Australian Government

Community Grants Hub
Improving your grant experience



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

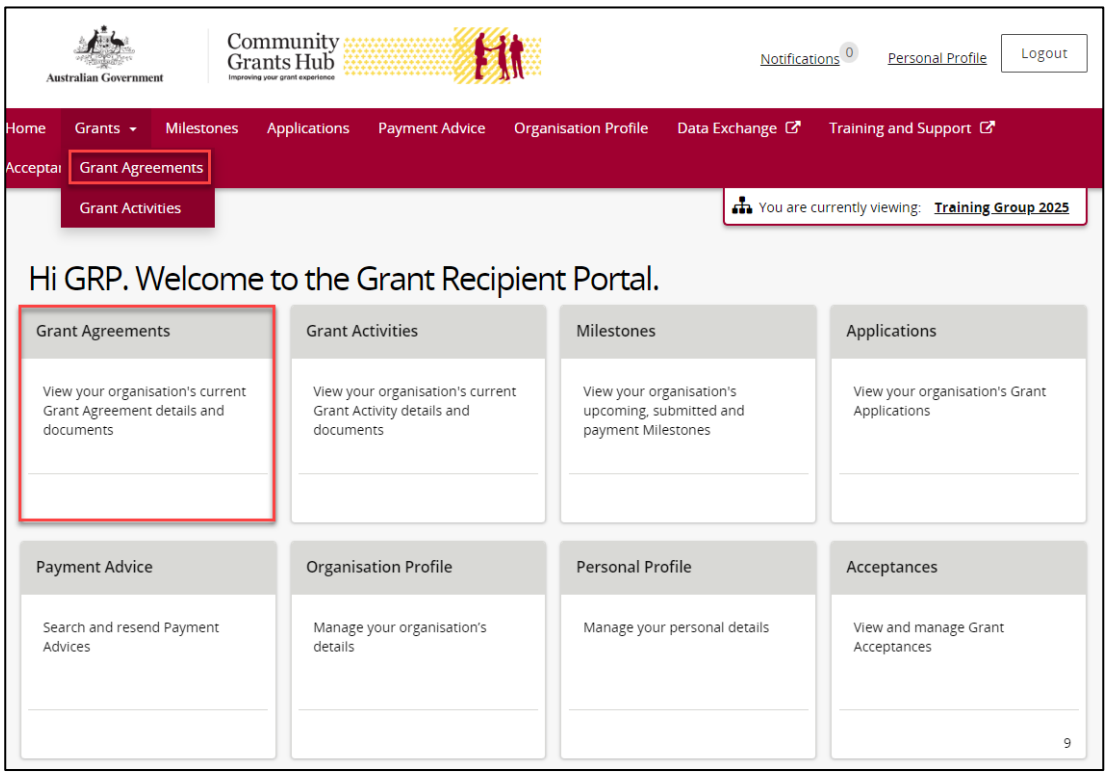
View Grant Activities

Need help?

View Grant Agreements

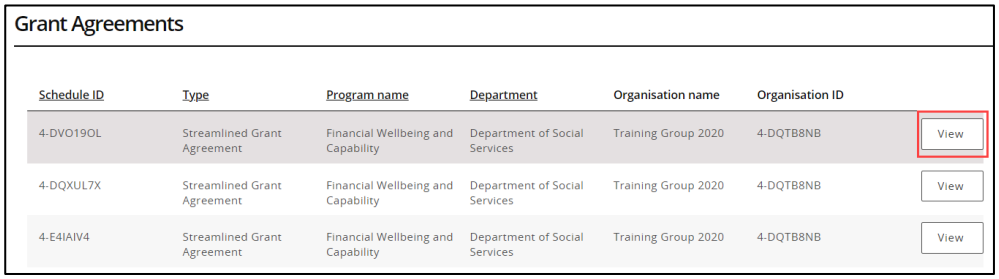
From the Portal home page:

- 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.



