



# Submit Reports

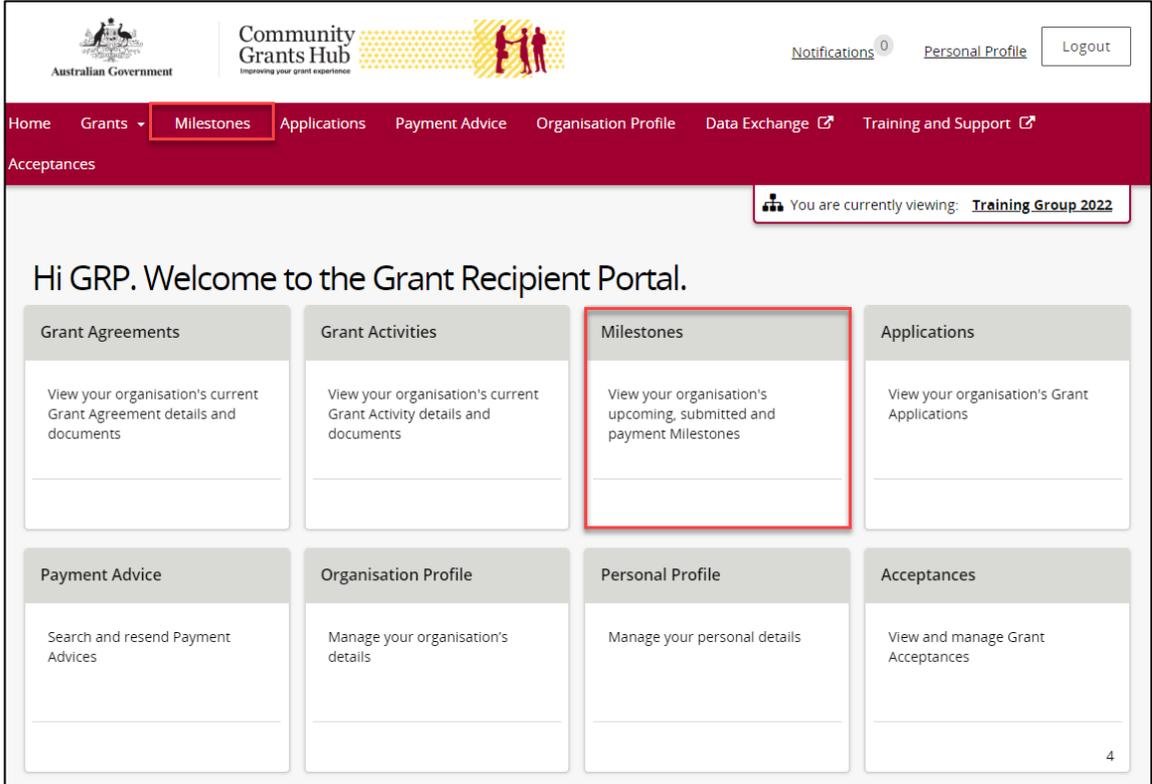
## Grant Recipient Portal Task Card

**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	<p>From the Home screen, select the <b>Milestones</b> tile. Alternatively, select the <b>Milestones</b> link in 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 (highlighted with a red box), Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. Below the navigation bar, there is a section for 'Acceptances' and a user profile indicator showing 'You are currently viewing: Training Group 2022'. The main content area displays a grid of tiles. The 'Milestones' tile is highlighted with a red box. The tiles include: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances.</p>

