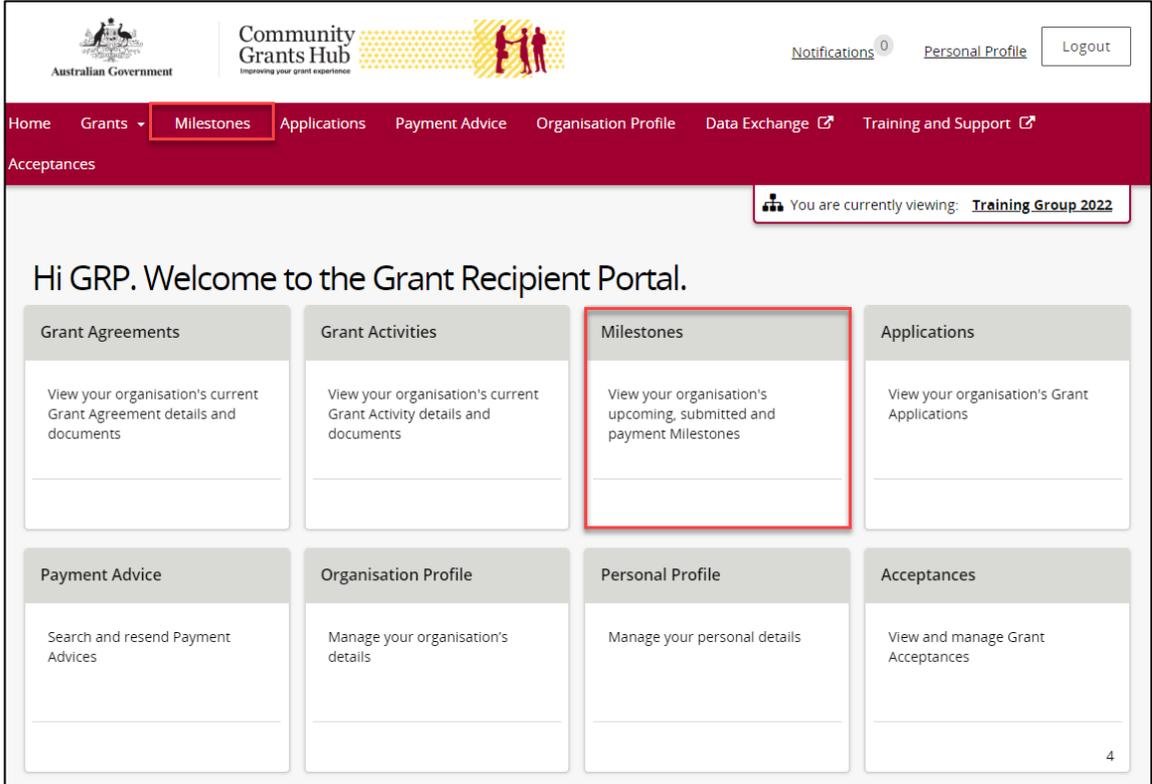# Submit Reports

Grant Recipient Portal Task Card

Portal Access required: Administrator or Editor

The Grant Recipient Portal (Portal) enables grant recipients to submit some of their reporting milestones including Financial Acquittals, Activity Work Plan (AWP) Reports and Child Safety Statements of Compliance online. Reporting milestones are displayed on both the Milestones and Grant Activities pages in the Portal.

This task card describes the process of submitting a Financial Acquittal, AWP Report and Child Safety Statement of Compliance online through the Portal.

