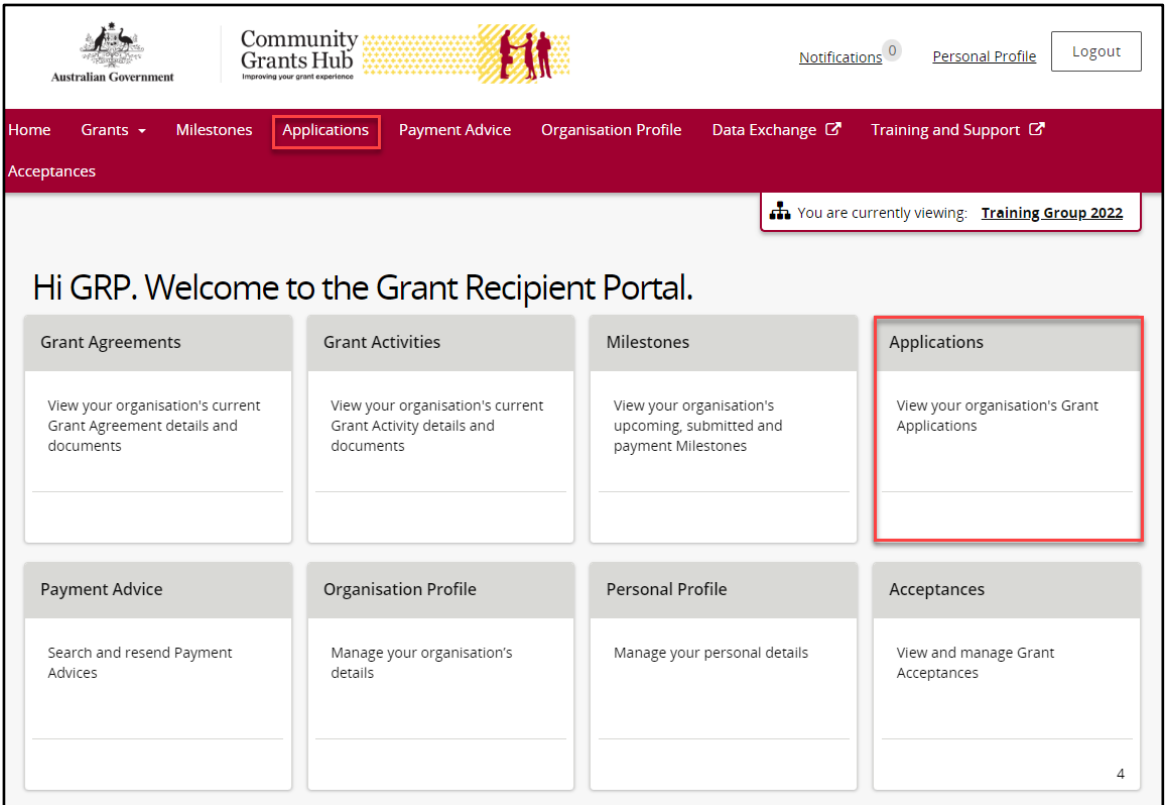# View Applications

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
1	From the Home screen select on the **Applications** tile or select the **Applications** link from the Navigation menu.

Step	Action
2	The Applications screen will display showing a list of submitted applications with the following information. • Application ID • Department • Funding Round Name • Funding Round Category You are here: Home / Applications **Applications** | Application ID	Funding Round Name	Department	Funding Round Category
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4-DRB0L3C	Seniors Connected Phone Support Activity	Department of Social Services	Families and Communities
4-DRB0SYE	Seniors Connected Phone Support Activity	Department of Social Services	Families and Communities
4-DRAHQ71	Forestry Recovery Development Fund Program	Mobile Intensive Rehabilitation Team (MIRT, PAH Metro South)	Agriculture
4-DRASQ34	Disability Employment Continuity of Support	Department of Social Services	Disab Mental Health and Carers	

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)