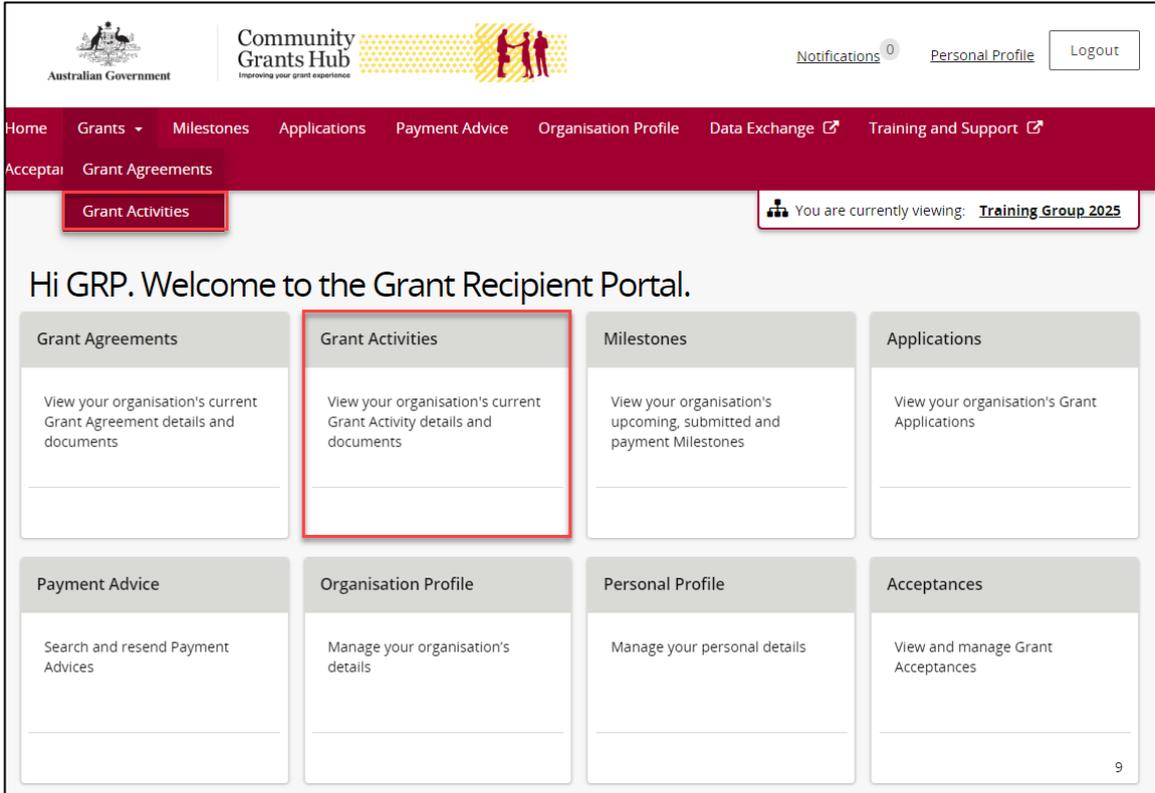


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2	<p>The Milestones screen displays upcoming milestones for the organisation by default. To display upcoming milestones, use the dropdown menu to select <b>1. Upcoming Milestones</b> then select <b>Apply Filter</b>.</p> <div data-bbox="272 616 1414 1279"><p>Milestones</p><p>Filter: <span>1. Upcoming Milestones</span> <span>2. Submitted Milestones</span> <span>3. Payment Milestones</span> <span>4. All Milestones</span> <span>Apply Filter</span> <span>Search all Milestones</span></p><table border="1"><thead><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr></thead><tbody><tr><td>▶ <a href="#">4-49ALF4C</a></td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Payment</td><td>31/07/2018</td><td></td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Payment</td><td>31/07/2018</td><td></td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2018</td><td>Actions▼</td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2018</td><td>Actions▼</td></tr><tr><td>▶ <a href="#">4-49ALF4C</a></td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2018</td><td>Actions▼</td></tr><tr><td>▶ <a href="#">4-49ALF4C</a></td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2018</td><td>Actions▼</td></tr><tr><td>▶ <a href="#">4-49ALF4C</a></td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Payment</td><td>3/03/2019</td><td></td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Payment</td><td>3/03/2019</td><td></td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2019</td><td>Actions▼</td></tr><tr><td>▶ <a href="#">4-49AJ93S</a></td><td>Family Fun Training</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2019</td><td>Actions▼</td></tr></tbody></table></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	▶ <a href="#">4-49ALF4C</a>	Family Fun Activity	Department of Social Services	Payment	31/07/2018		▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Payment	31/07/2018		▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2018	Actions▼	▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018	Actions▼	▶ <a href="#">4-49ALF4C</a>	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018	Actions▼	▶ <a href="#">4-49ALF4C</a>	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018	Actions▼	▶ <a href="#">4-49ALF4C</a>	Family Fun Activity	Department of Social Services	Payment	3/03/2019		▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Payment	3/03/2019		▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2019	Actions▼	▶ <a href="#">4-49AJ93S</a>	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019	Actions▼
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## Navigating to Milestones from Grant Activities

Step	Action																												
4	<p>From the Home screen, select the <b>Grant Activities</b> tile. Alternatively, select <b>Grants</b> in the Navigation menu and select <b>Grant Activities</b> from the drop down menu.</p>  <p>The screenshot shows the Community Grants Hub interface. At the top, there is a navigation bar with 'Home', 'Grants', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Data Exchange', and 'Training and Support'. Below this is a secondary navigation bar with 'Acceptances' and 'Grant Agreements'. A 'Grant Activities' button is highlighted in red. A notification says 'You are currently viewing: Training Group 2025'. The main content area says 'Hi GRP. Welcome to the Grant Recipient Portal.' and displays a grid of tiles: 'Grant Agreements', 'Grant Activities' (highlighted with a red box), 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Personal Profile', and 'Acceptances'.</p>																												
5	<p>The Grant Activities screen will display. Select the <b>expansion arrow</b> next to an Activity ID to show additional information about the Activity.</p> <p>Select the <b>View</b> button next to the Grant Activity record to open the Activity details.</p>  <p>The screenshot shows the 'Grant Activities' screen. It features a table with columns: Activity ID, Activity name, Program name, Department, Activity end date, and Schedule ID. There are three rows of activity data. The first row has an expansion arrow on the left and a 'View' button on the right, which is highlighted with a red box. A 'Search Activities' button is located in the top right corner of the table area.</p> <table border="1" data-bbox="274 1758 1406 1915"> <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>	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
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Step	Action								
6	<p>The Activity details screen will display. Select <b>Milestones</b> from the Grant Activity menu.</p> <div data-bbox="272 521 1414 925"><p>You are here: Home / Grant Activities / Grant Activity details</p><div data-bbox="272 555 497 902"><p><b>Grant Activity menu</b></p><ul style="list-style-type: none"><li>Overview</li><li><b>Milestones</b></li><li>Finances</li><li>Bank account details</li><li>Contacts</li></ul></div><div data-bbox="564 566 1414 925"><p><b>Activity details</b></p><p>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</p><p><b>Funding Arrangement Manager</b></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 1</td><td></td><td></td><td>TAS</td></tr></tbody></table><p><a href="#">Go to Grant Agreement</a></p></div></div>	Name	Phone	Email	Managing office	Training 1			TAS
Name	Phone	Email	Managing office						
Training 1			TAS						
7	<p>The Milestones screen will display. By default, Filter 1. Upcoming Milestones will be presented.</p> <p>To change the filter, use the drop down menu and select <b>Apply Filter</b> or</p> <p>To locate a specific Milestone, perform a search by selecting <b>Search all Milestones</b>.</p> <div data-bbox="272 1173 1414 1581"><p>You are here: Home / Grant Activities / Grant Activity details</p><div data-bbox="272 1207 497 1554"><p><b>Grant Activity menu</b></p><ul style="list-style-type: none"><li>Overview</li><li><b>Milestones</b></li><li>Finances</li><li>Bank account details</li><li>Contacts</li></ul></div><div data-bbox="564 1218 1414 1581"><p><b>Milestones</b></p><p>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</p><p>Filter: 1. Upcoming Milestones <a href="#">Apply Filter</a></p><p><a href="#">Search all Milestones</a></p><table border="1"><thead><tr><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr></thead><tbody><tr><td>▶ Payment</td><td>18/06/2020</td><td></td></tr></tbody></table></div></div>	Milestone type	Due date	Submitted date	▶ Payment	18/06/2020			
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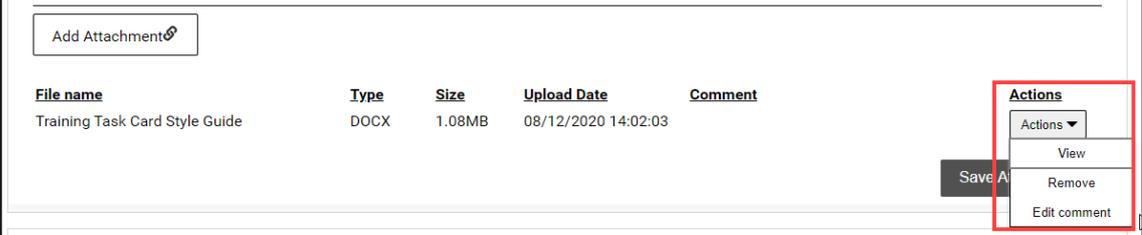
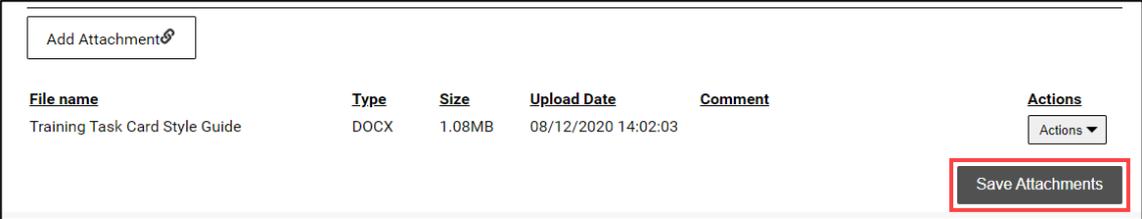
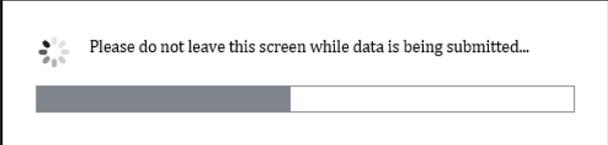
## Submitting a Financial Acquittal

