



## 2. Funding Acceptance – Online Method

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

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***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](mailto: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.

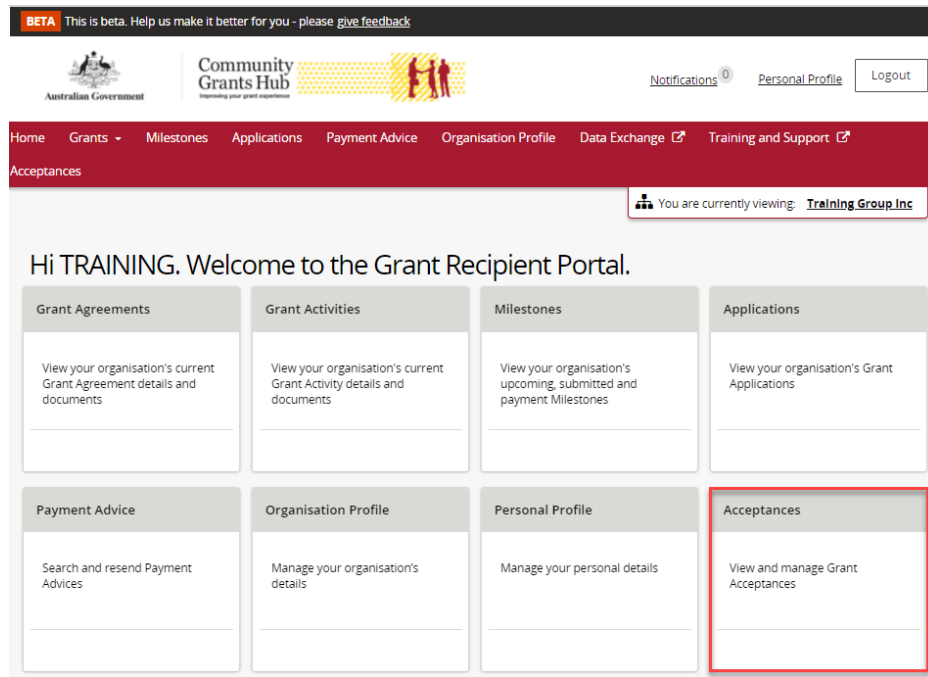
As your organisation will be digitally signing the agreement, it requires you to identify who is able to sign agreements on behalf of your organisation. Please refer to *GRP Enhancement – 4. Funding Acceptance - Administration* and *GRP Enhancement – 5. Funding Acceptance - Managing Signatories* information 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.

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# 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.




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](#)





Community Grants Hub  
empowering your grant experience




Notifications <sup>0</sup>

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	<a href="#">View</a>
 4-5Y4PPZL	Offline	Finalised	Declined	07/10/2021	07/10/2021	<a href="#">View</a>
 4-5Y4PPYP	Offline	Withdrawn	None	07/10/2021	07/10/2021	<a href="#">View</a>
 4-5Y4PG1C	Online	Withdrawn	Unaccepted	07/10/2021	07/10/2021	<a href="#">View</a>
 4-5Y4HOF7	Offline	Withdrawn	None	06/10/2021	06/10/2021	<a href="#">View</a>
 4-5Y4HOBX	Online	Withdrawn	Declined	06/10/2021	06/10/2021	<a href="#">View</a>
 4-5Y491EE	Offline	Finalised	Acknowledged	06/10/2021	06/10/2021	<a href="#">View</a>
 4-5Y2AH4A	Online	Withdrawn	None	29/09/2021	29/09/2021	<a href="#">View</a>
 4-5Y0483E	Online	Provider Responded	Declined	23/09/2021	23/09/2021	<a href="#">View</a>
 4-5Y05I2M	Proxy	Withdrawn	None	22/09/2021	22/09/2021	<a href="#">View</a>



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

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Acceptances

You are currently viewing: **Training Group**

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Acceptance details

Instructions

Acceptance overview

Acceptance ID: 4-S/7F37I

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

Change acceptance method

Grant overview

Department: Department of Social Services

Schedule ID: 4-S/IOB555

Accept

Decline

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	
TrustTestCommonwealthStandardGrantAgree.pdf	pdf		A1	EE41A07F89571DA0FF07A059978B3AF3AC 6928D37644A653DB160532580B8E	View

Provider signatories

Add Signatories

First name	Last name	Role	Mandatory	Response	Response date	
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*).

