



Submit Reports

Grant Recipient Portal Task Card

Portal Access required: Administrator or Editor

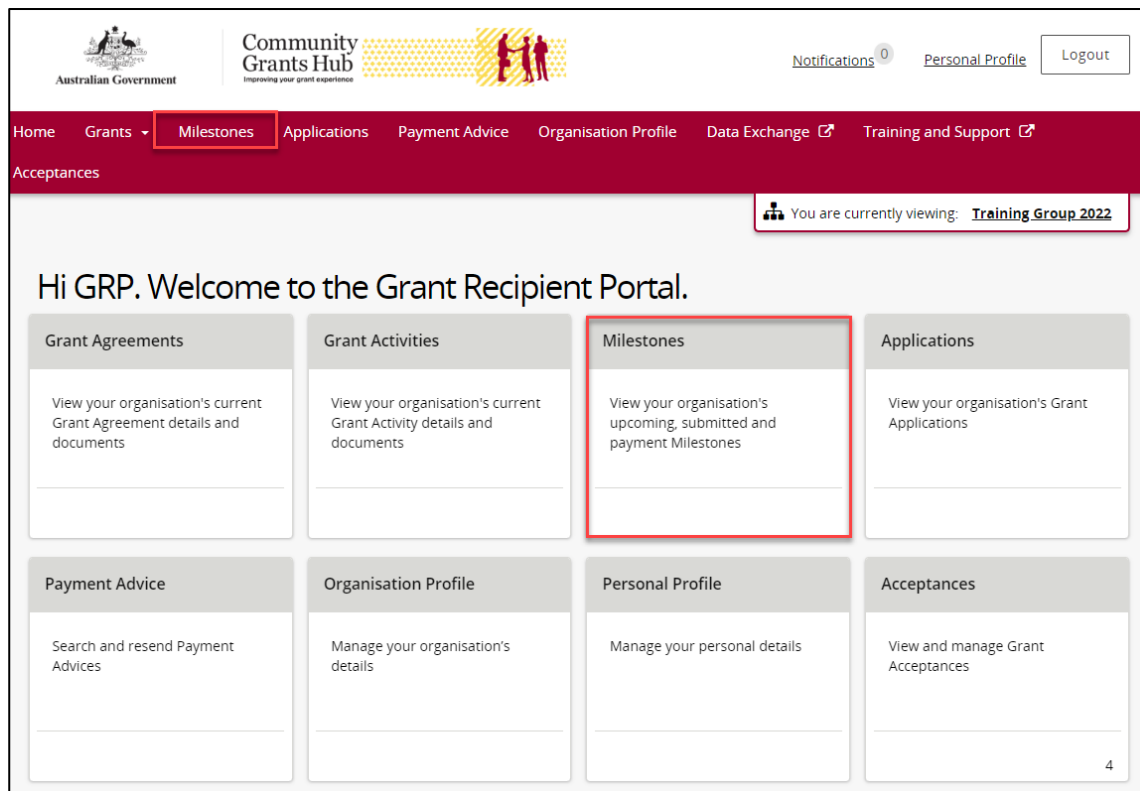
The Grant Recipient Portal (Portal) enables grant recipients to submit some of their reporting milestones including Financial Acquittals, Activity Work Plan (AWP) Reports and Child Safety Statements of Compliance online. Reporting milestones are displayed on both the Milestones and Grant Activities pages 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 1

From the Home screen, select the **Milestones** tile. Alternatively, select the **Milestones** link in the Navigation menu.



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Step 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						
<div><div>Filter:</div><div><div>1. Upcoming Milestones</div><div>2. Submitted Milestones</div><div>3. Payment Milestones</div><div>4. All Milestones</div></div><div>Apply Filter</div><div>Search all Milestones</div></div>						
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 Acquittall 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 Acquittall 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 Acquittall Report	30/11/2019		Actions▼

Step 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-DOXUL81	Activity Training Title	Department of Social Services	Financial Acquittal Report	31/10/2022		
4-DOXUL81	Activity Training Title	Department of Social Services	Activity Work Plan Report	15/08/2022		Actions
4-DOXUL81	Activity Training Title	Department of Social Services	Final Report	15/08/2022		Launch Report
4-DOXUL81	Activity Training Title	Department of Social Services	Other Report	25/03/2022		
4-DOXUL81	Activity Training Title	Department of Social Services	Other Report	17/12/2021		
4-DOXUL81	Activity Training Title	Department of Social Services	Payment	1/12/2021		
4-E4IAIG5	Client Agency Support	Department of Social Services	Payment	1/10/2021		
4-DOXUL81	Activity Training Title	Department of Social Services	Other Report	24/09/2021		
4-DOXUL81	Activity Training Title	Department of Social Services	Payment	13/07/2021		
4-E4IAIG5	Client Agency Support	Department of Social Services	Reports	30/12/2020	18/08/2020	

Navigating to Milestones from Grant Activities

Step 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.