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9	<p>Select the <b>Actions</b> button to <b>Launch Report</b>.</p> <table border="1"> <tbody> <tr> <td>▶ 4-5NA0DDH</td> <td>Activity for GRS Non Audited Milestone - GF5c</td> <td>Department of Social Services</td> <td>DSS Acquittal</td> <td>12/11/2020</td> <td>Actions-</td> </tr> <tr> <td>▶ 4-4517AEI</td> <td>Activity for GovOps Variation DSS</td> <td>Department of Social Services</td> <td>Start Up</td> <td>30/06/2020</td> <td>Launch Report</td> </tr> </tbody> </table>	▶ 4-5NA0DDH	Activity for GRS Non Audited Milestone - GF5c	Department of Social Services	DSS Acquittal	12/11/2020	Actions-	▶ 4-4517AEI	Activity for GovOps Variation DSS	Department of Social Services	Start Up	30/06/2020	Launch Report				
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10	<p>The Financial Acquittal Report screen will display.</p> <div style="border: 1px solid gray; padding: 10px;"> <p><b>Financial Acquittal Report</b></p> <p style="text-align: right;">* indicates mandatory field</p> <p>A financial acquittal report is a certification from your Organisation stating that the grant was spent for the purpose provided as outlined in the Grant Agreement.</p> <p><b>Activity and financial acquittal report details</b></p> <table border="0"> <tr> <td><b>Activity ID:</b></td> <td>4-53VVH4P</td> <td><b>Activity Name:</b></td> <td>Activity for GRS Non Audited Milestone</td> </tr> <tr> <td><b>Financial Year:</b></td> <td>2019-2020</td> <td><b>Due Date:</b></td> <td>14/12/2019</td> </tr> <tr> <td><b>Program Schedule ID:</b></td> <td>4-3R1PQBD</td> <td><b>Program name:</b></td> <td>3. Building Disability Sector Capacity and Service Provider Readiness</td> </tr> <tr> <td><b>Financial acquittal type:</b></td> <td colspan="3">Non Audited Financial Acquittal Report</td> </tr> </table> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>You may save your financial acquittal report and complete it at a later time by clicking the <b>Save and exit</b> button.</li> <li>Your report will not be received by the Community Grants Hub for assessment until you click the <b>Submit</b> button on the last step.</li> <li>You may be contacted by email or phone if the Community Grants Hub requires more information to support your report.</li> <li>Information about completing and lodging your report is available from the <a href="#">Community Grants Hub</a> website</li> </ul> </div>	<b>Activity ID:</b>	4-53VVH4P	<b>Activity Name:</b>	Activity for GRS Non Audited Milestone	<b>Financial Year:</b>	2019-2020	<b>Due Date:</b>	14/12/2019	<b>Program Schedule ID:</b>	4-3R1PQBD	<b>Program name:</b>	3. Building Disability Sector Capacity and Service Provider Readiness	<b>Financial acquittal type:</b>	Non Audited Financial Acquittal Report		
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Step	Action						
11	<p>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.</p> <div data-bbox="272 562 1414 972"><p><b>Activity funding</b></p><p><b>Activity funding received in 2019-2020</b> <span style="float: right;">\$0.00 <a href="#">?</a></span> This is the amount of funding received to deliver the Activity. It does not include GST.</p><p>Is the Activity funding amount above correct? * <input type="button" value="Yes"/> <input type="button" value="No"/></p><p>Did the Department approve any 2018-2019 funds to roll over for use in 2019-2020? * <input type="button" value="Yes"/> <input type="button" value="No"/></p><p>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? * <input type="button" value="Yes"/> <input type="button" value="No"/></p></div>						
12	<p>Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquittal.</p> <div data-bbox="272 1133 1414 1561"><p><b>Documents to support this report</b></p><ul style="list-style-type: none"><li>You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report.</li><li>Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration.</li><li>Do not attach documents that contain macros.</li><li>You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.</li></ul><p><input type="button" value="Add Attachment"/></p><table border="1"><thead><tr><th>File name</th><th>Type</th><th>Size</th><th>Upload Date</th><th>Comment</th><th>Actions</th></tr></thead><tbody></tbody></table><p><input type="button" value="Save Attachments"/></p></div>	File name	Type	Size	Upload Date	Comment	Actions
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13	<p>Select <b>Add Attachment</b> to choose the appropriate documents to attach.</p> <div data-bbox="272 1682 1414 1984"><p><b>Documents to support this report</b></p><ul style="list-style-type: none"><li>You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquittal report.</li><li>Support documentation is optional if your Grant Agreement requires you to lodge a Financial Declaration.</li><li>Do not attach documents that contain macros.</li><li>You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.</li></ul><p><input type="button" value="Add Attachment"/></p></div>						