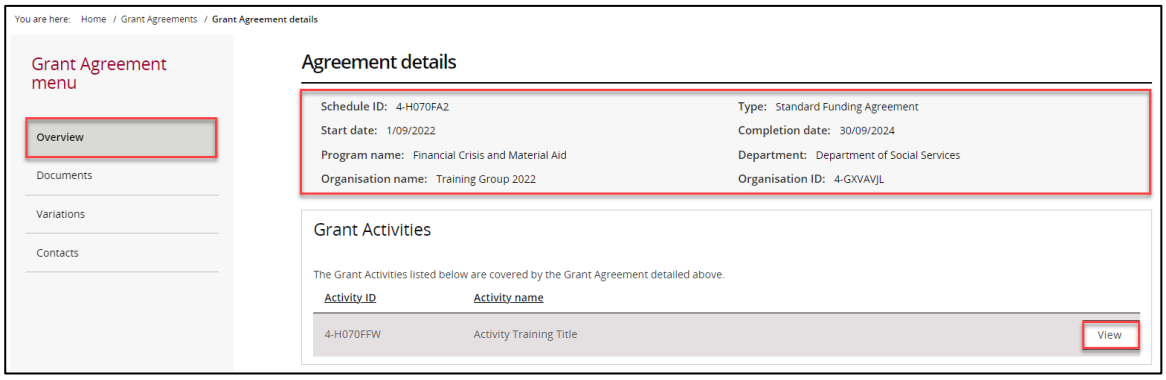
When the **Grant Agreement** page opens, the **Overview** section will display.

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.

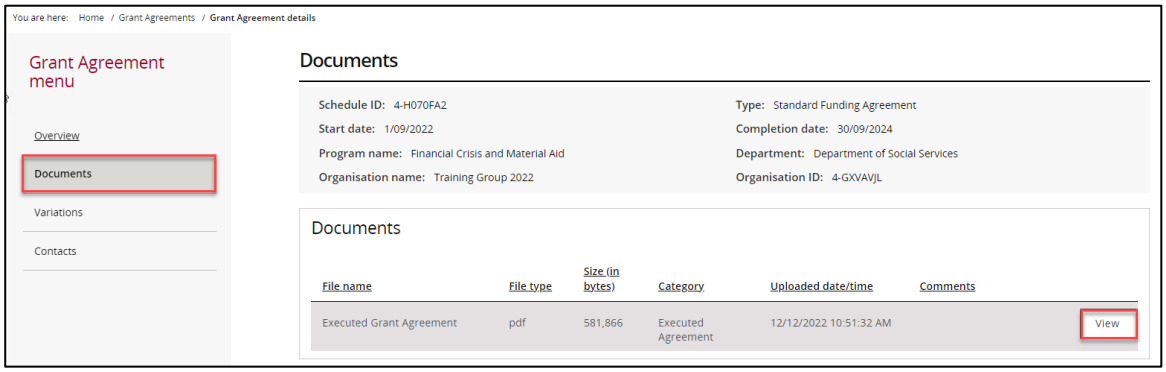
Select **View** beside the grant activity you want to open.



View and Download Grant Agreement Documents

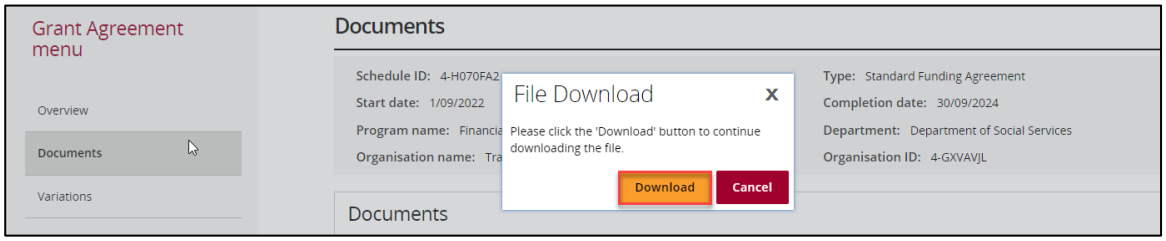
To download grant agreement documents:

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**.

