Australian Government

Community Grants Hub
Improving your grant experience



Submit Reports

Task Card

The Grant Recipient Portal (Portal) allows organisations to submit reporting milestones online, including:

- Financial Acquittals
- Activity Work Plan (AWP) Reports
- Child Safety Statements of Compliance

Reporting milestones can be accessed from either the **Milestones** page or the **Grant Activities** page.

This task card explains how to submit each report type.

Portal access required: Administrator or Editor.

Quick Links

Navigate to Milestones

Navigate to Milestones from Grant Activities

Submit a Financial Acquittal

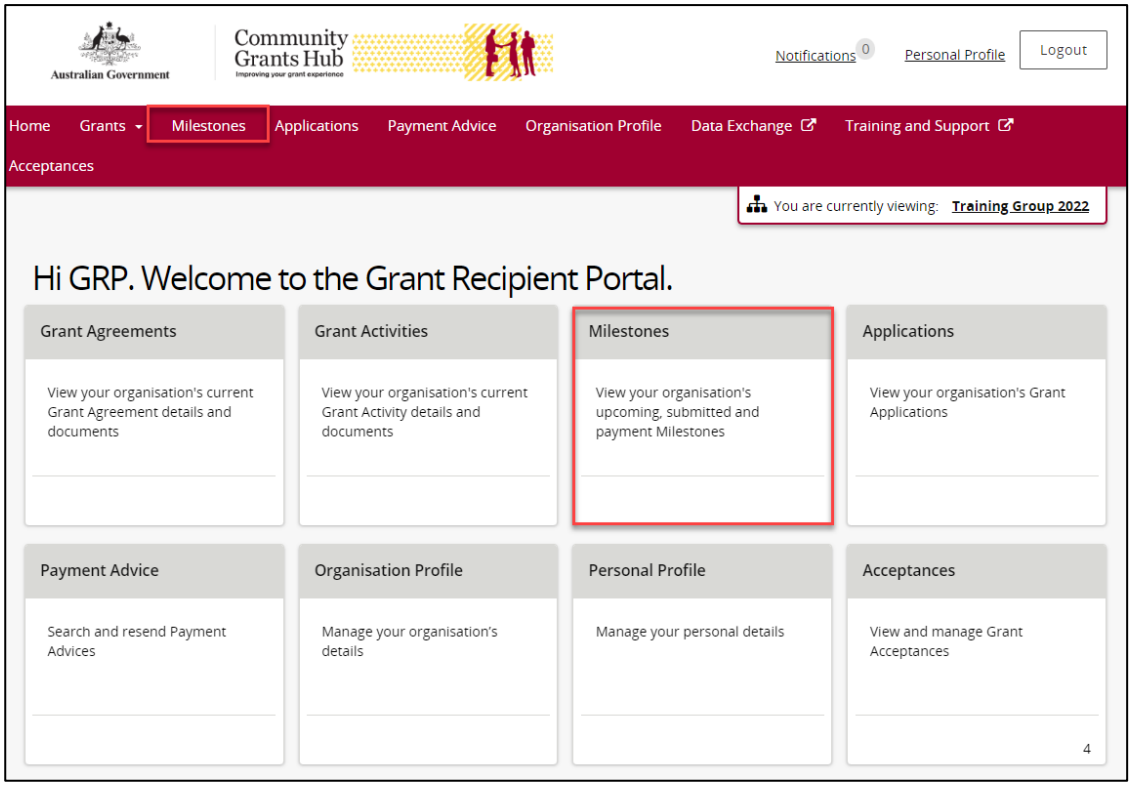
Submit an Activity Work Plan Report

Submit a Child Safety Statement of Compliance

Need help?