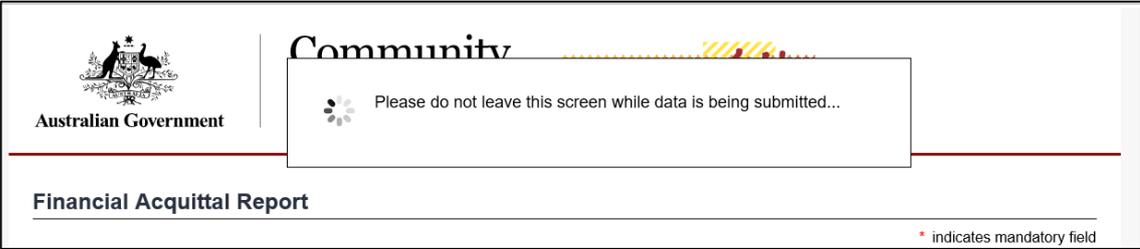


Step	Action
14	<p>After attaching the documents, you can select the <b>Actions</b> drop down menu to <b>View</b>, <b>Remove</b> or <b>Edit comment</b> for each attachment.</p> 
15	<p>Once all attachments to support the Acquittal have been added, select <b>Save Attachments</b>.</p> 
16	<p>Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.</p> 



Step	Action
17	<p>A message will display to advise if the documents were successfully saved.</p> <p><b>Note:</b> To attach more documents, select <b>Return to list</b>.</p> <div data-bbox="272 577 1412 1451"><ul style="list-style-type: none"><li>Do not attach documents that contain macros.</li><li>You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.</li></ul><hr/><ul style="list-style-type: none"><li>Training Task Card Style Guide was successfully saved.</li></ul><p><a href="#">Return to list</a></p><p><b>Disclaimer:</b></p><p>Although all care is taken, the Australian Government accepts no responsibility for the accuracy or completeness of this document.</p><p>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.</p><p>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 <i>Criminal Code Act 1995 (Cth)</i>.</p><p><input type="checkbox"/> <b>I, the authorised officer *</b></p><ul style="list-style-type: none"><li>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,</li><li>understand and agree to the Disclaimer,</li><li>agree that the information I have provided in this document is true and correct, and</li><li>acknowledge that giving false or misleading information is a serious offence</li></ul><p><b>Authorised officer:</b> James Sutton      <b>Position in organisation:</b> _____      <b>Date:</b> 19/01/2021</p><p><a href="#">Save and exit</a>      <a href="#">Submit</a></p></div>



Step	Action
18	<p>Review the Disclaimer and select the <b>checkbox</b> to agree to the Disclaimer then select <b>Submit</b>.</p> <div data-bbox="272 560 1412 1182"><p><b>Disclaimer:</b></p><p>Although all care is taken, the Australian Government accepts no responsibility for the accuracy or completeness of this document.</p><p>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.</p><p>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 <i>Criminal Code Act 1995 (Cth)</i>.</p><p><input checked="" type="checkbox"/> I, the authorised officer *</p><ul style="list-style-type: none"><li>• 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,</li><li>• understand and agree to the Disclaimer,</li><li>• agree that the information I have provided in this document is true and correct, and</li><li>• acknowledge that giving false or misleading information is a serious offence</li></ul><p>Authorised officer: _____ Position in organisation: _____ Date: _____ James Sutton _____ 16/12/2020 _____</p><p>Save and exit <span style="float: right;">Submit</span></p></div>
19	<p>A message will appear advising to stay on this screen until the data has been submitted.</p> <div data-bbox="272 1303 1412 1552"></div>



Step	Action
20	<p>A confirmation page will display. Select <b>Save and exit</b> to close the form.</p> 

