



Australian Government

Community
Grants Hub

Improving your grant experience



3. Funding Acceptance – Proxy Method

Organisation Administrator process for accepting funding offers using the proxy method of online acceptance.

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. There are three ways you can accept an 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).

Proxy method

The Proxy method requires your organisation to print, sign and upload the signature page to the Portal to accept a funding offer. We have created this option to ensure organisations who require documents to be physically signed are able to undertake the process through the Grant Recipient Portal.

Process

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 proxy 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

Australian Government **Community Grants Hub** empowering your grant recipients Notifications ⁰ Personal Profile Logout

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 / All Acceptances

All Acceptance

| Acceptance ID | Acceptance method | Acceptance phase | Recipient response | Published date | Due date | |
|---------------|-------------------|--------------------|--------------------|----------------|------------|------|
| ▶ 4-5Y4PQ09 | Online | Finalised | Accepted | 07/10/2021 | 07/10/2021 | View |
| ▶ 4-5Y4PP2L | Offline | Finalised | Declined | 07/10/2021 | 07/10/2021 | View |
| ▶ 4-5Y4PPYP | Offline | Withdrawn | None | 07/10/2021 | 07/10/2021 | View |
| ▶ 4-5Y4G1C | Online | Withdrawn | Unaccepted | 07/10/2021 | 07/10/2021 | View |
| ▶ 4-5Y4H0F7 | Offline | Withdrawn | None | 06/10/2021 | 06/10/2021 | View |
| ▶ 4-5Y4H0BX | Online | Withdrawn | Declined | 06/10/2021 | 06/10/2021 | View |
| ▶ 4-5Y491EE | Offline | Finalised | Acknowledged | 06/10/2021 | 06/10/2021 | View |
| ▶ 4-5Y2AH4A | Online | Withdrawn | None | 29/09/2021 | 29/09/2021 | View |
| ▶ 4-5Y0483E | Online | Provider Responded | Declined | 23/09/2021 | 23/09/2021 | View |
| ▶ 4-5Y05IZM | Proxy | Withdrawn | None | 22/09/2021 | 22/09/2021 | View |

This will take you to the **Acceptance Details** page where you will find instructions on how to perform the Proxy method of acceptance.

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

You are currently viewing **Training Score**

You are here: Home / All Acceptances / Acceptance Details

Acceptance Menu

- Acceptance Detail
- History

Acceptance details

▼ Instructions

Acceptance overview

Acceptance ID: 4-SV9SHZC Acceptance type: Acceptance Recipient response: None [Change acceptance method](#)
 Acceptance method: Proxy Acceptance level: Program Schedule Response date:
 Maximum number of Signatories: 1 Response due date: 11/10/2021 Decline Reason:
 Acceptance phase: Provider-Assessed Published date: 11/10/2021
 Execution status: Not Executed

Grant overview

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

[Download blank signature page](#) [Upload signature page](#) [Remove signature page](#)

| Title | Doc type | Date opened | Sequence | Digital Document Id | |
|--|----------|------------------------|----------|--|----------------------|
| TrustTestCommonwealthStandardGrantsAgree.pdf | pdf | 11/10/2021 10:32:33 AM | A1 | D0F093519F94656A6A3098E1C107EC83C04 10C0C7937201288B3597C841495 | View |

Provider signatories

[Add Signatories](#)

| First name | Last name | Role | Mandatory | Response | Response date | |
|------------|-----------|-------|-----------|----------|---------------|------------------------|
| ▶ TRAINING | ADMIN | Proxy | Y | | | Remove |
| ▶ TRAINING | EDITOR | Proxy | N | | | Remove |

The **Acceptance overview** section shows the:

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

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

Acceptance overview

Acceptance ID: 4-SXW234T

Acceptance method: Proxy

Minimum number of Signatories: 2

Acceptance phase: Provider Accessed

Acceptance type: Acceptance

Acceptance level: Program Schedule

Response due date: 29/09/2021

Published date: 14/09/2021

Execution status: Not Executed

Recipient response: None

Response date:

Decline Reason:

[Change acceptance method](#)

Grant overview

Department: Department of Social Services

Program name: Automation - AjaHmzLYqNvgPv

Organisation name: AARON PEACOCK

Schedule completion date: 1/01/2023

Schedule ID: 4-SXU06K6

Variation Id:

Schedule start date: 1/01/2021

Documents

[Download blank signature page](#)

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[Remove signature page](#)

| Title | Doc type | Date opened | Sequence | Digital Document Id | |
|--|----------|-----------------------|----------|---|----------------------|
| TrustTestCommonwealthStandardGrantAgreement-V22018_4-SXU06K6_14-09-2021_151619.pdf | pdf | 14/09/2021 3:21:38 PM | | D9636CB78C484C0FAD46246B19161691024887227A69D422BFC6FD664A1CF85 | View |
| 04GrantAgreementSignaturePageProxy_4-SXW234T_14-09-2021_151614.pdf | pdf | 14/09/2021 3:23:28 PM | A1 | 8DD8D0252FEA5C644D693A2689FCC8D81F605704D0E341F2581877F63FE366E | View |

Provider signatories

There are no records found.

