

Australian Government





# 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.

BETA This is beta. Help us make it better	for you - please <u>give feedback</u>		
Australian Government Comm	unity Hub	Notificatio	ns <sup>0</sup> Personal Profile Logout
Home Grants - Milestones App Acceptances	olications Payment Advice Orga	nisation Profile Data Exchange 🗗	Training and Support 🕼
		🕂 You are	currently viewing: Training Group Inc
Hi TRAINING. Welco	ome to the Grant Re	ecipient Portal.	
Grant Agreements	Grant Activities	Milestones	Applications
View your organisation's current Grant Agreement details and documents	View your organisation's current Grant Activity details and documents	View your organisation's upcoming, submitted and payment Milestones	View your organisation's Grant Applications
Payment Advice	Organisation Profile	Personal Profile	Acceptances
Search and resend Payment Advices	Manage your organisation's details	Manage your personal details	View and manage Grant Acceptances
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

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

Home Grants - Milestones	Applications Payment Advice	Organisation I	Profile Data Exchange	C <sup>®</sup> Training and Support C <sup>®</sup>	Acceptances						
Organisation profile		S	taff details								* required
menu			Staff details								
Organisation details									Inactivate	Reactivate	Update
Postal address			Title:			First name:		Last name:			
Staff			Mr			ADAM		В			
Bank accounts			Position:			Email:		Phone:			
Acceptance administration			Manager			abc@unkasdfn.com					
			Status:			Contact ID:					
			Active			4-5Y5A9M7					
			System access								
											Update
			System access level:		0	System access status:					
			Editor			Completed					
			Contact for Cran	t A groomoote							
			Contact for Gran	it Agreements							
			If the Community Grants H	lub needs to talk about a Grant Agree	ment with your organisation	n, they will contact staff who are	e assigned to that Grant Agreement first. This staff member	has been assigned as a contact	or the following Grant Agre	Add Grant A	greement
			Schedule ID	Type			Program name		Primary Agreement Contac	t	
			4-5XUO6KC	Standard Funding Agreement			3. Building Disability Sector Capacity and Service Prov	ider Readiness	No		Actions+
			Contact for Gran	IL ACLIVITIES							
			If the Community Grants H	lub needs to talk about a Grant Activit	y with your organisation, th	ey will contact staff who are as:	igned to that Grant Activity first. This staff member has bee	in assigned as a contact for the f	bliowing Grant Activities:	Add Gran	nt Activity
			Activity ID	Activity name			Program name		rimary Activity contact		
			4-5XUO6RW	Training Group Activity			3. Building Disability Sector Capacity and Service Prov	ider Readiness	No		Actions+

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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Australian Government	fit			<u>1</u>	lotifications <sup>0</sup>	Personal Pro	file Logout	
Home Grants <del>-</del> Milestones Applications Pay	yment Advice Organisatio	n Profile 🛛 Data Exchange 🗗	Training and Support 🗗 Acceptances					
				4	You are current	ly viewing: <u>Tra</u>	ining Group Inc	
You are here: Home / Organisation Profile								
Organisation profile menu	Staff: Grant /	Agreement Contact						
	Staff mem	ber						
Organisation details	Contact ID: 4-5	r5A9M7	Name: Mr ADAM B Pos	ition: Manager				
Postal address	Email: abc@unk	asdfn.com P	'hone:					
Staff	Assign staff	member as Grant Agr	eement contact					
Bank accounts	Select the 'Actions'	button to assign the above staff me	mber as your organisation's contact to any of the Grant Agreements liste	ed below.				
Acceptance administration	Schedule ID	Туре	Program name	<u>Sta</u>	rt date g	<u>Completion</u> Jate		
	4-5XOB585	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readine	ss 18/	08/2021 1	18/08/2022	Actions	
	4-5XUO6JX	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readine	ss 1/0	1/2021 1	1/01/2023	Assign as a cont	act
	4-5XUO6K0	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readine:	ss 1/0	1/2021 1	1/01/2023	View all contacts	for this Agreement
	4-5XUO6K6	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readine:	ss 1/0	1/2021 1	1/01/2023	Actions+	
	4-5XUO6LM	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readines	ss 1/0	1/2021 1	1/01/2023	Actions+	
	Poturo 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 p	rimary conta	act
Please confirm the change of prin	nary contact.	
Schedule ID: 4-5XOB585 Current primary contact:		
New primary contact: Mr ADAM	В	
Discard changes and return	Continu	e

#### **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**.

	yment Advice Organisation Profile Data Exchange 🗗 Training and S	upport 12 Acceptances			
Organisation profile menu	Staff details				* required
	Staff details				
Organisation details				Inactivate Read	ivote Update
Postal address					
Staff	Mr	ADAM	Last na	me:	
Bank accounts					
Acceptance administration	Position:	Email:	Phone:		
	Manager	abc@unkasdfn.			
	Status:	Contact ID:			
	Active	4-SYSA9M7			
	Entor Contact for Grant Agreements If the Community Grants Hub needs to sail about	Completed	staff who are assigned to that Grant Agreement first. This staff memoer has been a	ssigned as a contact for the following Grant Agreements	d Grat Auronment
				Primary Agreement Contact	a orant Agreement
	Schedule ID Type		Program name		a drain Agreement
	Schedule ID         Type           4-SXUOBKC         Standard Funding Agr	tement .	Program name 3. Building Disability Sector Capacity and Service Provider Readil	ness No	Actions=
	Schedule ID         Time           4.5XL06xC         Standard Funding Agr           Contact for Grant Activities	sement	Program name 3. Building Disability Sector Capacity and Service Provider Readi	ress No	Actions* Remove contact from A Assign as the primary co
	Schedula IQ         Dyse           4-STUDDINC         Standard Funding Agr           Contact for Grant Activities         Ythe Community Grants Hulb needs to salv about	sement a Grant Activey with your organisation, they will contact tash	Economic nume  3. Building Disability Sector Capacity and Service Provider Readi	ness No	Actions- Remove contact from Ag Assign as the primary oc View all contacts for this Add Grant Activity

### Grant Agreement – Adding a contact

Click on the Grant Agreement tile on the Home page.

