Australian Government

Community Grants Hub
Improving your grant experience



Update Bank Account Information

Task Card

The Grant Recipient Portal (Portal) allows administrators to:

- View bank account details
- Update a bank account name
- Link bank accounts to grant activities
- Request a bank account to be added

This guide explains how to manage your organisation's bank account information in the Portal.

Portal access required: Administrator.

Quick Links

View Bank Accounts

Update a Bank Account Name

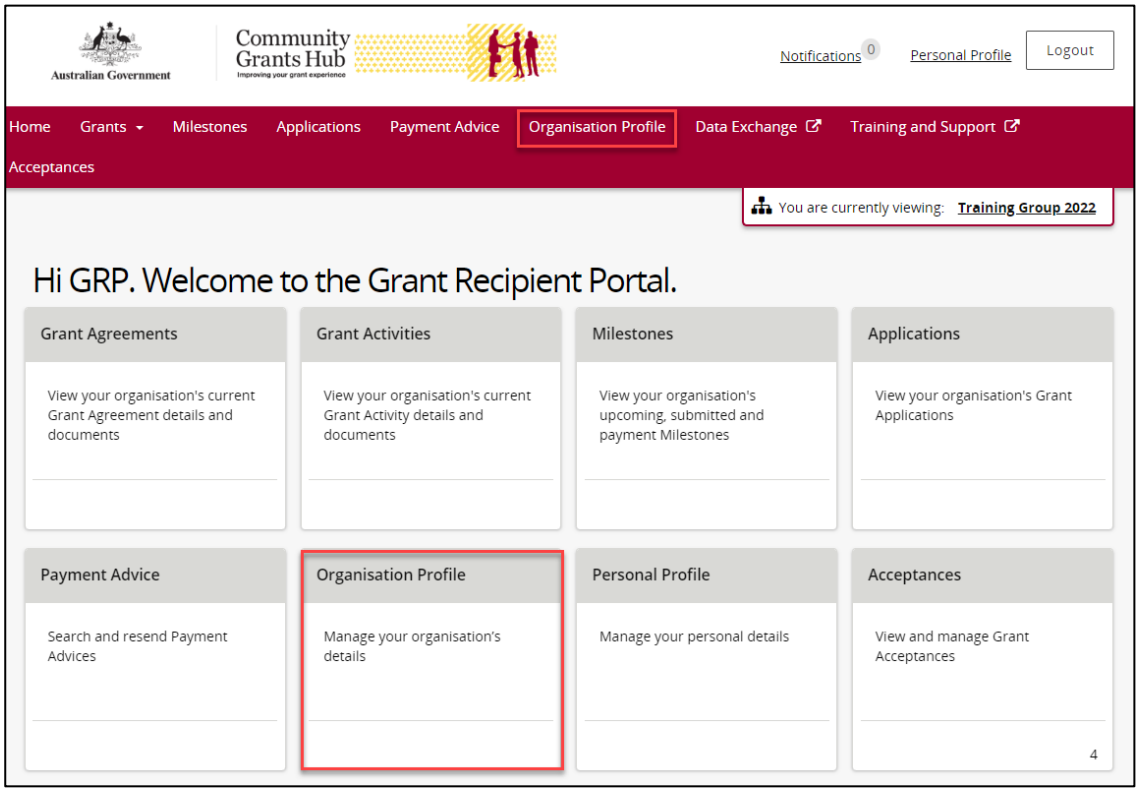
Link a Bank Account to Grant Activities

Request a New Bank Account to be Added

Need help?

View Bank Accounts

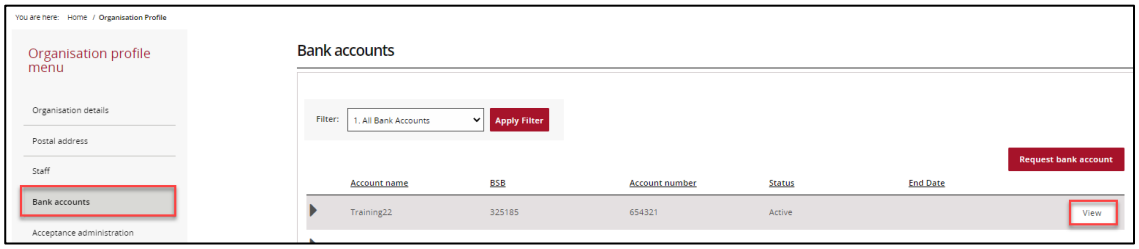
From the Portal home page, select the **Organisation Profile** tile, or link from the navigation menu.