[Add Signatories](#)

Further down the Acceptance Details view you will see the Grant overview section. This has information on the program and is where you can **Accept** or **Decline** the funding offer. As the individual accepting the offer may only be submitting the signed agreement on behalf of your organisation, we rely on the signatures within the agreement to be from staff who have the legal authority to accept the offer.

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

Acceptance Menu

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Acceptance overview

| | | |
|-------------------------------------|------------------------------------|--------------------------------|
| Acceptance ID: 4-SYBMANV | Acceptance type: Acceptance | Recipient response: None |
| Acceptance method: Proxy | Acceptance level: Program Schedule | Response date: |
| Minimum number of Signatories: 1 | Response due date: 19/10/2021 | Decline Reason: |
| Acceptance phase: Provider Accessed | Published date: 19/10/2021 | Execution status: Not Executed |

Grant overview

| | | |
|--|--------------------------------|--|
| Department: Department of Social Services | Schedule ID: 4-SYU06K6 | Accept Decline |
| Program name: 3 Building Disability Sector Capacity and Service Provider Readiness | Variation ID: | |
| Organisation name: Training Group | Schedule start date: 1/01/2021 | |
| Schedule completion date: 1/01/2023 | | |

Documents

[Download blank signature page](#)
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[Remove signature page](#)

| Title | Doc type | Date opened | Sequence | Digital Document Id | |
|--|----------|-----------------------|----------|--|----------------------|
| QAGrantAgreementSignaturePageProxy_4-SYBMANV_19-10-2021_130814.pdf | pdf | 22/10/2021 2:59:43 PM | | 96C23E3AF781C562D3845F9837DB198AEFE75E23AFA26A0598C970DC45656A2463 | View |
| ExecutonBlamSigProxy_4-SYBMANV_19-10-2021_130811.pdf | pdf | 22/10/2021 3:09:23 PM | | E0307C464BFE1757888C04E03E2483D48BE1F208A308DFBE9084D15038C4302 | View |
| QAGrantAgreementSignaturePageProxy_4-SYBMANV_19-10-2021_130631.pdf | pdf | 22/10/2021 3:11:51 PM | | 803099048DF8884523E37851070EFOC47840CE3DF1449ACC97484FF16FE34 | View |
| ExecutonBlamSigProxy_4-SYBMANV_19-10-2021_130628.pdf | pdf | 19/10/2021 1:56:44 PM | | C282EAB475178774FB31E41403932D208BD759EFA9AB4F9C27E8A122500407 | View |

Provider signatories

| First name | Last name | Role | Mandatory | Response | Response date | |
|------------|-----------|-------|-----------|----------|---------------|------------------------|
| TRAINING | ADMIN | Proxy | N | | | Remove |
| TRAINING | EDITOR | Proxy | 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.

Acceptance overview

Acceptance ID: 4-SXWZ34T Acceptance type: Acceptance Recipient response: None
Acceptance method: Proxy Acceptance level: Program Schedule Response date:
Minimum number of Signatories: 2 Response due date: 29/09/2021 Decline Reason:
Acceptance phase: Provider Accessed Published date: 14/09/2021
Execution status: Not Executed

[Change acceptance method](#)

Grant overview

Department: Department of Social Services Schedule ID: 4-SXU06K6
Program name: Automation - AjaHmKLyqNvgPv Variation Id:
Organisation name: AARON PEACOCK Schedule start date: 1/01/2021
Schedule completion date: 1/01/2023

Documents

[Download blank signature page](#) [Upload signature page](#) [Remove signature page](#)

| Title | Doc type | Date opened | Sequence | Digital Document Id | |
|--|----------|-----------------------|----------|--|----------------------|
| TrustTestCommonwealthStandardGrantAgreement-V22018_4-SXU06K6_14-09-2021_151619.pdf | pdf | 14/09/2021 3:21:38 PM | | D9636CBE78C484CFAD46246B19161691024887227A69D4228CF6FD664A1CF85 | View |
| 04GrantAgreementSignaturesPageProxy_4-SXWZ34T_14-09-2021_151614.pdf | pdf | 14/09/2021 3:23:28 PM | A1 | 8DD8D0252FEA5C6A4D693A2699FCC8D81F606704D0E341F2581877F63EFE366E | View |

Provider signatories

[Add Signatories](#)

There are no records found.

The following message asking you to download the document will appear.



