receive email notifications in regards to your funding offer.
 - Minimum number of signatories:** This field allows you to add the minimum number of signatories required to accept a funding offer. This screen also allows you to update signatory details for organisation staff assigned to a signatory role by selecting the Update button. Please refer to the Online Acceptance task cards ([Hyperlink will need to be added once taskcards are available](#)) for further information.
- Acceptance Parameters:**
 - Acceptance Method:** Online Automatically send email to signatories on Publish
 - Additional email for acceptance notifications:** Automatically send email to remaining signatories
 - Minimum number of signatories:** 2
- Recipient Signatories:**

The following staff are listed as signatories and will be available to select into an Acceptance record

Name	Signatory role	Proxy role	Auto enrols into Acceptance record	Mandatory	Email
TRAINING ADMIN	Y	Y	Y		training@ccc.gov.au

Acceptance Parameters Section

The **Acceptance Parameters** section is where you can set up how your organisation will receive and action funding offers through the Portal including:

- Changing Acceptance method
- Adding an additional email for acceptance notifications
- Updating Minimum number of signatories
- Adding/Removing signatories and assigning signatory roles.

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menu

- Organisation details
- Postal address
- Staff
- Bank accounts
- Acceptance administration

Instructions

Acceptance Administration
This screen is where you set up and maintain preferences for how the Community Grants Hub sends and manages funding offers sent to your organisation. An organisation's administrator will be able to manage the organisation's Acceptance Method and signatory requirements from this view.

Acceptance Method
The Acceptance Methods available for accepting a funding offer are:

- Online - The Online acceptance process allows a grant recipient to manage the acceptance of the funding offer through the Portal.
- Proxy - The Proxy process allows an organisation to receive the funding offer through the Portal. This also allows grant recipients to print, sign and upload the signature page to the Portal to accept a funding offer.
- Offline - The Offline process is managed directly through the Community Grants Hub, outside of the Portal.

If you wish to change your method to 'Offline' you will need to contact TBC (need to confirm contact email address/phone number).

Additional email for acceptance notifications:
This field allows you to add any additional email addresses for a person or inbox to receive email notifications in regards to your funding offer.

Minimum number of signatories:
This field allows you to add the minimum number of signatories required to accept a funding offer. This screen also allows you to update signatory details for organisation staff assigned to a signatory role by selecting the Update button. Please refer to the Online Acceptance task cards ([Hyperlink will need to be added once taskcards are available](#)) for further information.

Acceptance Parameters

Update

Acceptance Method: Automatically send email to signatories on Publish
Online

Additional email for acceptance notifications: Automatically send email to remaining signatories

Minimum number of signatories:
2

Recipient Signatories

The following staff are listed as signatories and will be available to select into an Acceptance record

Name	Signatory role	Proxy role	Auto populate onto Acceptance record	Mandatory	Email	
▶ TRAINING ADMIN	Y	Y	Y		training@oss.gov.au	Update
▶ TRAINING EDITOR	Y	Y	Y		training1@oss.gov.au	Update



To make changes to the Acceptance Parameters, click on the **Update** button.

Acceptance Parameters **Update**

Acceptance Method: Automatically send email to signatories on Publish
Online

Additional email for acceptance notifications: Automatically send email to remaining signatories

Minimum number of signatories:
2

Acceptance Method

This is where you can change the method of acceptance to either Online or Proxy.

Acceptance Parameters **Update**

Acceptance Method: Automatically send email to signatories on Publish
Online

Additional email for acceptance notifications: Automatically send email to remaining signatories

Minimum number of signatories:
1

Additional email for acceptance notifications

You can include an additional email for funding offer notifications through the Portal.

Acceptance Parameters **Update**

Acceptance Method: Automatically send email to signatories on Publish
Online

Additional email for acceptance notifications: Automatically send email to remaining signatories

Minimum number of signatories:
1



Minimum number of signatories (Online Method only)

You can set the minimum number of signatories required by the organisation when accepting funding offers.

