



# Grant Agreement Contacts in the Portal

Changes to the Staff Details page in the Portal when adding or removing a staff member as a contact for a Grant Agreement - for Organisation Administrators




## Contacts for Grant Agreement

An Organisation Administrator for the Portal, can Add and Remove a contact to a Grant Activity in the Grant Recipient Portal, either through the **Organisation Profile** or through the **Grant Agreement** tile on the home page.

### Organisation – Adding a contact to a Grant Agreement

To add a staff member as a contact for a Grant Agreement, click on the **Organisation** tile on the home page.

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Acceptances



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

Hi TRAINING. Welcome to the Grant Recipient Portal.

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

Select **Staff** from the side menu. Click **View** next to the staff member you wish to add as a contact for a Grant Agreement.

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

You are here: Home / Organisation Profile

**Organisation profile menu**

Organisation details

Postal address

**Staff**

Bank accounts

Acceptance administration

**Staff**

Filter: 1 Active Staff [Apply Filter](#)

[Search Staff](#) [Add staff](#)

	Title	First name	Last name	Status	Position	System access level	System access status	
▶	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	<a href="#">View</a>
▶	Mr	ADAM	B	Active	Manager	Editor	Completed	<a href="#">View</a>
▶	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	<a href="#">View</a>

The Staff details page will be displayed. Select the **Grant Agreement** button.

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**Organisation profile menu**

Organisation details

Postal address

**Staff**

Bank accounts

Acceptance administration

**Staff details** <sup>\* required</sup>

**Staff details**

[Inactivate](#) [Reactivate](#) [Update](#)

Title: Mr

First name: ADAM

Last name: B

Position: Manager

Email: aoc@unkasofn.com

Phone:

Status: Active

Contact ID: 4-SYSA9M7

**System access** [Update](#)

System access level: Editor

System access status: Completed

**Contact for Grant Agreements** [Add Grant Agreement](#)

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Schedule ID	Type	Program name	Primary Agreement Contact	
4-SXU06KC	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	No	<a href="#">Actions</a>




**Contact for Grant Activities** [Add Grant Activity](#)

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Activity ID	Activity name	Program name	Primary Activity contact	
4-SXU06RW	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	No	<a href="#">Actions</a>

Next to the Grant Agreements listed is an **Actions** button that provides you with the options to **Assign as a contact** or **Assign as a Primary Contact**.

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

You are here: [Home](#) / [Organisation Profile](#)

**Organisation profile menu**

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

**Staff: Grant Agreement Contact**

**Staff member**

Contact ID: 4-SY5A9M7      Name: Mr ADAM B      Position: Manager  
Email: abc@unkasdfn.com      Phone:

**Assign staff member as Grant Agreement contact**

Select the 'Actions' button to assign the above staff member as your organisation's contact to any of the Grant Agreements listed below.

Schedule ID	Type	Program name	Start date	Completion date	Actions
4-5XOB585	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	18/08/2021	18/08/2022	Actions
4-5XUO6JX	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Assign as a contact Assign as the primary contact View all contacts for this Agreement
4-5XUO6K0	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions
4-5XUO6K6	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions
4-5XUO6LM	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions

[Return to staff details](#)

When you select the **Assign as the primary contact** a confirmation message will be displayed asking you to confirm the change by selecting **Continue**.

**Confirm change of primary contact** ✕

Please confirm the change of primary contact.

**Schedule ID:** 4-5XOB585  
**Current primary contact:**  
**New primary contact:** Mr ADAM B

[Discard changes and return](#) [Continue](#)

## Organisation - Removing a Contact from a Grant Agreement

To remove a staff member as a contact for a Grant Agreement, go back to the **Staff** page and go to the **Grant Agreement** section. Click on the **Actions** button next to the Grant Agreement you wish to remove the staff member as a contact and select **Remove contact from Agreement**.