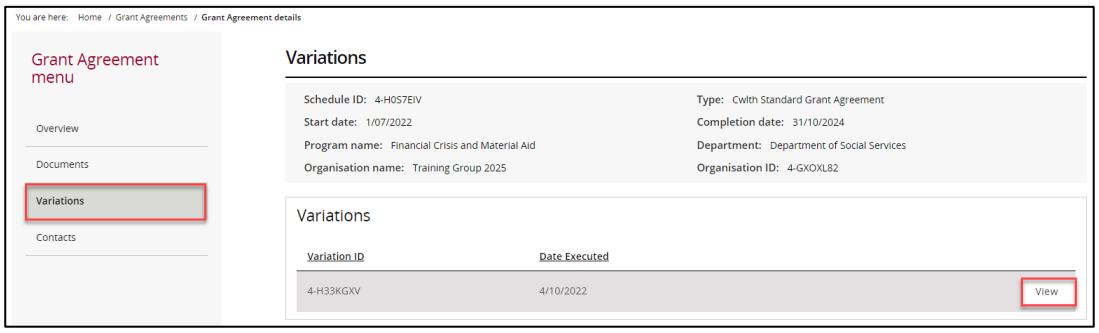
The file will be downloaded to your device.



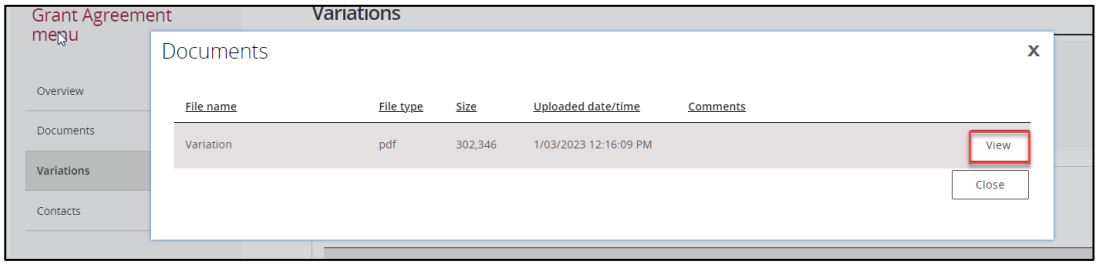
View and Download Grant Agreement Variations

To view variation documents:

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

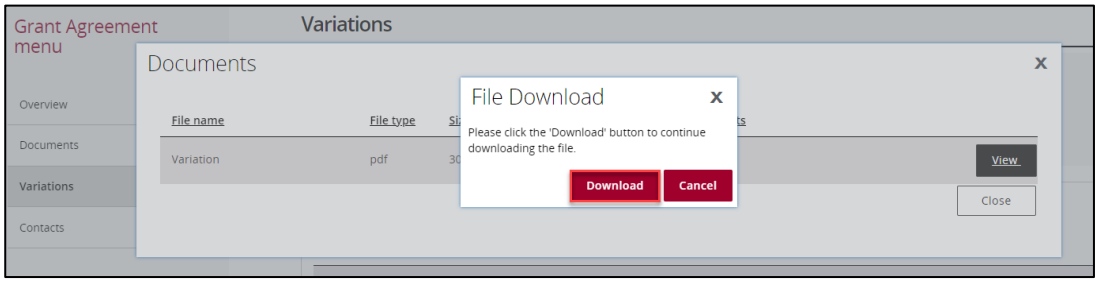


In the pop-up window, select **View**.



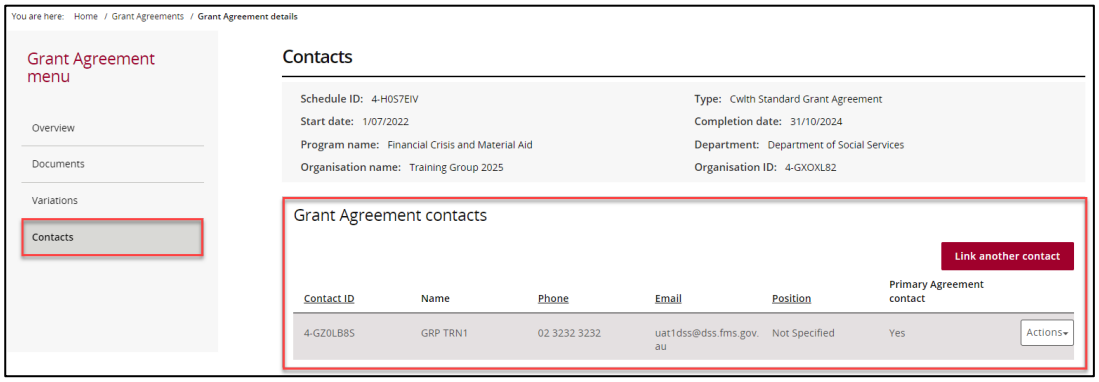
When the download prompt appears, select **Download**.