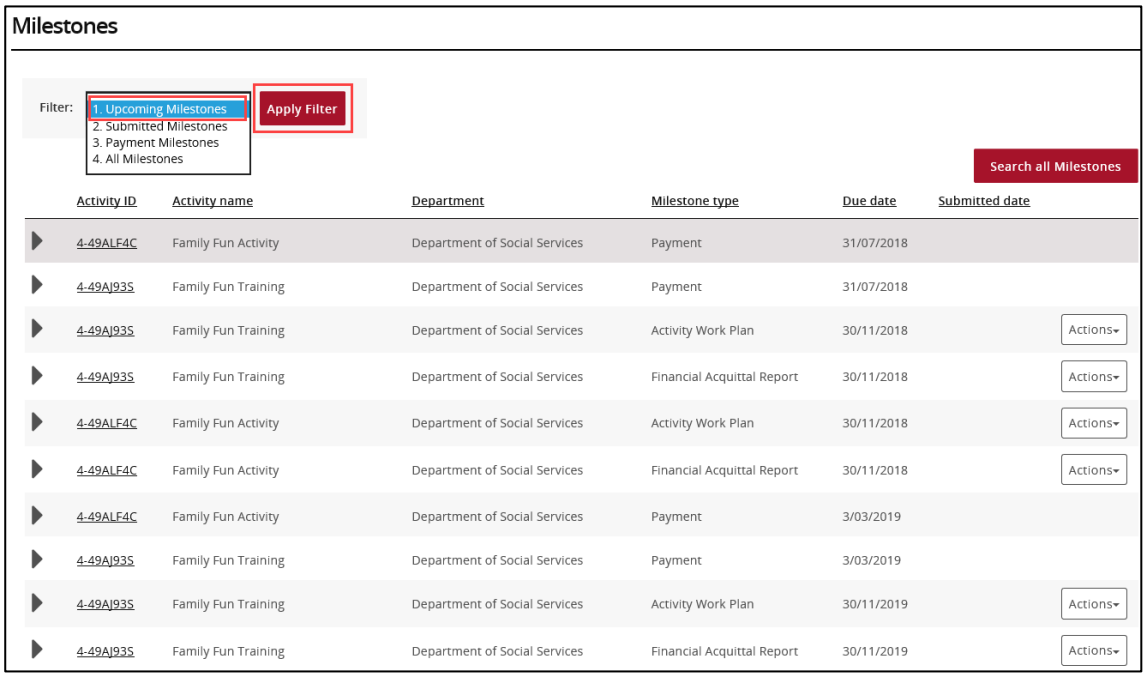
Navigate to Milestones

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



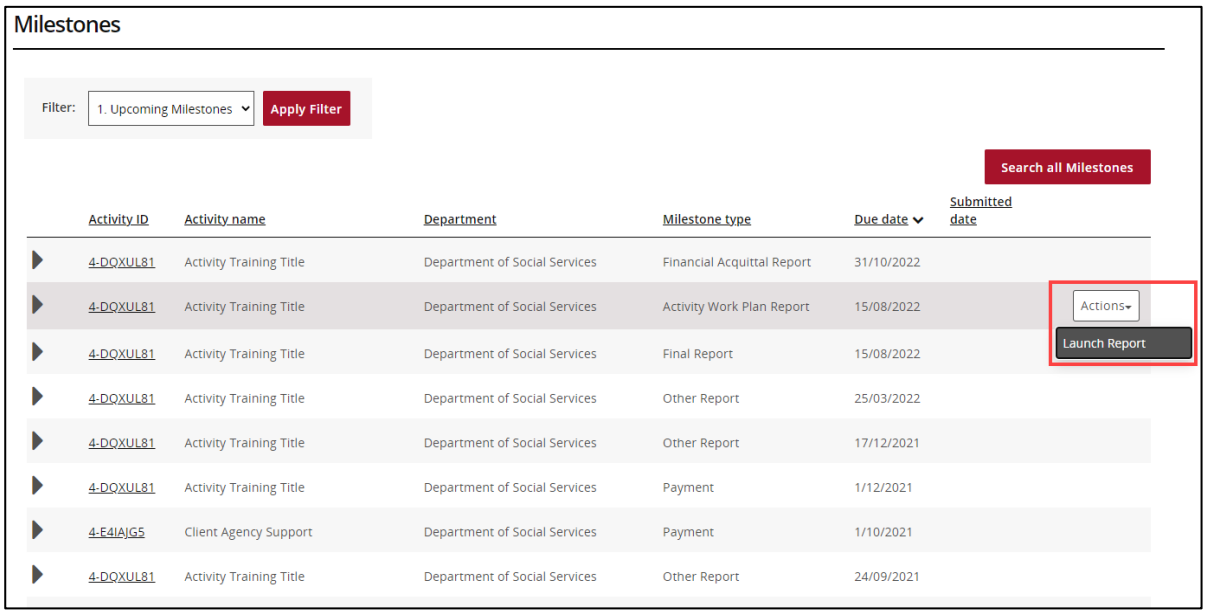
The Milestones page opens and displays upcoming milestones by default.

To view upcoming milestones, select **Upcoming Milestones** from the filter list and choose **Apply Filter**.



Locate the milestone you need and select **Actions**.

Choose **Launch Report** to open the report.



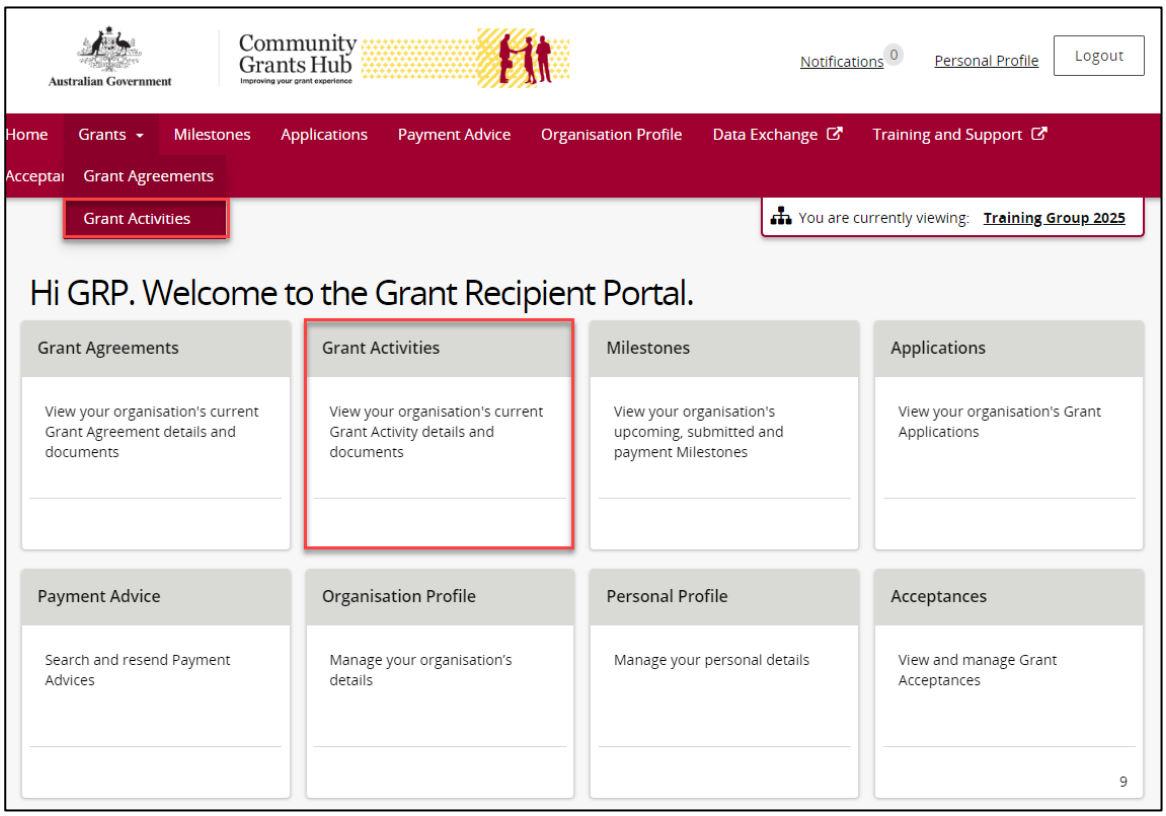
Proceed to the relevant task card section to submit:

