Australian Government

Community Grants Hub
Improving your grant experience



Update Grant Activity Contacts

Task Card

This task card explains how to view, add, and remove Grant Activity Contacts in the Grant Recipient Portal (Portal).

You can manage Grant Activity Contacts in two ways:

- Through the **Organisation Profile**
- Through the **Grant Activities** section

Portal access required: Administrator or Editor.

Quick Links

Manage Contacts through Organisation Profile

Add a Contact through Organisation Profile

Remove a Contact through Organisation Profile

Manage Contacts through Grant Activities

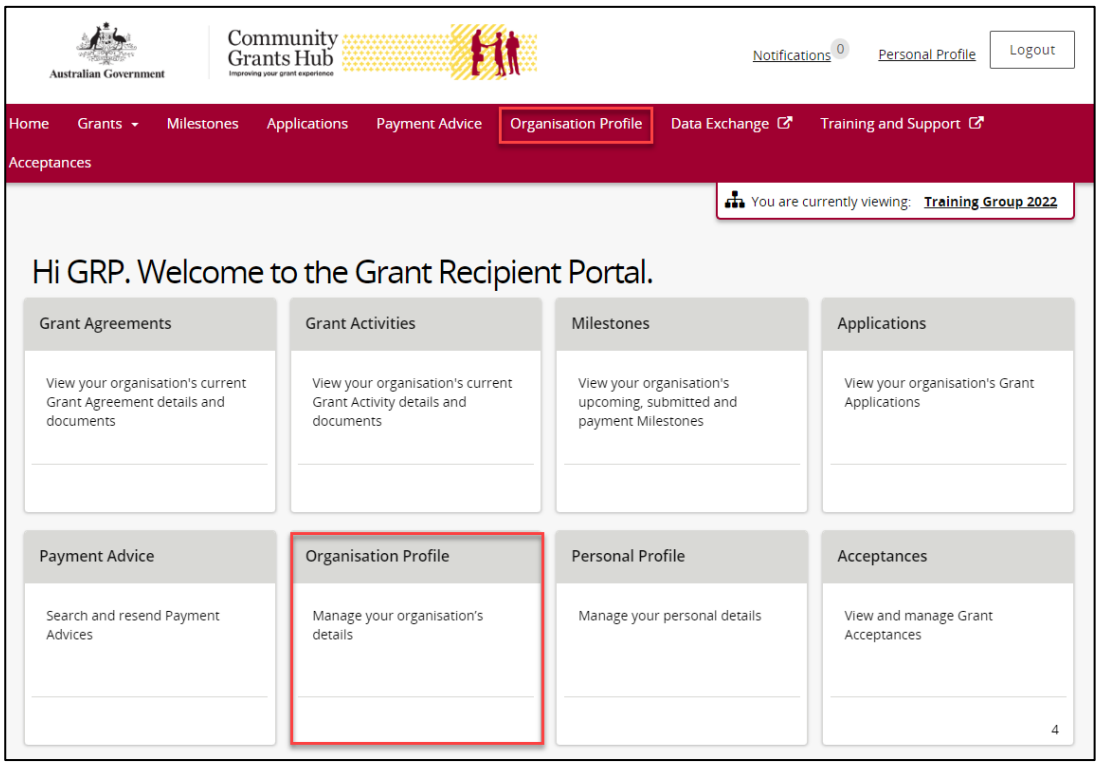
Add a Contact through Grant Activities

Remove a Contact through Grant Activities

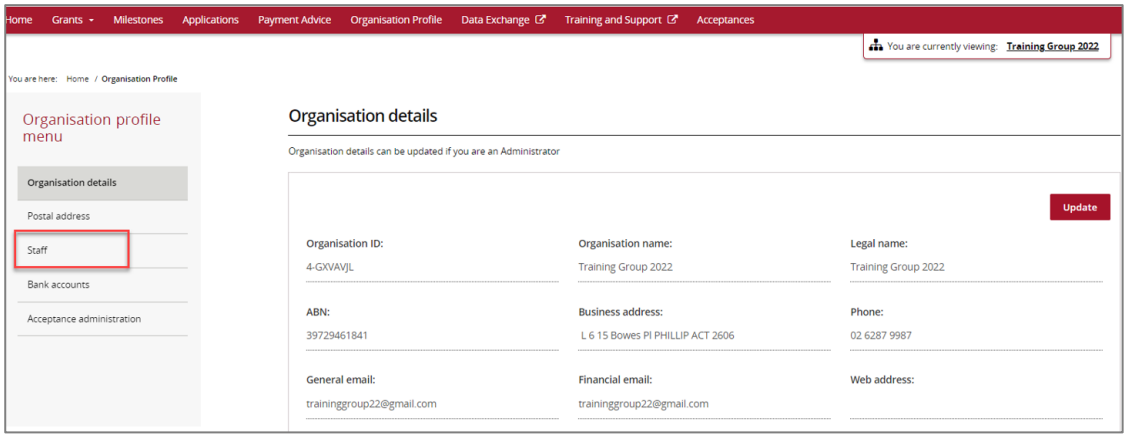
Need help?

Manage Contacts through Organisation Profile

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



From the Organisation Profile menu, select **Staff**.