## Submitting an Activity Work Plan Report

Step	Action
21	<p>Select the <b>Actions</b> button to Launch Report.</p> 

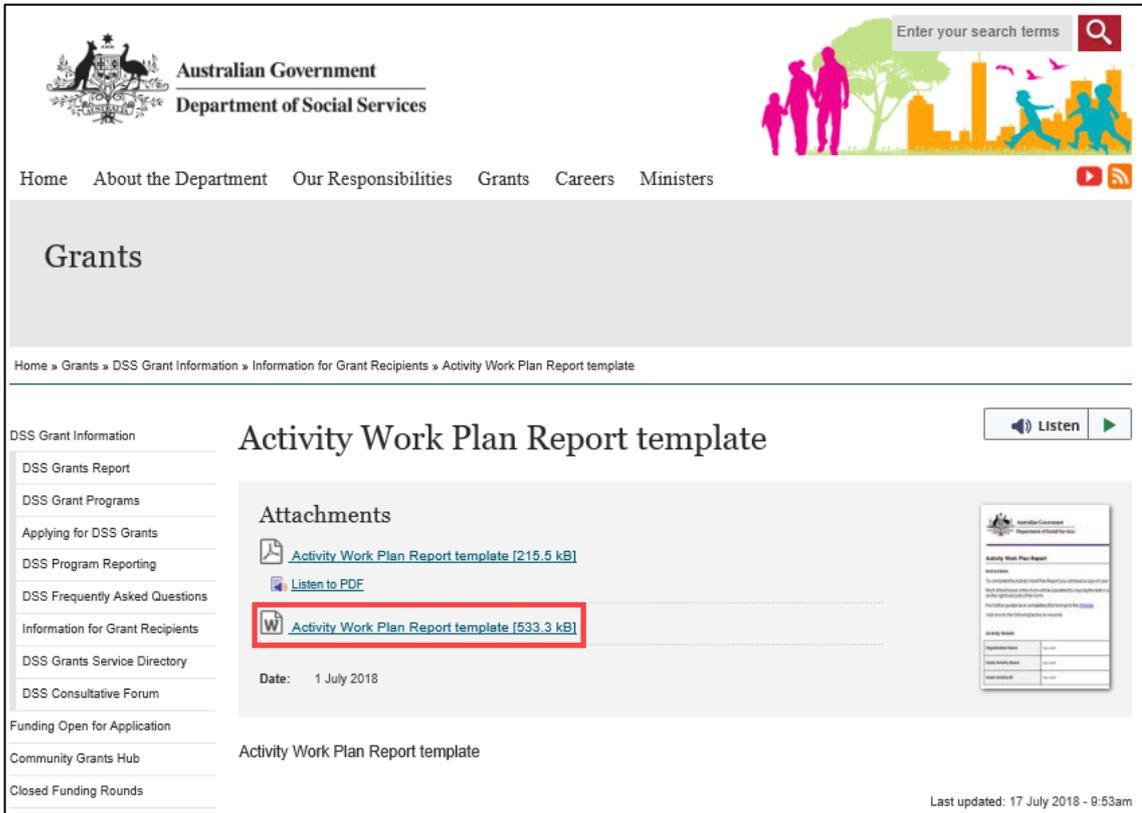


Step	Action																		
22	<p>The Upload Report screen will display. The AWP Report template will need to be completed and saved before attaching it in this view.</p> <p>If an AWP Report template is required, select the Activity Work Plan (AWP) report template link.</p> <div data-bbox="272 651 1414 1520"><p><b>Australian Government</b>   <b>Community Grants Hub</b> Improving your grant experience</p><h3>Upload Report</h3><p>Report details</p><table border="1"><tr><td><b>Report Name:</b></td><td>Activity Work Plan</td><td><b>Due Date:</b></td><td>20/11/2020</td></tr><tr><td><b>Activity ID:</b></td><td>4-5NCF34T</td><td><b>Activity Name:</b></td><td>Activity for GRS AWP Milestone - kg5bcPJB</td></tr><tr><td><b>Financial Year:</b></td><td>2020-2021</td><td><b>Reporting Period:</b></td><td>01/01/2017 to 31/12/2020</td></tr></table><p>Instructions</p><ol style="list-style-type: none"><li>1. Download an <a href="#">Activity Work Plan (AWP)</a> report template or use a format as agreed by your grant manager.</li><li>2. Save the AWP report template to your computer and complete as per the instructions.</li><li>3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.</li><li>4. Click "Continue" to read and agree to the disclaimer before submitting your report.</li></ol><p>Add Attachment</p><table border="1"><thead><tr><th>File name</th><th>Type</th><th>Size</th><th>Upload Date</th><th>Comment</th><th>Actions</th></tr></thead><tbody></tbody></table><p>Exit</p><p>Save Attachments</p><p>Continue</p></div>	<b>Report Name:</b>	Activity Work Plan	<b>Due Date:</b>	20/11/2020	<b>Activity ID:</b>	4-5NCF34T	<b>Activity Name:</b>	Activity for GRS AWP Milestone - kg5bcPJB	<b>Financial Year:</b>	2020-2021	<b>Reporting Period:</b>	01/01/2017 to 31/12/2020	File name	Type	Size	Upload Date	Comment	Actions
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Step	Action
23	<p>The link will display the Department of Social Services webpage. Select the <b>Standardised AWP report template</b> link.</p> <div data-bbox="272 560 1414 1368"><p>The screenshot shows the Australian Government Department of Social Services website. The header includes the Australian Government logo and the Department of Social Services name. A search bar is present with the text 'Enter your search terms'. Below the header is a navigation menu with links: Home, About the Department, Our Responsibilities, Grants, Careers, and Ministers. The main content area is titled 'Grants' and contains a breadcrumb trail: Home » Grants » DSS Grant Information » Information for Grant Recipients » Activity Work Plan Reports. The page title is 'Activity Work Plan Reports' with a 'Listen' button. The main text explains that the Activity Work Plan Report is a standalone report used for accountability and dialogue. A list of links is provided, with 'Standardised AWP report template' highlighted in red. Below this is a section titled 'Filling in the AWP report template' which states that users need a copy of their most recent approved Activity Work Plan and provides advice on reporting against line items.</p></div>



Step	Action
24	<p>Use the word version for completing the AWP Report and save the document to upload it into the Portal.</p> <div data-bbox="268 555 1410 1368"><p>The screenshot shows the Australian Government Department of Social Services website. The main heading is 'Grants'. The breadcrumb trail is 'Home » Grants » DSS Grant Information » Information for Grant Recipients » Activity Work Plan Report template'. The page title is 'Activity Work Plan Report template'. There are two attachments listed: 'Activity Work Plan Report template [215.5 kB]' and 'Activity Work Plan Report template [533.3 kB]'. The second attachment is highlighted with a red box. The date is '1 July 2018'. The page footer says 'Last updated: 17 July 2018 - 9:53am'.</p></div>



