



View Grant Information

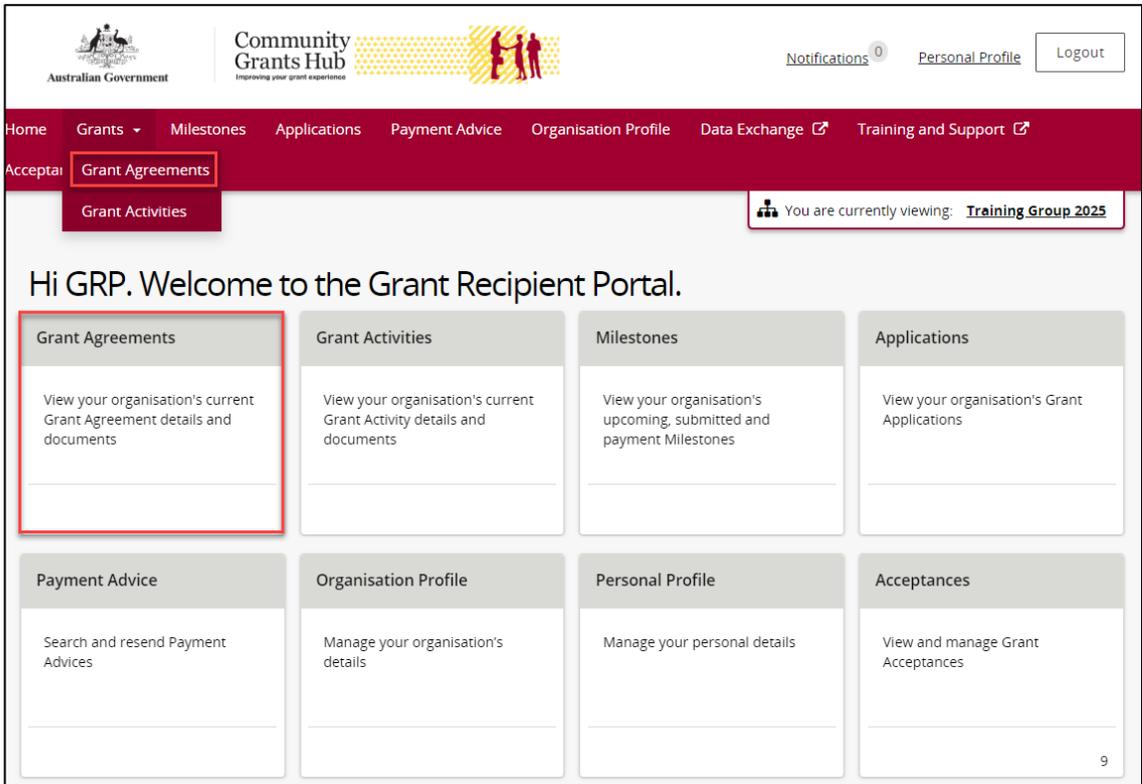
Grant Recipient Portal Task Card

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
1	<p>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.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there are logos for the Australian Government and Community Grants Hub. A navigation bar includes links for Home, Grants (with a dropdown arrow), Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. A secondary navigation bar shows 'Acceptances' and 'Grant Agreements' (highlighted with a red box), with 'Grant Activities' below it. A user notification indicates 'You are currently viewing: Training Group 2025'. The main content area displays a welcome message and a grid of eight tiles: Grant Agreements (highlighted with a red box), Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. Each tile contains a brief description of its function.</p>