Community Grants Hub
Improving your grant experience

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support

Acceptances Grant Agreements

Grant Activities

You are currently viewing: Training Group 2025

Hi GRP. Welcome to the Grant Recipient Portal.

Grant Agreements: View your organisation's current Grant Agreement details and documents

Grant Activities: View your organisation's current Grant Activity details and documents

Milestones: View your organisation's upcoming, submitted and payment Milestones

Applications: View your organisation's Grant Applications

Payment Advice: Search and resend Payment Advices

Organisation Profile: Manage your organisation's details

Personal Profile: Manage your personal details

Acceptances: View and manage Grant Acceptances

9

Step 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.

You are here: Home / Grant Activities

Grant Activities

Search Activities

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

Step 6

The Activity details screen will display. Select **Milestones** from the Grant Activity menu.

You are here: Home / Grant Activities / Grant Activity details

Grant Activity menu

- Overview
- Milestones**
- Finances
- Bank account details
- Contacts

Activity details

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

Funding Arrangement Manager

Name	Phone	Email	Managing office
Training 1			TAS

[Go to Grant Agreement](#)

Step 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**.

You are here: Home / Grant Activities / Grant Activity details

Grant Activity menu

- Overview
- Milestones**
- Finances
- Bank account details
- Contacts

Milestones

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

Filter: 1. Upcoming Milestones [Apply Filter](#)

[Search all Milestones](#)

Milestone type	Due date	Submitted date
▶ Payment	18/06/2020	

Step 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.

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	Milestone type	Due date	Submitted date
▶	Payment	31/07/2018	
▶	Financial Acquittal Report	30/11/2018	Actions▼
▶	Activity Work Plan	30/11/2018	Actions▼
▶	Payment	3/03/2019	
▶	Activity Work Plan	30/11/2019	Actions▼
▶	Financial Acquittal Report	30/11/2019	Actions▼

Submitting a Financial Acquittal

Step 9

Select the **Actions** button to **Launch Report**.

▶	4-5NA0DDH	Activity for GRS Non Audited Milestone - GF5C	Department of Social Services	DSS Acquittal	12/11/2020	Actions▼
▶	4-4SI 7&E1	Activity for GovOps Variation DSS	Department of Social Services	Start Up	30/06/2020	Launch Report

Step 10

The Financial Acquittal Report screen will display.

Financial Acquittal Report

* indicates mandatory field

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.

Activity and financial acquittal report details

Activity ID:	4-53VVH4P	Activity Name:	Activity for GRS Non Audited Milestone
Financial Year:	2019-2020	Due Date:	14/12/2019
Program Schedule ID:	4-3R1PQBD	Program name:	3. Building Disability Sector Capacity and Service Provider Readiness
Financial acquittal type:	Non Audited Financial Acquittal Report		

Notes:

- You may save your financial acquittal report and complete it at a later time by clicking the **Save and exit** button.
- Your report will not be received by the Community Grants Hub for assessment until you click the **Submit** button on the last step.
- You may be contacted by email or phone if the Community Grants Hub requires more information to support your report.
- Information about completing and lodging your report is available from the [Community Grants Hub](#) website

Step 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 \$0.00 ?
This is the amount of funding received to deliver the Activity.
It does not include GST.

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

Step 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
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Save Attachments

Step 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 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		<div>Actions View Remove Edit comment</div>

Save Attachments

Step 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		<div>Actions</div>

Save Attachments

Step 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 17

A message will display to advise if the documents were successfully saved.

Note: To attach more documents, select **Return to list**.

- Do not attach documents that contain macros.
- You can attach a maximum of 20 documents. Maximum individual document size is 10Mb.

- Training Task Card Style Guide was successfully saved.