Step	Action																								
<p><b>25</b></p>	<p>Select <b>Add attachment</b> to choose the appropriate documents to attach.</p> <div data-bbox="271 526 1412 1344"> <p><b>Upload Report</b></p> <p>Report details</p> <table border="1"> <tr> <td><b>Report Name:</b></td> <td>Activity Work Plan</td> <td><b>Due Date:</b></td> <td>20/11/2020</td> </tr> <tr> <td><b>Activity ID:</b></td> <td>4-5NCF34T</td> <td><b>Activity Name:</b></td> <td>Activity for GRS AWP Milestone</td> </tr> <tr> <td><b>Financial Year:</b></td> <td>2020-2021</td> <td><b>Reporting Period:</b></td> <td>01/01/2017 to 31/12/2020</td> </tr> </table> <p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Download an <a href="#">Activity Work Plan (AWP)</a> report template or use a format as agreed by your grant manager.</li> <li>2. Save the AWP report template to your computer and complete as per the instructions.</li> <li>3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.</li> <li>4. Click "Continue" to read and agree to the disclaimer before submitting your report.</li> </ol> <p><b>Add Attachment</b></p> <table border="1"> <thead> <tr> <th>File name</th> <th>Type</th> <th>Size</th> <th>Upload Date</th> <th>Comment</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: right;"> <div>Save Attachments</div> <div>Continue</div> </td> </tr> </tbody> </table> </div>	<b>Report Name:</b>	Activity Work Plan	<b>Due Date:</b>	20/11/2020	<b>Activity ID:</b>	4-5NCF34T	<b>Activity Name:</b>	Activity for GRS AWP Milestone	<b>Financial Year:</b>	2020-2021	<b>Reporting Period:</b>	01/01/2017 to 31/12/2020	File name	Type	Size	Upload Date	Comment	Actions	<div>Save Attachments</div> <div>Continue</div>					
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<p><b>26</b></p>	<p>After attaching the documents, you can select the <b>Actions</b> drop down menu to <b>View</b>, <b>Remove</b> or <b>Edit comment</b> for each attachment.</p> <div data-bbox="271 1500 1412 1736"> <p><b>Add Attachment</b></p> <table border="1"> <thead> <tr> <th>File name</th> <th>Type</th> <th>Size</th> <th>Upload Date</th> <th>Comment</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Training Task Card Style Guide</td> <td>DOCX</td> <td>1.08MB</td> <td>08/12/2020 14:02:03</td> <td></td> <td> <div>Actions</div> <ul style="list-style-type: none"> <li>View</li> <li>Remove</li> <li>Edit comment</li> </ul> </td> </tr> </tbody> </table> <p><b>Save Attachments</b></p> </div>	File name	Type	Size	Upload Date	Comment	Actions	Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		<div>Actions</div> <ul style="list-style-type: none"> <li>View</li> <li>Remove</li> <li>Edit comment</li> </ul>												
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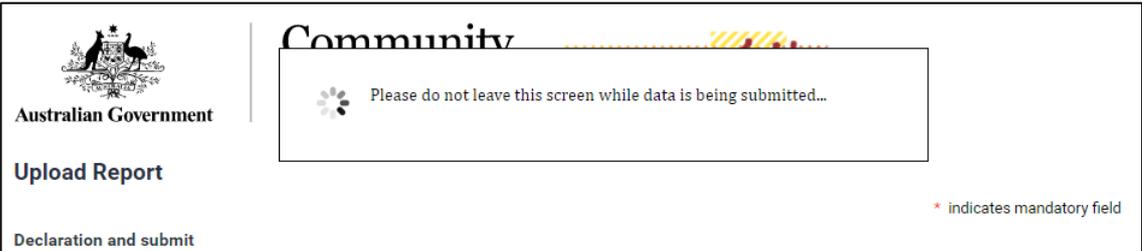