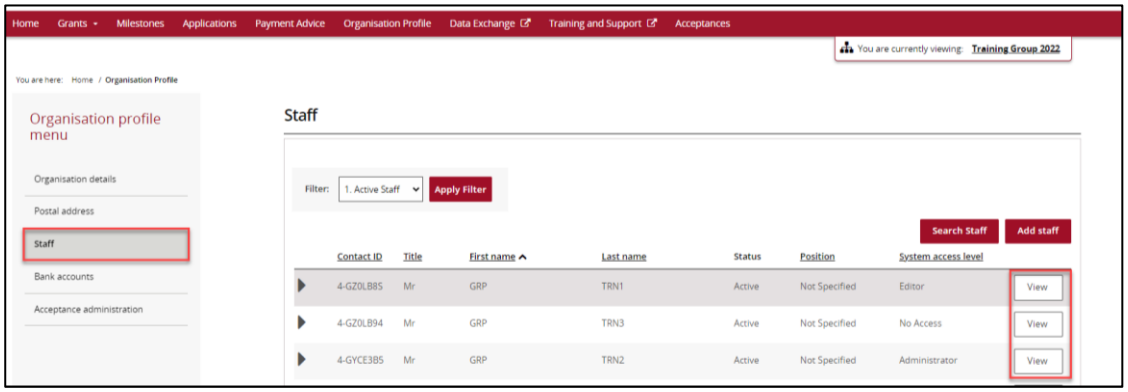


The Staff screen will display.

You can:

- View active staff.
- View inactive staff.
- View all staff.

Select **View** next to the staff member you want to manage.

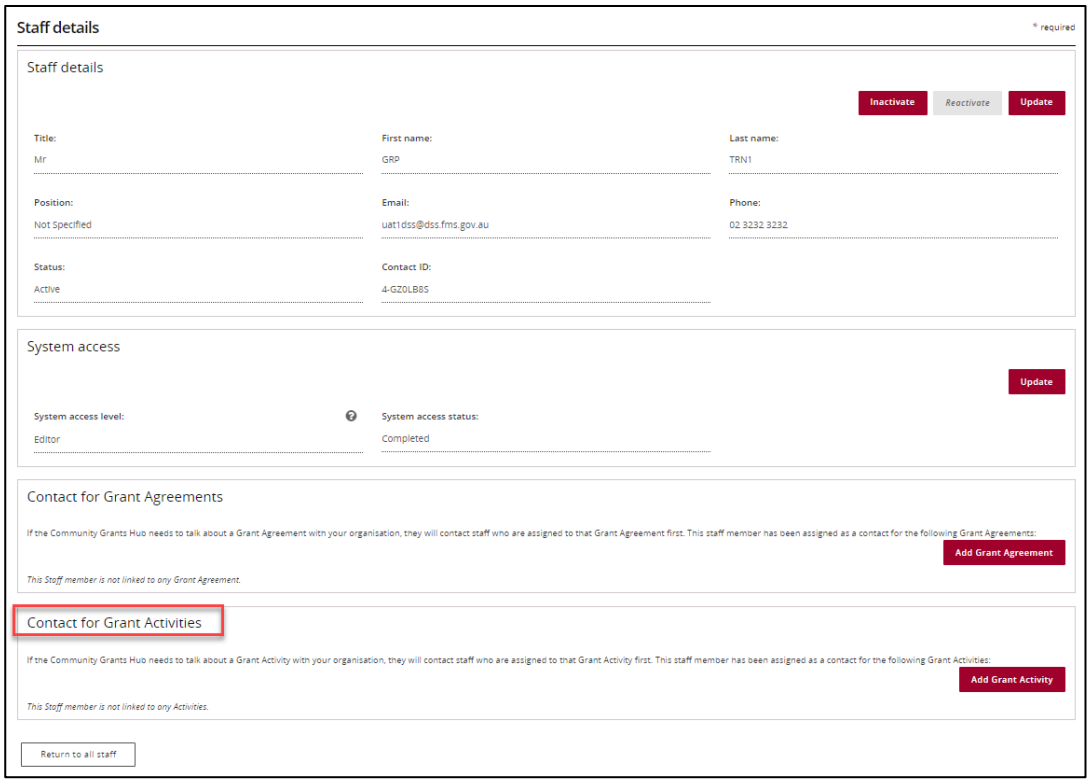


The Staff Details screen opens.

The screen contains:

- Staff Details
- System Access
- Contact for Grant Agreements
- Contact for Grant Activities

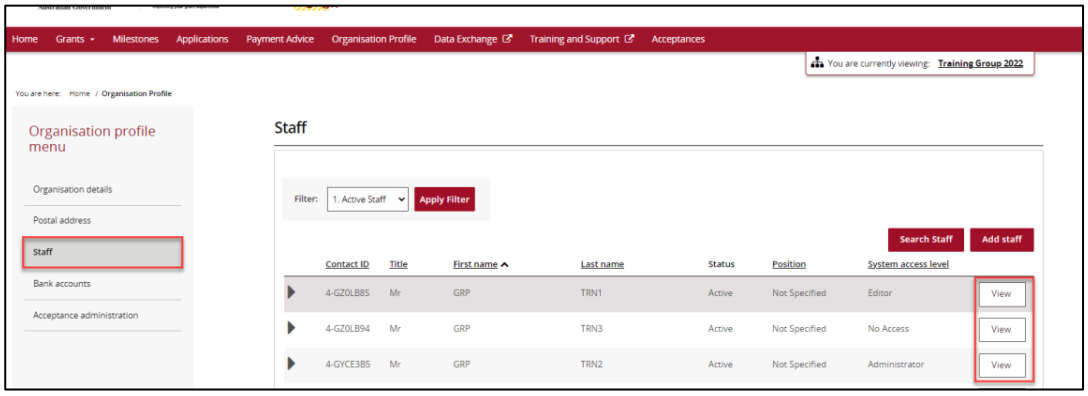
Grant Activity Contacts are listed under **Contact for Grant Activities**.



