



Update Grant Agreement Contacts

Task Card

This task card explains how to view, add, and remove Grant Agreement Contacts in the Grant Recipient Portal (Portal).

You can manage Grant Agreement Contacts in two ways:

- Through the **Organisation Profile**, or
- Through the **Grant Agreements** section

Portal access required: Administrator or Editor.

Quick Links

[Manage Contacts through Organisation Profile](#)

[Add a Contact through Organisation Profile](#)

[Remove a Contact through Organisation Profile](#)

[Manage Contacts through Grant Agreements](#)

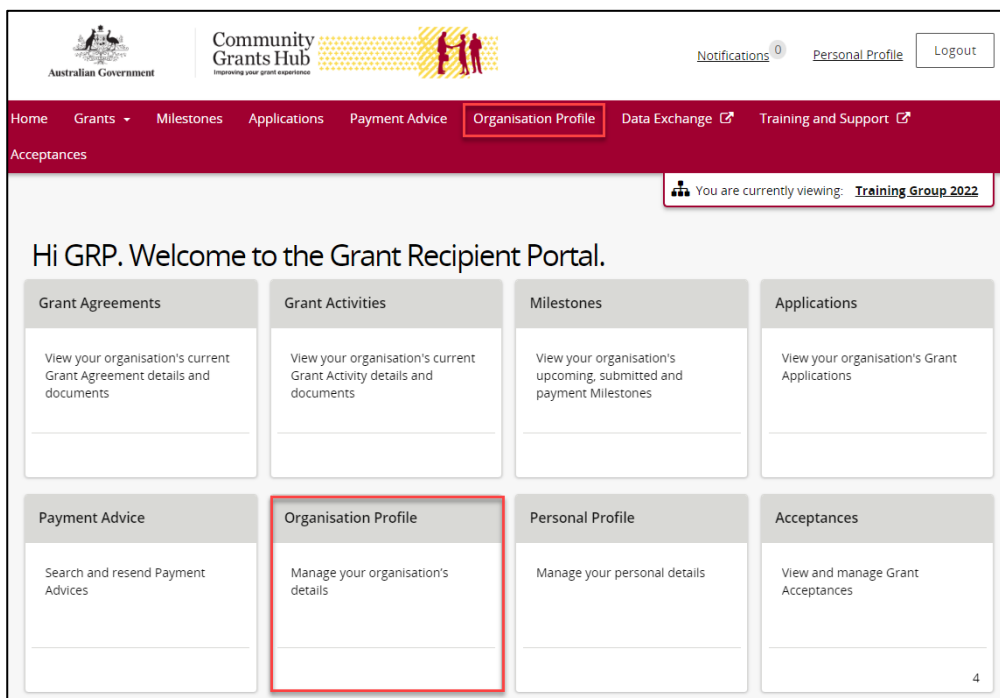
[Add a Contact through Grant Agreements](#)

[Remove a Contact through Grant Agreements](#)

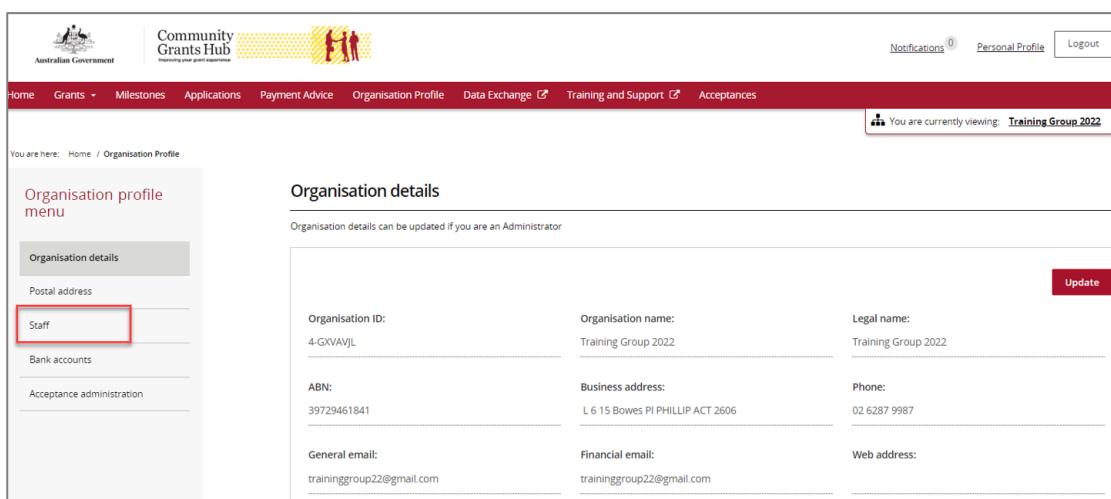
[Need help?](#)

Manage Contacts through Organisation Profile

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



From the Organisation Profile menu, select **Staff**.