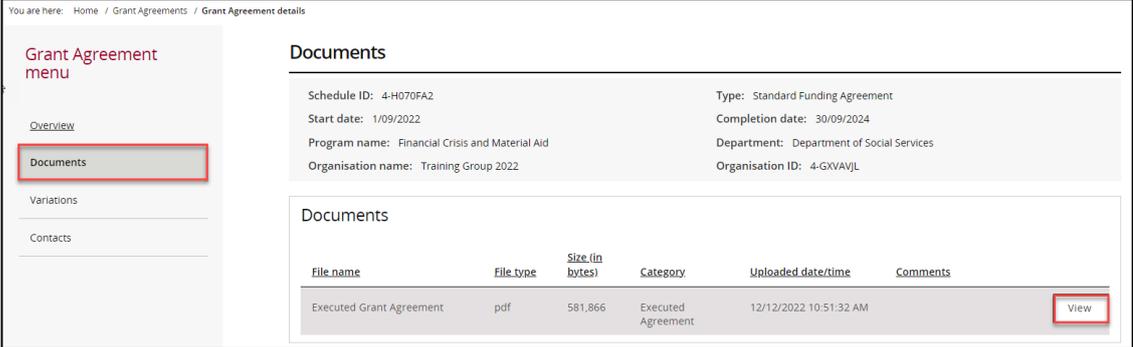
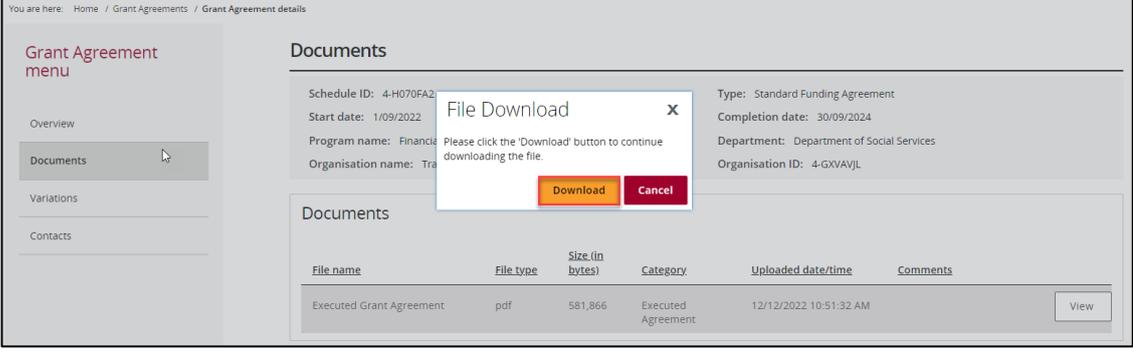
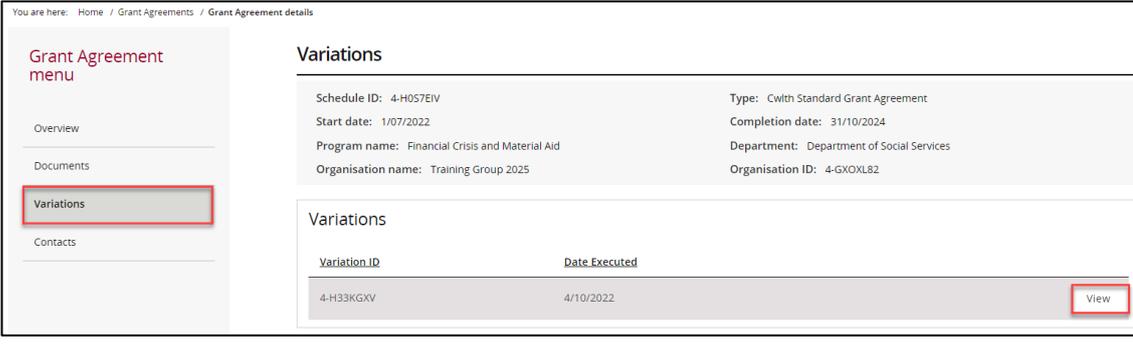


