



5. Funding Acceptance – Managing Signatories

Organisation Administrator process for managing online acceptance signatories after a funding offer has been received in 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).

Process

When you receive an offer for funding, you will need to identify from all your available signatories who will accept the offer. Your organisation may have a number of individuals who can accept however, under your legal framework you may only need one of these individuals to accept.



To identify who is going to accept the offer, click on the **Acceptances** tile on the home page.

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HomeGrants ▾MilestonesApplicationsPayment AdviceOrganisation ProfileData Exchange Training and Support 

Acceptances

 You are currently viewing: **Training Group**

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 manage the signatories for an offer click on the **View** button.

BETA

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improving your grant experience



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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	<div>View</div>
▶ 4-5Y4PPZL	Offline	Finalised	Declined	07/10/2021	07/10/2021	<div>View</div>
▶ 4-5Y4PPVP	Offline	Withdrawn	None	07/10/2021	07/10/2021	<div>View</div>
▶ 4-5Y4PG1C	Online	Withdrawn	Unaccepted	07/10/2021	07/10/2021	<div>View</div>
▶ 4-5Y4HOF7	Offline	Withdrawn	None	06/10/2021	06/10/2021	<div>View</div>
▶ 4-5Y4HOBX	Online	Withdrawn	Declined	06/10/2021	06/10/2021	<div>View</div>
▶ 4-5Y491EE	Offline	Finalised	Acknowledged	06/10/2021	06/10/2021	<div>View</div>
▶ 4-5Y2AH4A	Online	Withdrawn	None	29/09/2021	29/09/2021	<div>View</div>
▶ 4-5Y0483E	Online	Provider Responded	Declined	23/09/2021	23/09/2021	<div>View</div>
▶ 4-5Y05I2M	Proxy	Withdrawn	None	22/09/2021	22/09/2021	<div>View</div>

In the Recipient Signatories section on the Acceptance Details Page you can add or remove staff as a signatory for a funding offer. To add a signatory click on the **Add Signatories** button.

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

Acceptance Menu

Acceptance Detail

Query

History

Acceptance details

Instructions

Acceptance overview

Acceptance ID: 4-SV79371

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 Accepted

Published date: 15/10/2021

Execution status: Not Executed

Change acceptance method

Grant overview

Department: Department of Social Services

Schedule ID: 4-SV08585

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

Remove signature page

Title	Doc type	Date opened	Sequence	Digital Document Id	
TrustTestCommonwealthStandardGrantAgreem-22018_4-SV08585_15-10-2021_115342.pdf	pdf		A1	ES41A079569571DA9FF07A059997B2AF24C892BD375444A53DB16053258DB8E	<div>View</div>

Provider signatories

Add Signatories

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

A list of available signatories for your organisation will be displayed for selection.

Note: Only signatories with the appropriate signatory role for the funding offer will be displayed in the list e.g. if your organisation only accepts offers via a proxy method only individuals with a proxy role will be shown.

Click on the box next to the staff member you wish to add as a signatory and press the **Confirm** selection button.

Add signatory to Acceptance

Adding new signatories on the Acceptance

Please select or search for signatories you wish to accept the funding offer.

If you add to add a new signatory which is not listed on the display or search function list you will need to add the contact using the Organisation contact menu or contact the Community Grants Hub.

<input type="checkbox"/>	First name	Last name	Email address	Contact ID
<input checked="" type="checkbox"/>	TRAINING	EDITOR	training1@oss.gov.au	4-SV4P52

[Cancel changes and close](#) [Confirm selection](#)

Acceptance details

Instructions

Acceptance overview

Acceptance ID: 4-SV7F3T1
Acceptance method: Online
Minimum number of Signatories: 1

Acceptance type: Acceptance
Acceptance level: Program Schedule
Response due date: 15/10/2021

Recipient response: None
Response date:
Decline Reason:

[Change acceptance method](#)

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

Provider signatories

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

[Add Signatories](#) [Remove](#)

To remove a staff member as a signatory for the funding offer click on the **Remove** button.

The screenshot shows the 'Acceptance details' page in the Grant Recipient Portal. The page is divided into several sections: 'Acceptance details', 'Acceptance overview', 'Grant overview', 'Documents', and 'Provider signatories'. The 'Provider signatories' section contains a table with columns: First name, Last name, Role, Mandatory, Response, and Response date. There are two signatories listed: 'TRAINING EDITOR' and 'TRAINING ADMIN'. The 'Remove' button for the first signatory is highlighted with a red box.

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

The message below will be displayed. To confirm the removal of the selected signatory click **Remove**.

The screenshot shows the 'Remove signatory' dialog box. The dialog box has a title bar 'Remove signatory' and a close button 'X'. The main text reads: 'Remove Signatory. If you select the Remove button, the signatory will be removed from the acceptance record. You cannot remove a mandatory signatory. Please refer to the Online Acceptance task cards for further information on how to remove signatories.' There are 'Cancel' and 'Remove' buttons at the bottom.

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).