The file will be downloaded to your device.



View Grant Agreement Contacts

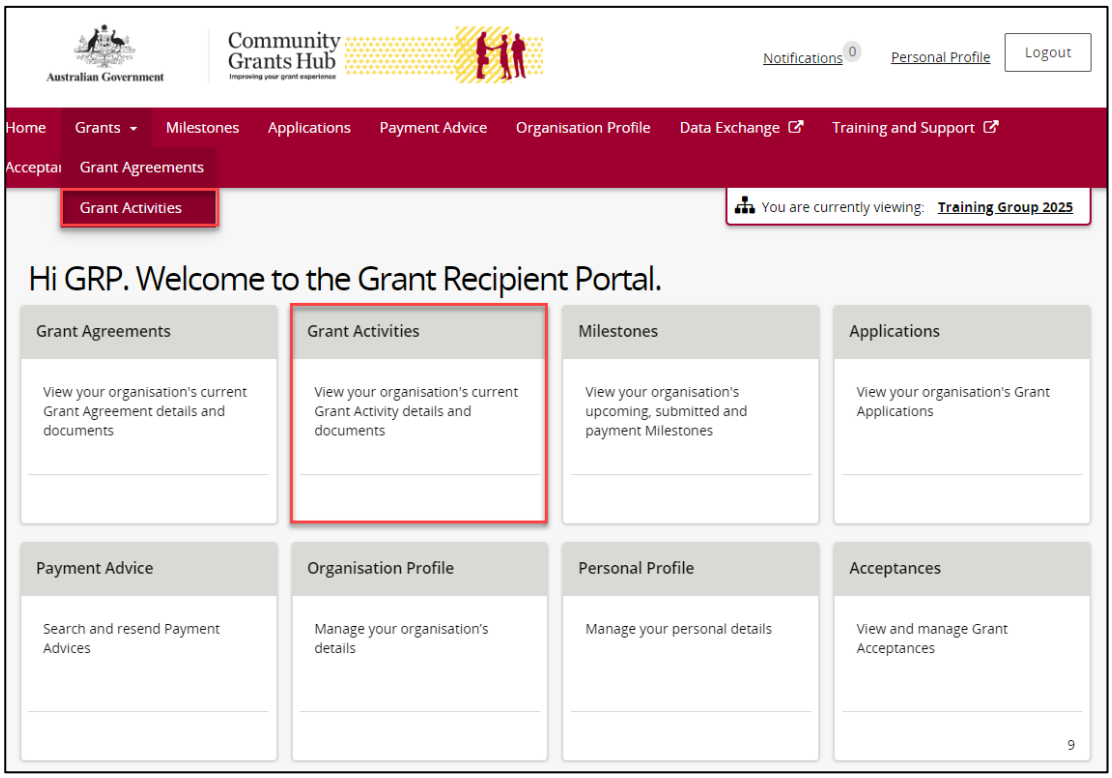
To view contacts associated with a grant agreement, select **Contacts** from the Grant Agreement menu.



View Grant Activities

From the Portal home page:

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

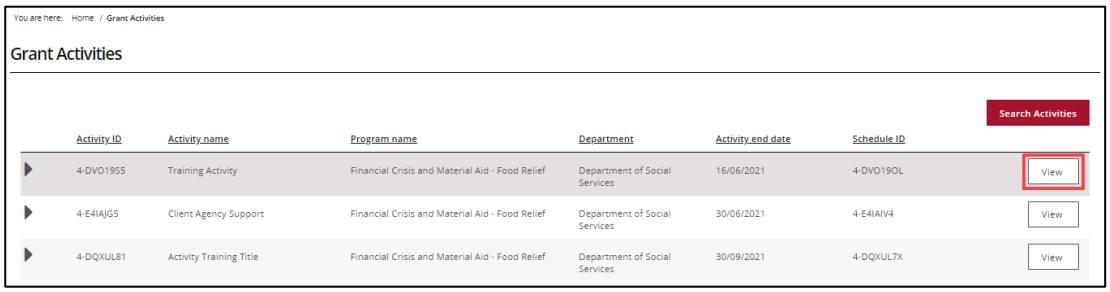


The **Grant Activities** page will display.

