Australian Government

Community Grants Hub
Improving your grant experience

View Milestones

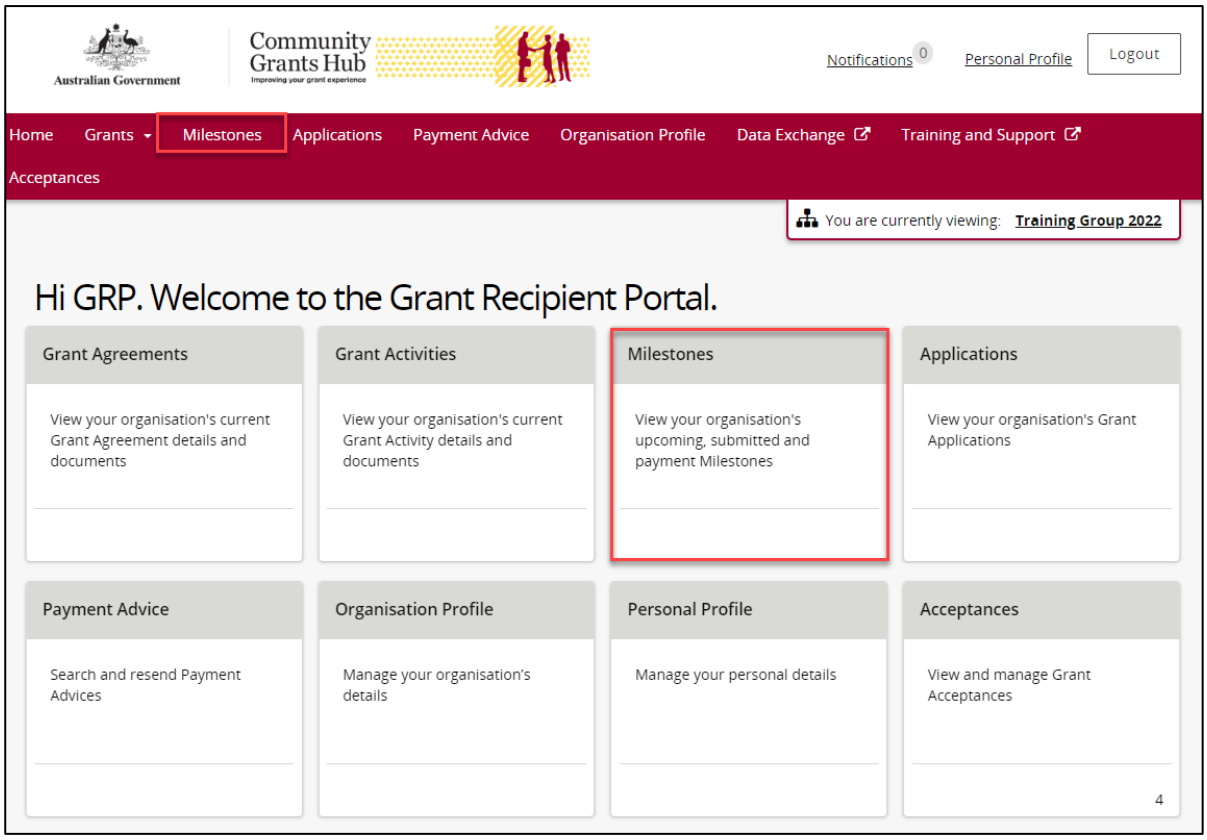
Task Card

This guide explains how to view and search for milestones in the Grant Recipient Portal (Portal). Milestones are the actions, deliverables and payments linked to your organisation's Grant Agreement.

Portal access required: Administrator, Editor or View Only.

