



Submit Reports

Task Card

The Grant Recipient Portal (Portal) allows organisations to submit reporting milestones online, including:

- Financial Acquittals
- Activity Work Plan (AWP) Reports
- Child Safety Statements of Compliance

Reporting milestones can be accessed from either the **Milestones** page or the **Grant Activities** page.

This task card explains how to submit each report type.

Portal access required: Administrator or Editor.

Quick Links

[Navigate to Milestones](#)

[Navigate to Milestones from Grant Activities](#)

[Submit a Financial Acquittal](#)

[Submit an Activity Work Plan Report](#)

[Submit a Child Safety Statement of Compliance](#)

[Need help?](#)

Navigate to Milestones

From the Portal home page, select the **Milestones** tile, or link from the navigation menu.

The screenshot shows the Community Grants Hub Portal home page. The navigation menu at the top includes Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. The 'Milestones' tile is highlighted with a red box. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' and a grid of tiles for various functions: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. A banner at the top right indicates 'You are currently viewing: Training Group 2022'.

The Milestones page opens and displays upcoming milestones by default.

To view upcoming milestones, select **Upcoming Milestones** from the filter list and choose **Apply Filter**.

Milestones						
Filter: 1. Upcoming Milestones 2. Submitted Milestones 3. Payment Milestones 4. All Milestones Apply Filter Search all Milestones						
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 Acquittal 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 Acquittal 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 Acquittal Report	30/11/2019		Actions▼

Locate the milestone you need and select **Actions**.

Choose **Launch Report** to open the report.

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	
▶ 4-DOXUL81	Activity Training Title	Department of Social Services	Final Report	15/08/2022	
▶ 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-E4IAJG5	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	

Proceed to the relevant task card section to submit:

- Financial Acquittal
- Activity Work Plan (AWP) Report
- Child Safety Statement of Compliance

Navigate to Milestones from Grant Activities

From the Portal home page:

- Select **Grant Activities**, or
- Select **Grants** from the menu and then select **Grant Activities**.

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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

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On the Grant Activities page, find the activity you need. Select the expansion arrow to view more information, then select **View** 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

On the Activity Details page, 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

Program name: Financial Crisis and Material Aid - Food Relief

Organisation name: Training Group 2020

Activity start date: 1/04/2020

Department: Department of Social Services

Activity ID: 4-DVO1955

Schedule ID: 4-DVO190L

Organisation ID: 4-DQT88NB

Activity end date: 16/06/2021

Funding Arrangement Manager

Name	Phone	Email	Managing office
Training 1			TAS

Go to Grant Agreement

The Milestones page displays upcoming milestones by default. Use the filter or select **Search all Milestones** to find a specific milestone.

You are here: [Home](#) / [Grant Activities](#) / [Grant Activity details](#)

Grant Activity menu

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

Milestones

Activity name: Training Activity

Program name: Financial Crisis and Material Aid - Food Relief

Organisation name: Training Group 2020

Activity start date: 1/04/2020

Department: Department of Social Services

Activity ID: 4-DVO1955

Schedule ID: 4-DVO190L

Organisation ID: 4-DQT88NB

Activity end date: 16/06/2021

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

Search all Milestones

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

Find the required milestone and select **Actions** to open the report.

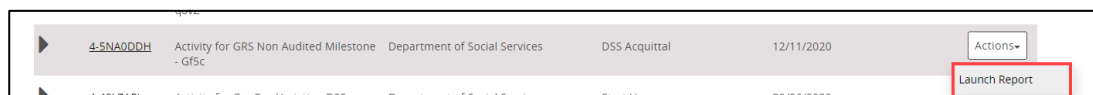
	Milestone type	Due date	Submitted date
▶	Payment	31/07/2018	
▶	Financial Acquittal Report	30/11/2018	Actions
▶	Activity Work Plan	30/11/2018	Actions
▶	Payment	3/03/2019	
▶	Activity Work Plan	30/11/2019	Actions
▶	Financial Acquittal Report	30/11/2019	Actions

Proceed to the relevant task card section to submit:

- Financial Acquittal
- Activity Work Plan (AWP) Report
- Child Safety Statement of Compliance