Signatories must have the relevant authority to accept the funding offer and enter into a legally binding agreement on behalf of the organisation.

The minimum number of signatories must be updated in accordance with the requirements of your legal entity.

Acceptance Parameters Update

Acceptance Method: Automatically send email to signatories on Publish
Online

Additional email for acceptance notifications: Automatically send email to remaining signatories

Minimum number of signatories:
1



Notifications (Online Method only)

There are also two notification types that you can select in this screen by clicking on the box.

- **Automatically send email to signatories on Publish**, will send a notification to all signatories when the funding offer is available through the Portal.
- **Automatically send email to remaining signatories** will send a notification to signatories who have not accepted the funding offer when one signatory has accepted.

Online Acceptance Parameters



* required

Acceptance Method:

Additional email for acceptance notifications:

Minimum number of signatories:^{*}

Automatically send email to signatories on Publish

Automatically send email to remaining signatories

Recipient Signatories Section

In the **Recipient Signatories** section you will see a list of current signatories for the organisation. You can update the parameters for the role of the signatory by pressing the **Update** button.

The screenshot shows the 'Acceptance Administration' page. On the left is a navigation menu with 'Acceptance administration' selected. The main content area is divided into three sections:

- Acceptance Administration:** Contains introductory text and 'Acceptance Method' options: Online (checked), Proxy, and Offline. It also includes fields for 'Additional email for acceptance notifications' and 'Minimum number of signatories' (set to 1).
- Acceptance Parameters:** A form area with an 'Update' button. It shows 'Acceptance Method' as 'Online' with a checked box for 'Automatically send email to signatories on Publish'. The 'Additional email for acceptance notifications' section has an unchecked box for 'Automatically send email to remaining signatories'.
- Recipient Signatories:** A table listing staff members. The table has columns for Name, Signatory role, Proxy role, Auto populate onto Acceptance record, Mandatory, and Email. Two rows are shown: 'TRAINING ADMIN' and 'TRAINING EDITOR'. Each row has an 'Update' button to its right.

Name	Signatory role	Proxy role	Auto populate onto Acceptance record	Mandatory	Email	Update
▶ TRAINING ADMIN	Y	Y	Y	Y	training@oss.gov.au	Update
▶ TRAINING EDITOR	Y	Y	Y		training1@oss.gov.au	Update



The screen below will be displayed. You can choose if the staff member has a:

Signatory role - meaning they can accept funding offers using the Online method.

Proxy role - meaning they are can accept funding offers using the Proxy method.

A staff member can be assigned both the signatory and proxy role allowing them to accept funding offers for both Online and Proxy acceptance methods.

Mandatory is ticked if it is mandatory for this signatory to accept all offers for your organisation.

Update Signatories



First Name: TRAINING	<input checked="" type="checkbox"/> Signatory role	Email: training@dss.gov.au
Last Name: ADMIN	<input checked="" type="checkbox"/> Proxy role	Comment: <input type="text"/>
Position: Not Specified	<input type="checkbox"/> Mandatory	
System role: Administrator	<input checked="" type="checkbox"/> Auto populate onto acceptance record	
<input type="button" value="Cancel/Discard Changes"/>		<input type="button" value="Save"/>



Auto populate onto acceptance record

You will need to tick the box next to the **Auto populate onto acceptance record** if you want the signatory to be populated under the Provider Signatories section under the Acceptances tile for every funding offer received through the Portal.

Update Signatories x

First Name: TRAINING	<input checked="" type="checkbox"/> Signatory role	Email: training@dss.gov.au
Last Name: ADMIN	<input checked="" type="checkbox"/> Proxy role	Comment: <input type="text"/>
Position: Not Specified	<input type="checkbox"/> Mandatory	
System role: Administrator	<input checked="" type="checkbox"/> Auto populate onto acceptance record	

Cancel/Discard Changes Save

Once you have finished updating the Acceptance Parameters press the **Save** button.

Need assistance

If you require assistance in using the Grant Recipient Portal contact the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).