



Australian Government

Community Grants Hub
Improving your grant experience



View Applications

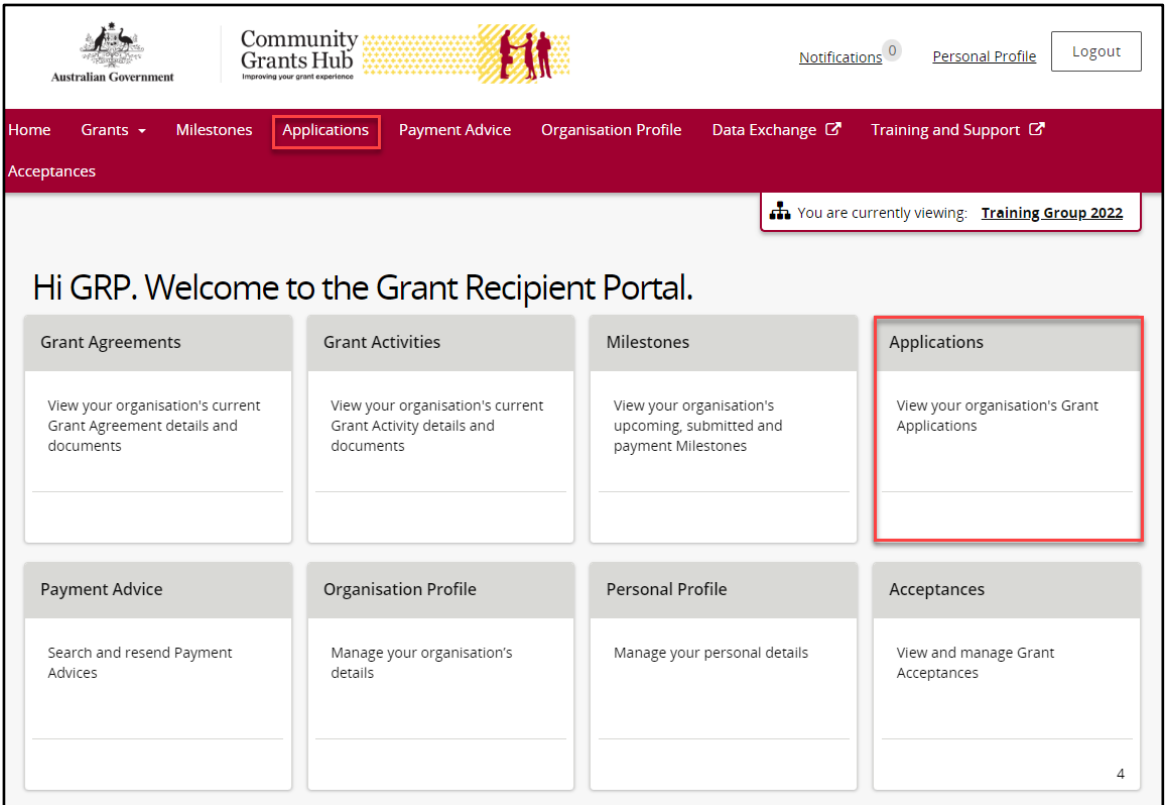
Grant Recipient Portal Task Card

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	<p>From the Home screen select on the Applications tile or select the Applications link from the Navigation menu.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there is a navigation bar with the following items: Home, Grants, Milestones, Applications (highlighted with a red box), Payment Advice, Organisation Profile, Data Exchange, and Training and Support. Below the navigation bar, there is a header section with the text 'Hi GRP. Welcome to the Grant Recipient Portal.' and a notification that says 'You are currently viewing: Training Group 2022'. The main content area is divided into a grid of tiles. The 'Applications' tile is highlighted with a red box. The tiles include: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. The 'Applications' tile description is 'View your organisation's Grant Applications'.</p>



Step	Action																				
2	<p>The Applications screen will display showing a list of submitted applications with the following information.</p> <ul style="list-style-type: none">• Application ID• Funding Round Name• Department• Funding Round Category <div style="border: 1px solid black; padding: 5px;"><p>You are here: Home / Applications</p><p>Applications</p><table border="1"><thead><tr><th>Application ID</th><th>Funding Round Name</th><th>Department</th><th>Funding Round Category</th></tr></thead><tbody><tr><td>4-DRB0L3C</td><td>Seniors Connected Phone Support Activity</td><td>Department of Social Services</td><td>Families and Communities</td></tr><tr><td>4-DRB0SYE</td><td>Seniors Connected Phone Support Activity</td><td>Department of Social Services</td><td>Families and Communities</td></tr><tr><td>4-DRAHQ71</td><td>Forestry Recovery Development Fund Program</td><td>Mobile Intensive Rehabilitation Team (MIRT, PAH Metro South)</td><td>Agriculture</td></tr><tr><td>4-DRASQ34</td><td>Disability Employment Continuity of Support</td><td>Department of Social Services</td><td>Disab Mental Health and Carers</td></tr></tbody></table></div>	Application ID	Funding Round Name	Department	Funding Round Category	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
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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)