Navigating to Milestones

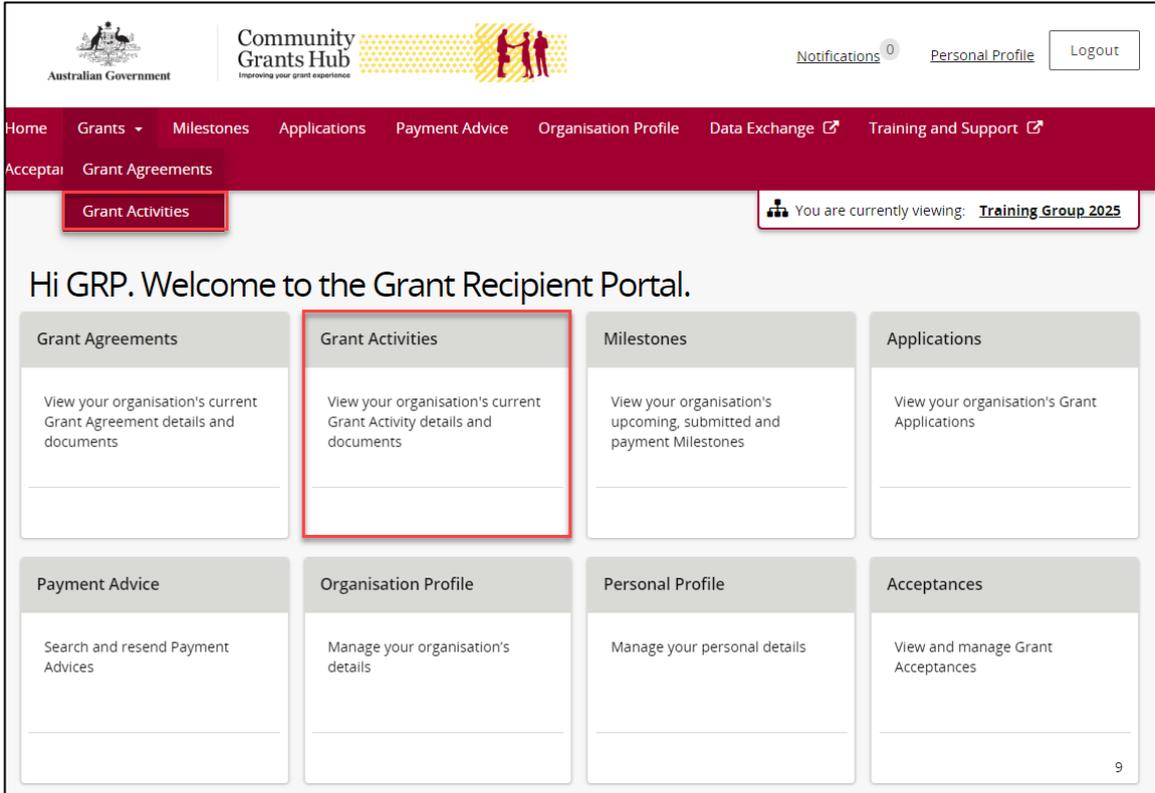| Step	Action
1	From the Home screen, select the **Milestones** tile. Alternatively, select the **Milestones** link in the Navigation menu.

Step	Action
2	The Milestones screen displays upcoming milestones for the organisation by default.
	To display upcoming milestones, use the dropdown menu to select **1. Upcoming Milestones** then select **Apply Filter**.

Milestones

Filter: [1. Upcoming Milestones ▾] [Apply Filter]
2. Submitted Milestones
3. Payment Milestones
4. All Milestones

[Search all Milestones]

	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	
▶	4-49ALF4C	Family Fun Activity	Department of Social Services	Payment	31/07/2018		
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Payment	31/07/2018		
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2018		Actions▾
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▾
▶	4-49ALF4C	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018		Actions▾
▶	4-49ALF4C	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▾
▶	4-49ALF4C	Family Fun Activity	Department of Social Services	Payment	3/03/2019		
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Payment	3/03/2019		
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2019		Actions▾
▶	4-49AJ93S	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019		Actions▾

Step	Action
3	Once the filter has been applied, the 1. Upcoming Milestones will be displayed.
	When the correct milestone has been identified, select **Actions** to submit the report.
	To submit a Financial Acquittal, proceed to step 9. To submit an AWP Report, proceed to step 21.

Milestones

Filter: [1. Upcoming Milestones ▾] **Apply Filter**

Search all Milestones

	Activity ID	Activity name	Department	Milestone type	Due date ▾	Submitted date
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Financial Acquittal Report	31/10/2022	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Activity Work Plan Report	15/08/2022	Actions▾ / Launch Report
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Final Report	15/08/2022	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Other Report	25/03/2022	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Other Report	17/12/2021	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Payment	1/12/2021	
▶	4-E4IAJG5	Client Agency Support	Department of Social Services	Payment	1/10/2021	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Other Report	24/09/2021	
▶	4-DQXUL81	Activity Training Title	Department of Social Services	Payment	13/07/2021	
▶	4-E4IAJG5	Client Agency Support	Department of Social Services	Reports	30/12/2020	18/08/2020

Navigating to Milestones from Grant Activities

Step	Action
4	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.
5	The Grant Activities screen will display. Select the **expansion arrow** next to an Activity ID to show additional information about the Activity. Select the **View** button next to the Grant Activity record to open the Activity details.