In the Organisation Profile menu, select **Bank accounts**.

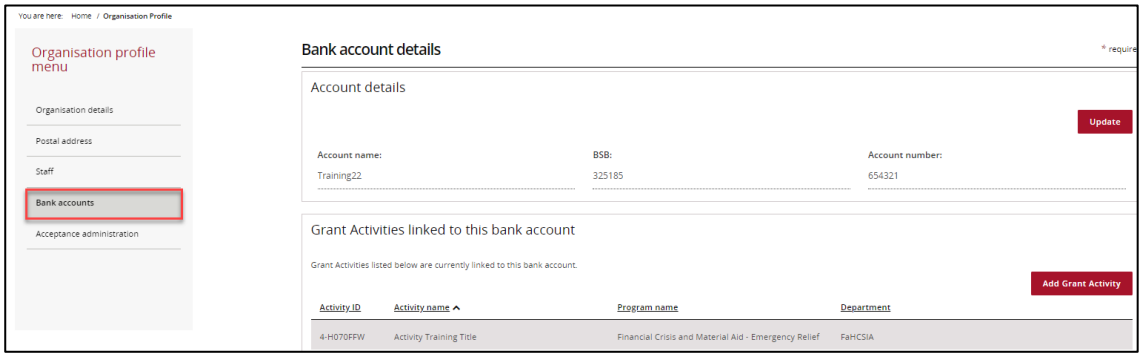
The list of your organisation's bank accounts will display.

Select **View** to see details of a bank account.



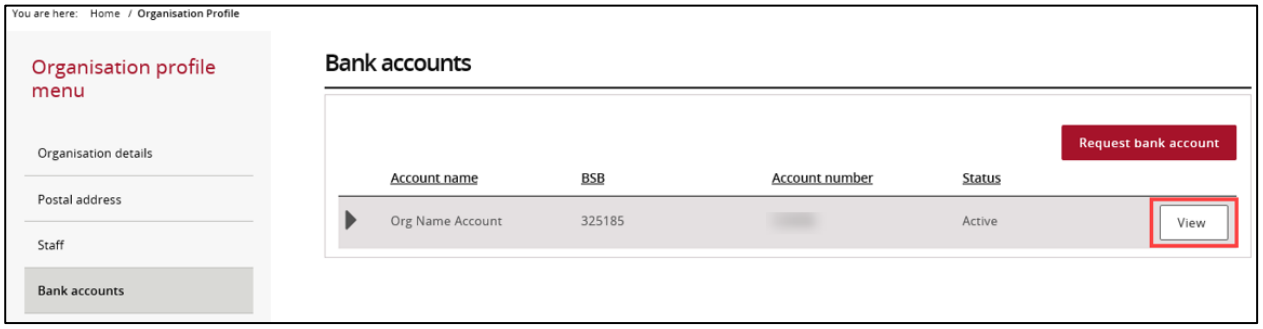
The Bank account details page shows:

- Account information
- Grant activities linked to the account



Update a Bank Account Name

From the Bank accounts page, select **View** next to the account you want to update.



