Navigating the Grant Recipient Portal

Word version of the Flowchart

# Home page of the Portal

The Grant Recipient Portal’s home page has seven tiles directing grant recipients to the different areas of the Portal. This information sheet outlines the information underneath these tiles to assist grant recipients in navigating the Portal.



# Image for Grant AgreementsGrant Agreements

In Grant Agreements you can:

* View your Grant Agreements
* View and export your Executed Agreements
* View and Export your Variations.

# Image for Grant ActivitiesGrant Activities

In Grant Activities you can:

* View your grant activities
* Find your Funding Arrangement Manager
* View your bank accounts
* View your financial overview
* Find or amend contacts for grant activities
* View your milestones.

# Image for MilestonesMilestones

In Milestones you can:

* Upload your Financial Acquittals
* Upload your Performance reports
* View your milestones
* View your payments
* Check your reporting requirements.

# Image for ApplicationsApplications

In Applications you can:

* View your submitted applications including Application ID, Department, Funding Round Name, Funding Round Category.

# Image for Payment AdvicePayment Advice

In Payment Advice you can:

* Search your payments
* View payment details
* Resend your payment advice to a nominated party.

# Image for OrganisationsOrganisation Profile

In Organisation Profile you can:

* Update staff contacts, arrange Portal access for staff and link staff to grant activities
* Update your organisations business address, phone, emails and website
* Update your organisations postal address
* View bank account details and request bank accounts to be added to the Portal.

# Image for Personal ProfilePersonal Profile

In Personal Profile you can:

* Update your name
* Update your position
* Update your contact details, phone, email
* Lists organisations you are linked to and your level of access in the Portal.

If you require assistance in using the Portal, contact the Grant Recipient Portal helpdesk on 1800 020 283 (Option 5) or at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au).