- Financial Acquittal
- Activity Work Plan (AWP) Report
- Child Safety Statement of Compliance

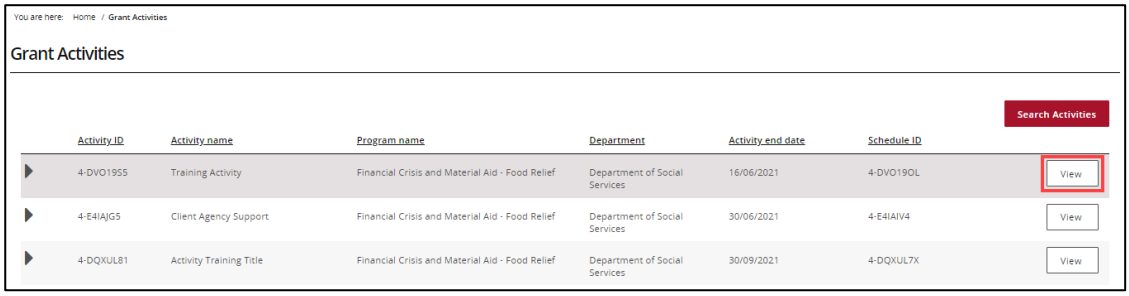
Navigate to Milestones from Grant Activities

From the Portal home page:

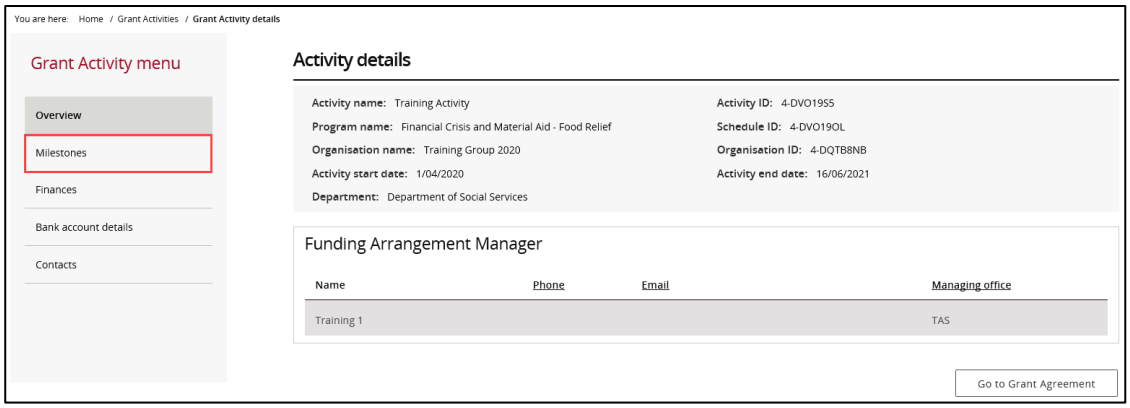
- Select **Grant Activities**, or
- Select **Grants** from the menu and then select **Grant Activities**.



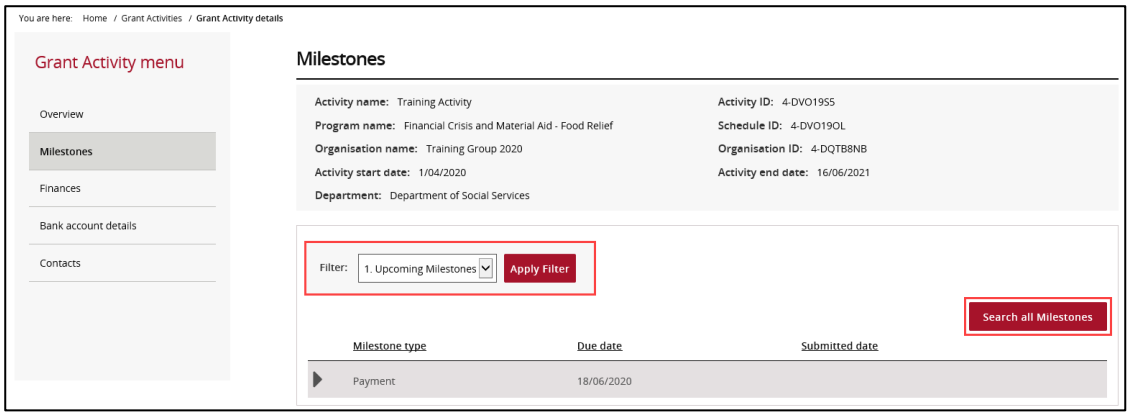
On the Grant Activities page, find the activity you need. Select the expansion arrow to view more information, then select **View** to open the activity details.



