



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

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Acceptances

You are currently viewing: Training Group Inc

Hi TRAINING. Welcome to the Grant Recipient Portal.

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View your organisation's current Grant Agreement details and documents

Grant Activities

View your organisation's current Grant Activity details and documents

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View your organisation's upcoming, submitted and payment Milestones

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View your organisation's Grant Applications

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Search and resend Payment Advices

Organisation Profile

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Personal Profile

Manage your personal details

Acceptances

View and manage Grant Acceptances

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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

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Community Grants Hub

Empowering your grant experience

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Acceptances

You are currently viewing: Training Group Inc

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All Acceptance

Acceptance ID	Acceptance method	Acceptance phase	Recipient response	Published date	Due date	
▶ 4-SY4PQ09	Online	Finalised	Accepted	07/10/2021	07/10/2021	<div>View</div>
▶ 4-SY4PP2L	Offline	Finalised	Declined	07/10/2021	07/10/2021	<div>View</div>
▶ 4-SY4PPYP	Offline	Withdrawn	None	07/10/2021	07/10/2021	<div>View</div>
▶ 4-SY4PG1C	Online	Withdrawn	Unaccepted	07/10/2021	07/10/2021	<div>View</div>
▶ 4-SY4HOF7	Offline	Withdrawn	None	06/10/2021	06/10/2021	<div>View</div>
▶ 4-SY4HOBX	Online	Withdrawn	Declined	06/10/2021	06/10/2021	<div>View</div>
▶ 4-SY491EE	Offline	Finalised	Acknowledged	06/10/2021	06/10/2021	<div>View</div>
▶ 4-SY2AH4A	Online	Withdrawn	None	29/09/2021	29/09/2021	<div>View</div>
▶ 4-SY0483E	Online	Provider Responded	Declined	23/09/2021	23/09/2021	<div>View</div>
▶ 4-SY05IZM	Proxy	Withdrawn	None	22/09/2021	22/09/2021	<div>View</div>



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

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Acceptances

You are currently viewing: **Training Group**

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Acceptance overview

Acceptance ID: 4-9199H2C

Acceptance type: Acceptance

Recipient response: None

Acceptance method: Proxy

Acceptance level: Program Schedule

Response date: 11/10/2021

Minimum number of Signatories: 1

Response due date: 11/10/2021

Decline Reason:

Acceptance phase: Provider Accepted

Published date: 11/10/2021

Execution status: Not Executed

Change acceptance method

Grant overview

Department: Department of Social Services

Schedule ID: 4-SXU09KC

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	
TrustTestCommonwealthStandardGrantAgree ment-V22018_4-SXU09KC_11-10-2021_093505.pdf	pdf	11/10/2021 10:32:33 AM	A1	00F09381F8F6A56A4830981C107ECB3C9410C0C7937201288B3507CB41495	<div>View</div>

Provider signatories

Add Signatories

First name	Last name	Role	Mandatory	Response	Response date	
▶ TRAINING	ADMIN	Proxy	Y			<div>Remove</div>
▶ TRAINING	EDITOR	Proxy	N			<div>Remove</div>

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-SXWZ34T

Acceptance type: Acceptance

Recipient response: None

Change acceptance method

Acceptance method: Proxy

Acceptance level: Program Schedule

Response date:

Decline Reason:

Minimum number of Signatories: 2

Response due date: 29/09/2021

Published date: 14/09/2021

Execution status: Not Executed

Acceptance phase: Provider Accessed

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

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Remove signature page

Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantsAgreement-V22018_4-SXUO6K6_14-09-2021_151619.pdf	pdf	14/09/2021 3:21:38 PM		D9636CB78C484C0FAD463A6B19161691024887227A69D422BCF6FD664A1CF85	<div>View</div>
OAGrantsAgreementSignaturePageProxy_4-SXWZ34T_14-09-2021_151614.pdf	pdf	14/09/2021 3:23:28 PM	A1	8D08D0352FEA5C6A4D693A2689FCC8D81F606704D0E341F2581B77F63FE366E	<div>View</div>

Provider signatories

Add Signatories

There are no records found.

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.

