Grant Recipient Portal Initial Access Request Form

Please ensure you have Digital Identity prior to requesting access to the Grant Recipient Portal. myGovID is the Australian Government's Digital Identity app.

This form allows senior staff within an organisation to request access as the first Organisation Administrator. Organisation Administrators are able to read and create records and manage user access within their organisation.

For information about Grant Recipient Portal user responsibilities and conditions, please refer to page 2 of this form.

Grant Recipient Portal Helpdesk Details

Phone: 1800 020 283 (Option 5)   **Email:** **GRP.Helpdesk@communitygrants.gov.au**

(A) Organisation details
Please complete all fields in Section A

Organisation Id		ABN	
Organisation name		Legal Name	

(B) User details
Please complete all fields in Section B

Title		Given name	
Family name		Position	
Work number		Email address	
Mobile phone			

Please enter an email address associated to a person or your position. Email addresses related to group mailboxes will not be accepted e.g. admin@organisation.org.au.

(C) User Acceptance

☐ **I have read and agree to abide by the terms and conditions specified on page 2.**
I acknowledge that the intentional provisions of false and/or misleading information is a criminal offence against s.136(1) of the Criminal Code Act (Cth) 1995.

☐ **I am a known senior contact on departmental records for my organisation.**
Note: If you are unsure please contact your Funding Arrangement Manager as access will not be granted unless you are a known senior contact, on departmental records.

Full Name		Date	

Grant Recipient Portal user responsibilities, terms and conditions

General user responsibilities and conditions

All Grant Recipient Portal Users are bound by the general user responsibilities and conditions.

The Grant Recipient Portal is an Australian Government computer system managed by the Department of Social Services (DSS).

Data contained on the Grant Recipient Portal is subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on the Grant Recipient Portal may be a breach of the Privacy Act 1988.

You are also agreeing to:

- only access information relating to your organisation and its funding for the purpose(s) under which it was collected

- not disclose or share user accounts or passwords with any other person

- not attempt to by-pass or defeat DSS' IT security system

- maintain the integrity of software and hardware under your ownership

- ensure the condition of software and hardware under your ownership does not prejudice the integrity of DSS' propriety or licensed software or hardware.

DSS may suspend or revoke access without notice for anyone who fails to comply with these requirements.

Additional requesting user responsibilities and conditions

The requesting user is responsible for creating and managing further user access within their organisation on the Grant Recipient Portal.

This includes responsibility for creating additional administrators. All administrators will have the same access and responsibilities, including:

- creating additional administrators

- maintaining user access to the Grant Recipient Portal

- removing access for users who have breached the responsibilities and conditions

- removing access for users who no longer work for the organisation.

Administrators can add, edit and link bank accounts via the Grant Recipient Portal. When this occurs an email notification is sent to all administrators for that organisation. It is the organisation's responsibility to ensure their email addresses are up to date, and to arrange for the creation of further administrator users if multiple users need to receive notifications of bank account changes.

Administrators may receive additional functions as the Grant Recipient Portal is enhanced. It is important the administrator is a trusted individual and is able to act on behalf of your organisation.