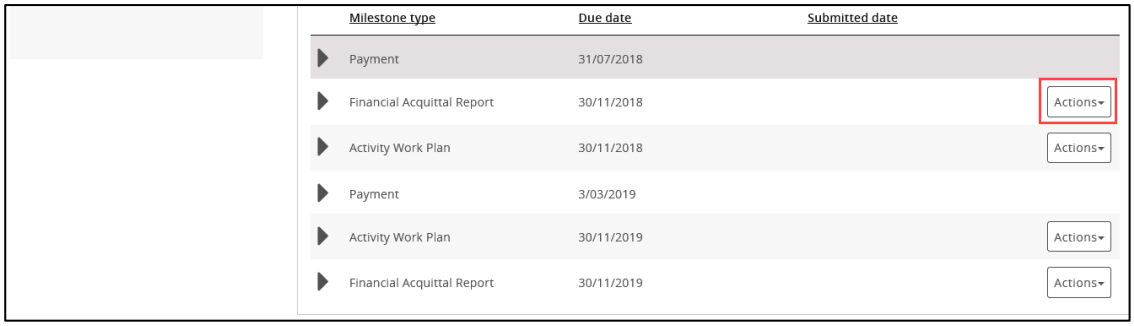
On the Activity Details page, select **Milestones** from the Grant Activity menu.



The Milestones page displays upcoming milestones by default. Use the filter or select **Search all Milestones** to find a specific milestone.



Find the required milestone and select **Actions** to open the report.



Proceed to the relevant task card section to submit:

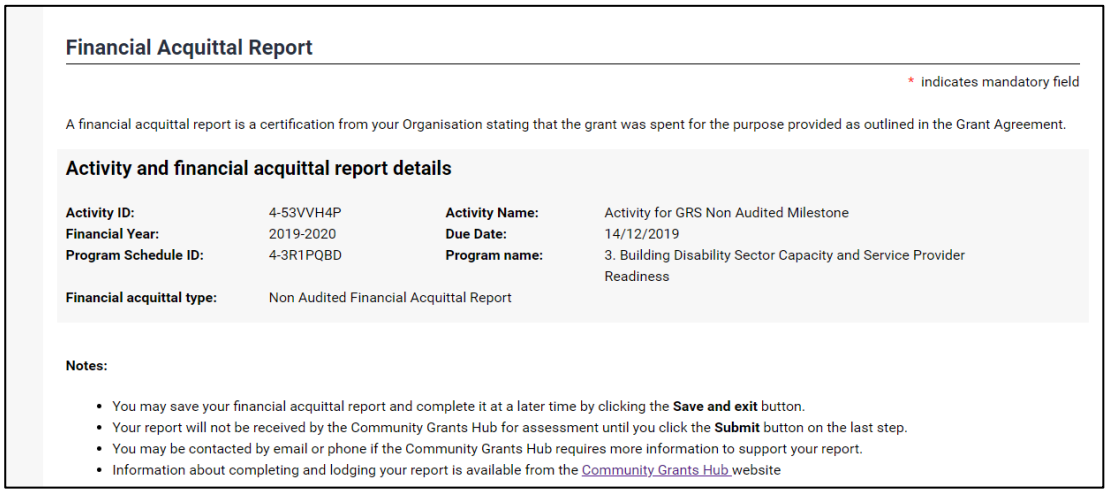
- Financial Acquittal
- Activity Work Plan (AWP) Report
- Child Safety Statement of Compliance

Submit a Financial Acquittal

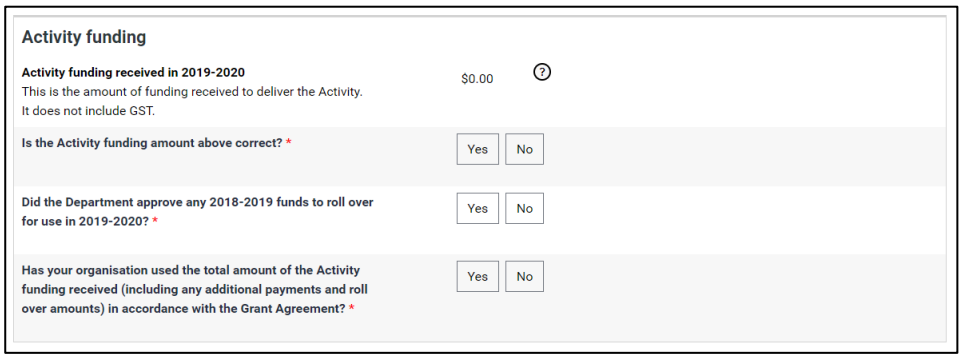
Select **Actions** and then **Launch Report**.



The Financial Acquittal Report page opens. Review the report details.

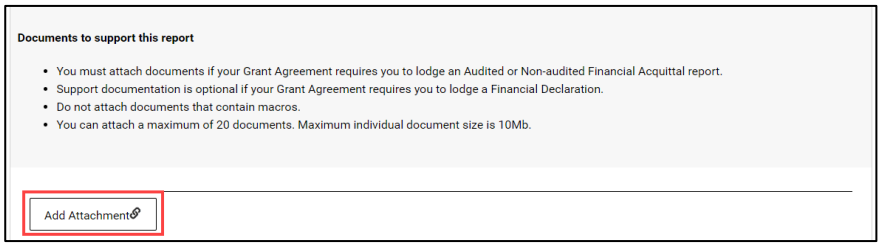


Complete the funding questions. All mandatory fields are marked with a red asterisk (*).

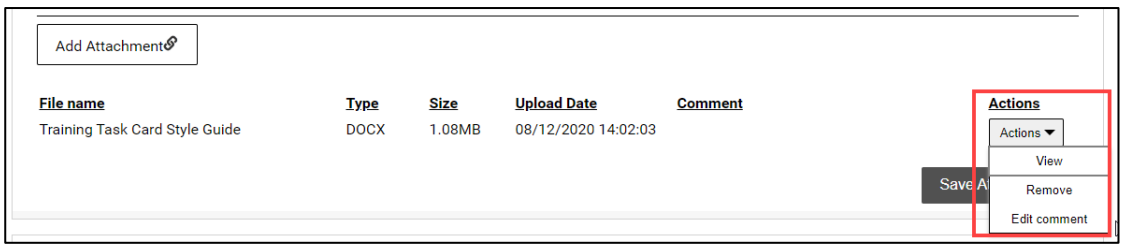


If required, upload supporting documents by selecting **Add Attachment**.