View Milestones

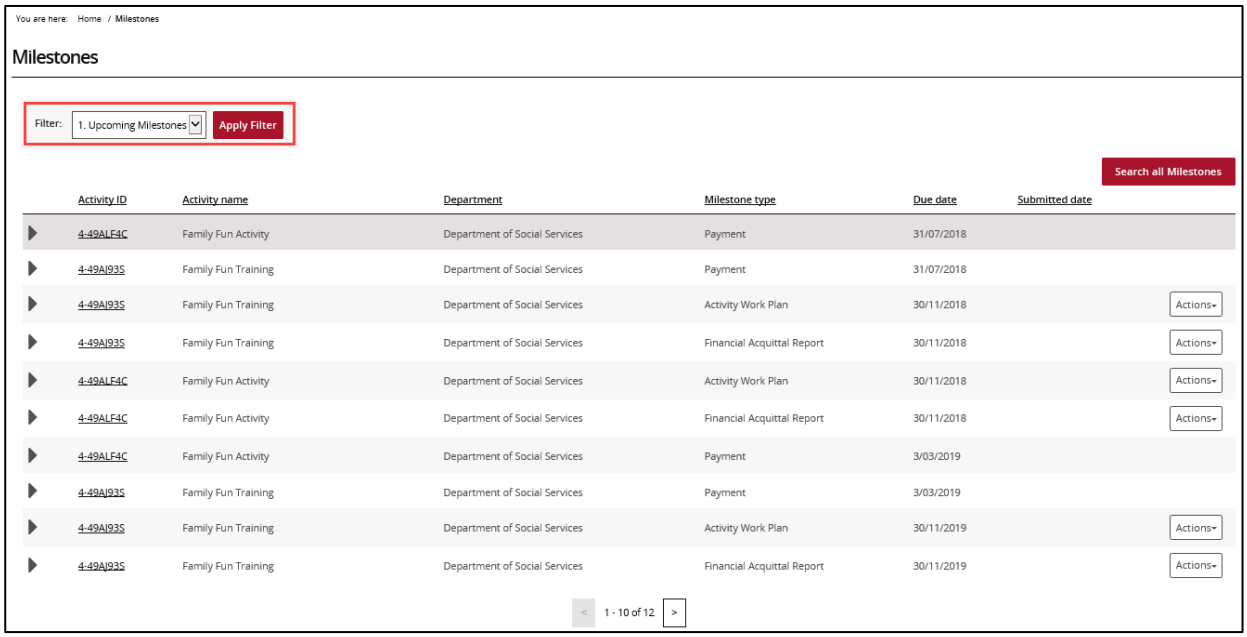
From the Portal home page, select the **Milestones** tile, or the link from the navigation menu.



The **Milestones** page opens and displays your organisation's upcoming milestones by default.

You can use the filter to view:

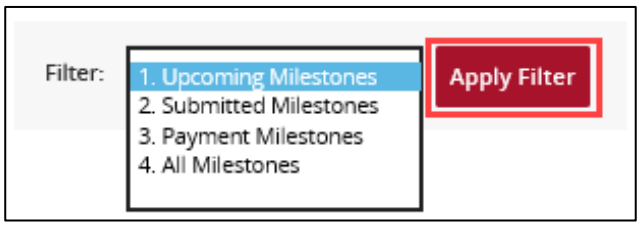
- Upcoming Milestones
- Submitted Milestones
- Payment Milestones
- All Milestones



Select the filter drop-down list.