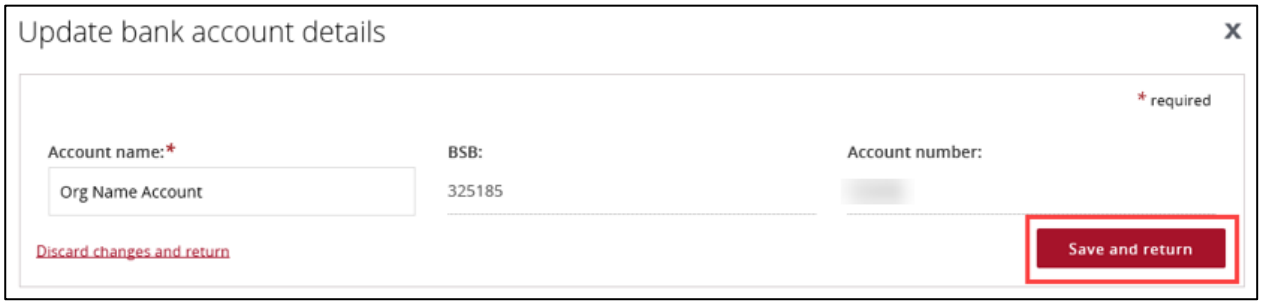
On the Bank account details page, select **Update**.

Note: You can only change the account name. The BSB and account number cannot be changed. If these details need to change, you must request a new bank account to be added.



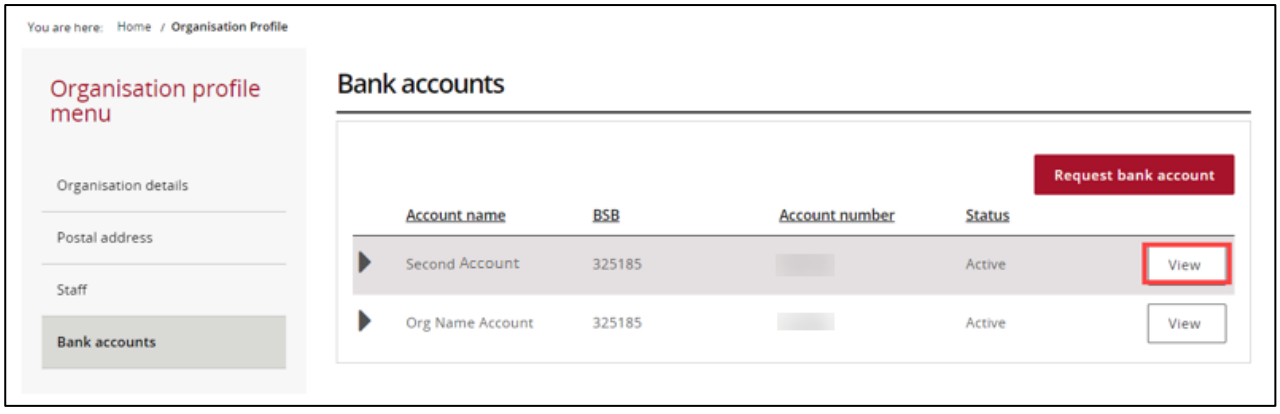
Update the bank account name.

Select **Save and return**.