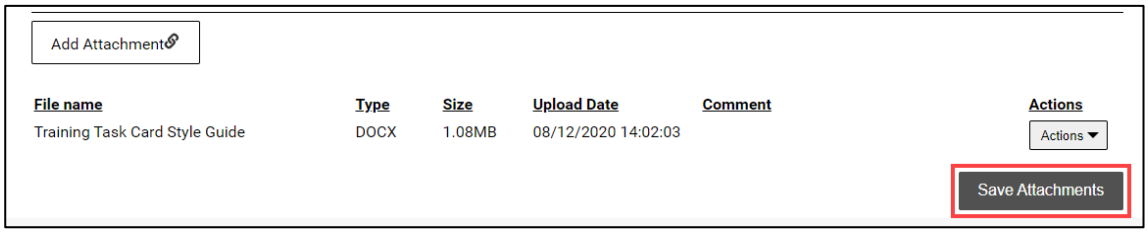
Note: Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquittal.



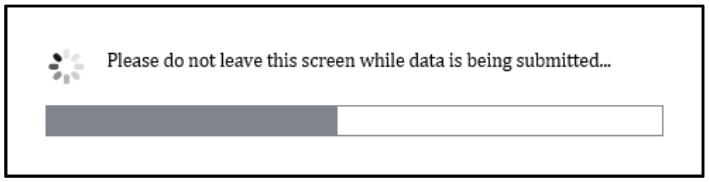
After uploading a document, use the **Actions** menu to view, remove, or edit comments for the attachment.



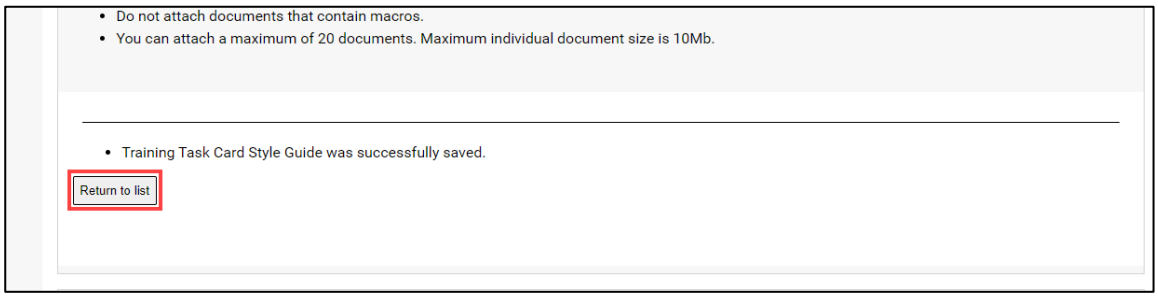
Select **Save Attachments** once all required documents have been uploaded.



Wait while the files are uploaded. Do not leave the page until the upload is complete.



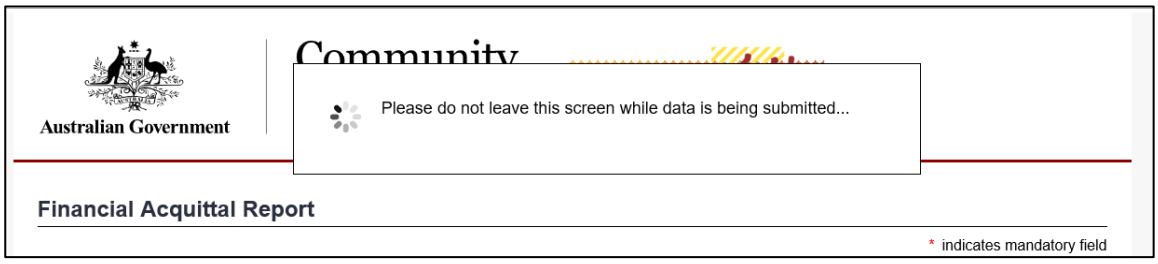
A confirmation message will appear when the documents have been saved. To upload more documents, select **Return to list** and repeat the above steps.



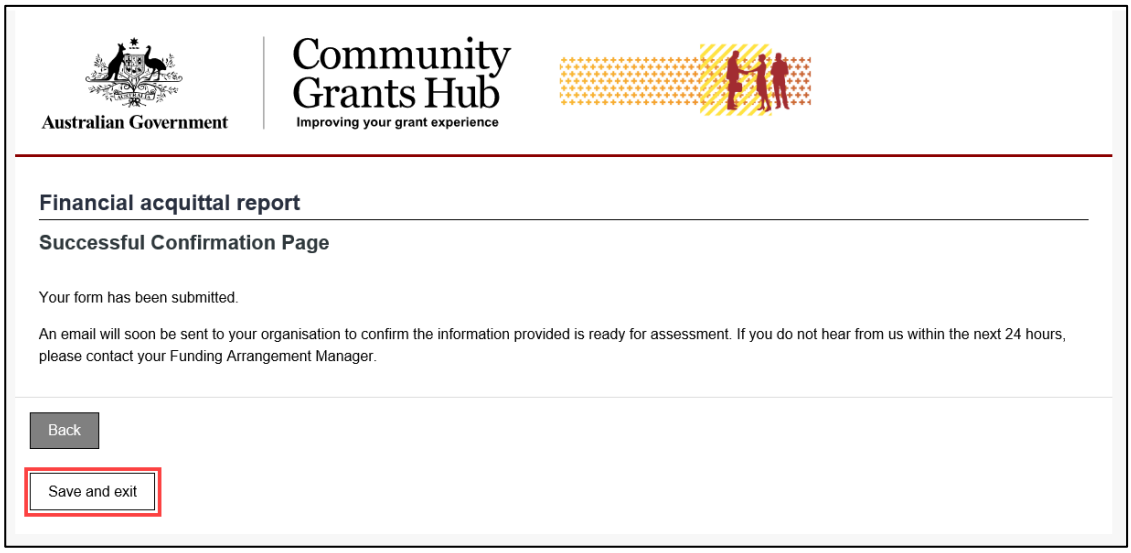
Read the disclaimer, select the checkbox to confirm your agreement, then **Submit**.



