



Australian Government

Community
Grants Hub

Improving your grant experience



2. Funding Acceptance – Online Method

Organisation Administrator process for accepting funding offers online through the Grant Recipient Portal.

Please note this functionality will not be operating in the Grant Recipient Portal until March 2022. This information sheet is to provide your organisation with visibility of upcoming functions to the Portal.

Online Acceptance

The Online Acceptance process allows the Hub to send funding offers through the Portal where your organisation can accept, decline or acknowledge the offer online. There are three ways you can accept this offer:

1. **Online** - The Online Acceptance process allows your organisation to receive and accept the funding offer online through the Portal.
2. **Proxy** - The Proxy process allows your organisation to receive the funding offer online through the Portal. In this process, you will be required to download, print, sign and upload the signature page to the Portal to accept the funding offer.
3. **Offline** - this is the current process for organisations not provisioned to the Portal and is managed directly through the Community Grants Hub via email. Organisations provisioned to the Portal can change their acceptance method from Online or Proxy to Offline by contacting the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).

Online method

The Online method allows your organisation to electronically sign agreements within the Portal. This process will increase the turnaround time for the execution of your offers while also providing you with greater visibility of the process.

As your organisation will be digitally signing the agreement, it requires you to identify who is able to sign agreements on behalf of your organisation. Please refer to *GRP Enhancement – 4. Funding Acceptance - Administration* and *GRP Enhancement – 5. Funding Acceptance - Managing Signatories* information sheets for instructions on how to setup your organisations signatories. Once this setup has been completed you will not need to update this information unless there is a personnel change within your organisation.

Process

The below covers how your organisation accepts offers online through the portal.
Click on the Acceptances tile on the Home page of the Portal.

BETA This is beta. Help us make it better for you - please [give feedback](#)

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Acceptances

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
- Grant Activities**: View your organisation's current Grant Activity details and documents
- Milestones**: View your organisation's upcoming, submitted and payment Milestones
- Applications**: View your organisation's Grant Applications
- 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

A list of all funding offers for your organisation will be displayed. To action the online process for a funding offer, click on the **View** button.

BETA This is beta. Help us make it better for you - please [give feedback](#)

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Notifications ⁰ | Personal Profile | Logout

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

You are here: Home / All Acceptances

All Acceptance

Acceptance ID	Acceptance method	Acceptance phase	Receipt response	Published date	Due date	
▶ 4-5Y4PQ09	Online	Finalised	Accepted	07/10/2021	07/10/2021	<input type="button" value="View"/>
▶ 4-5Y4PPZL	Offline	Finalised	Declined	07/10/2021	07/10/2021	<input type="button" value="View"/>
▶ 4-5Y4PPYP	Offline	Withdrawn	None	07/10/2021	07/10/2021	<input type="button" value="View"/>
▶ 4-5Y4PG1C	Online	Withdrawn	Unaccepted	07/10/2021	07/10/2021	<input type="button" value="View"/>
▶ 4-5Y4HOF7	Offline	Withdrawn	None	06/10/2021	06/10/2021	<input type="button" value="View"/>
▶ 4-5Y4HOBX	Online	Withdrawn	Declined	06/10/2021	06/10/2021	<input type="button" value="View"/>
▶ 4-5Y491EE	Offline	Finalised	Acknowledged	06/10/2021	06/10/2021	<input type="button" value="View"/>
▶ 4-5Y2AH4A	Online	Withdrawn	None	29/09/2021	29/09/2021	<input type="button" value="View"/>
▶ 4-5Y0483E	Online	Provider Responded	Declined	23/09/2021	23/09/2021	<input type="button" value="View"/>
▶ 4-5Y05I2M	Proxy	Withdrawn	None	22/09/2021	22/09/2021	<input type="button" value="View"/>

In the **Acceptance Details** view you will see information and links to assist you in performing the online acceptance process.