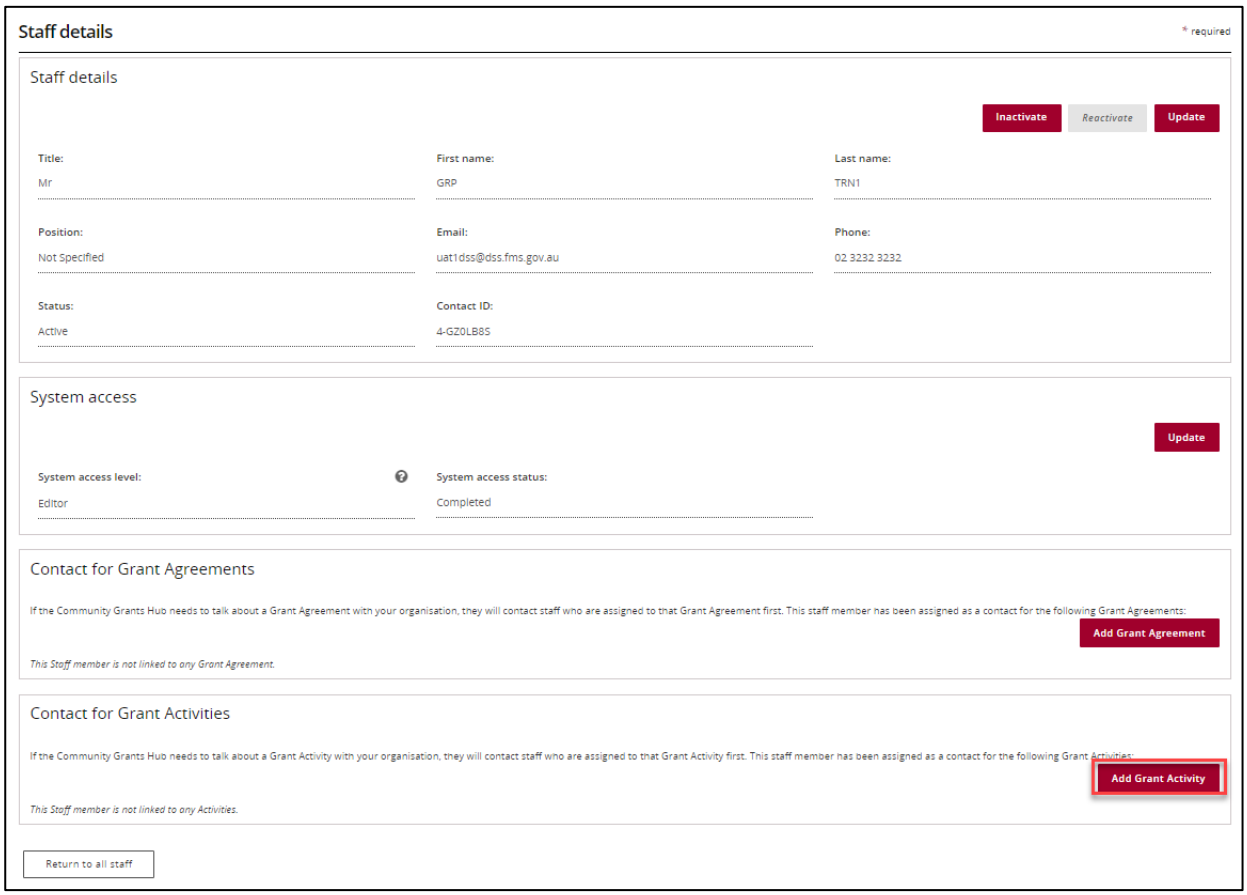
- To add a contact, continue to the next section.
- To remove a contact, skip to **Remove a Contact through Organisation Profile** task card section.

Add a Contact through Organisation Profile

Go to **Staff** and select **View** beside the staff member you want to add as a contact.



On the Staff Details page, select **Add Grant Activity**.

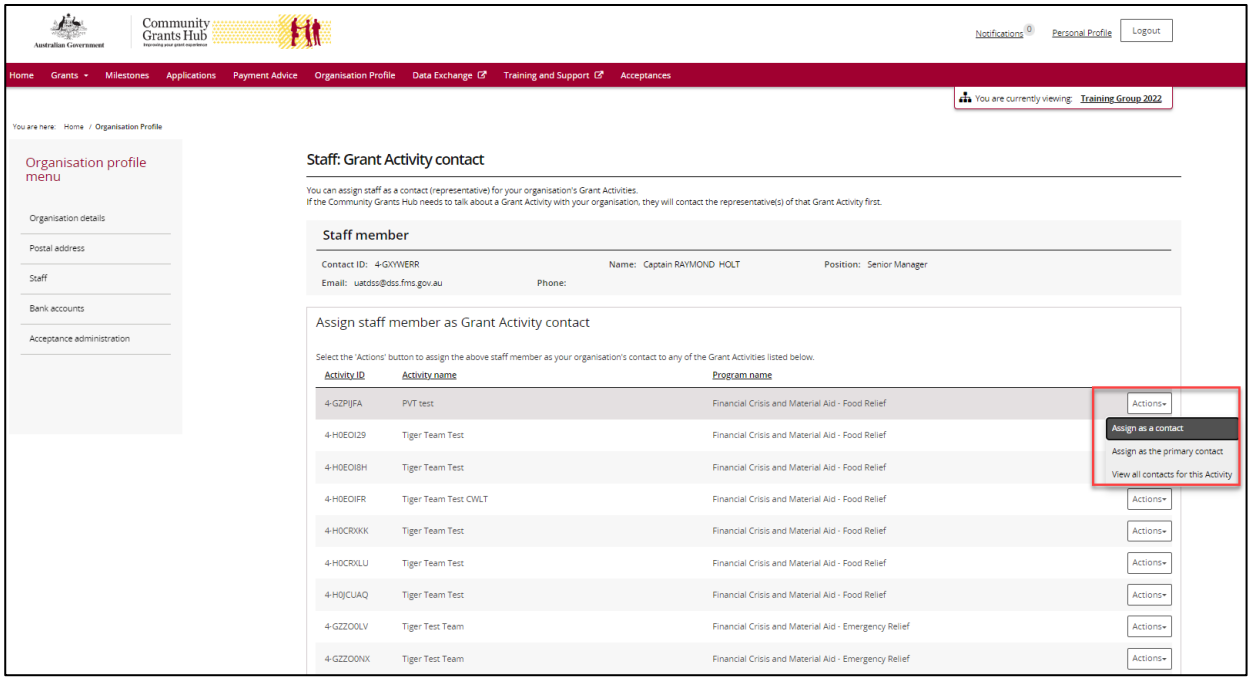


A list of available Grant Activities will appear.