BET	A This is beta. Help us ma	ake it better	r for you - plea	ise g <u>ive feedback</u>							
	Australian Government	Comn Grant	nunity s Hub	F	<u>i</u> t			<u>Notificatio</u>	ons 0	Personal Profile	Logout
Home	Grants - Milesto	nes Ap	plications	Payment Advice	Organi	sation Profile	Data Exc	hange 🗹	Training	and Support	8
Accept	ances										
								📥 You are	currently	viewing: <u>Trainir</u>	ng Group Inc
н	i TRAINING.	Welco	ome to	the Gran	it Red	cipient P	ortal				
G	rant Agreements		Grant Ac	tivities		Milestones			Appli	ications	
	fiew your organisation's cu irant Agreement details an locuments	rrent Id	View your organisation's current Grant Activity details and documents		ent	View your organisation's upcoming, submitted and payment Milestones			View your organisation's Grant Applications		
Pa	ayment Advice		Organisa	tion Profile		Personal Pro	file		Acce	ptances	
S A	earch and resend Paymen dvices	t	Manage details	your organisation's		Manage your	personal (	letails	View Acce	r and manage Gra ptances	ant

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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Australian Government	Community Grants Hub Insenty or your regulation				Notifications <sup>0</sup>	Personal Profile Logout
Home Grants <del>-</del> Mile	estones Applications Payment Advice C	Organisation Profile Data Exchange 🗹	Training and Support 🗗	Acceptances		
					📥 You are currently	viewing: Training Group Inc
You are here: Home / Grant A	greements					
Grant Agreemen	ts					
Schedule ID	Туре	Program name	<u>Department</u>	Organisation name	Organisation ID	
4-5XUO6KC	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service:	s Training Group Inc	4-3Q7ARG7	View
4-5XUO6LM	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service:	s Training Group Inc	4-3Q7ARG7	View
4-5XOB585	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service:	s Training Group Inc	4-3Q7ARG7	View
4-5XUO6JX	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service:	5 Training Group Inc	4-3Q7ARG7	View
4-5XUO6K0	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service	s Training Group Inc	4-3Q7ARG7	View
4-5XUO6K6	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Service	s Training Group Inc	4-3Q7ARG7	View

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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Australian Government Buserviru yez	munity ts Hub	fit						Notifications 0	Personal Profile	Logout
Home Grants <del>-</del> Milestones A	pplications Payment Adv	ice Organisation Profile	Data Exchange 🗗 Ti	raining and Support 🗗 🛛 A	cceptances					
								📥 You are currently	viewing: <u>Trainl</u>	ng Group Inc
You are here: Home / Grant Agreements / G	rant Agreement details									
Grant Agreement	C	Contacts								
Overview		Schedule ID: 4-5XUO6KC Start date: 1/01/2021 Program name: 3 Building	Disability Sector Capacity at	nd Service Provider Readiness		Type: Standard F Completion date	Funding Agreement : 1/01/2023	×.		
Documents		Organisation name: Traini	ng Group Inc			Organisation ID:	4-3Q7ARG7			
Variations		Cront Aground at a								
Contacts		Grant Agreement G	Untacts					Primary Agree	Link anot	ther contact
		Contact ID	Name	<u>Phone</u>	<u>Email</u>		Position	contact	menc	
		4-5XQMQCH	ADMIN TRAINING		aron@m	ail.com	Not Specified	Yes		Actions

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.



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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.

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Australian Government Comm	nunity s Hub	fit						Notifications <sup>0</sup>	Personal Profile Logout	
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								📥 You are currently	viewing: Training Group Inc	
You are here: Home / Grant Agreements / Gra	ant Agreement details									
Grant Agreement		Contacts								_
mena		Schedule ID: 4-5XU06	(C			Type: Standard	Funding Agreement			
Overview		Start date: 1/01/2021	ding Disability Sector Canacity a	ad Consico Drouidor Doodinoco		Completion dat	e: 1/01/2023			
Documents		Organisation name: T	raining Group Inc	a service Provider Nedaniess		Organisation IE	: 4-3Q7ARG7			
Variations		Crant Agroomon	t contacto							
Contacts		Grant Agreemen	t contacts							
									Link another contact	
		Contact ID	Name	Phone	<u>Email</u>		Position	Primary Agreen contact	nent	
		4-5XQMQCH	ADMIN TRAINING		aron@	mail.com	Not Specified	Yes	Actions	
		4-5Y5A9M7	ADAM B		abc@u	nkasdfn.com	Manager	No	Actions	
									Assign as the pr	imary contact
€1800 020 283, ext. 5 ■ <u>Help</u> ■ Accessibility   Copyright & Discialmer   1	Eedback								Remove contact	t from Agreement

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



## Need assistance

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