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You are currently viewing: **Training Group**

You are here: Home / All Acceptances / Acceptance Details

Acceptance Menu

- Acceptance Detail
- Query
- History

Acceptance details

▼ Instructions

Acceptance overview Change acceptance method

Acceptance ID: 4-SV7F3T1	Acceptance type: Acceptance	Recipient response: None
Acceptance method: Online	Acceptance level: Program Schedule	Response date:
Minimum number of Signatories: 1	Response due date: 15/10/2021	Decline Reason:
Acceptance phase: Provider Accessed	Published date: 15/10/2021	
	Execution status: Not Executed	

Grant overview Accept Decline

Department: Department of Social Services	Schedule ID: 4-SV06585
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness	Variation Id:
Organisation name: Training Group	Schedule start date: 18/08/2021
Schedule completion date: 18/08/2022	

Documents

Title	Doc type	Date opened	Sequence	Digital Document Id	View
TrustTestCommonwealthStandardGrantAgree ment-V22018_4-SV06585_15-10-2021_115342.pdf	pdf		A1	EE41A07F869571DA0FF07A059978B34F3AC6928D37644A653DB16053258DBBE	View

Provider signatories Add Signatories

First name	Last name	Role	Mandatory	Response	Response date	Remove
▶ TRAINING	EDITOR	Signatory				Remove
▶ TRAINING	ADMIN	Signatory	N			Remove

In this page you will also see the Acceptance overview that shows the:

- **Acceptance Method** currently set for the funding offer (Online, Proxy, Offline)
- **Minimum Number of Signatories** required to accept the funding offer. Please refer to the *Funding Acceptance - Administration Information Sheet* for further information on how to set up your signatory profile.
- **Response Due Date**.

To change the acceptance method from Online to Proxy click on the **Change acceptance method** button (*for information on how to perform the Proxy method, see the Funding Acceptance - Proxy Method Information Sheet*).

The screenshot displays the 'Acceptance details' page. The 'Acceptance overview' section contains the following information:

- Acceptance ID: 4-S159H2C
- Acceptance method: Online
- Minimum number of Signatories: 1
- Acceptance phase: Provider Accessed
- Acceptance type: Acceptance
- Acceptance level: Program Schedule
- Response due date: 11/10/2021
- Published date: 11/10/2021
- Execution status: Not Executed
- Recipient response: None
- Response date:
- Decline Reason:

The 'Grant overview' section includes:

- Department: Department of Social Services
- Program name: 3 Building Disability Sector Capacity and Service Provider Readiness
- Organisation name: Training Group Inc
- Schedule completion date: 1/01/2023
- Schedule ID: 4-S1U061C
- Variation Id:
- Schedule start date: 1/01/2021

The 'Documents' section shows a table with the following data:

Title	Doc type	Date opened	Sequence	Digital Document Id	View
TrustTestCommonwealthStandardGrantAgree ment V22018_4-S1U061C_11-10-2021_093505.pdf	pdf	11/10/2021 10:32:33 AM	A1	D0FD9351FEF846546A8309E1C107ECB3C9410C9CC793729133883507C241495	View

The 'Provider signatories' section shows a table with the following data:

First name	Last name	Role	Mandatory	Response	Response date	Add Signatories	Remove
TRAINING	ADMIN	Signatory	N				Remove

Further down the Acceptance Details view you will see the Grant overview section. This has information on the program and this is where you can **Accept** or **Decline** the funding offer.

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You are currently viewing **Training Group**

You are here: HOME / All ACCEPTANCES / Acceptance Details

Acceptance Menu

Acceptance Detail

History

Acceptance details

▼ Instructions

Acceptance overview

Acceptance ID: 4-515PHZC	Acceptance type: Acceptance	Recipient response: None	Change acceptance method
Acceptance method: Online	Acceptance level: Program Schedule	Response date:	
Minimum number of Signatories: 1	Response due date: 11/10/2021	Decline Reason:	
Acceptance phase: Provider Accessed	Published date: 11/10/2021		
	Execution status: Not Executed		

Grant overview

Department: Department of Social Services	Schedule ID: 4-SKUDGIC	Accept Decline
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness	Variation Id:	
Organisation name: Training Group Inc	Schedule start date: 1/01/2021	
Schedule completion date: 1/01/2023		

Documents

Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardoGrantsAgree.pdf metaV202118_4-SKUDGIC_11-10-2021_093959.pdf		11/10/2021 10:32:33 AM	A1	D0FD9351FEF6485646A6300EE1C107EC83C4410C9C7972D12889267C841495	View

Provider signatories

First name	Last name	Role	Mandatory	Response	Response date	
TRAINING	ADMIN	Signatory	N			Remove

[Add Signatories](#)

In the documents section of the page you will see a list of documents related to the funding offer. You are required to view or download each document before accepting the funding offer. To download each of the documents click on the **View** button.