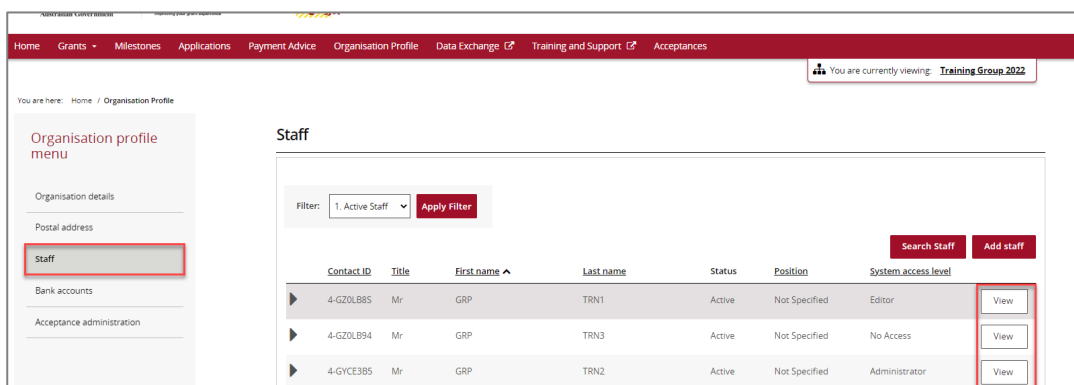


The Staff screen will display.

You can:

- View active staff
- View inactive staff
- View all staff

Select **View** next to the staff member whose Grant Agreement contacts you want to manage.



The Staff Details screen opens.

This screen contains:

- Staff Details
- System Access
- Contact for Grant Agreements
- Contact for Grant Activities

Grant Agreement Contacts are listed under **Contact for Grant Agreements**.

Staff details

Inactivate

Reactivate

Update

Title:

First name:

Last name:

Mr

GRP

TRN1

Position:

Email:

Phone:

Not Specified

uat1dss@dss.fms.gov.au

02 3232 3232

Status:

Contact ID:

Active

4-GZOLB85

System access

Update

System access level:

System access status:

Editor

Completed

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Add Grant Agreement

This Staff member is not linked to any Grant Agreement.

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Add Grant Activity

This Staff member is not linked to any Activities.

Return to all staff

Add a Contact through Organisation Profile

Go to **Staff** and select **View** beside the staff member you want to add as a contact.

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1 Active Staff

Apply Filter

Search Staff

Add staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View

On the Staff Details screen, select **Add Grant Agreement**.

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

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff details

Staff details

Inactivate Reactivate Update

Title: Mr First name: ADAM Last name: B

Position: Manager Email: abc@unikaodfn.com Phone:

Status: Active Contact ID: 4-SYSA9M7

System access

System access level: Editor System access status: Completed Update

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Add Grant Agreement

Schedule ID	Type	Program name	Primary Agreement Contact	Actions
4-SXU08KC	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	No	Actions

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Add Grant Activity

Activity ID	Activity name	Program name	Primary Activity contact	Actions
4-SXU08RW	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	No	Actions

A list of Grant Agreements will appear.

Select **Actions** beside the relevant agreement.

Available options are:

- Assign as a contact.
- Assign as the primary contact.
- View all contacts for the agreement.

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

You are currently viewing: **Training Group Inc**

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff: Grant Agreement Contact

Staff member

Contact ID: 4-SYSA9M7 Name: Mr ADAM B Position: Manager

Email: abc@unikaodfn.com Phone:

Assign staff member as Grant Agreement contact

Select the 'Actions' button to assign the above staff member as your organisation's contact to any of the Grant Agreements listed below.

Schedule ID	Type	Program name	Start date	Completion date	Actions
4-SX0B585	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	18/08/2021	18/08/2022	Actions
4-SXU06JX	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Assign as a contact Assign as the primary contact View all contacts for this Agreement
4-SXU06K0	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions
4-SXU06K6	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions
4-SXU06LM	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	1/01/2021	1/01/2023	Actions

Return to staff details

To add the person as a standard contact, select **Assign as a contact**.

A success message will appear.

The agreement will show under Contact for Grant Agreements with **Primary Agreement Contact** as **No**.

Schedule ID: 4-GZZ00T5

Type: Standard Funding Agreement

Start date: 1/09/2022

Completion date: 30/09/2024

Program name: Financial Crisis and Material Aid

Department: Department of Social Services

Organisation name: Training Group 2022

Organisation ID: 4-GXVAVJL

Grant Agreement contacts

Link another contact

Contact ID ▾	Name	Phone	Email	Position	Primary Agreement contact	Actions ▾
4-GZ0LB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions ▾
4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions ▾

To add the person as the primary contact, select **Assign as the primary contact**.