Select **Actions** beside the relevant activity.

Available options are:

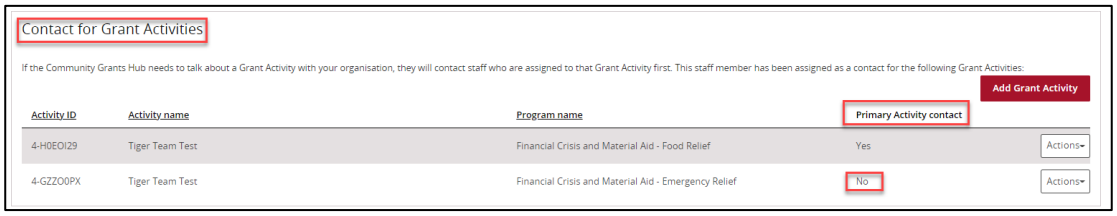
- Assign as a contact
- Assign as the primary contact
- View all contacts for this activity



To add the person as a standard contact, select **Assign as a contact**.

A success message will appear.

The activity will show under Contact for Grant Activities with **Primary Activity Contact** as **No**.

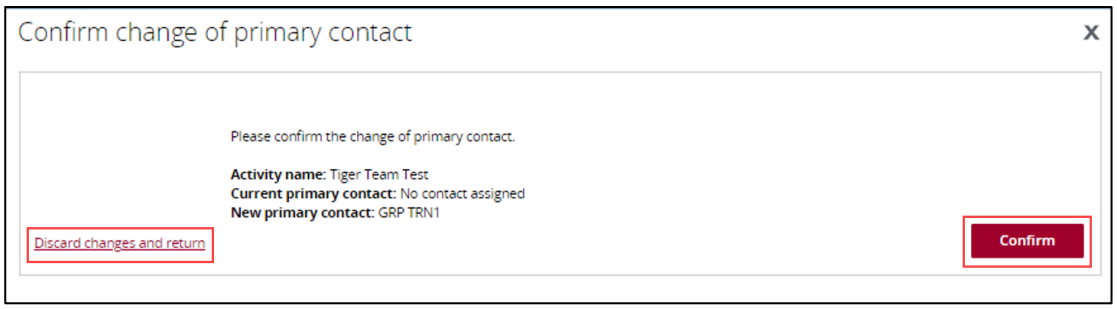


To add the person as the primary contact, select **Assign as the primary contact**.

A confirmation message will appear.

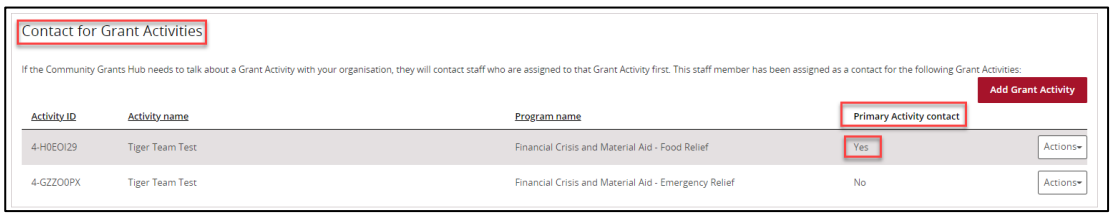
Select **Confirm** to proceed.

You can select **Discard changes and return** if you do not wish to continue.



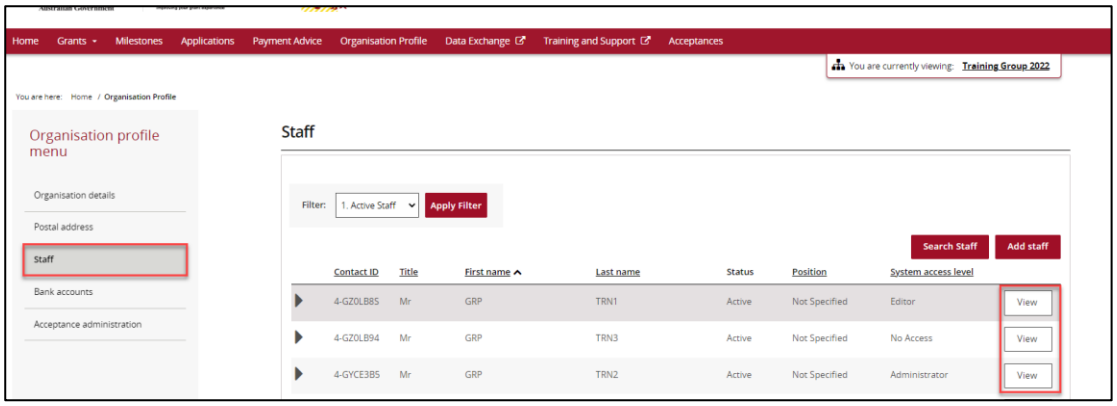
A success message will appear.

The activity will now show under Contact for Grant Activities with **Primary Activity Contact** as **Yes**.