Step	Action																												
2	<p>The Grant Agreements screen will display. To view a particular Grant Agreement, select the Grant Agreement's View button.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Grant Agreements</p> <table border="1"> <thead> <tr> <th>Schedule ID</th> <th>Type</th> <th>Program name</th> <th>Department</th> <th>Organisation name</th> <th>Organisation ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>4-DVO190L</td> <td>Streamlined Grant Agreement</td> <td>Financial Wellbeing and Capability</td> <td>Department of Social Services</td> <td>Training Group 2020</td> <td>4-DQTB8NB</td> <td>View</td> </tr> <tr> <td>4-DQXUL7X</td> <td>Streamlined Grant Agreement</td> <td>Financial Wellbeing and Capability</td> <td>Department of Social Services</td> <td>Training Group 2020</td> <td>4-DQTB8NB</td> <td>View</td> </tr> <tr> <td>4-E4IAIV4</td> <td>Streamlined Grant Agreement</td> <td>Financial Wellbeing and Capability</td> <td>Department of Social Services</td> <td>Training Group 2020</td> <td>4-DQTB8NB</td> <td>View</td> </tr> </tbody> </table> </div>	Schedule ID	Type	Program name	Department	Organisation name	Organisation ID		4-DVO190L	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View	4-DQXUL7X	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View	4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View
Schedule ID	Type	Program name	Department	Organisation name	Organisation ID																								
4-DVO190L	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View																							
4-DQXUL7X	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View																							
4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View																							

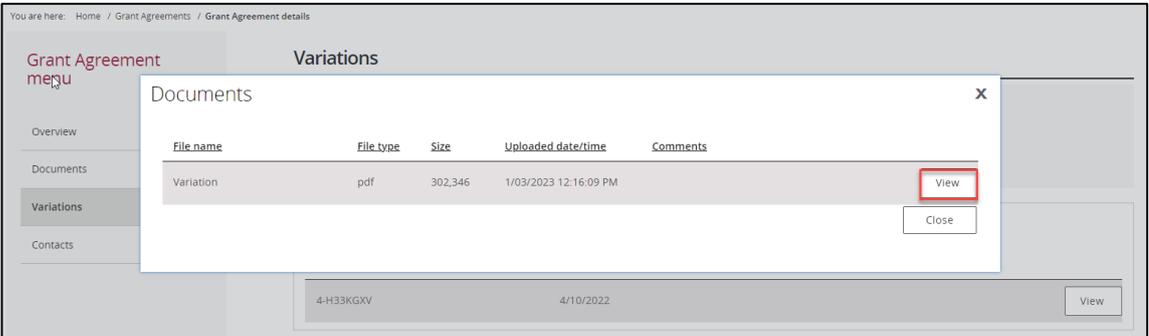
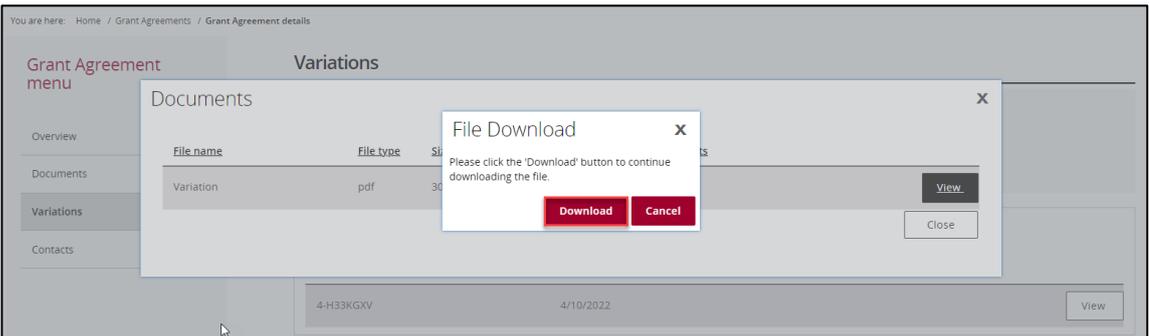
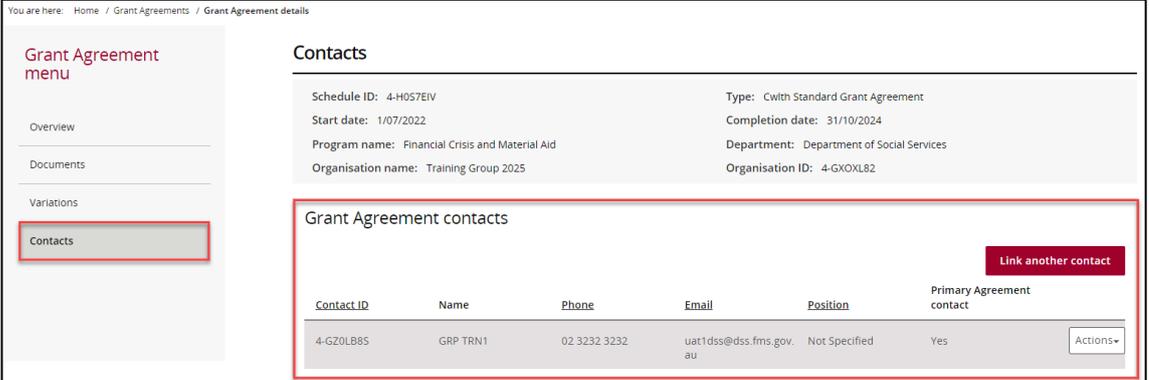
Viewing the Grant Agreement details