The screenshot shows the 'Acceptance details' page. The 'Documents' section is highlighted with a red border and contains the following table:

Title	Doc type	Date opened	Sequence	Digital Document Id	View
TrustTestCommonwealthStandardGrantAgreement-V22018_6-SIUO6K_C11-10-2021_099595.pdf	pdf	11/10/2021 10:32:33 AM	A1	D0FD9351FEP946546A8306E1C107ECB3C0410CC7937291288B3507CB41495	View

The following message asking you to download the funding offer will appear.



Please note the following error message will appear when you try to accept the offer if at least one person in your organisation has not download the documentation. This is to ensure your organisation has read and understood the terms of the grant agreement before accepting the funding offer.

! There are error(s) on the page

All the attachments must be viewed prior to actioning the agreement.

The minimum number of signatories must **Accept** the offer.

Note: only one signatory is required to **Decline** the offer.

The screenshot displays the Grants Hub interface for a 'Training Group'. The navigation bar includes links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, Training and Support, and Acceptances. The breadcrumb trail shows 'You are here: Home / All ACCEPTANCES / Acceptance Details'. On the left, an 'Acceptance Menu' contains 'Acceptance Detail' and 'History'. The main content area is divided into several sections:

- Acceptance details**: Includes a collapsed 'Instructions' section.
- Acceptance overview**: A summary card with fields for Acceptance ID (4-SY59HZC), Acceptance method (Online), Minimum number of Signatories (1), Acceptance phase (Provider-Accessed), Acceptance type (Acceptance), Acceptance level (Program Schedule), Response due date (11/10/2021), Published date (11/10/2021), Execution status (Not Executed), Recipient response (None), Response date, and Decline Reason. A 'Change acceptance method' button is present.
- Grant overview**: A summary card with fields for Department (Department of Social Services), Program name (3. Building Disability Sector Capacity and Service Provider Readiness), Organisation name (Training Group Inc), Schedule ID (4-SYU06HC), Variation ID, and Schedule start date (1/01/2021). It features 'Accept' and 'Decline' buttons.
- Documents**: A table listing documents with columns for Title, Doc type, Date opened, Sequence, and Digital Document Id. One document is listed: 'TrustTestCommonwealthStandardGrantAgre... pdf'.
- Provider signatories**: A table listing signatories with columns for First name, Last name, Role, Mandatory, Response, and Response date. One signatory is listed: 'TRAINING ADMIN' with Role 'Signatory' and Mandatory 'N'. 'Add Signatories' and 'Remove' buttons are also present.

In the above example this organisation only requires one individual to accept the agreement. This individual will receive a popup which will allow them to accept and submit to the Hub.

If your organisation requires three signatories to accept the offer, only after two signatories have accepted the offer will the system allow the third signatory to submit the acceptance to the Hub.

When the required number of Signatories have accepted the offer or your organisation has declined the offer, a notification will be sent to the Hub informing them of your decision.

If you have accepted the funding offer, a delegate from the Hub will execute the agreement. Once executed, your organisation will receive an email notification informing you a copy of the executed agreement is available for you to access in the Portal.

In the Provider signatories section you will see a list of your organisation's signatories. Signatories can be added or removed by a Portal Administrator in your organisation. For information on how to add and remove signatories, see *Funding Acceptance - Managing Signatories Information Sheet*

First name	Last name	Role	Mandatory	Response	Response date	
TRAINING	ADMIN	Signatory	N			Remove
TRAINING	EDITOR	Signatory	N			Remove

Need assistance

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