Step	Action
6	The Activity details screen will display. Select **Milestones** from the Grant Activity menu.
7	The Milestones screen will display. By default, Filter 1. Upcoming Milestones will be presented. To change the filter, use the drop down menu and select **Apply Filter** or To locate a specific Milestone, perform a search by selecting **Search all Milestones**.

Step	Action
8	When the correct milestone has been identified, select **Actions** to submit the report. To submit a Financial Acquittal, proceed to step 9. To submit an AWP Report, proceed to step 21. To submit a Child Safety Statement of Compliance, proceed to step 34.

Submitting a Financial Acquittal

Step	Action
9	Select the **Actions** button to **Launch Report**.
10	The Financial Acquittal Report screen will display.

Step	Action
11	The Activity funding received from the prior financial year will need be declared. The mandatory fields marked with a red asterisk need to be completed. **Activity funding** **Activity funding received in 2019-2020** This is the amount of funding received to deliver the Activity. It does not include GST. $0.00 ⑦ **Is the Activity funding amount above correct?** * [Yes] [No] **Did the Department approve any 2018-2019 funds to roll over for use in 2019-2020?** * [Yes] [No] **Has your organisation used the total amount of the Activity funding received (including any additional payments and roll over amounts) in accordance with the Grant Agreement?** * [Yes] [No]
12	Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquittal. **Documents to support this report** • You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report. • Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration. • Do not attach documents that contain macros. • You can attach a maximum of 20 documents. Maximum individual document size is 10Mb. [Add Attachment🔗] **File name** **Type** **Size** **Upload Date** **Comment** **Actions** [Save Attachments]
13	Select **Add Attachment** to choose the appropriate documents to attach. **Documents to support this report** • You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report. • Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration. • Do not attach documents that contain macros. • You can attach a maximum of 20 documents. Maximum individual document size is 10Mb. [Add Attachment🔗]

Step	Action
14	After attaching the documents, you can select the **Actions** drop down menu to **View**, **Remove** or **Edit comment** for each attachment. Add Attachment 🔗 **File name** — **Type** — **Size** — **Upload Date** — **Comment** — **Actions** Training Task Card Style Guide — DOCX — 1.08MB — 08/12/2020 14:02:03 Actions ▼ View Remove Edit comment
15	Once all attachments to support the Acquittal have been added, select **Save Attachments**. Add Attachment 🔗 **File name** — **Type** — **Size** — **Upload Date** — **Comment** — **Actions** Training Task Card Style Guide — DOCX — 1.08MB — 08/12/2020 14:02:03 — Actions ▼ Save Attachments
16	Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report. Please do not leave this screen while data is being submitted...
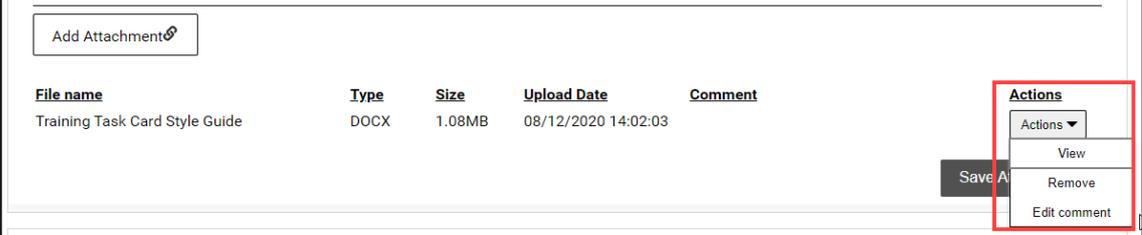
Step	Action
17	A message will display to advise if the documents were successfully saved. **Note:** To attach more documents, select **Return to list**.

Step	Action
18	Review the Disclaimer and select the **checkbox** to agree to the Disclaimer then select **Submit**.

Disclaimer:

Although all care is taken, the Australian Government accepts no responsibility for the accuracy or completeness of this document.

Completed documents remain confidential to the Australian Government Department of Social Services. The commercial and personal information of services and participants will not be released outside the terms of the advice provided.