Step	Action														
3	<p>The Grant Agreement menu screen displays an overview of the Agreement by default. The below information related to the Grant Agreement can be viewed:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Schedule ID <li style="width: 50%;">• Agreement Type <li style="width: 50%;">• Start date <li style="width: 50%;">• Completion date <li style="width: 50%;">• Program name <li style="width: 50%;">• Department <li style="width: 50%;">• Organisation name <li style="width: 50%;">• Organisation ID <p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p><small>You are here: Home / Grant Agreements / Grant Agreement details</small></p> <div style="display: flex;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Grant Agreement menu</p> <ul style="list-style-type: none"> <li style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Overview <li style="padding: 2px; margin-bottom: 5px;">Documents <li style="padding: 2px; margin-bottom: 5px;">Variations <li style="padding: 2px; margin-bottom: 5px;">Contacts </div> <div style="flex: 2; padding-left: 5px;"> <p>Agreement details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Schedule ID: 4-H070FA2</td> <td>Type: Standard Funding Agreement</td> </tr> <tr> <td>Start date: 1/09/2022</td> <td>Completion date: 30/09/2024</td> </tr> <tr> <td>Program name: Financial Crisis and Material Aid</td> <td>Department: Department of Social Services</td> </tr> <tr> <td>Organisation name: Training Group 2022</td> <td>Organisation ID: 4-GXVAVJL</td> </tr> </tbody> </table> <p>Grant Activities</p> <p><small>The Grant Activities listed below are covered by the Grant Agreement detailed above.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Activity ID</th> <th>Activity name</th> <th></th> </tr> </thead> <tbody> <tr> <td>4-H070FFW</td> <td>Activity Training Title</td> <td>View</td> </tr> </tbody> </table> </div> </div> </div>	Schedule ID: 4-H070FA2	Type: Standard Funding Agreement	Start date: 1/09/2022	Completion date: 30/09/2024	Program name: Financial Crisis and Material Aid	Department: Department of Social Services	Organisation name: Training Group 2022	Organisation ID: 4-GXVAVJL	Activity ID	Activity name		4-H070FFW	Activity Training Title	View
Schedule ID: 4-H070FA2	Type: Standard Funding Agreement														
Start date: 1/09/2022	Completion date: 30/09/2024														
Program name: Financial Crisis and Material Aid	Department: Department of Social Services														
Organisation name: Training Group 2022	Organisation ID: 4-GXVAVJL														
Activity ID	Activity name														
4-H070FFW	Activity Training Title	View													