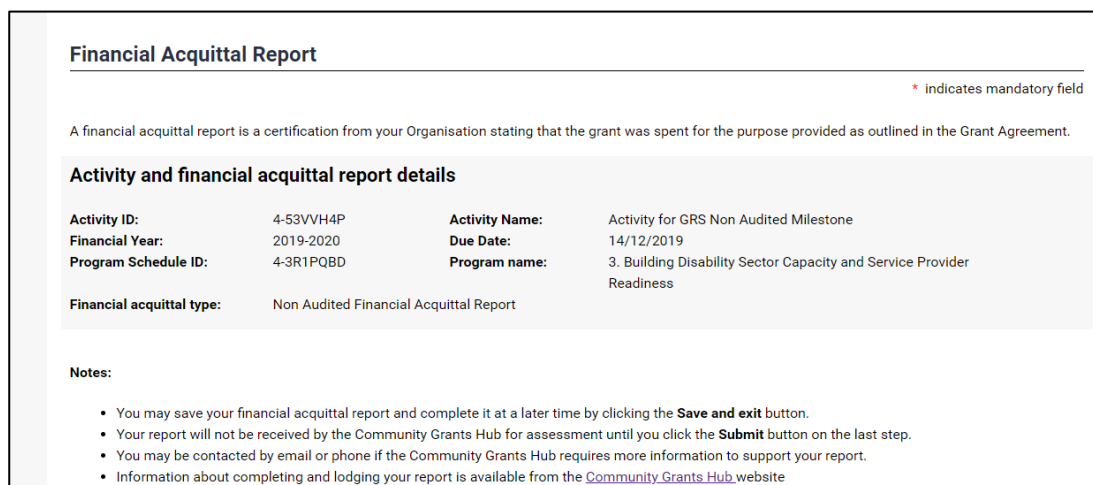
Submit a Financial Acquittal

Select **Actions** and then **Launch Report**.



4-5NA0DDH	Activity for GRS Non Audited Milestone - Gf5c	Department of Social Services	DSS Acquitall	12/11/2020	Actions Launch Report
4-4SL7AEI	Activity for GovOps Variation DSS	Department of Social Services	Start Up	30/06/2020	

The Financial Acquitall Report page opens. Review the report details.



Financial Acquitall 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.

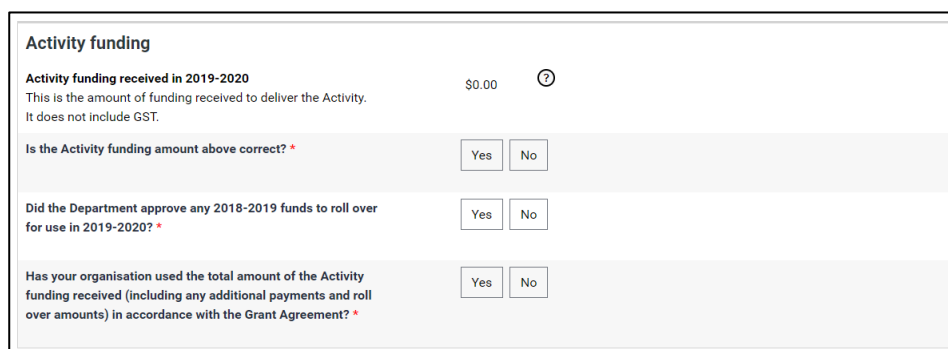
Activity and financial acquittal report details

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 Acquitall 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](#)

Complete the funding questions. All mandatory fields are marked with a red asterisk (*).



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.

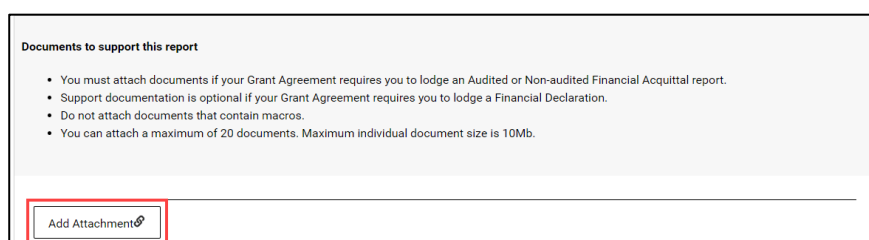
Is the Activity funding amount above correct? *

Did the Department approve any 2018-2019 funds to roll over for use in 2019-2020? *

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? *

If required, upload supporting documents by selecting **Add Attachment**.

Note: Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquitall.

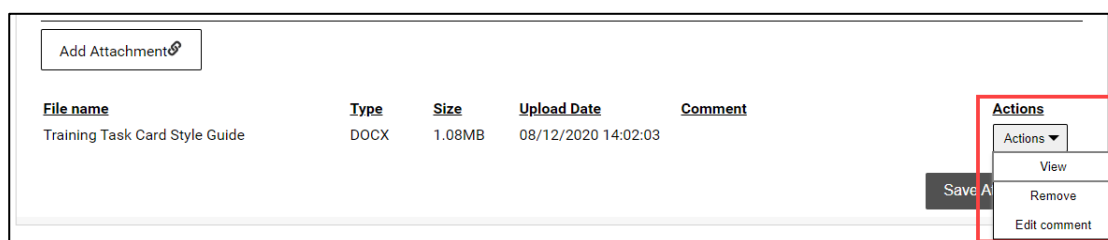


Documents to support this report

- You must attach documents if your Grant Agreement requires you to lodge an Audited or Non-audited Financial Acquitall 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

After uploading a document, use the **Actions** menu to view, remove, or edit comments for the attachment.



Add Attachment				
File name	Type	Size	Upload Date	Comment
Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03	

Save Attachments

Actions
View
Remove
Edit comment

Select **Save Attachments** once all required documents have been uploaded.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		Actions

Save Attachments

Wait while the files are uploaded. Do not leave the page until the upload is complete.

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

A confirmation message will appear when the documents have been saved. To upload more documents, select **Return to list** and repeat the above steps.

- 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

Read the disclaimer, select the checkbox to confirm your agreement, then **Submit**.