Remove a Contact through Organisation Profile

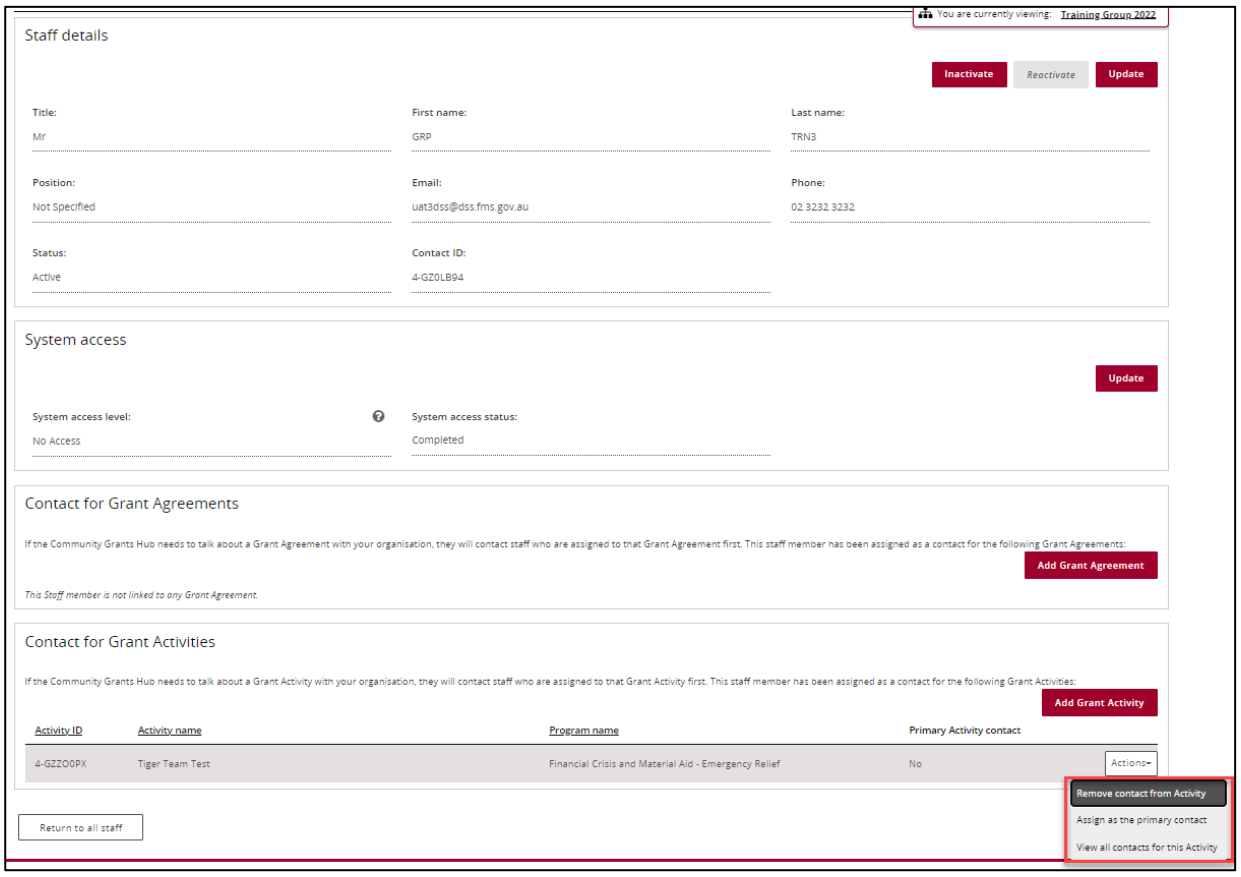
Go to **Staff** and select **View** beside the staff member you want to remove.



Go to the Contact for Grant Activities section.

Select **Actions** beside the activity and choose **Remove contact from Activity**.

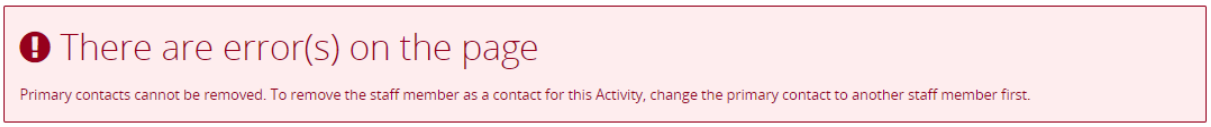
Note: You cannot remove a person who is currently the primary contact. A new primary contact must be assigned first.



If successful, a confirmation message will appear, and the activity will no longer be listed for that staff member.

If the contact is the current primary contact, an error message will display advising that a new primary contact must be assigned before removal.