[Return to list](#)

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: James Sutton	Position in organisation:	Date: 19/01/2021
--------------------------------------------	----------------------------------	----------------------------

[Save and exit](#)[Submit](#)

Step 18

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

Disclaimer:

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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: James Sutton	Position in organisation: 	Date: 16/12/2020
--------------------------------------------	--------------------------------------	----------------------------

Save and exit

Submit


Step 19

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



Australian Government

Community



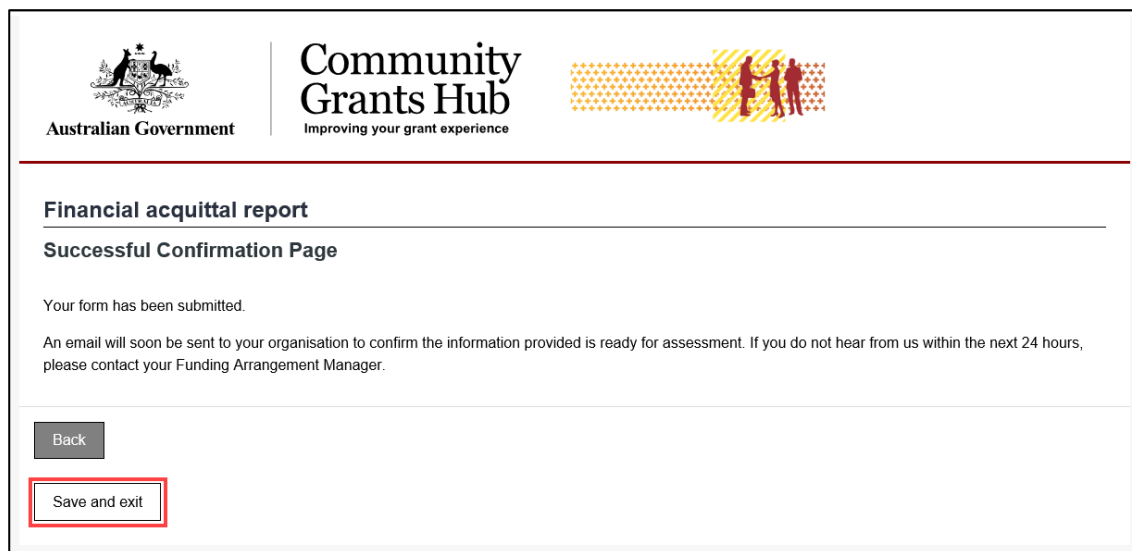
Please do not leave this screen while data is being submitted...

Financial Acquittal Report

* indicates mandatory field

Step 20

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



Financial acquittal report

Successful Confirmation Page

Your form has been submitted.

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.

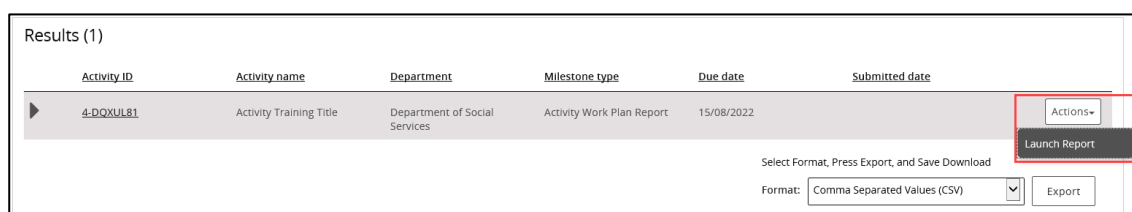
[Back](#)

[Save and exit](#)

Submitting an Activity Work Plan Report

Step 21

Select the **Actions** button to Launch Report.



Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
4-DQXUL81	Activity Training Title	Department of Social Services	Activity Work Plan Report	15/08/2022	

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) Export


[Actions](#)

[Launch Report](#)


Step 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.

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Upload Report

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

Instructions

1. Download an [Activity Work Plan \(AWP\)](#) report template or use a format as agreed by your grant manager.
2. Save the AWP report template to your computer and complete as per the instructions.
3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.
4. Click "Continue" to read and agree to the disclaimer before submitting your report.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
-----------	------	------	-------------	---------	---------

Save Attachments

Continue

Exit

Step 23

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

The screenshot shows the Australian Government Department of Social Services website. The header includes the Australian Government logo, the Department of Social Services name, a search bar, and a navigation menu with links: Home, About the Department, Our Responsibilities, Grants, Careers, and Ministers. Below the header is a large 'Grants' section. A breadcrumb trail reads: Home » Grants » DSS Grant Information » Information for Grant Recipients » Activity Work Plan Reports. The main content area is titled 'Activity Work Plan Reports' and includes a 'Listen' button. A sidebar on the left lists various DSS Grant Information links. The main text describes the Activity Work Plan Report and highlights the 'Standardised AWP report template' link. Below this is a section titled 'Filling in the AWP report template' which explains the structure of the report.