Note: A person who knowingly provides false or misleading information or documents to the Commonwealth, or omits information causing the information provided to be misleading, or acts dishonestly with the intention of obtaining a gain for themselves or causing a loss to the Commonwealth is guilty of an offence which is punishable by imprisonment under the *Criminal Code Act 1995 (Cth)*.

☑ **I, the authorised officer** *

- being a member of the Organisations Board, the Chief Executive Officer, or an officer with authority to sign on behalf of the Board and/or CEO,
- understand and agree to the Disclaimer,
- agree that the information I have provided in this document is true and correct, and
- acknowledge that giving false or misleading information is a serious offence

Authorised officer:	Position in organisation:	Date:
James Sutton		16/12/2020

[Save and exit]   [**Submit**] |
| **19** | A message will appear advising to stay on this screen until the data has been submitted.

Australian Government

Community

⚙ Please do not leave this screen while data is being submitted...

Financial Acquittal Report

* indicates mandatory field |

Step	Action
20	A confirmation page will display. Select **Save and exit** to close the form.

Submitting an Activity Work Plan Report

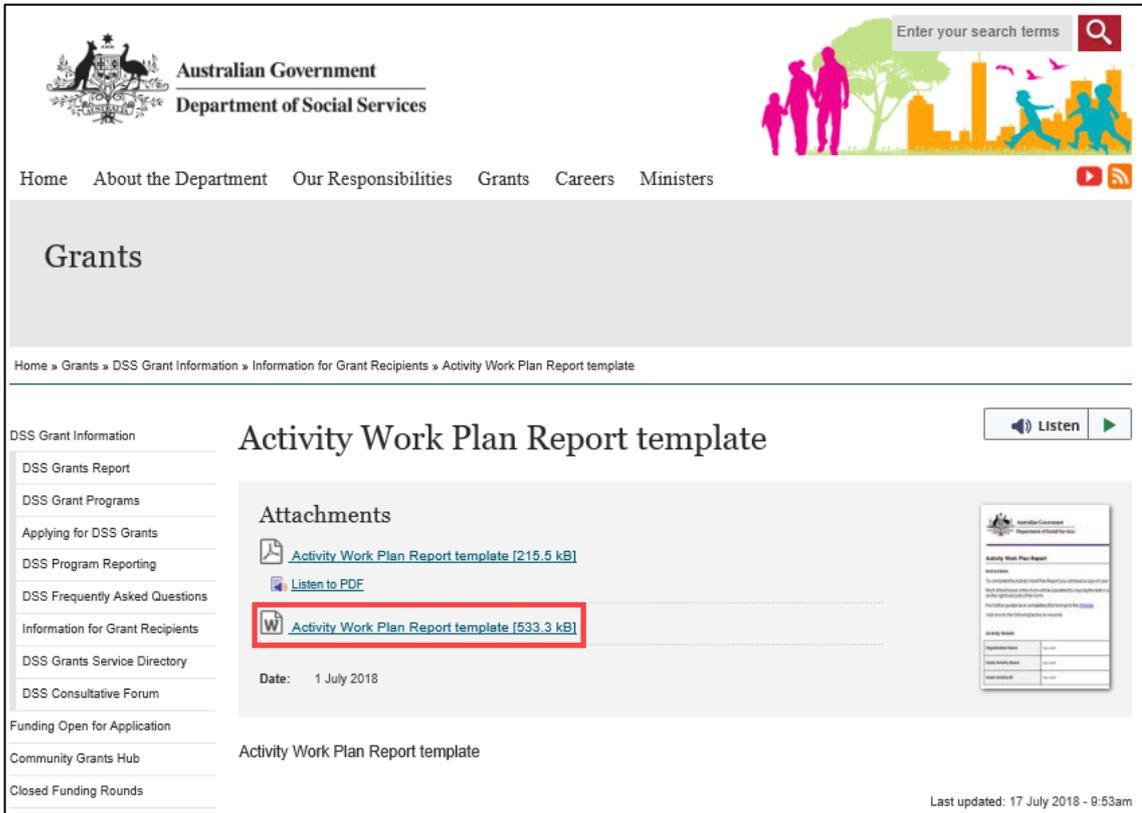| Step	Action
21	Select the **Actions** button to Launch Report.

Step	Action
22	The Upload Report screen will display. The AWP Report template will need to be completed and saved before attaching it in this view. If an AWP Report template is required, select the Activity Work Plan (AWP) report template link.

