



View Grant Information

Task Card

The Grant Recipient Portal (Portal) allows grant recipients to view information about their grants, including:

- Grant agreements
- Grant agreement documents
- Variations
- Grant activities
- Milestones
- Contacts
- Bank account details
- Financial information
- Funding Arrangement Manager details

This guide explains how to view grant agreement and activity information in the portal.

Portal access required: Administrator, Editor, or View Only.

Quick Links

[View Grant Agreements](#)

[View and Download Grant Agreement Documents](#)

[View and Download Grant Agreement Variations](#)

[View Grant Agreement Contacts](#)

[View Grant Activities](#)

[Need help?](#)

View Grant Agreements

From the Portal home page:

- Select the **Grant Agreements** tile, or

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

The Grants Agreement screen will display.

Select **View** beside the grant agreement you want to open.

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-DQT88NB	View
4-DQXUL7X	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQT88NB	View
4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQT88NB	View

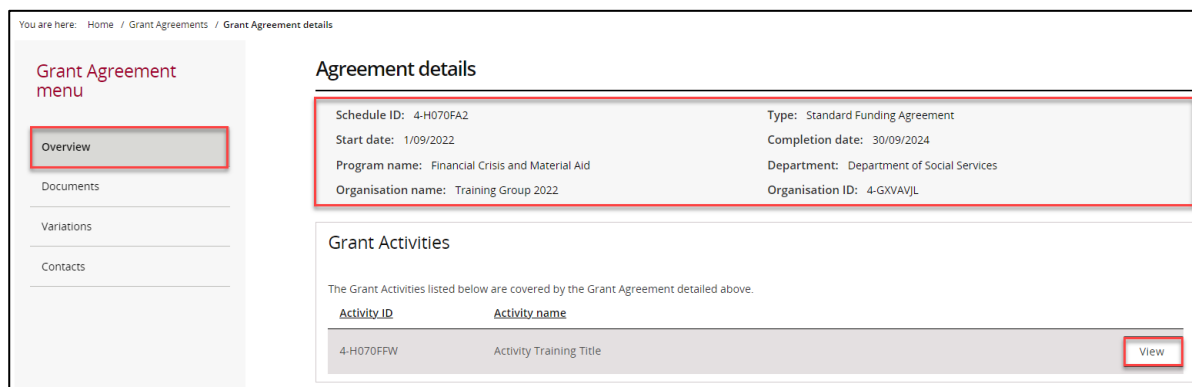
When the **Grant Agreement** page opens, the **Overview** section will display.

You can view:

- Schedule ID
- Agreement type
- Start date
- Completion date
- Program name
- Department
- Organisation name
- Organisation ID

The page also displays any grant activities associated with the agreement.

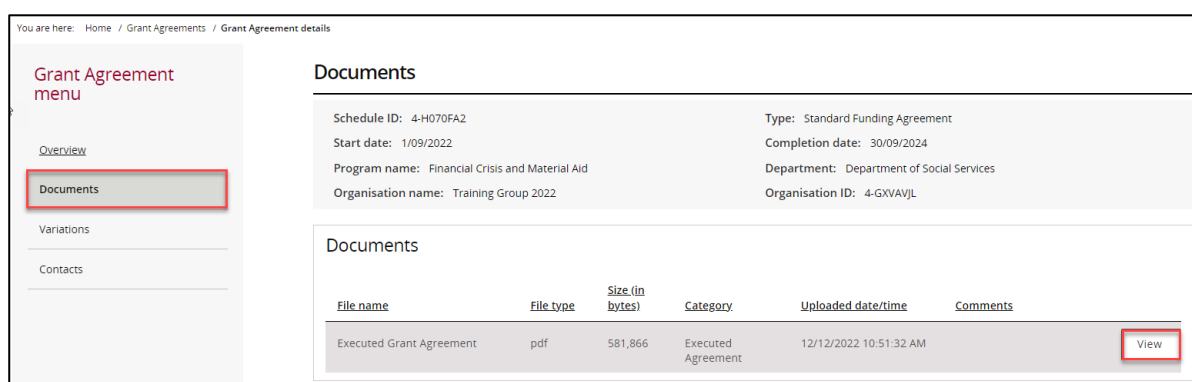
Select **View** beside the grant activity you want to open.



View and Download Grant Agreement Documents

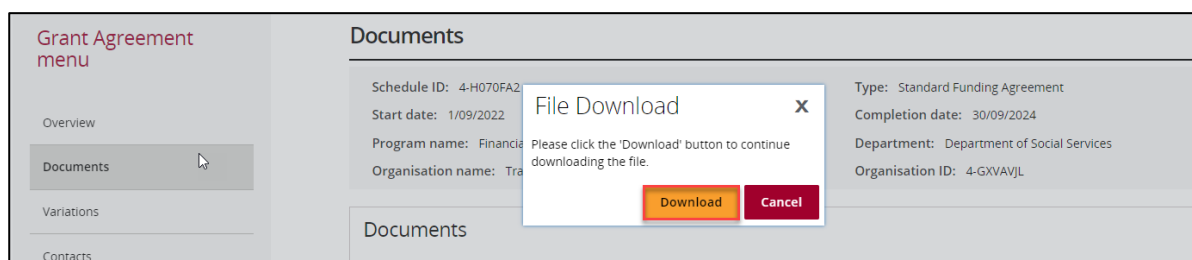
To download grant agreement documents:

1. Select **Documents** from the Grant Agreement menu.
2. Review the list of available documents.
3. Select **View** beside the required document.



When the download prompt appears, select **Download**.