To download the signature page, click on the **Download blank signature page** button. The Signature page will contain a signature and witness section. If your organisation requires a different signature page due to your corporate structure please contact the Hub.



Once completed, **scan and save Only the Signature Page** on your computer then click the **Upload signature page** button.

Acceptance overview [Change acceptance method](#)

| | | |
|-------------------------------------|------------------------------------|--------------------------|
| Acceptance ID: 4-SXWZ34T | Acceptance type: Acceptance | Recipient response: None |
| Acceptance method: Proxy | Acceptance level: Program Schedule | Response date: |
| Minimum number of Signatories: 2 | Response due date: 29/09/2021 | Decline Reason: |
| Acceptance phase: Provider Accessed | Published date: 14/09/2021 | |
| | Execution status: Not Executed | |

Grant overview

| | |
|---|--------------------------------|
| Department: Department of Social Services | Schedule ID: 4-SXUO6K6 |
| Program name: Automation - AjaHmzLYqNVgPv | Variation Id: |
| Organisation name: AARON PEACOCK | Schedule start date: 1/01/2021 |
| Schedule completion date: 1/01/2023 | |

Documents

[Download blank signature page](#) [Upload signature page](#) [Remove signature page](#)

| Title | Doc type | Date opened | Sequence | Upload document id | |
|--|----------|-----------------------|----------|--|----------------------|
| TrustTestCommonwealthStandardGrantAgreement-V22018_4-SXUO6K6_14-09-2021_151619_pdf | pdf | 14/09/2021 3:21:38 PM | | D9636C8E78C484C0FAD40246B19161691024887227A69D422BCF6FD664A1CF65 | View |
| QAGrantAgreementSignaturePageProxy_4-SXWZ34T_14-09-2021_151614_pdf | pdf | 14/09/2021 3:23:28 PM | A1 | 8DD6D0252FE45C6A4D693A2689FCC8D81F606704D0E341F2581B77F63FE366E | View |

Provider signatories [Add Signatories](#)

There are no records found.

Once the signature page has been uploaded onto the Portal, you will need to click on the **Accept** button. A notification will be sent to the Hub stating you have accepted the offer.

BETA This is beta. Help us make it better for you - please give feedback

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Notifications Personal Profile Logout

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

You are currently viewing: Training Group

You are here: Home / All ACCEPTANCES / Acceptance Details

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Acceptance details

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Acceptance overview

| | | |
|-------------------------------------|------------------------------------|--------------------------|
| Acceptance ID: 4-S1BC4K | Acceptance type: Acceptance | Recipient response: None |
| Acceptance method: Proxy | Acceptance level: Program Schedule | Response date: |
| Minimum number of Signatories: 1 | Response due date: 19/10/2021 | Decline Reason: |
| Acceptance phase: Provider Accepted | Published date: 19/10/2021 | |
| | Execution status: Not Executed | |

Grant overview

| | | |
|--|--------------------------------|------------------------------|
| Department: Department of Social Services | Schedule ID: 4-S1U06KC | Accept Decline |
| Program name: 3 Building Disability Sector Capacity and Service Provider Readiness | Variation Id: | |
| Organisation name: Training Group | Schedule start date: 1/01/2021 | |
| Schedule completion date: 1/01/2023 | | |

Documents

Download blank signature page Upload signature page Remove signature page

Provider signatories

| First name | Last name | Role | Mandatory | Response | Response date | |
|------------|-----------|-------|-----------|----------|---------------|--------|
| TRAINING | ADMIN | Proxy | N | | | Remove |
| TRAINING | EDITOR | Proxy | N | | | Remove |

Add Signatories

Please note the following error message will appear if the funding offer has not been downloaded. This is to ensure you have 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.

Once you have uploaded your signature page and your proxy had accepted the 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 in the Portal.

In the final section on the page you will see Provider Signatories. Here you can add or remove signatories including your proxy representative for your organisation. This can only be undertaken by your organisation's Administrator within the Portal. For more information on how to add and remove signatories see ***Funding Acceptance - Managing Signatories Information Sheet***.

The screenshot displays the 'Acceptance details' page in the Grant Recipient Portal. The page is divided into several sections:

- Acceptance details:** Includes a dropdown for 'instructions'.
- Acceptance overview:** Shows acceptance ID (4-5177971), method (Online), and phase (Provider Accessed). It also lists acceptance type, level, and due date.
- Grant overview:** Displays department (Department of Social Services), program name, and schedule start date (18/08/2021).
- Documents:** A table listing documents with columns for Title, Doc type, Date opened, Sequence, and Digital Document Id.
- Provider signatories:** A table with columns for First name, Last name, Role, Mandatory, Response, and Response date. It lists two signatories: TRAINING ADMIN and TRAINING EDITOR, both with a role of Signatory and Mandatory status of N.

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).