



# View Applications

## Grant Recipient Portal Task Card

**Portal Access required:** Administrator, Editor or View Only

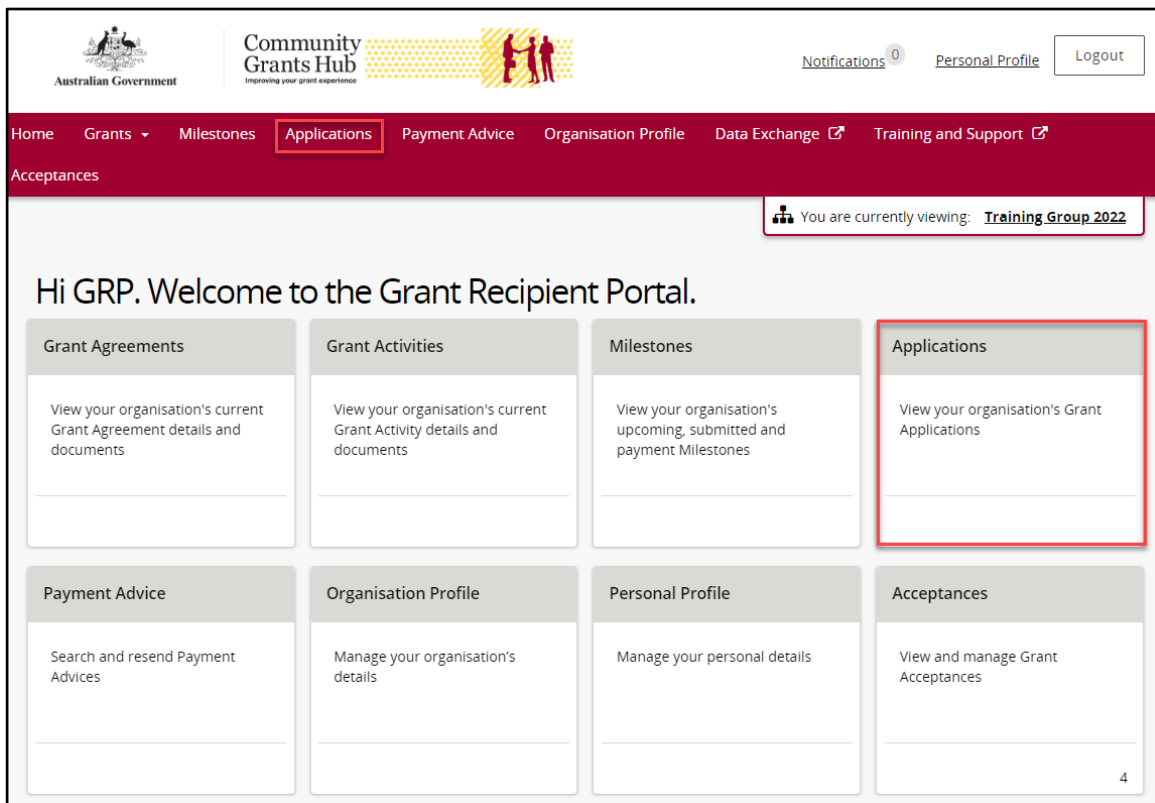
The Grant Recipient Portal (Portal) enables grant recipients to view a list of their submitted Grant Applications. A Grant Recipient can request a copy of a submitted Grant Application by contacting the Community Grants Hub Hotline on 1800 020 283 or emailing [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

This task card describes the process of viewing a list of submitted Grant Applications.

## Viewing Applications

### Step 1

From the Home screen select on the **Applications** tile or select the **Applications** link from the Navigation menu.



## Step 2

The Applications screen will display showing a list of submitted applications with the following information.

- Application ID
- Funding Round Name
- Department
- Funding Round Category

You are here: [Home](#) / [Applications](#)

### Applications

Application ID	Funding Round Name	Department	Funding Round Category
4-DRB0L3C	Seniors Connected Phone Support Activity	Department of Social Services	Families and Communities
4-DRB0SYE	Seniors Connected Phone Support Activity	Department of Social Services	Families and Communities
4-DRAHQ71	Forestry Recovery Development Fund Program	Mobile Intensive Rehabilitation Team (MIRT, PAH Metro South)	Agriculture
4-DRASQ34	Disability Employment Continuity of Support	Department of Social Services	Disab Mental Health and Carers

## 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)