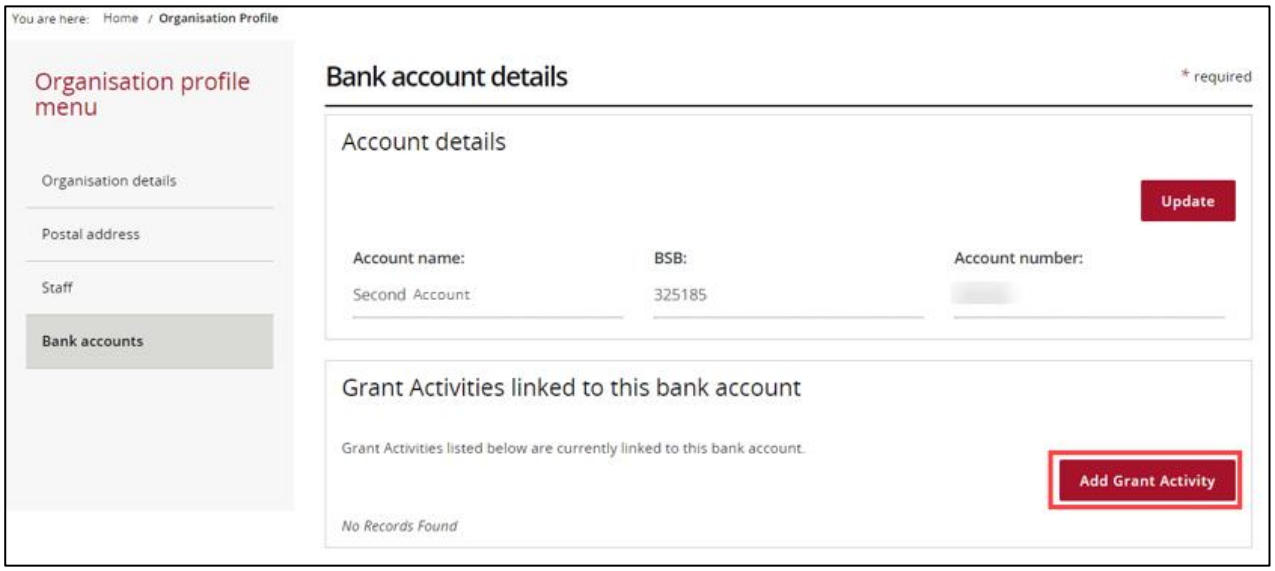


Link a Bank Account to Grant Activities

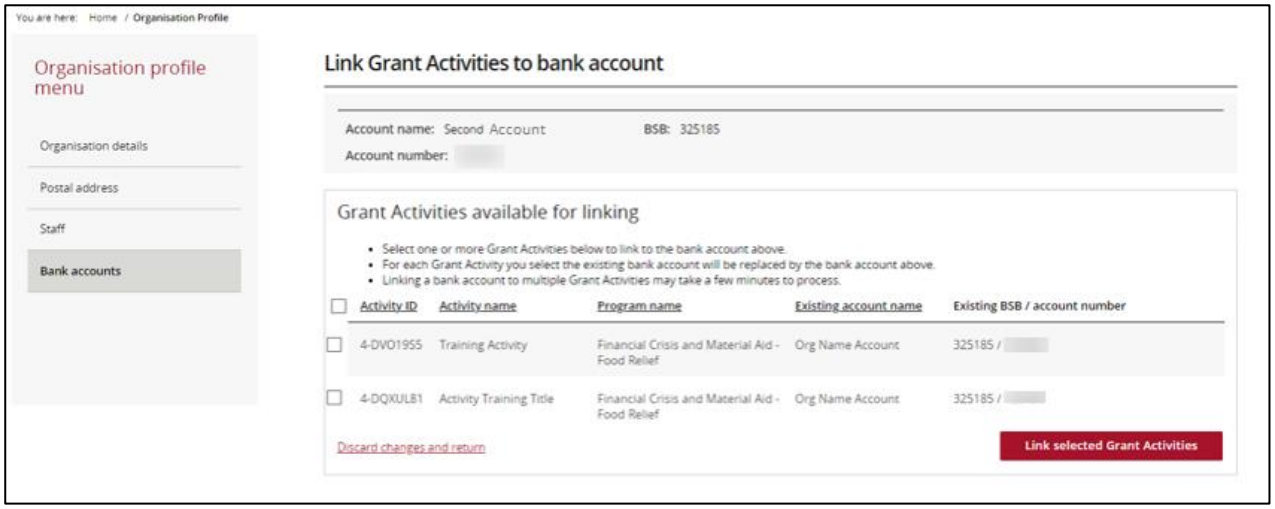
From the Bank accounts page, select **View** next to the relevant bank account.



On the Bank account details page, select **Add Grant Activity**.