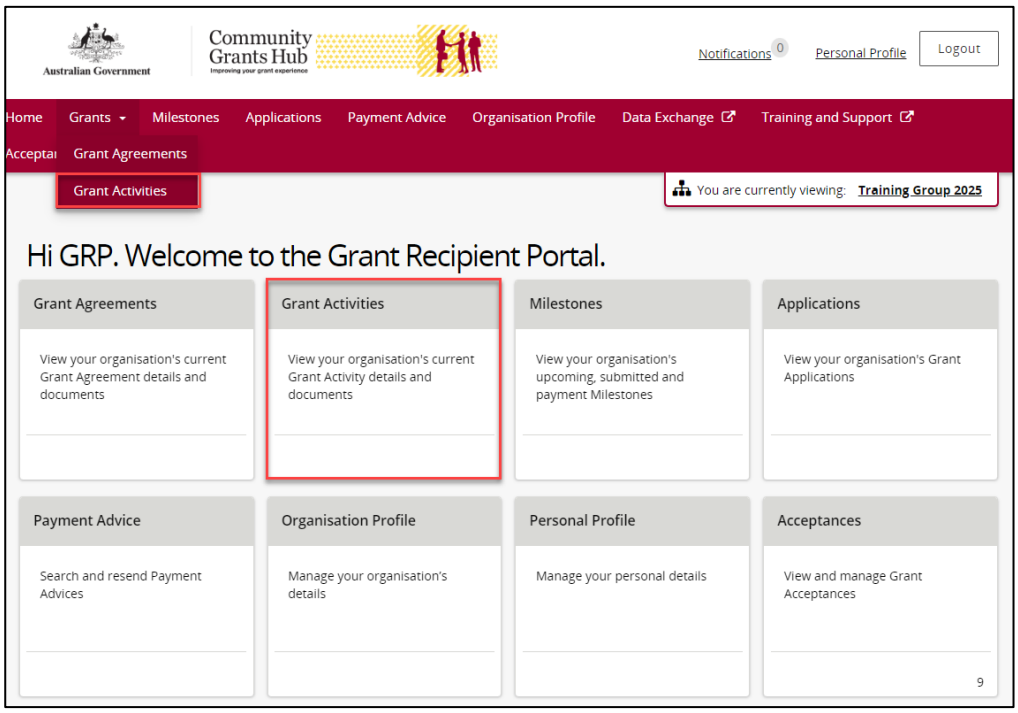




Manage Contacts through Grant Activities

From the Portal home page:

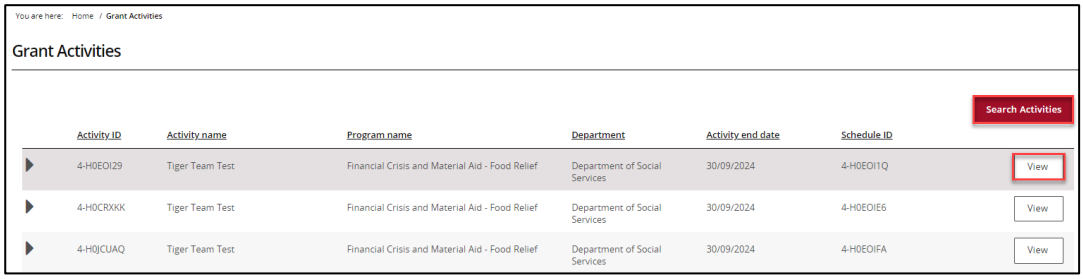
- Select the **Grant Activities** tile, or
- Select **Grants** from the menu and then select **Grant Activities**.



The Grant Activities screen will display.

Find the activity you want to manage and select **View**.

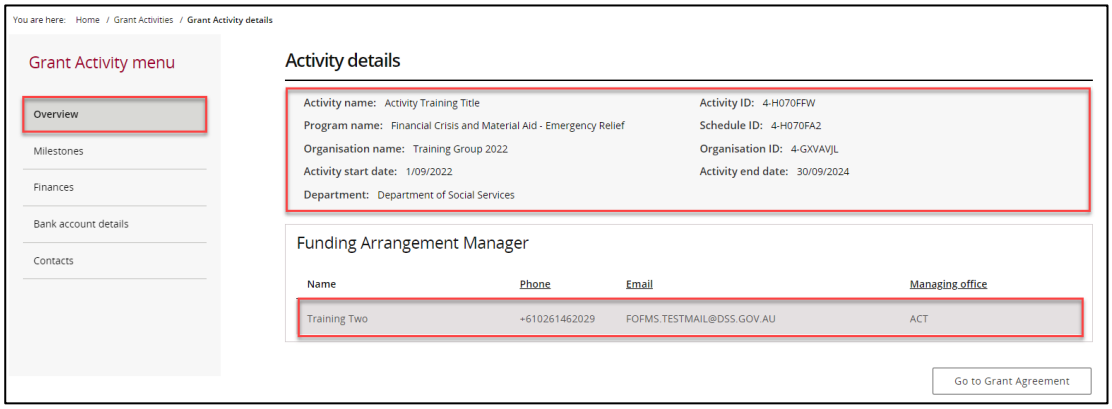
You can also use **Search Activities**.



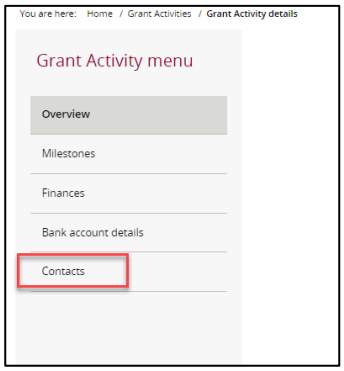
The Activity Details screen will open.

You can view information including:

- Activity name
- Activity ID
- Program name
- Organisation details
- Activity dates
- Funding Arrangement Manager

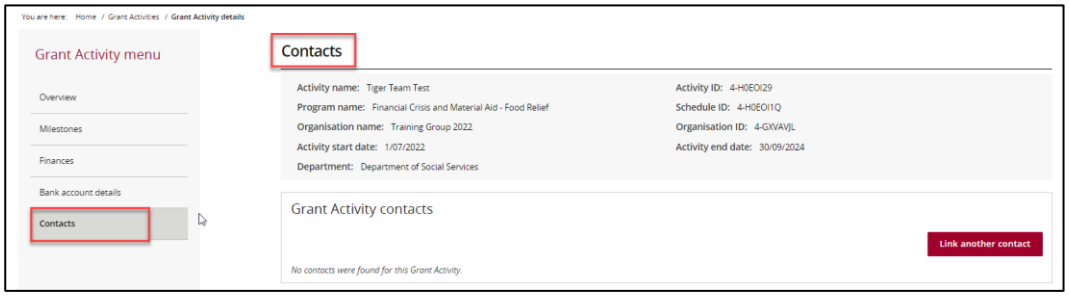


Select **Contacts** from the Grant Activity menu.