A confirmation message will appear.

Select **Continue** to proceed.

You can select **Discard changes and return** if you do not wish to continue.

Confirm change of primary contact

Please confirm the change of primary contact.

Schedule ID: 4-5XOB585

Current primary contact:

New primary contact: Mr ADAM B

Discard changes and return

Continue

A success message will appear.

The contact will now show under Contact for Grant Agreements with **Primary Agreement Contact** as **Yes**.

Schedule ID: 4-GZZ00T5

Type: Standard Funding Agreement

Start date: 1/09/2022

Completion date: 30/09/2024

Program name: Financial Crisis and Material Aid

Department: Department of Social Services

Organisation name: Training Group 2022

Organisation ID: 4-GXVAVJL

Grant Agreement contacts

Link another contact

Contact ID ▾	Name	Phone	Email	Position	Primary Agreement contact	Actions ▾
4-GZ0LB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions ▾
4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions ▾

Remove a Contact through Organisation Profile

Go to **Staff** and select **View** beside the staff member you want to remove.

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

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff

Filter: 1 Active Staff Apply Filter

Search Staff Add staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View

Go to the Contact for Grant Agreements section.

Select **Actions** beside the agreement and choose **Remove contact from Agreement**.

Note: You cannot remove a person who is currently the primary contact. A new primary contact must be assigned first.

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

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff details

Staff details

Inactivate Reactivate Update

Title: Mr First name: ADAM Last name: B

Position: Manager Email: abc@uniasoftn.com Phone:

Status: Active Contact ID: 4-SYSA0M7

System access

System access level: Editor System access status: Completed Update

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Schedule ID	Type	Program name	Primary Agreement Contact	Actions
4-SIU08NC	Standard Funding Agreement	3. Building Disability Sector Capacity and Service Provider Readiness	No	Remove contact from Agreement Assign as the primary contact View all contacts for this Agreement

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Activity ID	Activity name	Program name	Primary Activity contact	Actions
4-SIU08RW	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	No	

Return to all staff

If successful, a confirmation message will appear, and the agreement will no longer be listed for that staff member.

If the contact is the current primary contact, an error message will display advising that a new primary contact must be assigned before removal.

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Add Grant Agreement

Schedule ID	Type	Program name	Primary Agreement Contact	Actions
4-GZ00PQ	Standard Funding Agreement	Financial Crisis and Material Aid	No	Actions
4-H070F9P	Standard Funding Agreement	Financial Crisis and Material Aid	Yes	Actions
4-H0E0IE6	Cwllth Standard Grant Agreement	Financial Crisis and Material Aid	No	Actions
4-H0JCUJY	Cwllth Standard Grant Agreement	Financial Crisis and Material Aid	No	Actions
4-H404B5K	Cwllth Standard Grant Agreement	Financial Crisis and Material Aid	Yes	Actions

! There are error(s) on the page

Primary contacts cannot be removed. To remove the staff member as a contact for this Agreement, change the primary contact to another staff member first.

Manage Contacts through Grant Agreements

From the Portal home page:

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

Australian Government Community Grants Hub

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 2022

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

0

The Grant Agreements screen will display.

Find the agreement you want to manage and select **View**.

Grant Agreements						
Schedule ID	Type	Program name	Department	Organisation name	Organisation ID	
4-DVO19OL	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View
4-DQXUL7X	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View
4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View

The Agreement Details screen will open.

You can view information including:

- Schedule ID
- Agreement type
- Start date
- Completion date

- Program name
- Department
- Organisation name
- Organisation ID

You can also see any linked Grant Activities.

You are here: [Home](#) / [Grant Agreements](#) / [Grant Agreement details](#)

Grant Agreement menu

- Overview**
- Documents
- Variations
- Contacts

Agreement details

Schedule ID: 4-H070FA2	Type: Standard Funding Agreement
Start date: 1/09/2022	Completion date: 30/09/2024
Program name: Financial Crisis and Material Aid	Department: Department of Social Services
Organisation name: Training Group 2022	Organisation ID: 4-GXVAVJL

Grant Activities

The Grant Activities listed below are covered by the Grant Agreement detailed above.

Activity ID	Activity name	
4-H070FFW	Activity Training Title	View

Select **Contacts** from the Grant Agreement menu.

Grant Agreement menu

- Overview
- Documents
- Variations
- Contacts**

Agreement details

Schedule ID: 4-GZZOOLR	Type: Standard Funding Agreement
Start date: 1/09/2022	Completion date: 30/09/2024
Program name: Financial Crisis and Material Aid	Department: Department of Social Services
Organisation name: Training Group 2022	Organisation ID: 4-GXVAVJL

Grant Activities

The Grant Activities listed below are covered by the Grant Agreement detailed above.