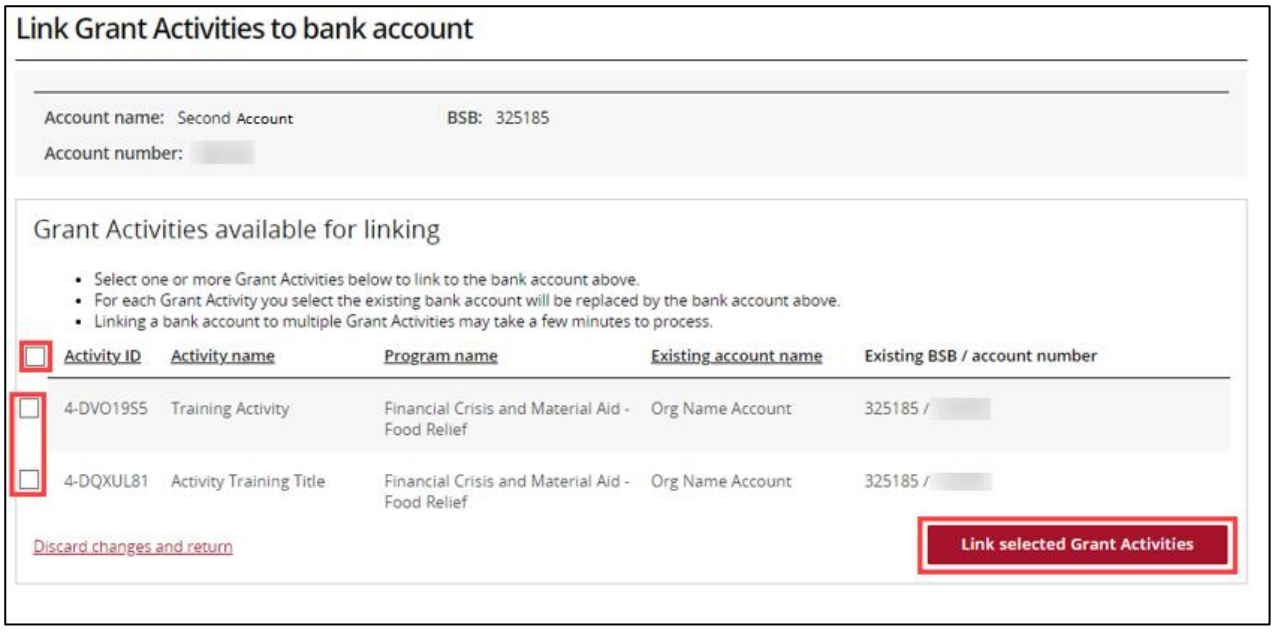
The Link Grant Activities to bank account page displays activities that can be linked to this account.



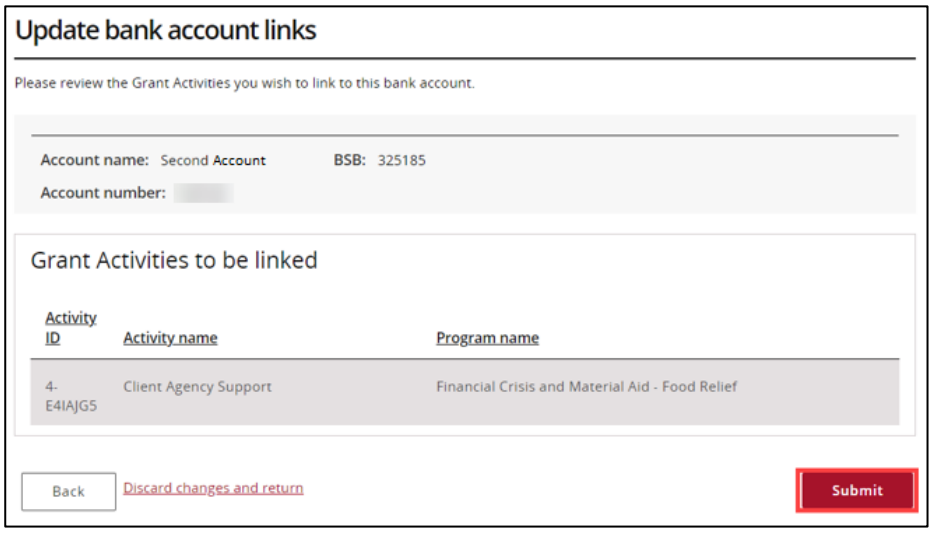
Select the checkbox next to each activity you want to link.

Select **Link selected Grant Activities**.

To select all activities, use the checkbox next to **Activity ID**.