Wait while the report is being submitted. Do not leave the page.

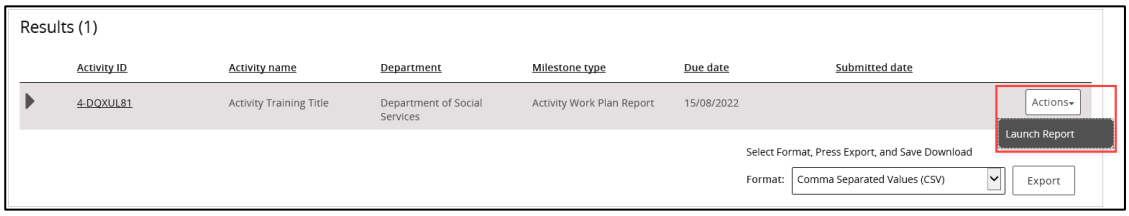


When the confirmation page appears, select **Save and exit** to close the report.



Submit an Activity Work Plan Report

Select **Actions** and then **Launch Report**.

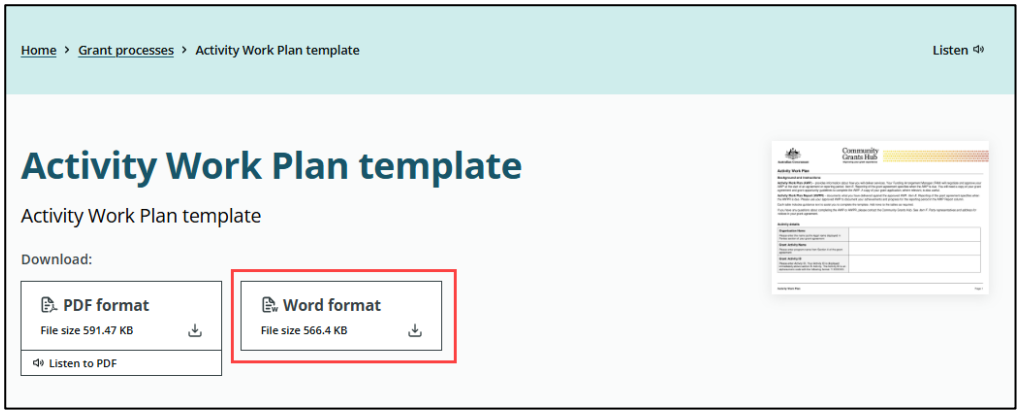


The Upload Report page opens. Review the milestone details and instructions.



Complete the Activity Work Plan template and save it to your computer before uploading it to the Portal.

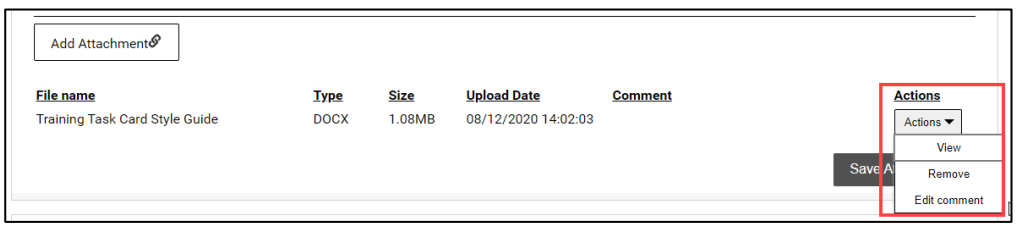
Use the Word version of the template available on the Department of Social Services website.



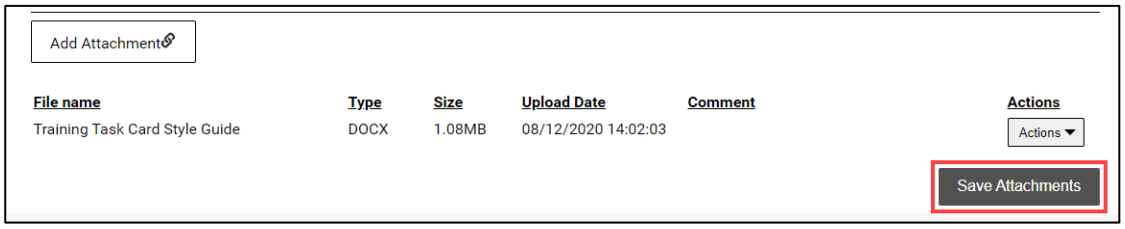
Select **Add Attachment** and upload the completed AWP report.



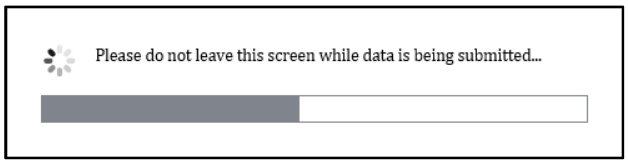
Use the **Actions** menu to manage attachments. You can view, remove, or edit comments for the attachment.