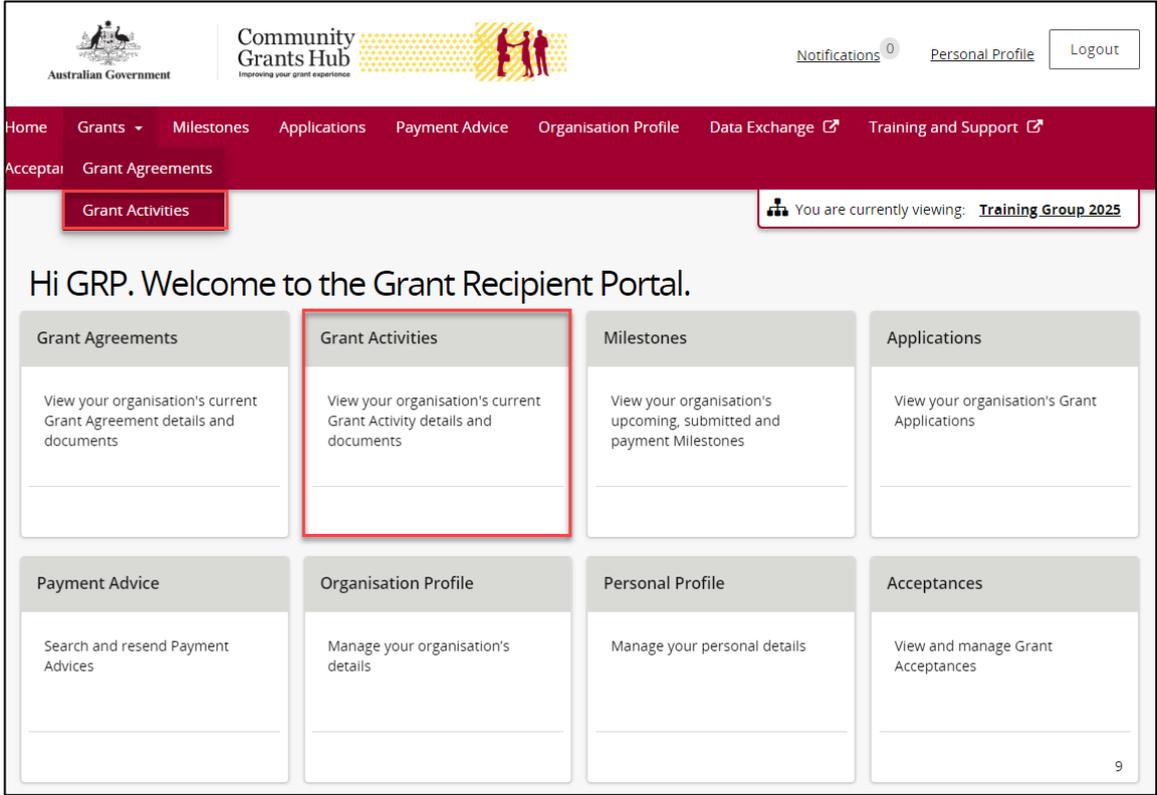
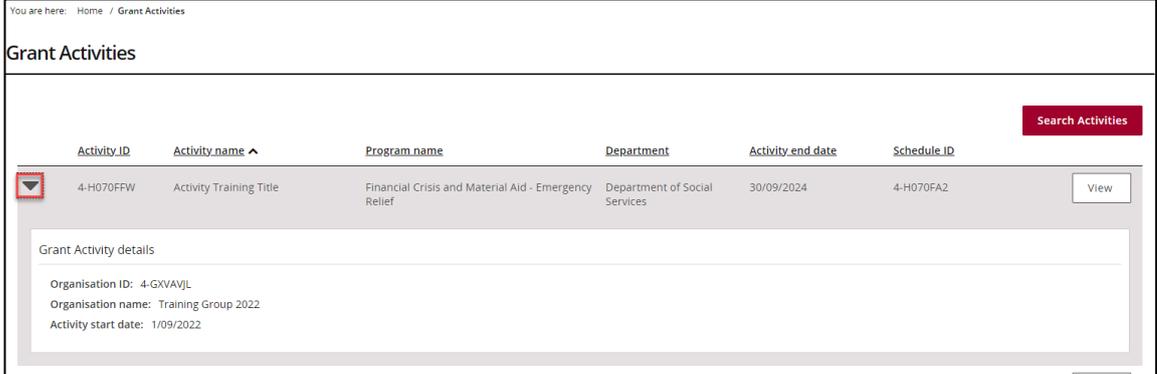