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Organisation profile menu

Organisation details

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Staff details

Title:

Mr

First name:

ADAM

Last name:

B

Position:

Manager

Email:

abc@unkasoft.com

Phone:

Status:

Active

Contact ID:

4-SYSA9M7

Inactivate

Reactivate

Update

System access

System access level:

Editor

System access status:

Completed

Update

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Schedule ID

Type

Program name

Primary Agreement Contact

4-SIU06KC

Standard Funding Agreement

3. Building Disability Sector Capacity and Service Provider Readiness

No

Add Grant Agreement

Actions

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Activity ID

Activity name

Program name

Primary Activity contact

4-SIU06RW

Training Group Activity

3. Building Disability Sector Capacity and Service Provider Readiness

No

Add Grant Activity

Actions

Return to all staff

## Grant Agreement – Adding a contact

Click on the Grant Agreement tile on the Home page.

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You are currently viewing: Training Group Inc

Hi TRAINING. Welcome to the Grant Recipient Portal.

Grant Agreements

View your organisation's current Grant Agreement details and documents

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Milestones

View your organisation's upcoming, submitted and payment Milestones

Applications

View your organisation's Grant Applications

Payment Advice

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Organisation Profile

Manage your organisation's details

Personal Profile

Manage your personal details



Acceptances

View and manage Grant Acceptances

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A list of Grant Agreements for your organisation will be displayed. Click on the **View** button of the Grant Agreement you wish to add the contact.

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Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

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



You are here: Home / Grant Agreements

### Grant Agreements

Schedule ID	Type	Program name	Department	Organisation name	Organisation ID	
4-5XU06KC	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>
4-5XU06LM	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>
4-5X08585	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>
4-5XU06JX	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>
4-5XU06K0	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>
4-5XU06K6	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	Training Group Inc	4-3Q7ARG7	<a href="#">View</a>

The **Agreement details** page will be displayed. Click on Contacts in the sub menu, then click on the Add another contact button.

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

You are here: Home / Grant Agreements / Grant Agreement details

#### Grant Agreement menu

[Overview](#)[Documents](#)[Variations](#)[Contacts](#)

### Contacts

Schedule ID: 4-5XU06KC  
Start date: 1/01/2021  
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness  
Organisation name: Training Group Inc

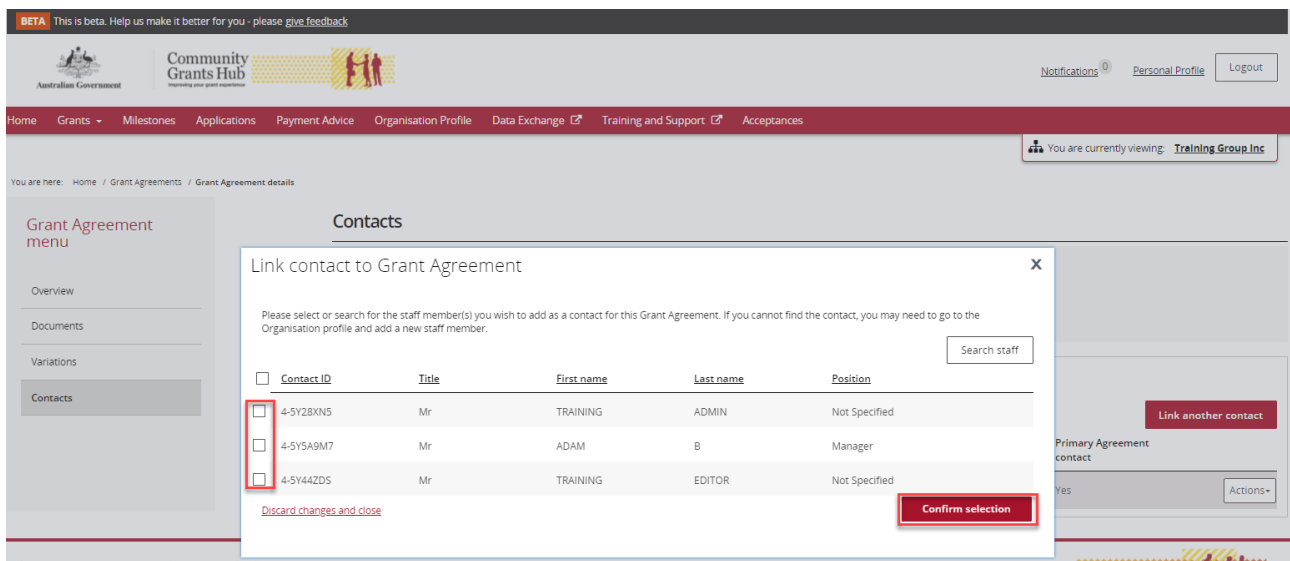
Type: Standard Funding Agreement  
Completion date: 1/01/2023  
Department: Department of Social Services  
Organisation ID: 4-3Q7ARG7

