



Managing your Grant

Video transcript

Congratulations on receiving a grant. Once your grant is approved, there are some important steps you need to follow to manage it successfully.

Sign Your Grant Agreement

The first step is to sign your Grant Agreement.

This document explains:

- What the Australian Government expects from you.
- What you must do to deliver your project.

Read the agreement carefully. If anything is unclear, contact the Community Grants Hub for help.

Remember Your Activity ID

Your Grant Agreement includes an Activity ID. Use this number whenever you contact the Community Grants Hub about your grant.

Meet Your Grant Obligations

Your Grant Agreement may require you to:

- Acknowledge Australian Government funding when promoting your project.
- Comply with the Child Safety Framework.

Contact the Community Grants Hub if you need assistance with either of these requirements.

Develop an Activity Work Plan (if required)

Some grants require an Activity Work Plan.

This plan sets out:

- What activities you will deliver.
- When you will deliver them.

The Community Grants Hub will work with you to develop the plan.

If you have an Activity Work Plan, you must regularly report on your progress. The Community Grants Hub will send reminders when reports are due.

Report on Project Progress

Even if you do not have an Activity Work Plan, you must still report on your project's progress.

You will need to show how you are tracking against the milestones listed in your Grant Agreement.

Keep Financial Records

You must keep accurate records of:

- Project expenses.
- Payments made.

Make sure you:

- Keep receipts.
- Record all costs and payments.

You will receive reminders from the Community Grants Hub when your financial reporting, known as a financial acquittal, is due.

Use the Grant Recipient Portal

The Grant Recipient Portal can help you manage your grant online.

Through the portal, you can:

- Update your organisation's details.
- Manage grant agreements and variations.
- Submit financial acquittals.
- Submit Activity Work Plan reports.
- View grant activities and milestones.
- Submit Child Safety Statements.

More information is available on the Community Grants Hub website.

Work With Your Funding Arrangement Manager

Your Funding Arrangement Manager is your main contact for grant support.

They can help you:

- Develop an Activity Work Plan if required.
- Answer questions about your grant.
- Update organisational changes that need to be recorded under your Grant Agreement.

Keeping in regular contact with your Funding Arrangement Manager will help ensure your project stays on track.

Need Help?

If you have any questions, contact the Community Grants Hub at:

www.communitygrants.gov.au

By understanding your responsibilities, keeping good records, and reporting on time, you can successfully manage your grant and deliver your project.