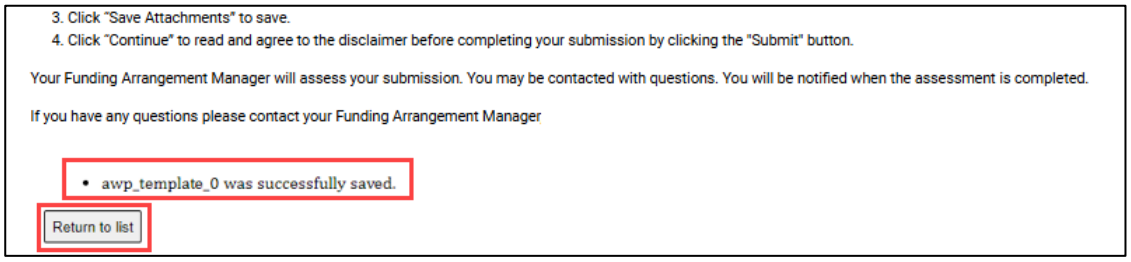
Select **Save Attachments** once all required documents have been uploaded.



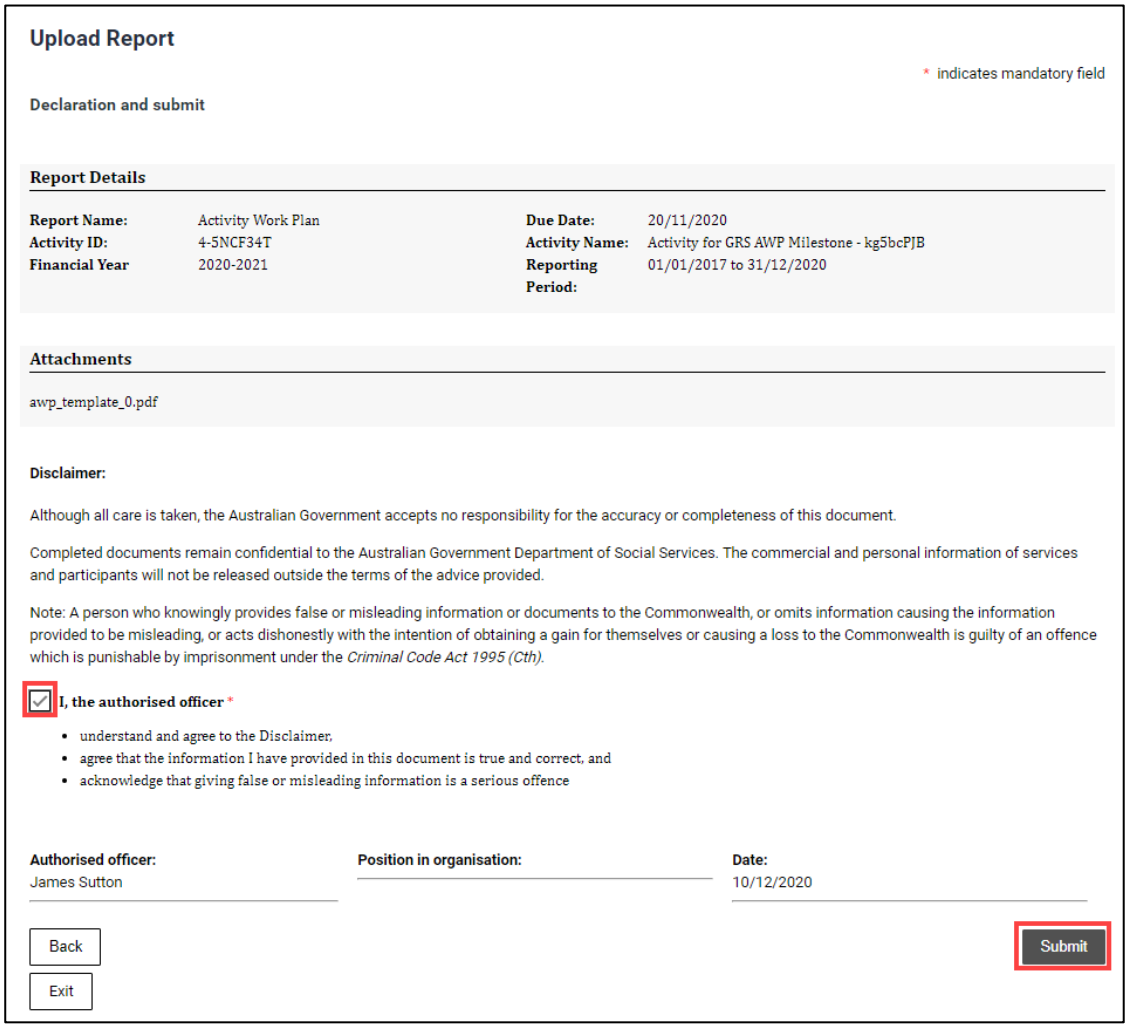
Wait while the files are uploaded. Do not leave the page until the upload is complete.



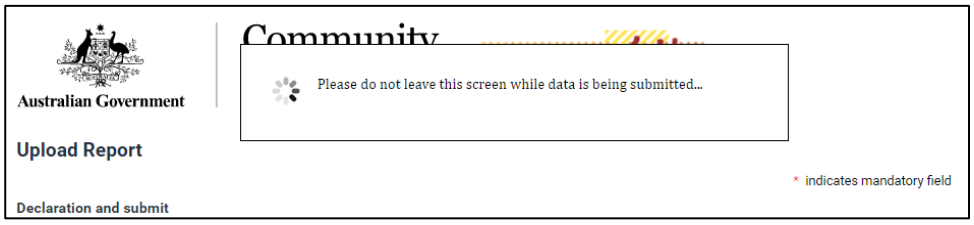
A confirmation message will appear when the documents have been saved. To upload more documents, select **Return to list** and repeat the above steps.