Activity ID	Activity name	
4-GZZOOLV	Tiger Test Team	View

The Contacts screen will display all contacts linked to the agreement.

- To add a contact, continue to the next section.
- To remove a contact, skip to **Remove a Contact through Grant Agreements** task card section.

Grant Agreement menu

- Overview
- Documents
- Variations
- Contacts**

Contacts

Schedule ID: 4-GZZOOLR	Type: Standard Funding Agreement
Start date: 1/09/2022	Completion date: 30/09/2024
Program name: Financial Crisis and Material Aid	Department: Department of Social Services
Organisation name: Training Group 2022	Organisation ID: 4-GXVAVJL

Grant Agreement contacts

[Link another contact](#)

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	
4-GZOLB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions

Add a Contact through Grant Agreements

Select **Link another contact**.

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

You are currently viewing: **Training Group 2022**

You are here: Home / Grant Agreements / Grant Agreement details

Grant Agreement menu

- Overview
- Documents
- Variations
- Contacts**

Contacts

Schedule ID: 4-H0EOIE0 Type: Cwlt Standard Grant Agreement
 Start date: 1/07/2022 Completion date: 30/09/2024
 Program name: Financial Crisis and Material Aid Department: Department of Social Services
 Organisation name: Training Group 2022 Organisation ID: 4-GXVAVJL

Grant Agreement contacts

[Link another contact](#)

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions
4-GZOLB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions
4-GYVWERR	RAYMOND HOLT		uatdss@dss.fms.gov.au	Senior Manager	No	Actions

[Assign as the primary contact](#)

[Remove contact from Agreement](#)

1800 020 383 ext 5 Help Feedback

A confirmation window will appear.

Select **Continue** to make the change.

Select **Discard changes and return** if you do not want to proceed.

Confirm change of primary contact X

By clicking 'Continue' below you declare that you as an authorised individual are changing the contact person for this grant agreement, and that this will constitute a change to the grantee's representative for this agreement.

[Discard changes and return](#) [Continue](#)

A success message will appear.

The contact will now show **Yes** under **Primary Agreement Contact**.

Contacts

Schedule ID: 4-H404B5K Type: Cwlt Standard Grant Agreement
 Start date: 1/07/2022 Completion date: 30/11/2023
 Program name: Financial Crisis and Material Aid Department: Department of Social Services
 Organisation name: Training Group 2022 Organisation ID: 4-GXVAVJL

Grant Agreement contacts

[Link another contact](#)

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions
4-GZOLB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions

Remove a Contact through Grant Agreements

From the Contacts screen:

- Select **Actions** beside the contact.
- Select **Remove contact from Agreement**.

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

You are currently viewing: **Training Group Inc**

You are here: Home / Grant Agreements / Grant Agreement details

Grant Agreement menu

- Overview
- Documents
- Variations
- Contacts**

Contacts

Schedule ID: 4-SXU06KC
Start date: 1/01/2021
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness
Organisation name: Training Group Inc

Type: Standard Funding Agreement
Completion date: 1/01/2023
Department: Department of Social Services
Organisation ID: 4-3Q7AR67

Grant Agreement contacts

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions
4-SXQM0QH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	Actions
4-SY5A9M7	ADAM B		abc@unkasdfn.com	Manager	No	Actions

Link another contact

Assign as the primary contact
Remove contact from Agreement

1800 020 283, ext. 5 Help Feedback
Accessibility Copyright & Disclaimer Privacy information

A confirmation window will appear.

Select **Yes remove as Agreement contact**.

Select **Cancel** if you do not wish to proceed.

Remove staff as Grant Agreement contact

Are you sure you would like to remove this staff member as a contact for this Agreement?

Cancel Yes remove as Agreement contact

A success message will appear, and the contact will be removed from the agreement.

If the contact is currently the primary contact, an error message will display advising that another primary contact must be assigned first.

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

You are currently viewing: **Training Group 2022**

You are here: Home / Grant Agreements / Grant Agreement details

Grant Agreement menu

- Overview
- Documents
- Variations
- Contacts**

Contacts

Schedule ID: 4-H0E0IE0
Start date: 1/07/2022
Program name: Financial Crisis and Material Aid
Organisation name: Training Group 2022

Type: Cwth Standard Grant Agreement
Completion date: 30/09/2024
Department: Department of Social Services
Organisation ID: 4-GXVAVJL

Grant Agreement contacts

Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions
4-GZ0LB94	GRP TRN3	02 3232 3232	uat3dss@dss.fms.gov.au	Not Specified	Yes	Actions

Link another contact

There are error(s) on the page

Primary contacts cannot be removed. To remove the staff member as a contact for this Agreement, change the primary contact to another staff member first.

Need help?

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