# View Applications

Grant Recipient Portal Task Card

**Portal Access required**: Administrator, Editor or View Only

The Grant Recipient Portal (Portal) enables grant recipients to view a list of their submitted Grant Applications. A Grant Recipient can request a copy of a submitted Grant Application by contacting the Community Grants Hub Hotline on 1800 020 283 or emailing support@communitygrants.gov.au.

This task card describes the process of viewing a list of submitted Grant Applications.

Viewing Applications

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen select on the **Applications** tile or select the **Applications** link from the Navigation menu.A screenshot of the home screen with the Applications tile and link highlighted. |
|  | The Applications screen will display showing a list of submitted applications with the following information.

|  |  |
| --- | --- |
| * Application ID
 | * Department
 |
| * Funding Round Name
 | * Funding Round Category
 |

A screenshot of the Applications screen showing a list of submitted applications. |

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: GRP.Helpdesk@communitygrants.gov.au

**Phone**: 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 9:00am – 5:00pm (AEST/AEDT)