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: 16/12/2020

Save and exit
Submit

Wait while the report is being submitted. Do not leave the page.



Community

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

Financial Acquittal Report

* indicates mandatory field

When the confirmation page appears, select **Save and exit** to close the report.



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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

Submit an Activity Work Plan Report

Select **Actions** and then **Launch Report**.

Results (1)

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	

Actions

Launch Report

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) Export

The Upload Report page opens. Review the milestone details and instructions.



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Upload your Activity Work Plan due 1/04/2020

* indicates mandatory field

Report Details

Organisation Name:

Training Group 2020

Program Name:

Financial Crisis and Material Aid - Food Relief

Activity Name:

Training Activity

Activity ID:

4-000ABC

Milestone Type:

Activity Work Plan

Milestone Description:

Output-level detail for the funded Activity negotiated with the department and captured in an Activity Work Plan as per Item E.2

Milestone Due Date:

1/04/2020

Please follow the below instructions to submit your Activity Work Plan.

Instructions

1. Check that your completed report matches the milestone described above.
2. Click the "Add Attachment" button below. Select your report and click "Open".
3. Click "Save Attachments" to save.
4. Click "Continue" to read and agree to the disclaimer before completing your submission by clicking the "Submit" button.

Your Funding Arrangement Manager will assess your submission. You may be contacted with questions. You will be notified when the assessment is completed.

If you have any questions please contact your Funding Arrangement Manager

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Save Attachments Continue					

Complete the Activity Work Plan template and save it to your computer before uploading it to the Portal.

Use the Word version of the template available on the [Department of Social Services website](#).

[Home](#) > [Grant processes](#) > Activity Work Plan template

Listen

Activity Work Plan template

Activity Work Plan template

Download:

PDF format
File size 591.47 KB

Word format
File size 566.4 KB

Listen to PDF



Select **Add Attachment** and upload the completed AWP report.



Upload your Activity Work Plan due 1/04/2020

* indicates mandatory field

Report Details

Organisation Name:	Training Group 2020
Program Name:	Financial Crisis and Material Aid - Food Relief
Activity Name:	Training Activity
Activity ID:	4-000ABC
Milestone Type:	Activity Work Plan
Milestone Description:	Output-level detail for the funded Activity negotiated with the department and captured in an Activity Work Plan as per Item E.2
Milestone Due Date:	1/04/2020

Please follow the below instructions to submit your Activity Work Plan.

Instructions

1. Check that your completed report matches the milestone described above.
2. Click the "Add Attachment" button below. Select your report and click "Open".
3. Click "Save Attachments" to save.
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Your Funding Arrangement Manager will assess your submission. You may be contacted with questions. You will be notified when the assessment is completed.

If you have any questions please contact your Funding Arrangement Manager

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Save Attachments Continue					

Use the **Actions** menu to manage attachments. You can view, remove, or edit comments for the 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		Actions View Remove Edit comment

Save Attachments

Select **Save Attachments** once all required documents have been uploaded.

Add Attachment

File name	Type	Size	Upload Date	Comment	Actions
Training Task Card Style Guide	DOCX	1.08MB	08/12/2020 14:02:03		Actions

Save Attachments

Wait while the files are uploaded. Do not leave the page until the upload is complete.

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

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3. Click "Save Attachments" to save.
4. Click "Continue" to read and agree to the disclaimer before completing your submission by clicking the "Submit" button.

Your Funding Arrangement Manager will assess your submission. You may be contacted with questions. You will be notified when the assessment is completed.

If you have any questions please contact your Funding Arrangement Manager

• awp_template_0 was successfully saved.

Return to list

Read the disclaimer, select the checkbox to confirm your agreement, then **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

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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.

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☒ 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

Wait while the report is submitted. Do not leave the page.



Community

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

Upload Report

Declaration and submit

* indicates mandatory field

When the confirmation page appears, select **Exit** to close the report.



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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

Submit a Child Safety Statement of Compliance

Select **Actions** and then **Launch Report**.

Filter: 1. Upcoming Milestones **Apply Filter**

Search all Milestones

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

On the Instructions Cover Page, read the information and select **Next**.



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Instructions Cover Page

Child Safety Statement of Compliance - FAQ

Why is the Child Safety Statement of Compliance part of DSS grants?

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.

Next

Save and exit

On the Child Safety Statement of Compliance page, review the grant details and declaration information.



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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,

Complete all required fields and select **Submit**.

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: *

State your position: *

Name of the organisation this declaration applies to: [REDACTED]

Date: 24/03/2023

When the confirmation page appears, select **Save and Exit**



Australian Government
Department of Social Services

☒ Instructions Cover Page

☒ Statement of Compliance Form

☒ Successful Confirmation Page

Successful Confirmation Page

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.

A confirmation email is sent to the primary contact listed for the Program Schedule.



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Dear Funding Recipient

Thank you for submitting your Child Safe Statement of Compliance for Activity Id [REDACTED]

A formal letter of compliance will be issued when the department has verified our records.

Yours sincerely,

Community Grants Hub on behalf of the Department of Social Services

Email: childsafetycompliance@dss.gov.au

Web: communitygrants.gov.au

Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.