Acceptance details

Instructions

Acceptance overview

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:

Change acceptance method

Grant overview

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-S1U06K  
Variation Id:  
Schedule start date: 1/01/2021

Accept Decline

Documents

Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantAgree.pdf	pdf	11/10/2021 10:32:33 AM	A1	D0FD9351FEP54654A8309EE1C107ECB3C9410C9CC793729138983507C341495	View

Provider signatories

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

Add Signatories



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.

Australian Government

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Provider signatories

Acceptance ID: 4-S15PH2C

Acceptance type: Acceptance

Recipient response: None

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

Change acceptance method

Grant overview

AcceptDecline

Department: Department of Social Services

Schedule ID: 4-S1U06KC

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	Describe	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantsAgree...pdf		11/10/2021 10:32:33 AM	A1	D0FD6351FEP648546A8300EE1C107EC83C6410C8C797291288B3507C841495	View

Provider signatories

Add Signatories

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

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.

**Acceptance details**

**Instructions**

**Acceptance overview**

Acceptance ID: 4-5159H2C      Acceptance type: Acceptance      Recipient response: None  
 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: 4-51U06VC  
 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

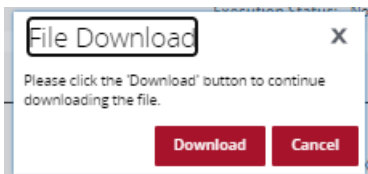
**Documents**

Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantAgreement-V22018-4-51U06VC-11-10-2021-095555.pdf	pdf	11/10/2021 10:32:33 AM	A1	D0FD9351FE946546A8300EE1C107ECB3C0410C0C7937291288B3507CB41495	<a href="#">View</a>

**Provider signatories**

First name	Last name	Role	Mandatory	Response	Response date	
TRAINING	ADMIN	Signatory	N			<a href="#">Remove</a>

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.

Australian Government

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### Acceptance details

#### Instructions

#### Acceptance overview

Acceptance ID: 4-SY9H2C      Acceptance type: Acceptance      Recipient response: None  
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

[Change acceptance method](#)

#### Grant overview

Department: Department of Social Services      Schedule ID: 4-SIU06HC  
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

[Accept](#) [Decline](#)

#### Documents

Title	Doc type	Date created	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantsAgree.pdf	pdf	11/10/2021 10:32:33 AM	A1	D0FD6381F6B48546A304EE1C107ECB3C9410C9C79375D13B8B3507C341465	<a href="#">View</a>

#### Provider signatories

First name	Last name	Role	Mandatory	Response	Response date	
TRAINING	ADMIN	Signatory	N			<a href="#">Remove</a>

[Add Signatories](#)

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.

Department: Department of Social Services Schedule ID: 4-5XVCAWU

Accept and submit

Accept and submit

I have read and understand the terms of the grant agreement and I am authorised in accordance with any relevant legislation and instruction to accept this funding offer on behalf of the organisation. By submitting this acceptance, I am committing the organisation I represent into a legally binding agreement.

I understand fraud is a serious offence giving false or misleading information is a serious offence.

☐ Confirm

[Cancel](#) [Accept and submit](#)

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*

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Acceptance details

Instructions

Acceptance overview

Acceptance ID: 4-5179371

Acceptance method: Online

Minimum number of Signatories: 1

Acceptance phase: Provider Accepted

Acceptance type: Acceptance

Acceptance level: Program Schedule

Response due date: 15/10/2021

Published date: 15/10/2021

Execution status: Not Executed

Recipient response: None

Response date:

Decline Reason:

Change acceptance method

Grant overview

Department: Department of Social Services

Program name: 3. Building Disability Sector Capacity and Service Provider Readiness

Organisation name: Training Group

Schedule completion date: 18/09/2022

Schedule ID: 4-5108585

Variation ID:

Schedule start date: 18/09/2021

Accept Decline

Documents

Title	Doc type	Date opened	Sequence	Digital Document ID	
TrustTestCommonwealthStandardGrantAgree.pdf			A1	EE81A27F89571DA3F7D7A5D9778B2AFAC832D37344A510F10533380BBE	<a href="#">View</a>

Provider signatories

First name	Last name	Role	Mandatory	Response	Response date	
TRAINING	ADMIN	Signatory	N			<a href="#">Remove</a>
TRAINING	EDITOR	Signatory	N			<a href="#">Remove</a>

[Add Signatories](#)

## 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).