Step	Action
<p>4</p>	<p>The Grant Agreement menu allows grant recipients to obtain a copy of their Grant Agreement Documents.</p> <p>From the menu, select the Documents link. The Documents screen will display. To download the signed Executed Grant Agreement, select the View button.</p> 
<p>5</p>	<p>The File Download message will appear. Select Download to save a copy of the Executed Grant Agreement.</p> 
<p>6</p>	<p>The Grant Agreement menu also allows grant recipients to view their Grant Agreement Variations if applicable.</p> <p>From the menu, select the Variations link. The Variations screen will display. To download the signed Executed Variation, select the View button.</p> 



Step	Action
7	<p>A popup window will appear showing the variation document, select View.</p> 
8	<p>The File Download message will appear. Select Download to save a copy of the Executed Variation.</p> 
9	<p>The Grant Agreement menu also allows grant recipients to view their Grant Agreement Contacts.</p> <p>From the menu, select the Contacts link. The Contacts screen will display a list of Contacts associated with the Grant Agreement.</p> 

Viewing Grant Activities

Step	Action
10	<p>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.</p> 
11	<p>The Grant Activities screen will display. Select the expansion arrow next to an Activity ID to show additional information about the Activity.</p> 



Step	Action																												
12	<p>To view more details for a particular Grant Activity, select the View button next to the Grant Activity record.</p> <div style="border: 1px solid black; padding: 5px;"> <p>You are here: Home / Grant Activities</p> <p>Grant Activities</p> <div style="text-align: right;">Search Activities</div> <table border="1"> <thead> <tr> <th>Activity ID</th> <th>Activity name</th> <th>Program name</th> <th>Department</th> <th>Activity end date</th> <th>Schedule ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>4-DVO1955</td> <td>Training Activity</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>16/06/2021</td> <td>4-DVO190L</td> <td>View</td> </tr> <tr> <td>4-E4IAJG5</td> <td>Client Agency Support</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>30/06/2021</td> <td>4-E4IAIV4</td> <td>View</td> </tr> <tr> <td>4-DQXUL81</td> <td>Activity Training Title</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>30/09/2021</td> <td>4-DQXUL7X</td> <td>View</td> </tr> </tbody> </table> </div>	Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID		4-DVO1955	Training Activity	Financial Crisis and Material Aid - Food Relief	Department of Social Services	16/06/2021	4-DVO190L	View	4-E4IAJG5	Client Agency Support	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/06/2021	4-E4IAIV4	View	4-DQXUL81	Activity Training Title	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2021	4-DQXUL7X	View
Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID																								
4-DVO1955	Training Activity	Financial Crisis and Material Aid - Food Relief	Department of Social Services	16/06/2021	4-DVO190L	View																							
4-E4IAJG5	Client Agency Support	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/06/2021	4-E4IAIV4	View																							
4-DQXUL81	Activity Training Title	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2021	4-DQXUL7X	View																							