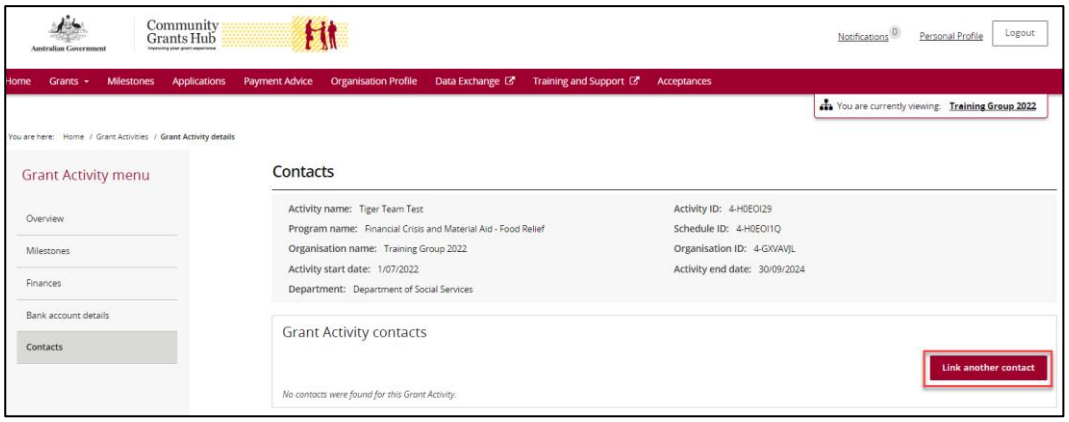
The Contacts screen will display all contacts linked to the activity.

- To add a contact, continue to the next section.
- To remove a contact, skip to **Remove a Contact through Grant Activities** task card section.



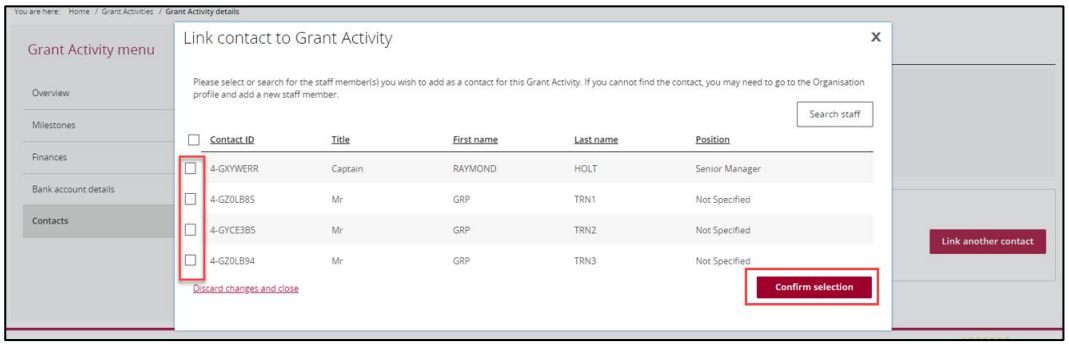
Add a Contact through Grant Activities

Select **Link another contact**.



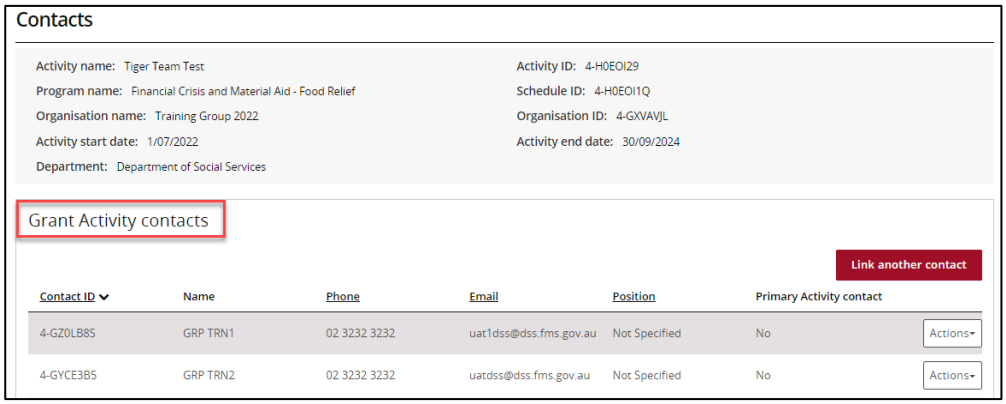
A list of staff members will appear.

Select the checkbox beside the person you want to add, then select **Confirm selection**.



A success message will appear.

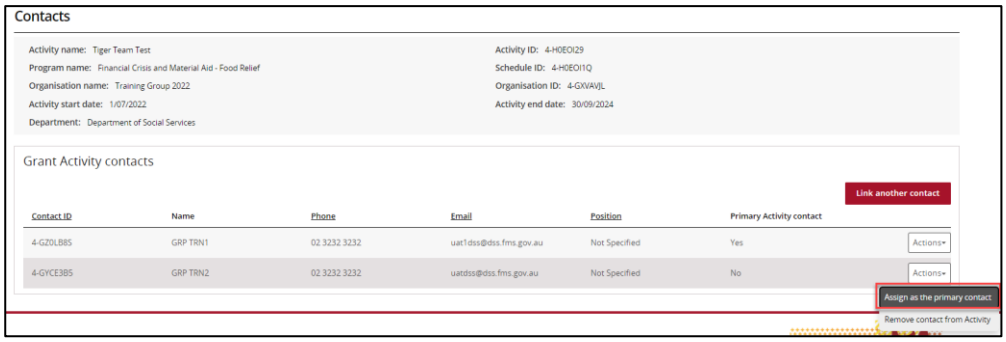
The person will now appear under **Grant Activity Contacts**.