Step	Action												
27	<p>Once all attachments to support the AWP Report have been added, select <b>Save Attachments</b>.</p> <div data-bbox="272 562 1414 779"><p><input type="button" value="Add Attachment"/></p><table border="1"><thead><tr><th>File name</th><th>Type</th><th>Size</th><th>Upload Date</th><th>Comment</th><th>Actions</th></tr></thead><tbody><tr><td>Training Task Card Style Guide</td><td>DOCX</td><td>1.08MB</td><td>08/12/2020 14:02:03</td><td></td><td><input type="button" value="Actions"/></td></tr></tbody></table><p><input type="button" value="Save Attachments"/></p></div>	File name	Type	Size	Upload Date	Comment	Actions	Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		<input type="button" value="Actions"/>
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28	<p>Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.</p> <div data-bbox="272 943 880 1088"><p> Please do not leave this screen while data is being submitted...</p><div><div style="width: 50%;"></div></div></div>												
29	<p>A message will display to advise if the documents were successfully saved.</p> <p><b>Note:</b> To attach more documents, select <b>Return to list</b>.</p> <div data-bbox="272 1265 1414 2011"><div></div><h3>Upload Report</h3><p>Report details</p><table border="1"><tbody><tr><td>Report Name:</td><td>Activity Work Plan</td><td>Due Date:</td><td>20/11/2020</td></tr><tr><td>Activity ID:</td><td>4-5NCF34T</td><td>Activity Name:</td><td>Activity for GRS AWP Milestone - kg5bcPJB</td></tr><tr><td>Financial Year:</td><td>2020-2021</td><td>Reporting Period:</td><td>01/01/2017 to 31/12/2020</td></tr></tbody></table><h3>Instructions</h3><ol style="list-style-type: none"><li>1. Download an <a href="#">Activity Work Plan (AWP)</a> report template or use a format as agreed by your grant manager.</li><li>2. Save the AWP report template to your computer and complete as per the instructions.</li><li>3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.</li><li>4. Click "Continue" to read and agree to the disclaimer before submitting your report.</li></ol><p>• awp_template_0 was successfully saved.</p><p><input type="button" value="Return to list"/></p></div>	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
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Step	Action												
30	<p>Select <b>Continue</b> to go to the next step.</p> <div data-bbox="272 524 1414 1323"><p><b>Australian Government</b></p><p><b>Community Grants Hub</b> Improving your grant experience</p><h3>Upload Report</h3><p>Report details</p><table border="1"><tr><td>Report Name:</td><td>Activity Work Plan</td><td>Due Date:</td><td>20/11/2020</td></tr><tr><td>Activity ID:</td><td>4-5NCF34T</td><td>Activity Name:</td><td>Activity for GRS AWP Milestone - kg5bcPJB</td></tr><tr><td>Financial Year:</td><td>2020-2021</td><td>Reporting Period:</td><td>01/01/2017 to 31/12/2020</td></tr></table><p>Instructions</p><ol style="list-style-type: none"><li>1. Download an <a href="#">Activity Work Plan (AWP)</a> report template or use a format as agreed by your grant manager.</li><li>2. Save the AWP report template to your computer and complete as per the instructions.</li><li>3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.</li><li>4. Click "Continue" to read and agree to the disclaimer before submitting your report.</li></ol><p>• awp_template_0 was successfully saved.</p><p><input type="button" value="Return to list"/></p><p><input type="button" value="Continue"/></p></div>	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
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Step	Action												
31	<p>Review the Disclaimer and select the <b>checkbox</b> to agree to the Disclaimer then select <b>Submit</b>.</p> <div data-bbox="272 560 1414 1588"><p><b>Upload Report</b> <span style="float: right;">* indicates mandatory field</span></p><p>Declaration and submit</p><hr/><p><b>Report Details</b></p><table border="0"><tr><td><b>Report Name:</b></td><td>Activity Work Plan</td><td><b>Due Date:</b></td><td>20/11/2020</td></tr><tr><td><b>Activity ID:</b></td><td>4-5NCF34T</td><td><b>Activity Name:</b></td><td>Activity for GRS AWP Milestone - kg5bcPJB</td></tr><tr><td><b>Financial Year:</b></td><td>2020-2021</td><td><b>Reporting Period:</b></td><td>01/01/2017 to 31/12/2020</td></tr></table><hr/><p><b>Attachments</b></p><p>awp_template_0.pdf</p><p><b>Disclaimer:</b></p><p>Although all care is taken, the Australian Government accepts no responsibility for the accuracy or completeness of this document.</p><p>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.</p><p>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 <i>Criminal Code Act 1995 (Cth)</i>.</p><p><input checked="" type="checkbox"/> <b>I, the authorised officer *</b></p><ul style="list-style-type: none"><li>• understand and agree to the Disclaimer.</li><li>• agree that the information I have provided in this document is true and correct, and</li><li>• acknowledge that giving false or misleading information is a serious offence</li></ul><p><b>Authorised officer:</b> James Sutton      <b>Position in organisation:</b> _____      <b>Date:</b> 10/12/2020</p><p><input type="button" value="Back"/>      <input type="button" value="Exit"/>      <input type="button" value="Submit"/></p></div>	<b>Report Name:</b>	Activity Work Plan	<b>Due Date:</b>	20/11/2020	<b>Activity ID:</b>	4-5NCF34T	<b>Activity Name:</b>	Activity for GRS AWP Milestone - kg5bcPJB	<b>Financial Year:</b>	2020-2021	<b>Reporting Period:</b>	01/01/2017 to 31/12/2020
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32	<p>A message will appear advising to stay on this screen until the data has been submitted.</p> <div data-bbox="272 1706 1414 1957"><p>The screenshot shows the 'Upload Report' interface. On the left is the Australian Government logo. The main heading is 'Community'. A central message box says 'Please do not leave this screen while data is being submitted...'. Below the heading is the text 'Upload Report' and 'Declaration and submit'. A small asterisk note indicates mandatory fields.</p></div>												

