# Viewing Grant Information

Grant Recipient Portal Task Card

The Portal enables Grant Recipients to view grant details, including Grant Agreement documentation, Variation documentation and Grant Activities details. This includes details of the Funding Arrangement Manager, Bank Accounts and a Financial Overview. This task card will describe the process for reviewing Grant Agreements and Grant Activities details.

# Viewing Grant Agreements

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select on the **Grant Agreements** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Agreements** from the drop down menu.  Screenshot of home page selecting grant agreements |
|  | The Grant Agreements screen will display. To view a particular Grant Agreement, select on the Grant Agreement’s **View** button.  Screenshot of the grant agreements page |

# Viewing the Grant Agreement details

| **Step** | **Action** |
| --- | --- |
|  | The Grant Agreement menuscreendisplays an Overview of the Agreement by default. The below information related to the Grant Agreement can viewed:   |  |  | | --- | --- | | * Schedule ID | * Agreement Type | | * Start date | * Completion date | | * Program name | * Department | | * Organisation name | * Organisation ID |   A list of Grant Activities associated with the Grant Agreement are displayed below. To view the Activities linked to this Agreement select the **View** button.  Screenshot of the Grant Agreement details page |
|  | The Grant Agreement menu allows Grant Recipients to obtain a copy of their Grant Agreement Documents.  From the menu, select the **Documents** link. The Documents screen will display. To download the signed Executed Grant Agreement, select the **View** button.  Screenshot of the documents associated with the grant agreement |
|  | The File Download message will appear. Select **Download** to save a copy of the Executed Grant Agreement.  Screenshot of how to download a grant agreement from the Portal |
|  | The Grant Agreement menu also allows Grant Recipients to view their Grant Agreement Variations if applicable.  From the menu, select the **Variations** link. The Variations screen will display. To download the signed Executed Variation, select the **View** button.  Screenshot of the variations page |
|  | A popup window will appear showing the variation document, select **View**.  Screenshot showing the pop up menu when variation selected |
|  | The File Download message will appear. Select **Download** to save a copy of the Executed Variation.  Screenshot of how to download a variation from the Portal |

# Navigating to Grant Activities

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Grant Activities** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Activities** from the drop down menu.  Screenshot of the home page showing entry to grant activities from top menu or tile |
|  | The Grant Activities screen will display. Select the **expansion arrow** next to an Activity ID to show additional information about the Activity.  Screenshot of grant activities screen |
|  | To view more details about an Activity, select **View** next to the Grant Activity record.  Screenshot of how to get further information on a grant activity |
|  | The Overview screen is the default view displaying the Activity details. To view additional information about the Activity, use the Grant Activity menu to view:   |  |  | | --- | --- | | * Milestones | * Bank account details | | * Finances | * Contacts |   Screenshot of grant activity page |
|  | Select the View Grant Agreement button to view the Grant Agreement associated with this Activity.  Screenshot of grant activity page and how to get to the grant agreement for that activity |

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone**: 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 8:30am – 5:30pm (AEST/AEDT)