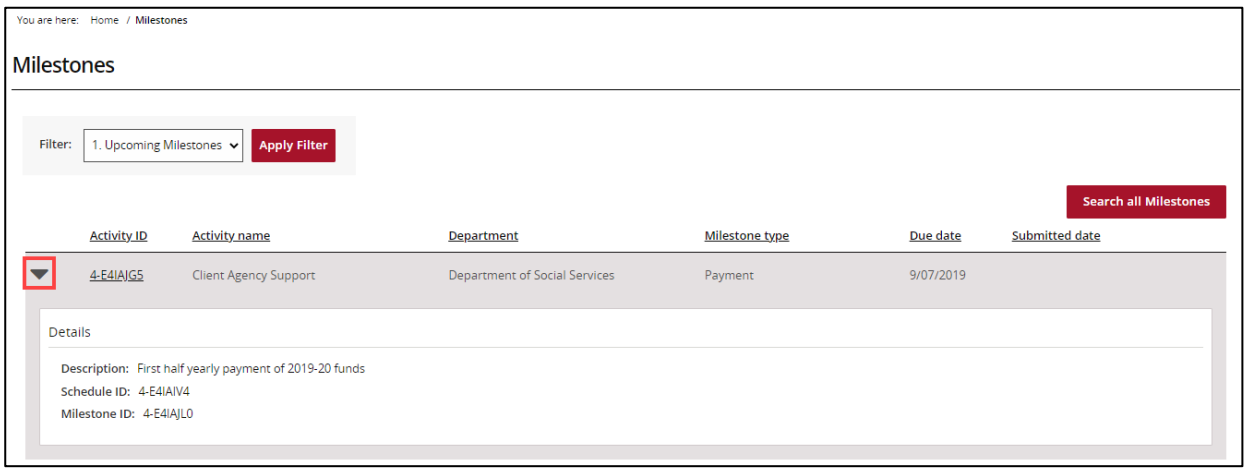
Choose the type of milestones you want to view.

Select **Apply Filter**.

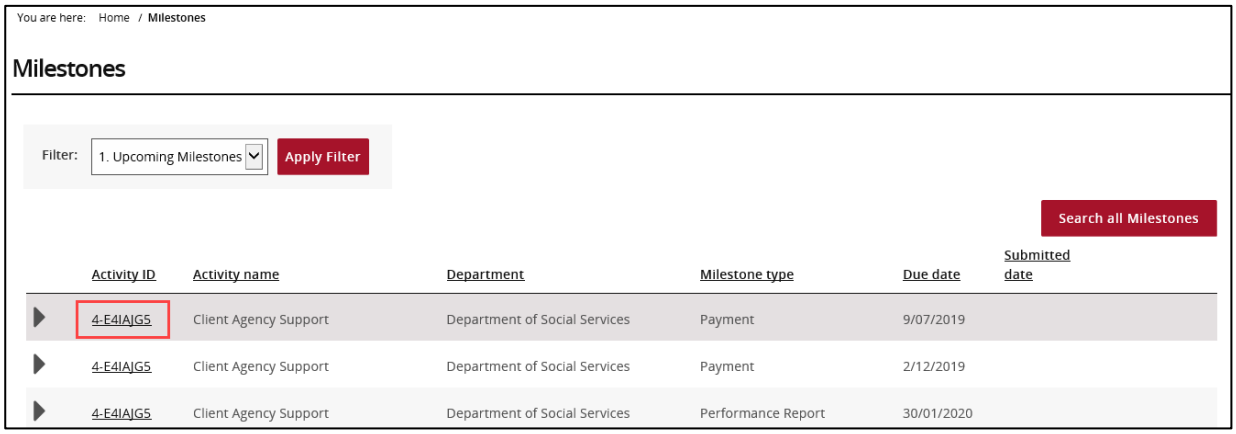


After applying the filter, the matching milestones will be displayed.

