Australian Government

Community Grants Hub
Improving your grant experience

Update Organisational Information

Task Card

The Grant Recipient Portal (Portal) allows administrators to view and manage their organisation's details. This includes updating contact information and postal addresses.

Portal access required: Administrator.

Quick Links

View Organisation Profile

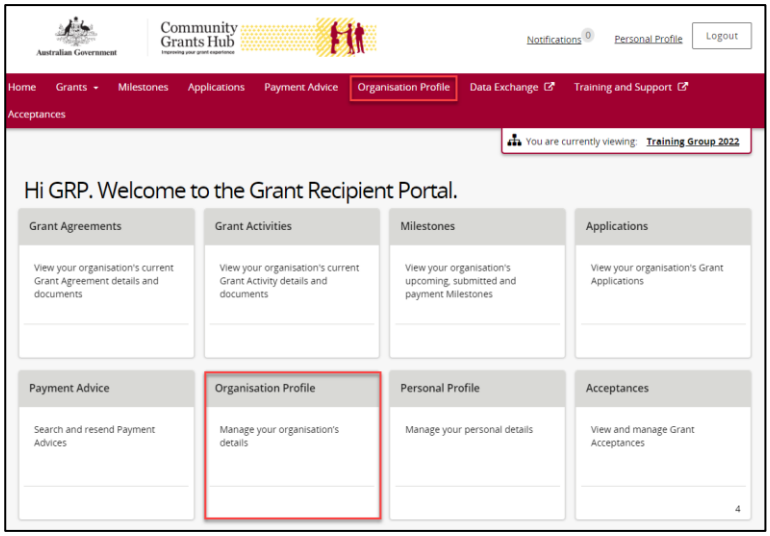
Update Organisation Details

Update Postal Address

Need help?

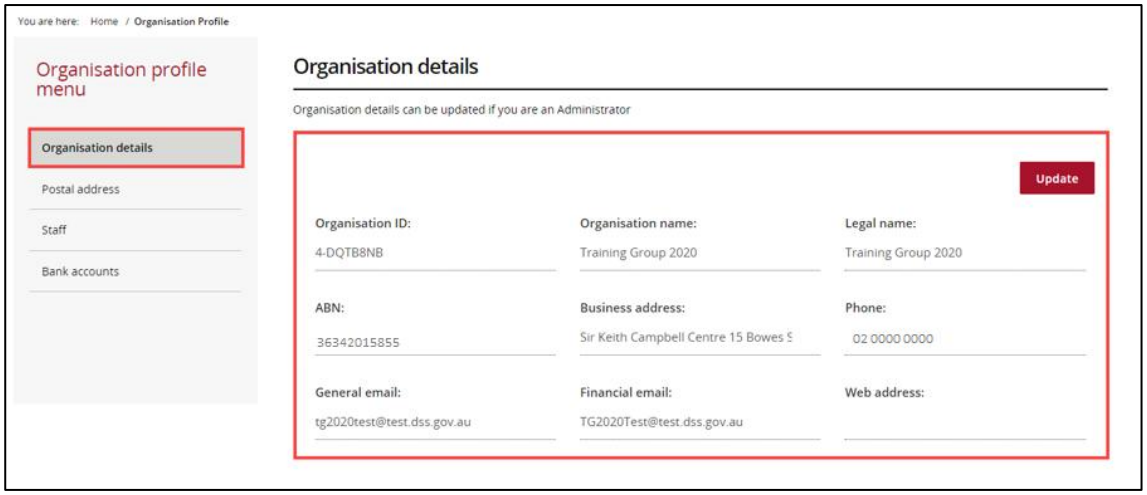
View Organisation Profile

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



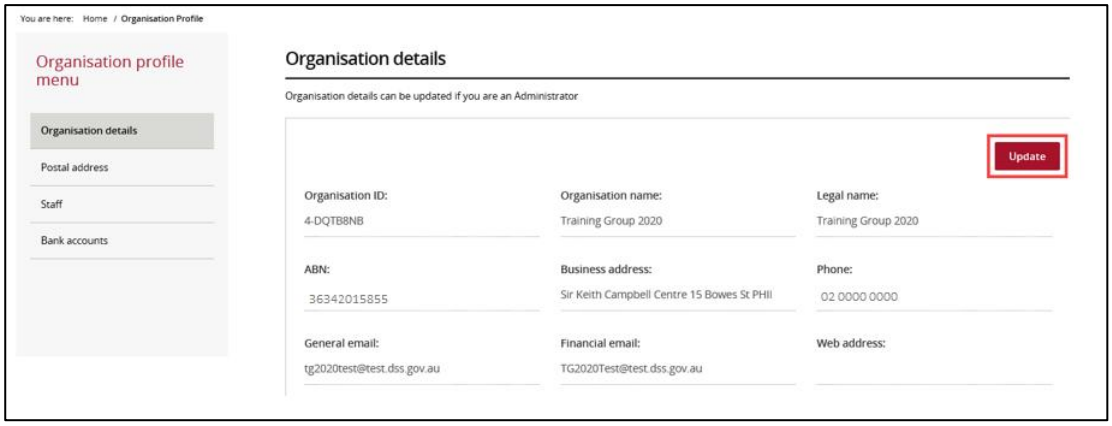
The **Organisation Profile** page displays information about your organisation, including:

- Organisation ID
- Organisation name
- Legal name
- ABN
- Business address
- Phone number
- General email address
- Financial email address
- Website address



Update Organisation Details

On the **Organisation Details** page, select **Update**.