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Acceptance overview

Acceptance ID: 4-SYBMANV

Acceptance method: Proxy

Minimum number of Signatories: 1

Acceptance phase: Provider Accessed

Acceptance type: Acceptance

Acceptance level: Program Schedule

Response due date: 19/10/2021

Published date: 19/10/2021

Execution status: Not Executed

Recipient response: None

Response date:

Decline Reason:

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: 1/01/2023

Schedule ID: 4-SHJ06K8

Variation Id:

Schedule start date: 1/01/2021

Accept

Decline

Documents

Download blank signature page

Upload signature page

Remove signature page

Title	Doc type	Date opened	Sequence	Digital Document Id	
OAGrantAgreementSignaturePageProxy_4-SYBMANV_19-10-2021_130814.pdf	pdf	22/10/2021 2:59:43 PM		96C2353AF78C562D38A5F99370B198AEFE75E23AFA26A68C970DC45656A3463	View
ExecutionBlankSigProxy_4-SYBMANV_19-10-2021_130811.pdf	pdf	22/10/2021 3:09:23 PM		E0367CA648FE1757888C0AED0E32A83D68BE1F20BA308DFBEE9054D15D3EC4302	View
OAGrantAgreementSignaturePageProxy_4-SYBMANV_19-10-2021_130831.pdf	pdf	22/10/2021 3:11:51 PM		803090D5409F88B45230E37B01070EFC47540CE30F146ACCC97464FF16FE34	View
ExecutionBlankSigProxy_4-SYBMANV_19-10-2021_130820.pdf	pdf	19/10/2021 1:56:44 PM		C2832EAB4751787F4FB31E41408933D2D08BD759EFA9ABAF9C27EBA1725C0407	View

Provider signatories

Add Signatories

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

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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-SXWZ347

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 - AjaHmKLyqNVgPv

Organisation name: AARON PEACOCK

Schedule completion date: 1/01/2023

Schedule ID: 4-SXUO6K6

Variation Id:

Schedule start date: 1/01/2021

Documents

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Remove signature page

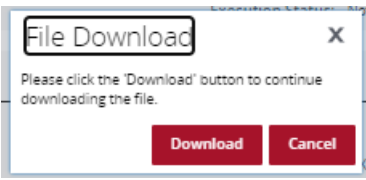
Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantAgreement-V22018_4-SXUO6K6_14-09-2021_151619_.pdf	pdf	14/09/2021 3:21:38 PM		D9636CB78C484C0FAD46246B19161691024887327A69D422BCF6FD664A1CF65	<div>View</div>
04GrantAgreementSignaturePageProxy_4-SXWZ347_14-09-2021_151614_.pdf	pdf	14/09/2021 3:23:28 PM	A1	8DD8D0252FEA5C6A4D693A3699FCC8D81F606704D0E341F2581877F63EFE366E	<div>View</div>

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

Acceptance ID: 4-SXWZ34T

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 - AjaHmzILyqNVgPv

Organisation name: AARON PEACOCK

Schedule completion date: 1/01/2023

Schedule ID: 4-SXUO6K6

Variation Id:

Schedule start date: 1/01/2021

Documents

Download blank signature page

Upload signature page

Remove signature page

Title	Doc type	Date opened	Sequence	Order document id	
TrustTestCommonwealthStandardGrantAgreement-V22018_4-SXUO6K6_14-09-2021_151619.pdf	pdf	14/09/2021 3:21:38 PM		D9636C8E78C484C0FAD40246B19161691024887227A69D422BCF6FD664A1CF65	View
OAGrantAgreementSignaturePageProxy_4-SXWZ34T_14-09-2021_151614.pdf	pdf	14/09/2021 3:23:28 PM	A1	8D08D00252FEA5C6A4D693A2689FCC8D81F606704D0E341F2581B77F63FE366E	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

Australian Government **Community Grants Hub** Department of Social Services

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Acceptance overview

Acceptance ID: 4-S18C4K	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***.

Acceptance details

Instructions

Acceptance overview

Acceptance ID: 4-5179371
 Acceptance method: Online
 Minimum number of Signatories: 1
 Acceptance phase: Provider Accessed

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:

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: 18/08/2022

Schedule ID: 4-5106555
 Variation ID:
 Schedule start date: 18/08/2021

Documents

Title	Doc type	Date opened	Sequence	Digital Document Id
TrustTestCommonwealthStandardGrantsAgree...pdf	pdf		A1	EE41A07F869571D40FFD7A2569978B2AF2AC 99282378444653D816063234CDBE

Provider signatories

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