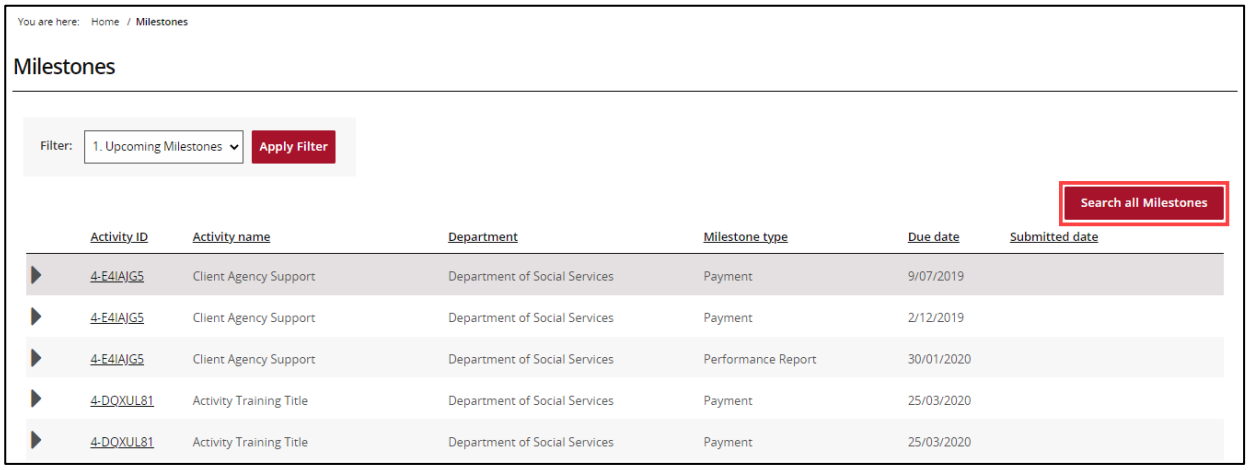
To see more information about a milestone, select the **arrow** next to the Activity ID.



To view the related activity, select the **Activity ID** link.



If you need to find a specific milestone, select **Search all Milestones**.



On the **Search all Milestones** page:

1. Enter at least one search criterion.
2. Select **Run search**.

You can search using information such as:

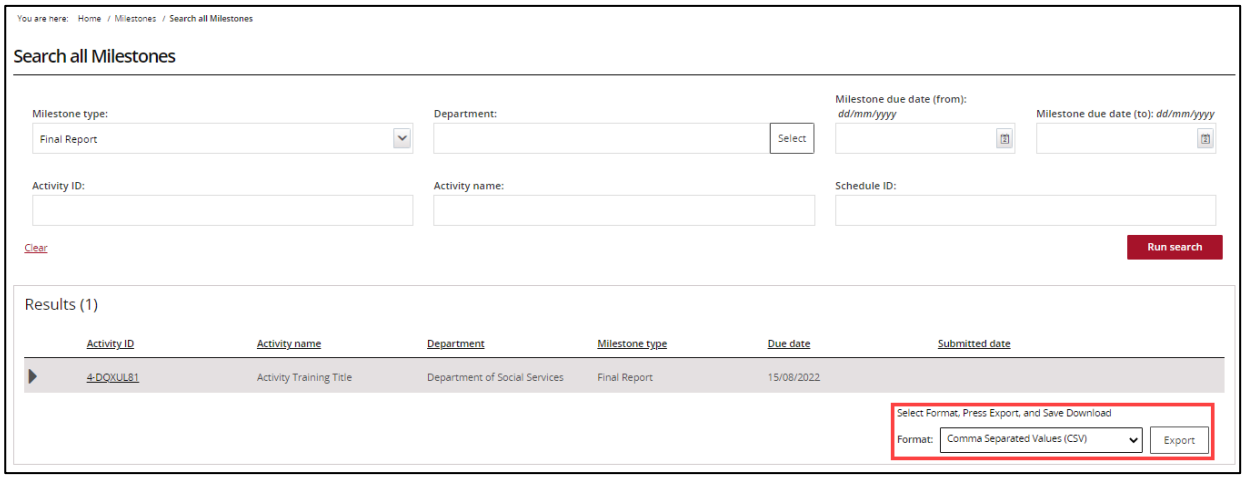
- Milestone type
- Department
- Activity ID
- Activity name
- Schedule ID
- Date range



The search results will appear below the search fields.

To export the results:

1. Select an export format from the **Format** drop-down list.
2. Select **Export**.



Need help?

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