To expand activity information, select the **Expand Activity** arrow beside the Activity ID.



To view details for a specific activity, select **View**.



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

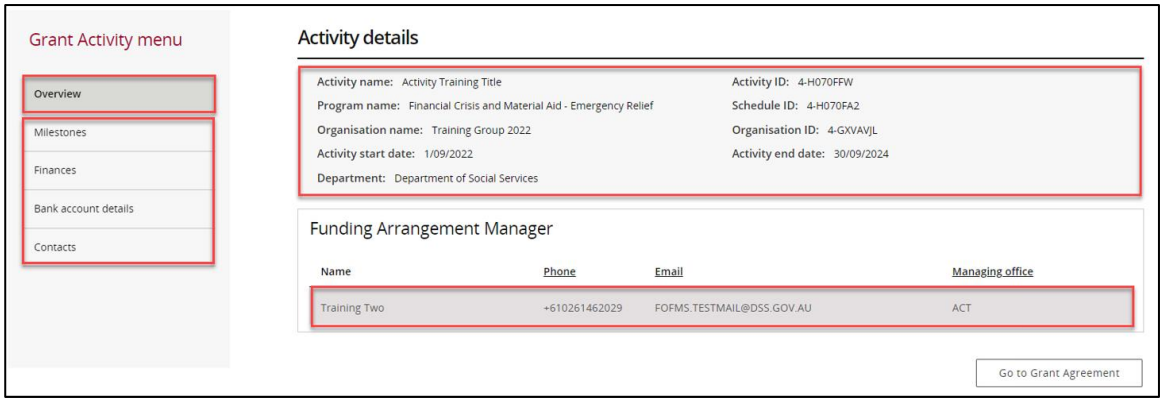
You can view:

- Activity name
- Activity ID
- Program name
- Schedule ID
- Organisation name

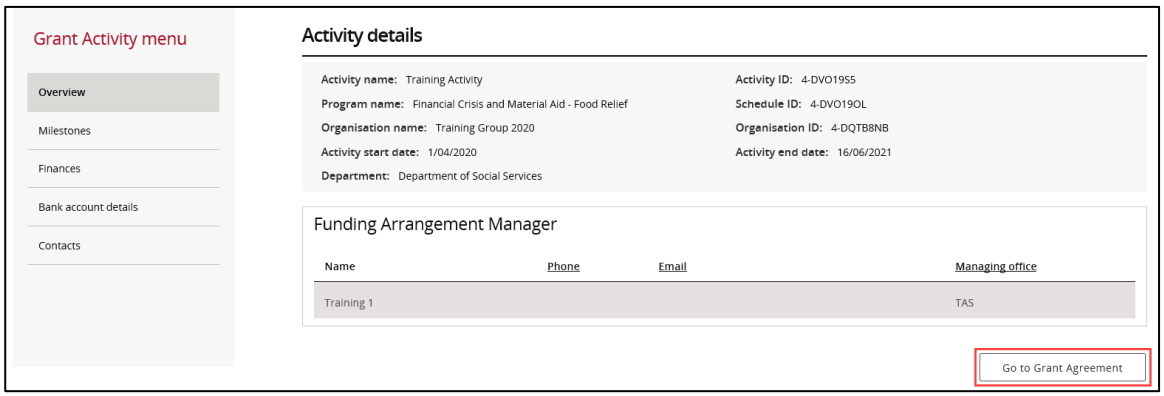
- Organisation ID
- Activity start date
- Activity end date
- Department
- Funding Arrangement Manager details

Additional sections available in the menu include:

- Milestones
- Finances
- Bank account details
- Contacts



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