To make the contact the primary contact:

- Select **Actions**
- Select **Assign as the primary contact**

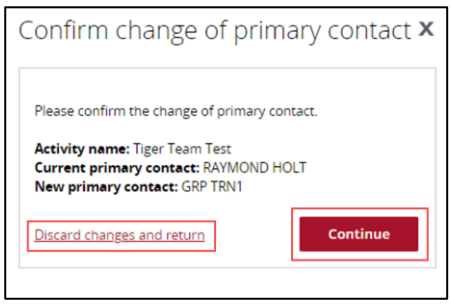
The current primary contact is identified by **Yes** in the **Primary Activity Contact** column.



A confirmation window will appear.

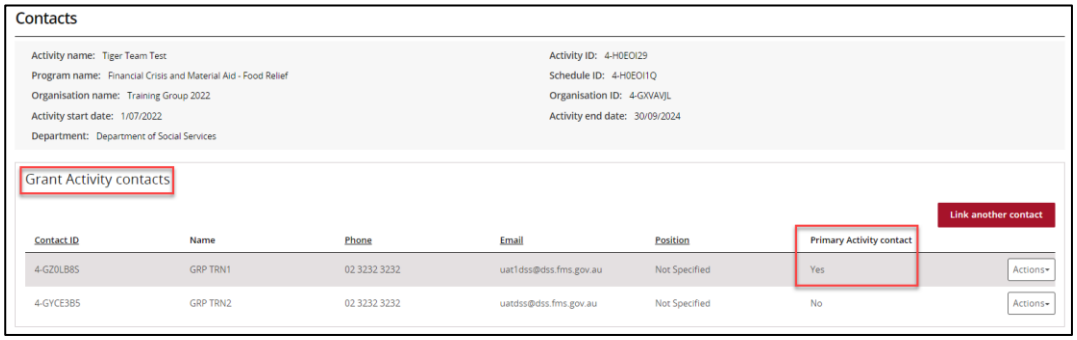
Select **Continue** to make the change.

Select **Discard changes and return** if you do not want to proceed.



A success message will appear.

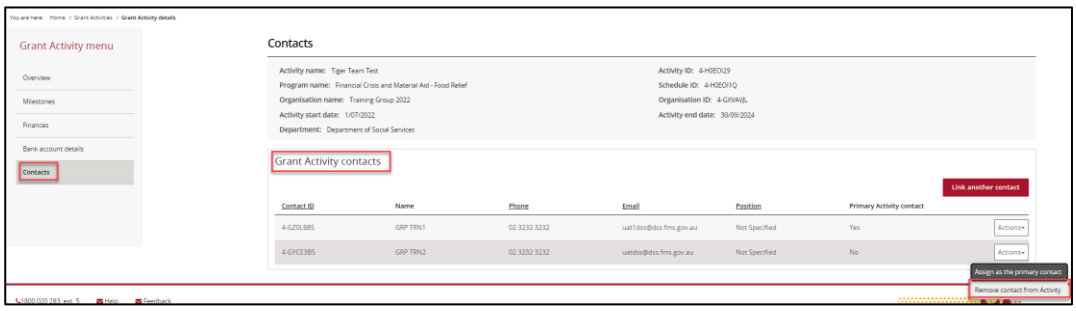
The contact will now display **Yes** under **Primary Activity Contact**.



Remove a Contact through Grant Activities

From the Contacts screen:

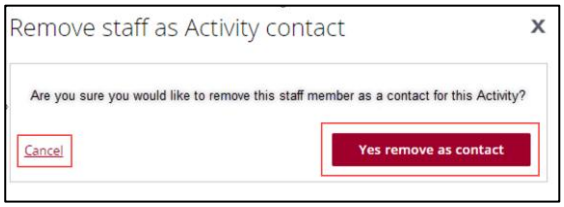
- Select **Actions** beside the contact.
- Select **Remove contact from Activity**.



A confirmation window will appear.

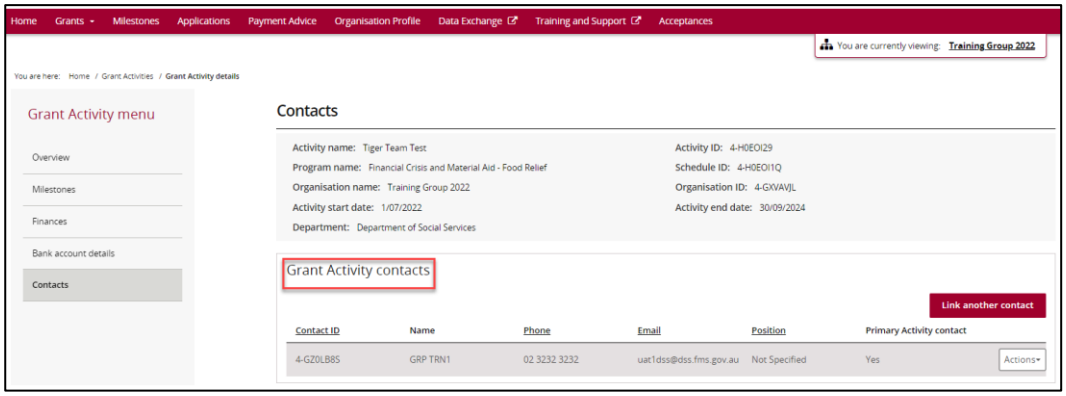
Select **Yes remove as contact**.

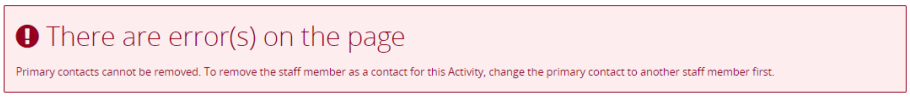
Select **Cancel** if you do not wish to continue.



A success message will appear, and the contact will be removed from the activity.

If the contact is currently the primary contact, an error message will display advising that another primary contact must be assigned first.





Need help?

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