Step	Action
23	The link will display the Department of Social Services webpage. Select the **Standardised AWP report template** link.

Step	Action
24	Use the word version for completing the AWP Report and save the document to upload it into the Portal.

Step	Action
25	Select **Add attachment** to choose the appropriate documents to attach.
26	After attaching the documents, you can select the **Actions** drop down menu to **View**, **Remove** or **Edit comment** for each attachment.

Step	Action
27	Once all attachments to support the AWP Report have been added, select **Save Attachments**.

Step	Action
28	Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.

Step	Action
29	A message will display to advise if the documents were successfully saved. **Note:** To attach more documents, select **Return to list**.

Step	Action
30	Select **Continue** to go to the next step.

Step	Action
31	Review the Disclaimer and select the **checkbox** to agree to the Disclaimer then select **Submit**.

Upload Report

Declaration and submit

Report Details

Report Name:	Activity Work Plan	Due Date:	20/11/2020
Activity ID:	4-5NCF34T	Activity Name:	Activity for GRS AWP Milestone - kg5bcPJB
Financial Year	2020-2021	Reporting Period:	01/01/2017 to 31/12/2020

Attachments

awp_template_0.pdf

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☑ **I, the authorised officer** *
- understand and agree to the Disclaimer,
- agree that the information I have provided in this document is true and correct, and
- acknowledge that giving false or misleading information is a serious offence

Authorised officer:	**Position in organisation:**	**Date:**
James Sutton		10/12/2020

Back

Submit

Exit

Step	Action
32	A message will appear advising to stay on this screen until the data has been submitted.

Australian Government

Community

Please do not leave this screen while data is being submitted...

Upload Report

Declaration and submit

Step	Action
33	A confirmation page will display. Select **Exit** to close the form.

Submitting a Child Safety Statement of Compliance

Step	Action
34	Select the **Actions** button to Launch Report.

Step	Action
35	The Instructions Cover Page screen will display. Select **Next** at the bottom of the page to proceed to the Statement of Compliance. ![Instructions Cover Page screen showing Australian Government Community Grants Hub header, "Instructions Cover Page" heading, "Child Safety Statement of Compliance - FAQ" section with "Why is the Child Safety Statement of Compliance part of DSS grants?" text, "Getting help" section, and "Next" and "Save and exit" buttons] **Instructions Cover Page** **Child Safety Statement of Compliance - FAQ** **Why is the Child Safety Statement of Compliance part of DSS grants?** The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of Child-Related Personnel and mandatory reporting. Child-Related Personnel means officers, employees, contractors (including subcontractors), agents and volunteers of the grant recipient involved in the Activity who as part of that involvement may interact with Children. In addition to ensuring child safety within Commonwealth entities, the Australian Government will work together with its funded organisations to do all it can to safeguard the safety of children that Child-Related Personnel may come in **Getting help** 1. If you have any questions regarding your compliance requirements please read the FAQ and the other information on the DSS website . 2. If you require technical assistance with accessing, using or submitting the form, please contact the Community Grants Hub Helpdesk on 1800 020 283 (option 5). 3. If you still have questions please email contact your Funding Arrangement Manager. Next Save and exit

Step	Action
36	The Statement of Compliance page will load. Details of the grant and the declaration will appear.

Child Safety Statement of Compliance

* indicates mandatory field

Child Safety Statement of Compliance

Activity and Statement details

Activity ID:	
Activity Name:	
Program Schedule ID:	
Program Name:	
Statement type:	Compliance - Child Safe - CB9
Due Date:	31/03/2023
Reporting Start Date:	01/01/2022
Reporting End Date:	31/12/2022

In relation to the above activity,

I make the following statement for the benefit of the Department of Social Services (the department):

1. Having made diligent inquiries, I have reasonable grounds to believe that the organisation itself, and all Child-Related Personal working with children on behalf of the organisation in the provision of grant activities under the grant agreement with the department:

   - comply with all relevant legislation relating to requirements for working with children in the jurisdiction in which the

Step	Action
37	Scroll down to the bottom of the Statement and complete all applicable fields.

Press **Submit** to complete the Statement of Compliance.

Step	Action
38	A confirmation page will display. Select **Save and exit** to close the form. A submission confirmation email will be sent to the Program Schedule primary contact of the grant.

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)