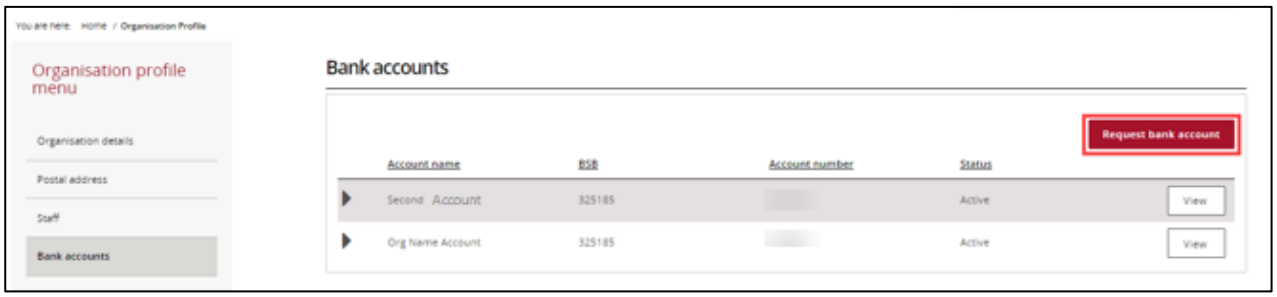


Review the information and select **Submit** to complete the update.



Request a New Bank Account to be Added

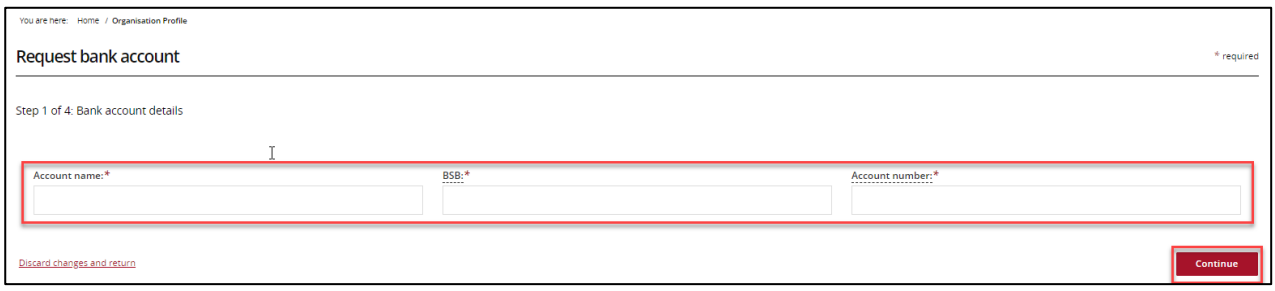
On the Bank accounts page, select **Request bank account**.



Complete the following fields:

- Account name
- BSB
- Account number

Select **Continue**.

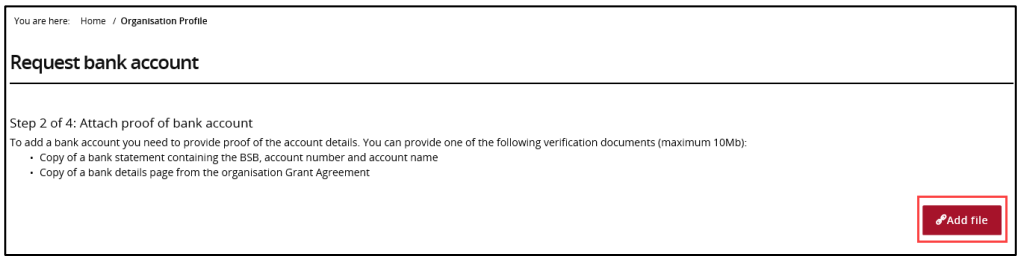


You must provide evidence of the bank account details.