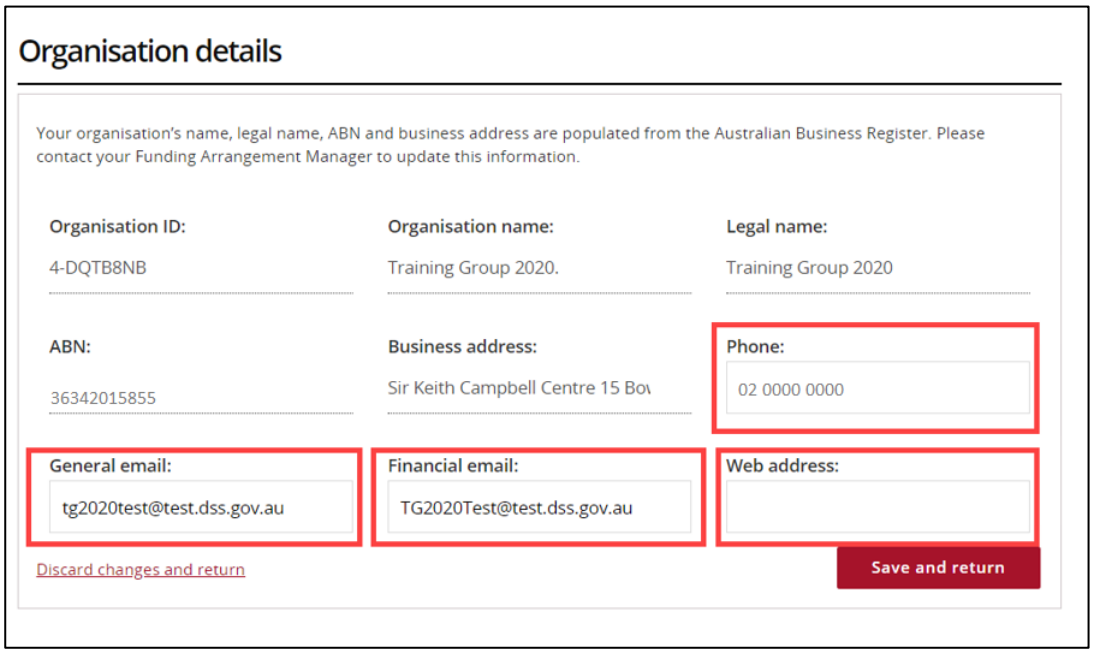


You can update:

- Phone number
- General email address
- Financial email address
- Website address

Note: Your organisation name, legal name, ABN, and business address are linked to your ABN and cannot be changed in the portal.

To update these details, contact your Contract Manager. If you do not know who your Contract Manager is, check the **Grant Activity details** screen.

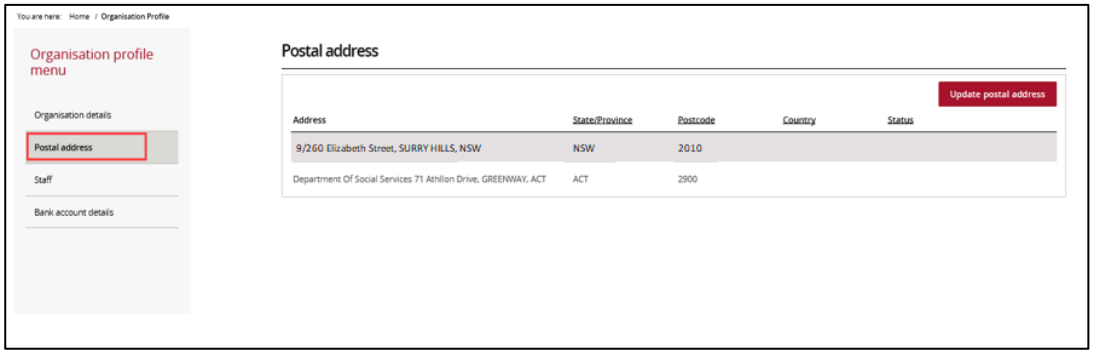


Select **Save and return** to save your updates.

