# View Applications

Grant Recipient Portal Task Card

The Portal enables Grant Recipients to view their organisation’s Grant Applications. This task card describes the process for viewing submitted Grant Applications.

Viewing Applications

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen select on the **Applications** tile or select the **Applications** link from the Navigation menu.A screenshot of the home screen with the Applications tile and link highlighted. |
|  | The Applications screen will display showing a list of submitted applications with the following information.

|  |  |
| --- | --- |
| * Application ID
 | * Department
 |
| * Funding Round Name
 | * Funding Round Category
 |

A screenshot of the Applications screen showing a list of submitted application records. |

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: GRP.Helpdesk@communitygrants.gov.au

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

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