Examples may include:

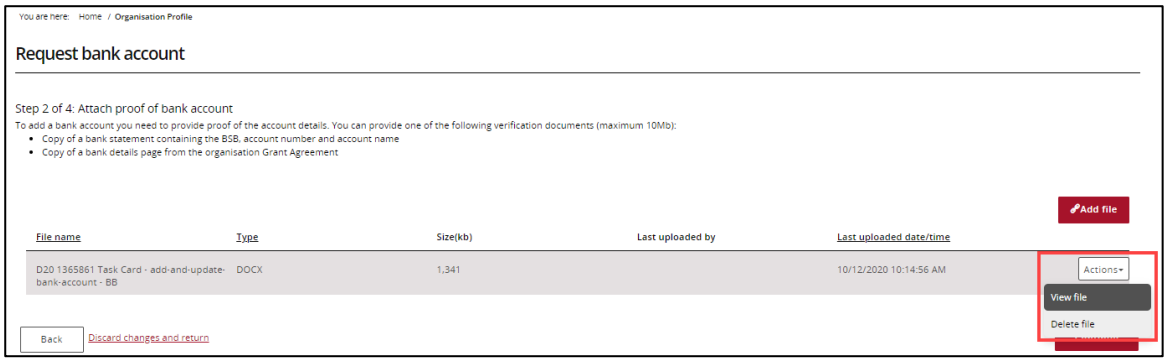
- A bank statement showing the account name, BSB and account number.
- Bank account details included in a grant agreement.

Select **Add file** and upload a supporting document.

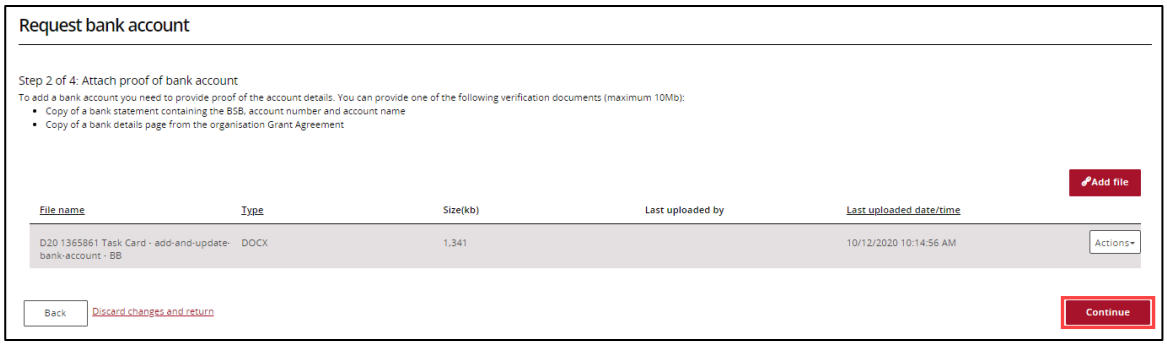


After uploading a file, select **Actions** to:

- View the file
- Delete the file

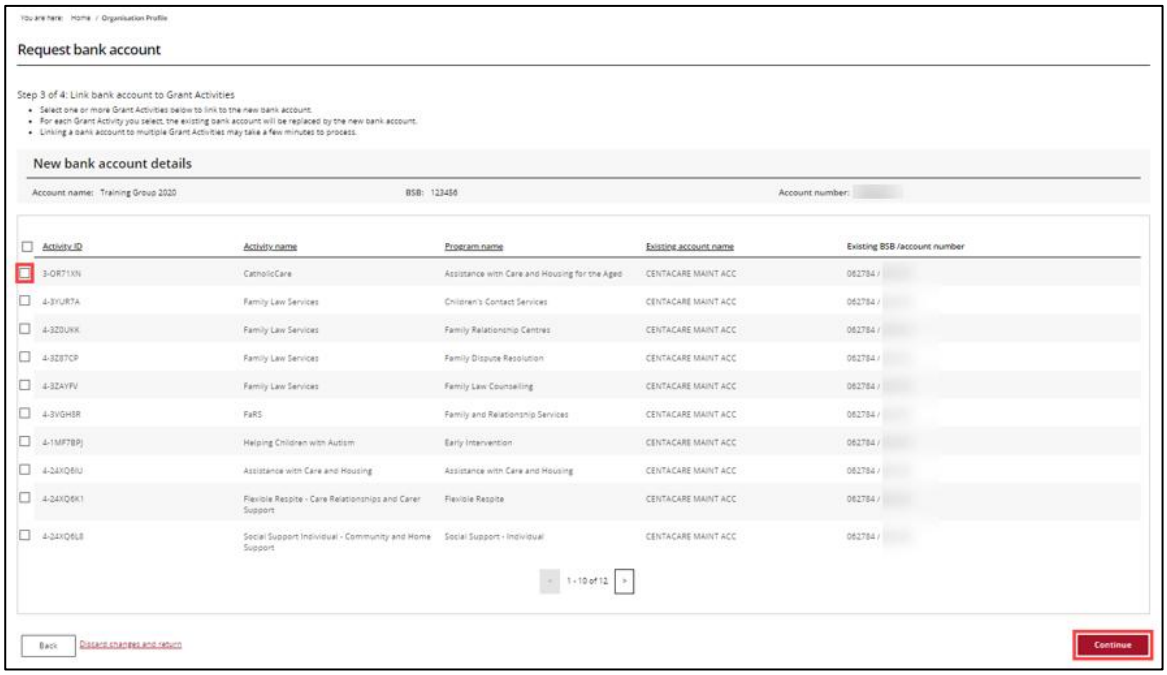


Select **Continue** to proceed.



Select the activities that will use the new bank account.

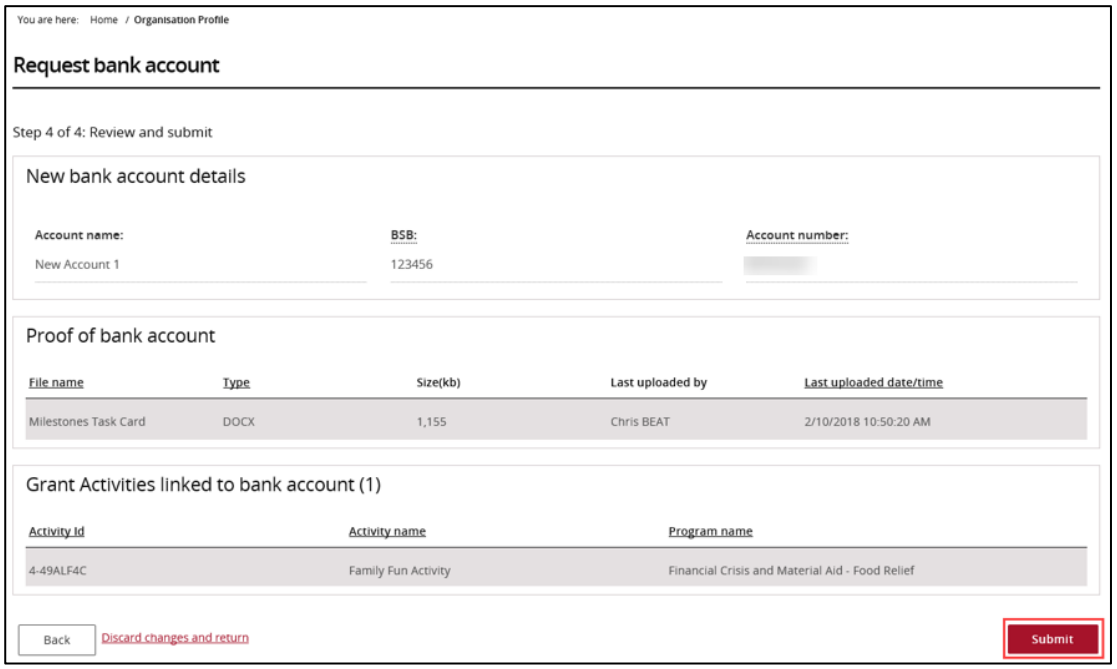
Select **Continue**.



Review:

- Bank account details
- Uploaded evidence
- Linked grant activities

If everything is correct, select **Submit**.



Your request will be sent to the Community Grants Hub for review and approval.

If more information is needed, contact the **Funding Arrangement Manager** listed in your Grant Agreement.

Need help?

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