Australian Government
Department of Social Services

Home About the Department Our Responsibilities Grants Careers Ministers

Grants

Home » Grants » DSS Grant Information » Information for Grant Recipients » Activity Work Plan Reports

Activity Work Plan Reports

The Activity Work Plan Report is a standalone report that allows organisations to meet accountability requirements under the Grant Agreement. It is also intended to support a dialogue between you and your Funding Arrangement Manager (FAM). It will help share information to facilitate conversations about your organisations service delivery. It will also be used to tailor future Activity Work Plans to meet emerging community needs and changing environmental factors to achieve program outcomes.

- [Standardised AWP report template](#)

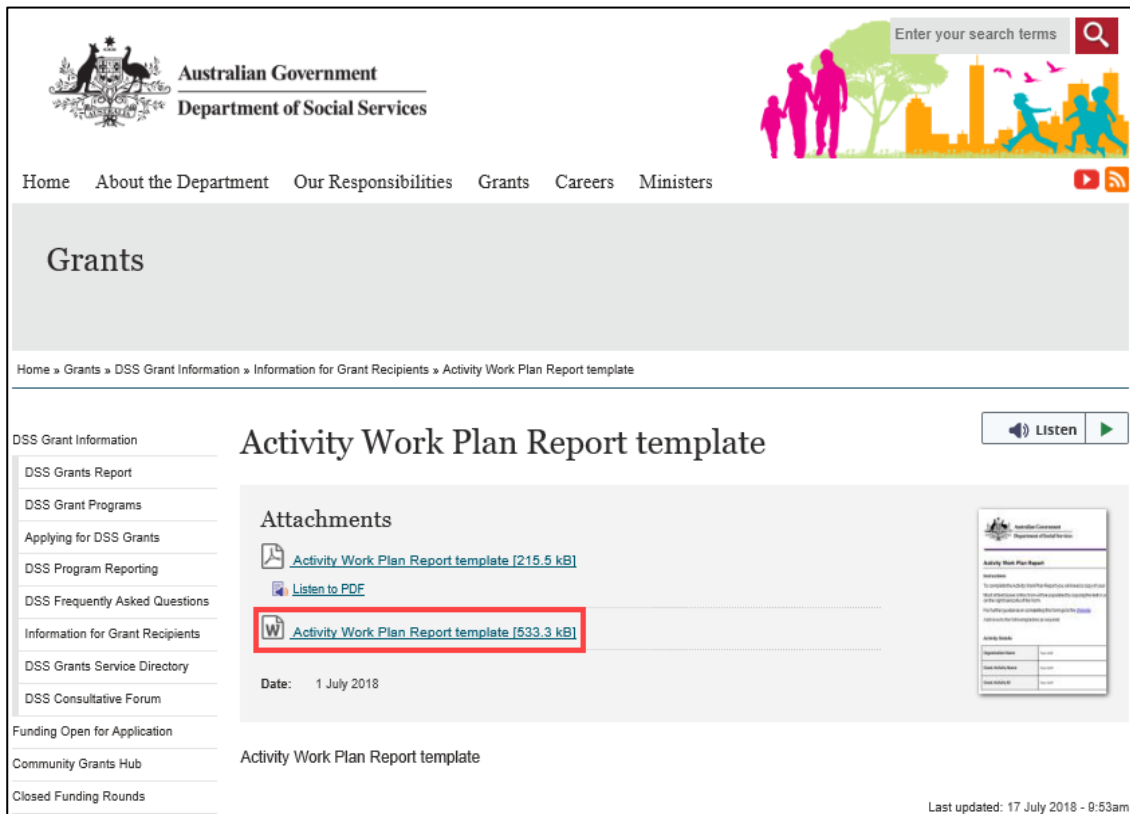
Filling in the AWP report template

To complete the Activity Work Plan Report you will need a copy of your most recent approved Activity Work Plan.

All AWP's have a section for Activity Deliverables; and some will also have Risk Management, Budget and Stakeholder sections. Under each section there are line items that you need to report against in your AWP. Below is some advice on what type of information should be provided for each section.

Step 24

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



Australian Government
Department of Social Services

Home About the Department Our Responsibilities Grants Careers Ministers

Grants

Home » Grants » DSS Grant Information » Information for Grant Recipients » Activity Work Plan Report template

Activity Work Plan Report template

[Listen](#)

Attachments

- [Activity Work Plan Report template \[215.5 kB\]](#)
- [Listen to PDF](#)
- [Activity Work Plan Report template \[533.3 kB\]](#)**


Date: 1 July 2018


Activity Work Plan Report template


Last updated: 17 July 2018 - 9:53am

Step 25

Select **Add attachment** to choose the appropriate documents to attach.