Viewing the Grant Activity details

Step	Action								
13	<p>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.</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Activity name <li style="width: 50%;">• Activity ID <li style="width: 50%;">• Program name <li style="width: 50%;">• Schedule ID <li style="width: 50%;">• Organisation name <li style="width: 50%;">• Organisation ID <li style="width: 50%;">• Activity start date <li style="width: 50%;">• Activity end date <li style="width: 50%;">• Department <li style="width: 50%;">• Funding Arrangement Manager <p>To view additional information about the Activity, use the Grant Activity menu to view:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Milestones <li style="width: 50%;">• Bank account details <li style="width: 50%;">• Finances <li style="width: 50%;">• Contacts <div style="border: 1px solid black; padding: 5px;"> <p>You are here: Home / Grant Activities / Grant Activity details</p> <div style="display: flex;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Grant Activity menu</p> <ul style="list-style-type: none"> Overview Milestones Finances Bank account details Contacts </div> <div style="flex: 2; padding-left: 5px;"> <p>Activity details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Activity name: Activity Training Title Activity ID: 4-H070FFW Program name: Financial Crisis and Material Aid - Emergency Relief Schedule ID: 4-H070FA2 Organisation name: Training Group 2022 Organisation ID: 4-GXVAVJL Activity start date: 1/09/2022 Activity end date: 30/09/2024 Department: Department of Social Services</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Funding Arrangement Manager</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Phone</th> <th>Email</th> <th>Managing office</th> </tr> </thead> <tbody> <tr> <td>Training Two</td> <td>+610261462029</td> <td>FOFMS.TESTMAIL@DSS.GOV.AU</td> <td>ACT</td> </tr> </tbody> </table> </div> </div> </div> <div style="text-align: right; margin-top: 10px;">Go to Grant Agreement</div> </div>	Name	Phone	Email	Managing office	Training Two	+610261462029	FOFMS.TESTMAIL@DSS.GOV.AU	ACT
Name	Phone	Email	Managing office						
Training Two	+610261462029	FOFMS.TESTMAIL@DSS.GOV.AU	ACT						



Step	Action																												
14	<p>Select the Go to Grant Agreement button to view the Grant Agreement associated with this Activity.</p> <div data-bbox="268 524 1414 927"><p>You are here: Home / Grant Activities / Grant Activity details</p><div data-bbox="284 555 497 904"><h3>Grant Activity menu</h3><ul style="list-style-type: none">OverviewMilestonesFinancesBank account detailsContacts</div><div data-bbox="564 568 1401 734"><h3>Activity details</h3><table><tr><td>Activity name:</td><td>Training Activity</td><td>Activity ID:</td><td>4-DVO1955</td></tr><tr><td>Program name:</td><td>Financial Crisis and Material Aid - Food Relief</td><td>Schedule ID:</td><td>4-DVO190L</td></tr><tr><td>Organisation name:</td><td>Training Group 2020</td><td>Organisation ID:</td><td>4-DQTB8NB</td></tr><tr><td>Activity start date:</td><td>1/04/2020</td><td>Activity end date:</td><td>16/06/2021</td></tr><tr><td>Department:</td><td colspan="3">Department of Social Services</td></tr></table></div><div data-bbox="564 748 1401 869"><h3>Funding Arrangement Manager</h3><table><thead><tr><th>Name</th><th>Phone</th><th>Email</th><th>Managing office</th></tr></thead><tbody><tr><td>Training 1</td><td></td><td></td><td>TAS</td></tr></tbody></table></div><div data-bbox="1232 887 1407 922"><p>Go to Grant Agreement</p></div></div>	Activity name:	Training Activity	Activity ID:	4-DVO1955	Program name:	Financial Crisis and Material Aid - Food Relief	Schedule ID:	4-DVO190L	Organisation name:	Training Group 2020	Organisation ID:	4-DQTB8NB	Activity start date:	1/04/2020	Activity end date:	16/06/2021	Department:	Department of Social Services			Name	Phone	Email	Managing office	Training 1			TAS
Activity name:	Training Activity	Activity ID:	4-DVO1955																										
Program name:	Financial Crisis and Material Aid - Food Relief	Schedule ID:	4-DVO190L																										
Organisation name:	Training Group 2020	Organisation ID:	4-DQTB8NB																										
Activity start date:	1/04/2020	Activity end date:	16/06/2021																										
Department:	Department of Social Services																												
Name	Phone	Email	Managing office																										
Training 1			TAS																										

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)