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** |
| --- | --- |
|  | From the Home screen, select the **Milestones** tile. Alternatively, select the **Milestones** link in the Navigation menu.  Screenshot of the home page of the portal with the milestones tab and tile highlighted. |
|  | 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**.  Screenshot of the milestones screen with the upcoming milestones filter highlighted. |
|  | 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.  Screenshot of the milestone screen and the launch report button highlighted under the actions button. |

# Navigating to Milestones from 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 of the portal with grant activities tab and the grant activities tile highlighted. |
|  | 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.  Screenshot of the grant activities page with the view button highlighted. |
|  | The Activity details screen will display. Select **Milestones** from the Grant Activity menu.  Screenshot of the activity details page with the milestones button highlighted under the grant activity menu. |
|  | 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**.  Screenshot of the milestones page under the grant activity menu with the filter section and search all milestones button highlighted. |
|  | 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.  Screenshot of the milestones screen within grant activities and the actions button highlighted. |

# Submitting a Financial Acquittal

| **Step** | **Action** |
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|  | Select the **Actions** button to **Launch Report**.  Screenshot of the options available under the actions button - the launch report button is highlighted. |
|  | The Financial Acquittal Report screen will display.  Screenshot of the Financial Acquittal report screen. |
|  | 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.  Screenshot of the Activity funding checklist when submitting a financial acquittal. |
|  | Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquittal.  Screenshot of adding an attachment in the submitting a financial acquittal process. |
|  | Select **Add Attachment** to choose the appropriate documents to attach.  Screenshot showing instructions on how to add attachments to the portal. The add attachments button is highlighted. |
|  | After attaching the documents, you can select the **Actions** drop down menu to **View**, **Remove** or **Edit comment** for each attachment.  Screenshot of the actions drop down list after uploading an attachment. The view, remove and edit comment buttons are highlighted. |
|  | Once all attachments to support the Acquittal have been added, select **Save Attachments.**  Screenshot of saving attachments button highlighted. |
|  | Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.  Screenshot of saving attachment with message "Please do not leave the screen while data is being submitted..." |
|  | A message will display to advise if the documents were successfully saved.  **Note:** To attach more documents, select **Return to list**.  Screenshot of the screen that appears when the documents are successfully saved. To attach more documents the return to list button is highlighted. |
|  | Review the Disclaimer and select the **checkbox** to agree to the Disclaimer then select **Submit**.  Screenshot of disclaimer and checkbox prior to submitting report. The checkbox and the submit buttons are highlighted. |
|  | A message will appear advising to stay on this screen until the data has been submitted.  Screenshot of message when submitting report that reads "Please do not leave this screen while data is being submitted..." |
|  | A confirmation page will display. Select **Save and exit** to close the form.  Screenshot of successful confirmation page with the save and exit button highlighted. |

# Submitting an Activity Work Plan Report

| **Step** | **Action** |
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|  | Select the **Actions** button to Launch Report.  Screenshot of how to commence the submitting an activity work plan report. The actions drop down shows the launch report button highlighted. |
|  | The Upload Report screenwill 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 templatelink.  Screenshot of submitting activity work plan instructions with the hyperlink to download the activity work plan (AWP) report template highlighted. |
|  | The link will display the Department of Social Services webpage. Select the **Standardised AWP report template** link.  Screenshot of link to the Activity Work Plan report template with the standardised AWP report template hyperlink highlighted. |
|  | Use the word version for completing the AWP Report and save the document to upload it into the Portal.  Screenshot of activity work plan report template with the word doc hyperlink highlighted. |
|  | Select **Add attachment** to choose the appropriate documents to attach.  Screenshot of upload report screen with the add attachment button highlighted. |
|  | After attaching the documents, you can select the **Actions** drop down menu to **View**, **Remove** or **Edit comment** for each attachment.  Screenshot of the action drop down list after uploading an attachment. The view, remove and edit comment buttons are highlighted. |
|  | Once all attachments to support the AWP Report have been added, select **Save Attachments**.  Screenshot of the save attachments button highlighted. |
|  | Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.  Screenshot of saving attachment with message "Please do not leave the screen while data is being submitted..." |
|  | A message will display to advise if the documents were successfully saved.  **Note:** To attach more documents, select **Return to list.**  Screenshot of the screen that appears when the documents are successfully saved. To attach more documents the return to list button is highlighted. |
|  | Select **Continue** to go to the next step.  Screenshot of the screen that appears when the documents are successfully saved. The continue button is highlighted. |
|  | Review the Disclaimer and select the **checkbox** to agree to the Disclaimer then select **Submit**.  Screenshot of disclaimer and checkbox prior to submitting report. The checkbox and the submit buttons are highlighted. |
|  | A message will appear advising to stay on this screen until the data has been submitted.  Screenshot of message when submitting report that reads "Please do not leave this screen while data is being submitted..." |
|  | A confirmation page will display. Select **Exit** to close the form.  Screenshot of of activity work plan report successful confirmation page with the exit button highlighted. |

# Submitting a Child Safety Statement of Compliance

| **Step** | **Action** |
| --- | --- |
| **34** | Select the **Actions** button to Launch Report.  Screenshot of how to commence the submitting a Child Safety Statement of Compliance. The actions drop down shows the launch report button highlighted. |
| **35** | The Instructions Cover Page screenwill display. Select **Next** at the bottom of the page to proceed to the Statement of Compliance.  Screenshot of the instructions cover page child safety statement of compliance FAQ.  Screenshot of the instructions cover page child safety statement of compliance FAQ. The next button is highlighted. |
| **36** | The Statement of Compliance page will load. Details of the grant and the declaration will appear.  Screenshot of the child safety of compliance activity and statement details screen. |
| **37** | Scroll down to the bottom of the Statement and complete all applicable fields.  Screenshot of the child safety of compliance activity and statement details screen. The disclaimer box and submit buttons are highlighted.  Press **Submit** to complete the Statement of Compliance. |
| **38** | A confirmation page will display. Select **Save and exit** to close the form.  Screenshot of the successful confirmation page screen with the save and exit buttons highlighted.  A submission confirmation email will be sent to the Program Schedule primary contact of the grant.  Screenshot of the confirmation email which will be sent to the Program Schedule primary contact. |

# 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)