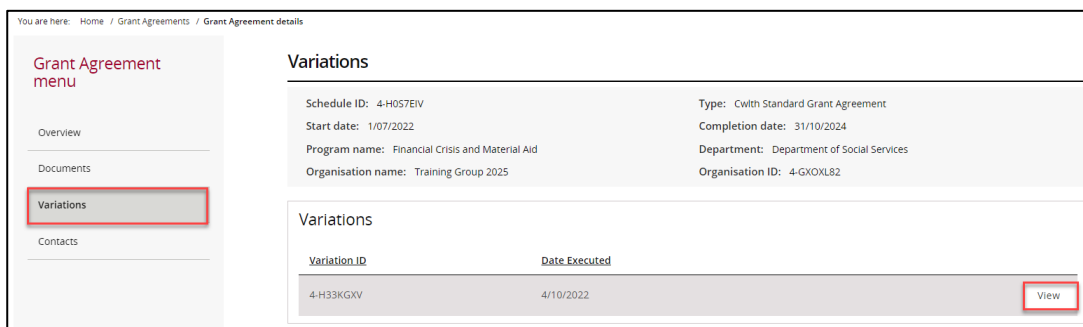
The file will be downloaded to your device.



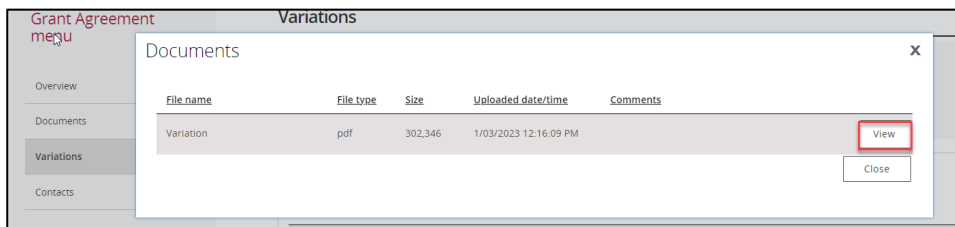
View and Download Grant Agreement Variations

To view variation documents:

1. Select **Variations** from the Grant Agreement menu.
2. Select **View** beside the required variation.

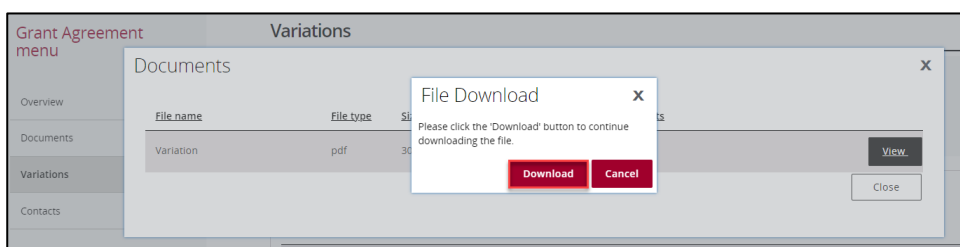


In the pop-up window, select **View**.



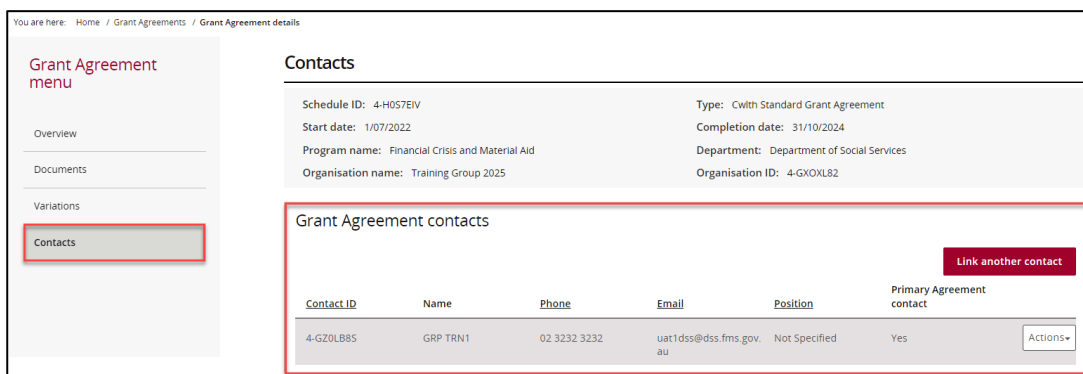
When the download prompt appears, select **Download**.

The file will be downloaded to your device.



View Grant Agreement Contacts

To view contacts associated with a grant agreement, select **Contacts** from the Grant Agreement menu.



View Grant Activities

From the Portal home page:

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

- Organisation ID
- Activity start date
- Activity end date
- Department
- Funding Arrangement Manager details

Additional sections available in the menu include:

- Milestones
- Finances
- Bank account details
- Contacts

Grant Activity menu

Overview
Milestones
Finances
Bank account details
Contacts

Activity details

Activity name: Activity Training Title
Program name: Financial Crisis and Material Aid - Emergency Relief
Organisation name: Training Group 2022
Activity start date: 1/09/2022
Department: Department of Social Services

Activity ID: 4-H070FFW
Schedule ID: 4-H070FA2
Organisation ID: 4-GXVAVJL
Activity end date: 30/09/2024

Funding Arrangement Manager

Name	Phone	Email	Managing office
Training Two	+610261462029	FOFMS.TESTMAIL@DSS.GOV.AU	ACT

Go to Grant Agreement

To open the grant agreement linked to the activity, select **Go to Grant Agreement**.

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-DQTB8NB
Activity end date: 16/06/2021

Funding Arrangement Manager

Name	Phone	Email	Managing office
Training 1			TAS

Go to Grant Agreement

Need help?

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