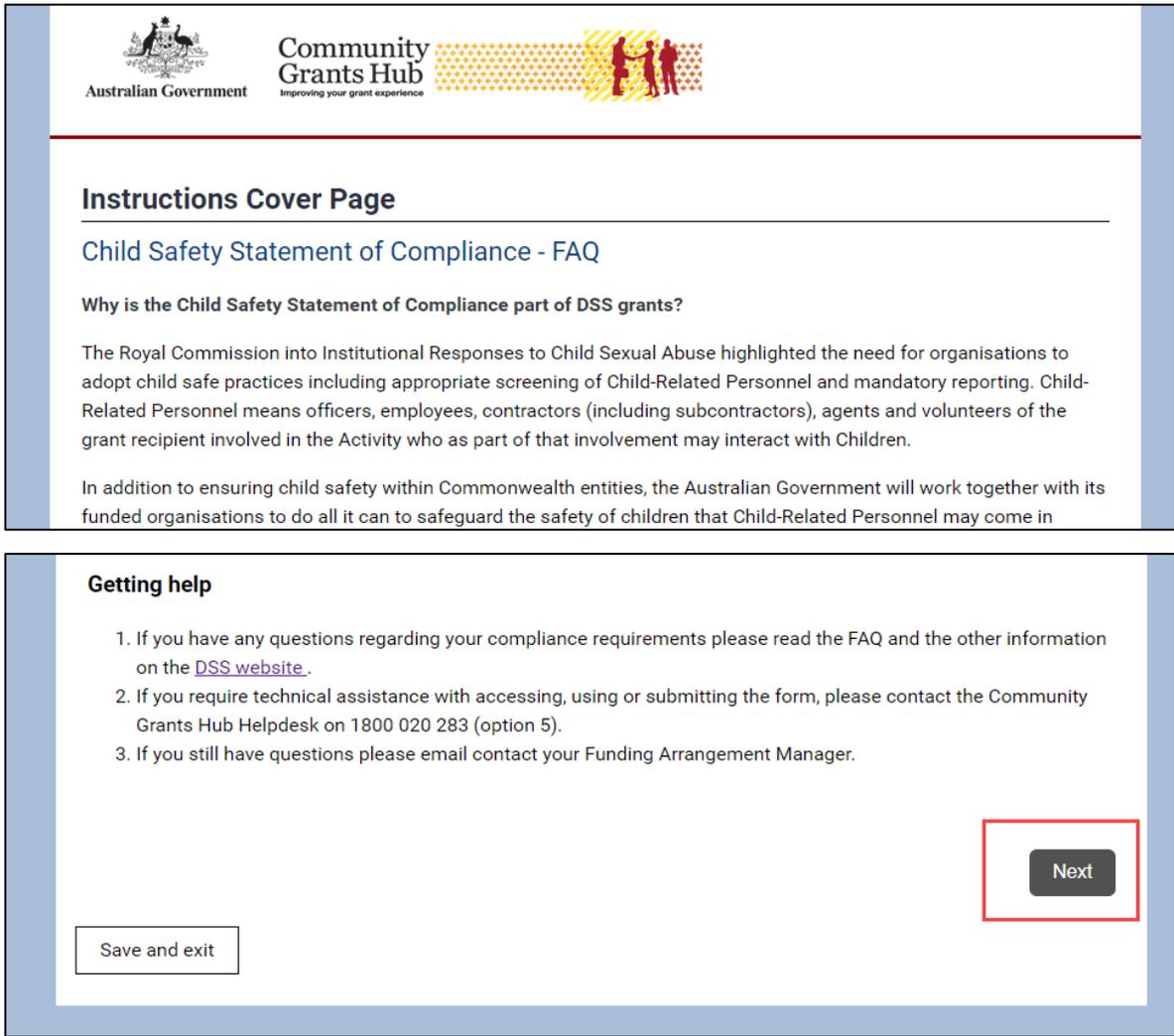


Step	Action
33	<p>A confirmation page will display. Select <b>Exit</b> to close the form.</p> <div data-bbox="271 521 1414 983"><p><b>Australian Government</b>   <b>Community Grants Hub</b> Improving your grant experience</p><h3>Activity Work Plan Report</h3><p>Successful Confirmation Page</p><p>Your form has been submitted.</p><p>An email will soon be sent to your organisation to confirm the information provided is ready for assessment. If you do not hear from us within the next 24 hours, please contact your Funding Arrangement Manager.</p><p><b>Exit</b></p></div>

## Submitting a Child Safety Statement of Compliance

Step	Action												
34	<p>Select the <b>Actions</b> button to Launch Report.</p> <div data-bbox="260 1279 1425 1480"><p>Filter: 1. Upcoming Milestones <b>Apply Filter</b> <b>Search all Milestones</b></p><table border="1"><thead><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr></thead><tbody><tr><td>▶</td><td>██████████</td><td>Department of Social Services</td><td>Compliance - Child Safe - CB9</td><td>28/02/2023</td><td><b>Actions</b> Launch Report</td></tr></tbody></table></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	▶	██████████	Department of Social Services	Compliance - Child Safe - CB9	28/02/2023	<b>Actions</b> Launch Report
Activity ID	Activity name	Department	Milestone type	Due date	Submitted date								
▶	██████████	Department of Social Services	Compliance - Child Safe - CB9	28/02/2023	<b>Actions</b> Launch Report								



Step	Action
35	<p>The Instructions Cover Page screen will display. Select <b>Next</b> at the bottom of the page to proceed to the Statement of Compliance.</p> <div data-bbox="256 555 1439 1599"></div>





Step	Action
37	<p data-bbox="256 465 1262 501">Scroll down to the bottom of the Statement and complete all applicable fields.</p> <div data-bbox="256 521 1425 1218" style="border: 1px solid #ccc; padding: 10px;"><p data-bbox="325 555 1238 577">I make the following statement for the benefit of the department for as of right now and the above Reporting Period:*</p><p data-bbox="352 593 1166 616"><input checked="" type="radio"/> I agree to all of the above declarations and confirm all of the above statements to be true</p><p data-bbox="352 622 1091 645"><input type="radio"/> My organisation has not met all the conditions outlined in the statements above.</p><p data-bbox="325 660 1075 683"><input checked="" type="checkbox"/> I warrant that I have the authority to make this declaration on behalf of my organisation *</p><p data-bbox="325 701 1131 723"><input checked="" type="checkbox"/> By including my name in this form it is deemed to be my signature for the purpose of this form *</p><p data-bbox="325 752 480 775">State your name: *</p><p data-bbox="336 792 671 815">Test user</p><p data-bbox="325 844 504 866">State your position: *</p><p data-bbox="336 898 671 920">Chief Executive Officer ▼</p><p data-bbox="325 949 1082 972">Name of the organisation this declaration applies to: ██████████</p><p data-bbox="325 1001 991 1023">Date: 24/03/2023</p><p data-bbox="336 1055 416 1077">Back</p><p data-bbox="1289 1055 1369 1077">Submit</p><p data-bbox="336 1137 480 1160">Save and exit</p></div> <p data-bbox="256 1243 999 1279">Press <b>Submit</b> to complete the Statement of Compliance.</p>



Step	Action
38	<p>A confirmation page will display. Select <b>Save and exit</b> to close the form.</p> <div data-bbox="260 521 1377 1167"></div> <p>A submission confirmation email will be sent to the Program Schedule primary contact of the grant.</p> <div data-bbox="260 1283 1394 1720"></div>

## 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)