#### Grant Agreement contacts

[Link another contact](#)

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	
4-5XQMQCH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	<a href="#">Actions</a>

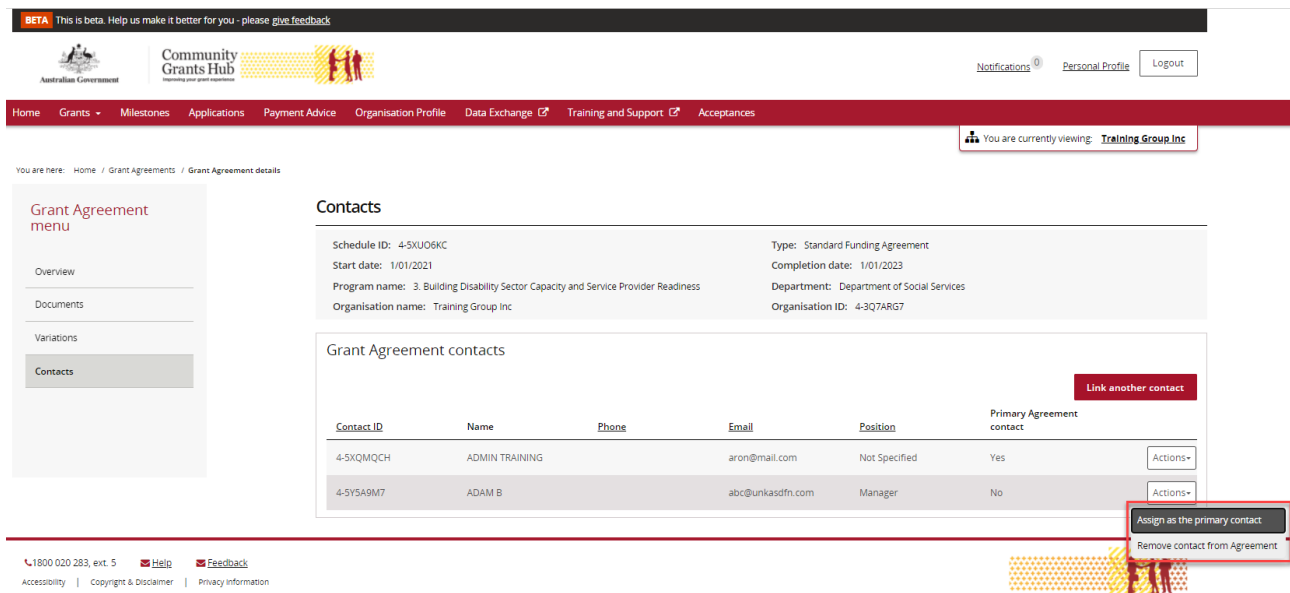
A list of staff for the organisation will be displayed. Click on the **box** next to the staff member(s) you wish to add as a contact for the Grant Agreement and then click on the **Confirm selection** button. Your contact has now been added to the Grant Agreement.



A message will be displayed advising the contact was successfully added to the Grant Agreement.

## Grant Agreement – Removing a contact

You can also remove a contact from the **Grant Agreement, Contact** screen by selecting the **Actions** box next to the contact and selecting **Remove contact from Agreement**.



The message box below will be displayed. Click on the **Yes remove as Agreement contact**.



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### Remove staff as Grant Agreement contact



Are you sure you would like to remove this staff member as a contact for this Agreement?

[Cancel](#)

**Yes remove as Agreement  
contact**

## Need assistance

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