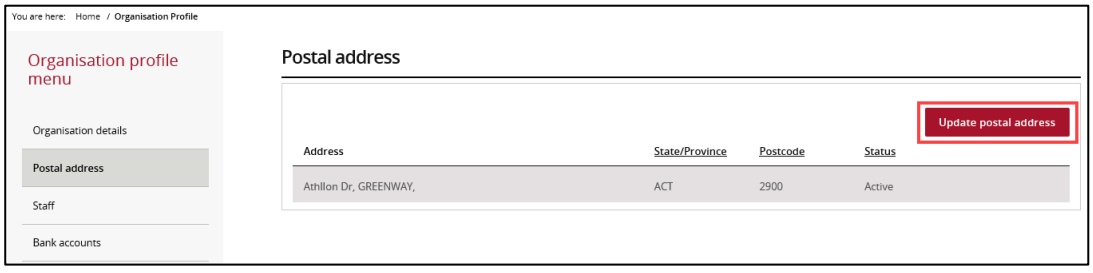


Update Postal Address

From the **Organisation Profile** menu, select **Postal address**.



On the **Postal Address** page, select **Update postal address**.

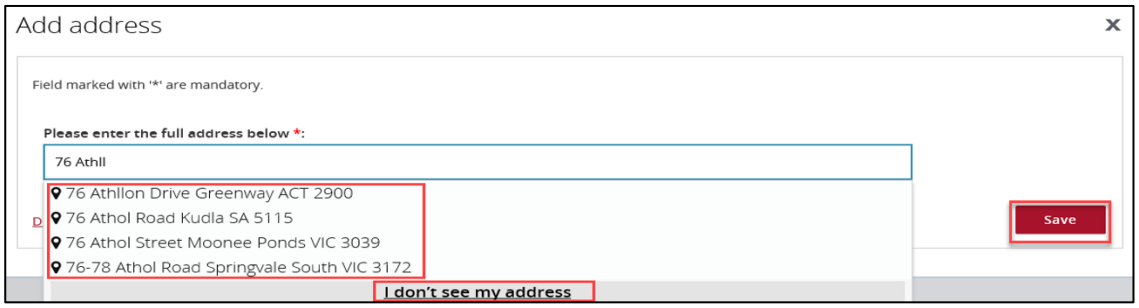


Start typing your new postal address in the address field.

A list of matching addresses will appear as you type.

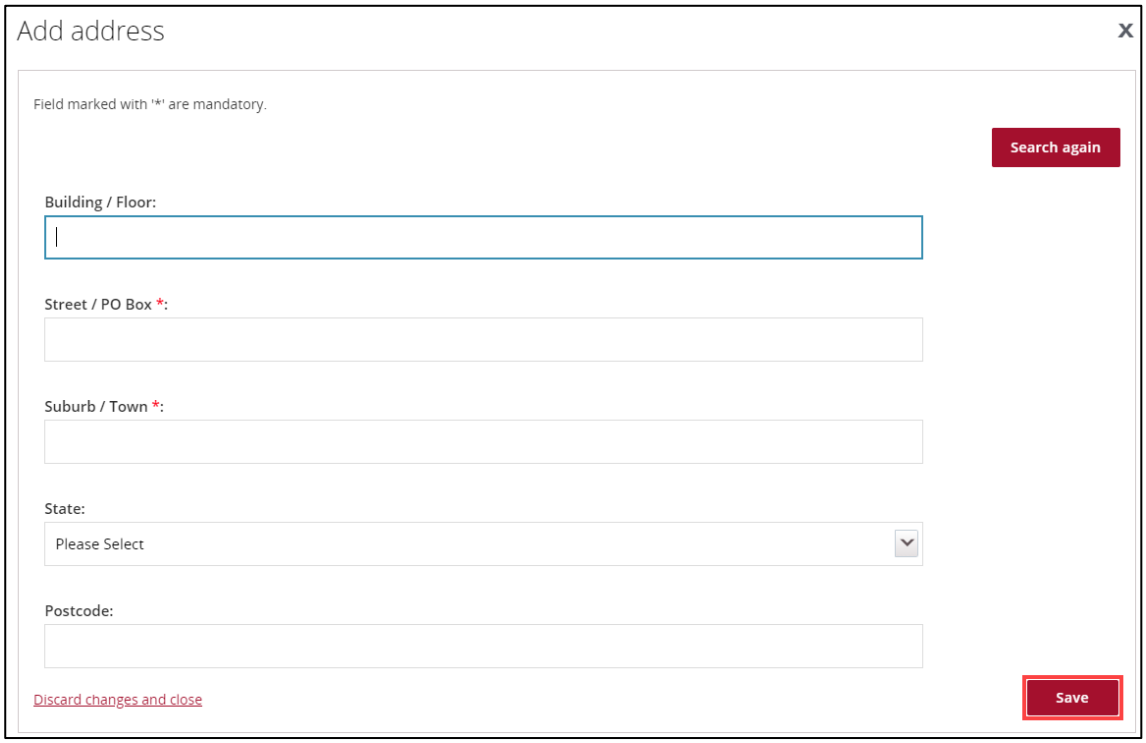
- Select the correct address from the list.
- Select **Save** to update your address.

If you cannot find your address, select **I don't see my address**.



If your address is not listed, enter it manually.

- Complete all required fields marked with a red asterisk (*).
- Select **Save** when you have finished.



Need help?

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