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Upload Report

Report details

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

Instructions


1. Download an [Activity Work Plan \(AWP\)](#) report template or use a format as agreed by your grant manager.
2. Save the AWP report template to your computer and complete as per the instructions.
3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.
4. Click "Continue" to read and agree to the disclaimer before submitting your report.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
<div>Save Attachments</div>					
<div>Continue</div>					

Step 26

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		<div>Actions ▾ View Remove Edit comment</div>

Save Attachments



Step 27

Once all attachments to support the AWP Report 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		<div>Actions</div>

Save Attachments

Step 28


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 29

A message will display to advise if the documents were successfully saved.


Note: To attach more documents, select **Return to list**.



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Upload Report

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

Instructions


1. Download an [Activity Work Plan \(AWP\)](#) report template or use a format as agreed by your grant manager.
2. Save the AWP report template to your computer and complete as per the instructions.
3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.
4. Click "Continue" to read and agree to the disclaimer before submitting your report.

- awp_template_0 was successfully saved.


Return to list

Step 30


Select **Continue** to go to the next step.



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Upload Report

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

Instructions

1. Download an [Activity Work Plan \(AWP\)](#) report template or use a format as agreed by your grant manager.
2. Save the AWP report template to your computer and complete as per the instructions.
3. Click the "Attach Report" button below and select your report file. Avoid using images, pages, logos and complex formatting to reduce file size.
4. Click "Continue" to read and agree to the disclaimer before submitting your report.

- awp_template_0 was successfully saved.

Return to list

Continue

Step 31

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

Upload Report

* indicates mandatory field

Declaration and submit

Report Details

Report Name:	Activity Work Plan	Due Date:	20/11/2020
Activity ID:	4-SNCF34T	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

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 ***

- 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:
James Sutton

Position in organisation:

Date:
10/12/2020


Back

Exit

Submit

Step 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

* indicates mandatory field

Declaration and submit

Step 33


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



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Activity Work Plan Report

Successful Confirmation Page

Your form has been submitted.

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.

Exit

Submitting a Child Safety Statement of Compliance

Step 34

Select the **Actions** button to Launch Report.

Filter: 1. Upcoming Milestones




Apply Filter

Search all Milestones

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	
		Department of Social Services	Compliance - Child Safe - CB9	28/02/2023		<div>Actions</div> <div>Launch Report</div>

Step 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

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.

Save and exit

Next

Step 36

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



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Child Safety Statement of Compliance

* indicates mandatory field

Child Safety Statement of Compliance

Activity and Statement details

Activity ID: [REDACTED]
Activity Name: [REDACTED]
Program Schedule ID: [REDACTED]
Program Name: [REDACTED]
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 37

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

I make the following statement for the benefit of the department for as of right now and the above Reporting Period:*

☒ I agree to all of the above declarations and confirm all of the above statements to be true

☐ My organisation has not met all the conditions outlined in the statements above.

☒ I warrant that I have the authority to make this declaration on behalf of my organisation *

☒ By including my name in this form it is deemed to be my signature for the purpose of this form *

State your name: *

Test user

State your position: *

Chief Executive Officer ▼

Name of the organisation this declaration applies to: ██████████

Date: 24/03/2023

Back

Submit

Save and exit

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

Step 38

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

The screenshot shows the 'Successful Confirmation Page' of the Australian Government Department of Social Services. At the top left is the Australian Government crest. To its right, the text 'Australian Government' and 'Department of Social Services' is displayed. Below this is a progress bar with three steps: 'Instructions Cover Page' (marked with a green check), 'Statement of Compliance Form' (marked with a green check), and 'Successful Confirmation Page' (marked with a blue check). The main heading is 'Successful Confirmation Page'. Below it, a message reads: 'Thank you – your form has been submitted. You will receive confirmation of your submission via email. If you do not receive this confirmation, please contact us at childsafetycompliance@dss.gov.au.' At the bottom left, a button labeled 'Save and exit' is highlighted with a red rectangular border.

A submission confirmation email will be sent to the Program Schedule primary contact of the grant.

The screenshot shows a submission confirmation email from the Community Grants Hub. The header includes the Australian Government crest and the text 'Australian Government' on the left, and the 'Community Grants Hub' logo with the tagline 'Improving your grant experience' on the right. The email body starts with 'Dear Funding Recipient', followed by 'Thank you for submitting your Child Safe Statement of Compliance for Activity Id [REDACTED]'. It then states: 'A formal letter of compliance will be issued when the department has verified our records.' The email concludes with 'Yours sincerely,' and the signature block: 'Community Grants Hub on behalf of the Department of Social Services', 'Email: childsafetycompliance@dss.gov.au', and 'Web: communitygrants.gov.au'.

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)