# View Grant Information

Grant Recipient Portal Task Card

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

The Grant Recipient Portal (Portal) enables grant recipients to view their grant details, including Grant Agreement documentation, Variation documentation and Grant Activity details. This includes details of the Funding Arrangement Manager, Milestones, Contacts, Bank Accounts and a Financial Overview.

This task card describes the process of viewing Grant Agreement and Grant Activity details.

# Viewing Grant Agreements

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Grant Agreements** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Agreements** from the drop down menu.  Screenshot of home page with grant agreements tab and tile highlighted. |
|  | The Grant Agreements screen will display. To view a particular Grant Agreement, select the Grant Agreement’s **View** button.  Screenshot of the grant agreements page with the view button highlighted. |

# Viewing the Grant Agreement details

| **Step** | **Action** |
| --- | --- |
|  | The Grant Agreement menuscreendisplays an overview of the Agreement by default. The below information related to the Grant Agreement can be viewed:   |  |  | | --- | --- | | * Schedule ID | * Agreement Type | | * Start date | * Completion date | | * Program name | * Department | | * Organisation name | * Organisation ID |   A list of Grant Activities associated with the Grant Agreement are displayed below. To view the Activities linked to this Agreement select the **View** button.  Screenshot of the Grant Agreement details page. The overview button under the Grant Agreement menu button is highlighted as well as the agreement details and the view button. |
|  | The Grant Agreement menu allows grant recipients to obtain a copy of their Grant Agreement Documents.  From the menu, select the **Documents** link. The Documents screen will display. To download the signed Executed Grant Agreement, select the **View** button.  Screenshot of the documents associated with the Grant Agreement. The documents button under the Grant Agreement menu is highlighted. The view button is also highlighted. |
|  | The File Download message will appear. Select **Download** to save a copy of the Executed Grant Agreement.  Screenshot of how to download a grant agreement. The download button is highlighted. |
|  | The Grant Agreement menu also allows grant recipients to view their Grant Agreement Variations if applicable.  From the menu, select the **Variations** link. The Variations screen will display. To download the signed Executed Variation, select the **View** button.  Screenshot of the variations page. The variation button under the Grant Agreement menu is highlighted. The view button is also highlighted. |
|  | A popup window will appear showing the variation document, select **View**.  Screenshot of the pop up menu when variations is selected. The view button is highlighted. |
|  | The File Download message will appear. Select **Download** to save a copy of the Executed Variation.  Screenshot of how to download a variation. The download button is highlighted. |
|  | The Grant Agreement menu also allows grant recipients to view their Grant Agreement Contacts.  From the menu, select the **Contacts** link. The Contacts screen will display a list of Contacts associated with the Grant Agreement.  Screenshot of the contacts screen. The contacts under the Grant Agreement menu button is highlighted as well as the Grant Agreement contacts section. |

# Viewing Grant Activities

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Grant Activities** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Activities** from the drop down menu.  Screenshot of the home page with the grant activities tab and tile highlighted. |
|  | The Grant Activities screen will display. Select the **expansion arrow** next to an Activity ID to show additional information about the Activity.  Screenshot of the grant activities screen. The arrow which shows the grant activity details is highlighted. |
|  | To view more details for a particular Grant Activity, select the **View** button next to the Grant Activity record.  Screenshot of how to get further information on a grant activity. The view button is highlighted. |

# Viewing the Grant Activity details

| **Step** | **Action** |
| --- | --- |
|  | The Grant Activity menu screen displays an Overview of the Grant Activity by default. The below information related to the Grant Activity can be viewed.   |  |  | | --- | --- | | * Activity name | * Activity ID | | * Program name * Organisation name * Activity start date * Department | * Schedule ID * Organisation ID * Activity end date * Funding Arrangement Manager |   To view additional information about the Activity, use the Grant Activity menu to view:   |  |  | | --- | --- | | * Milestones | * Bank account details | | * Finances | * Contacts |   Screenshot of the activity details page. The overview button under the Grant Agreement menu button is highlighted. The Activity details and the Funding Arrangement Manger details are also highlighted. |
|  | Select the **Go to Grant Agreement** button to view the Grant Agreement associated with this Activity.  Screenshot of the activity detaills page. The Go to Grant Agreement button is highlighted. |

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

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

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