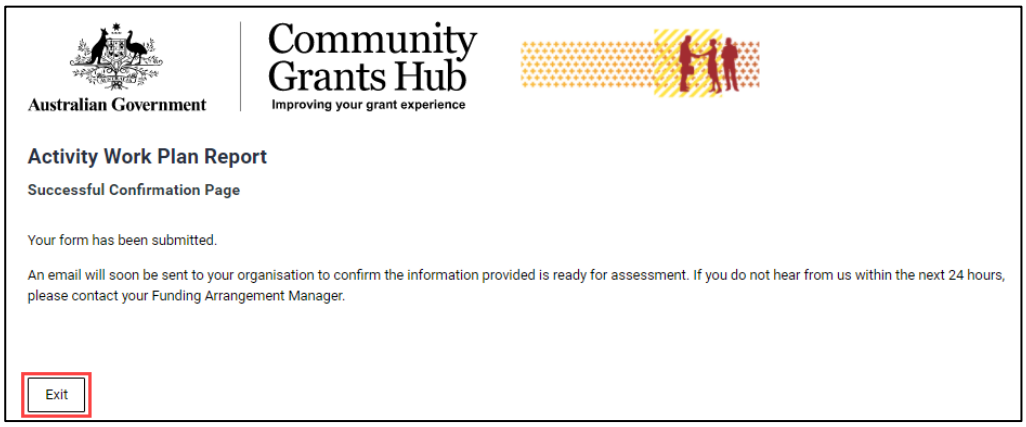
Read the disclaimer, select the checkbox to confirm your agreement, then **Submit**.



Wait while the report is submitted. Do not leave the page.

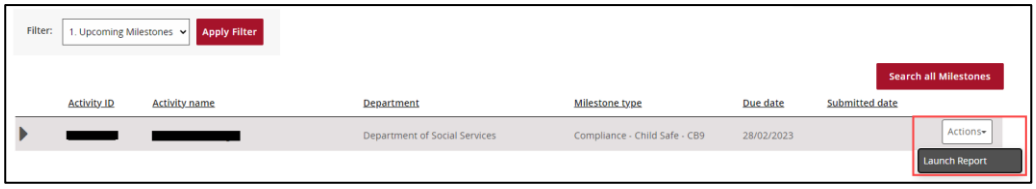


When the confirmation page appears, select **Exit** to close the report.



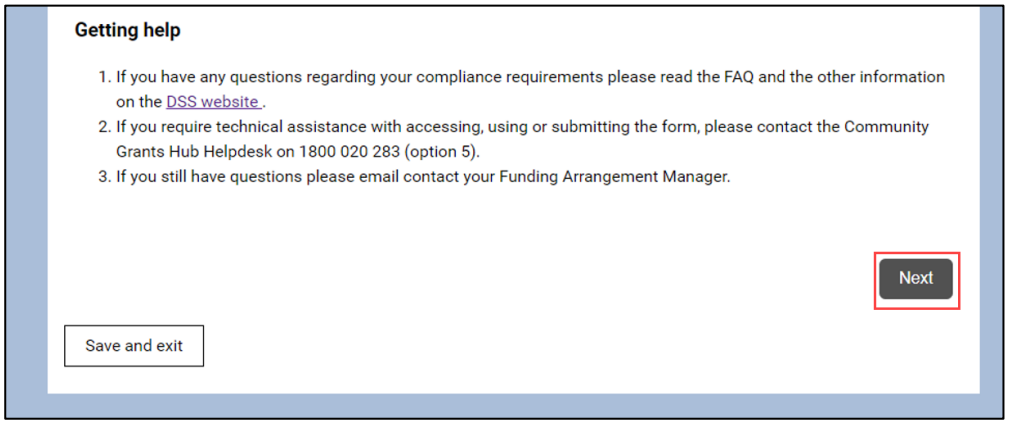
Submit a Child Safety Statement of Compliance

Select **Actions** and then **Launch Report**.



On the Instructions Cover Page, read the information, and select **Next**.

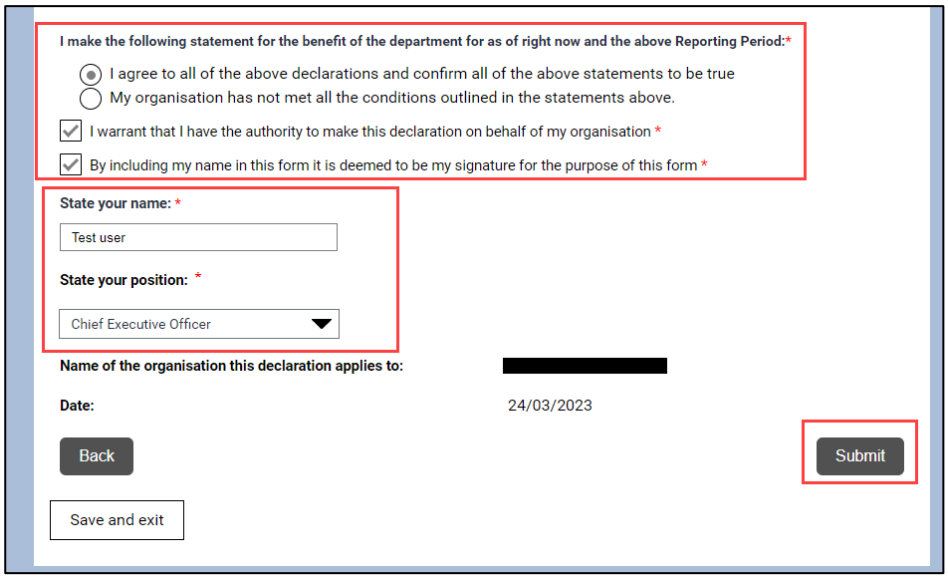




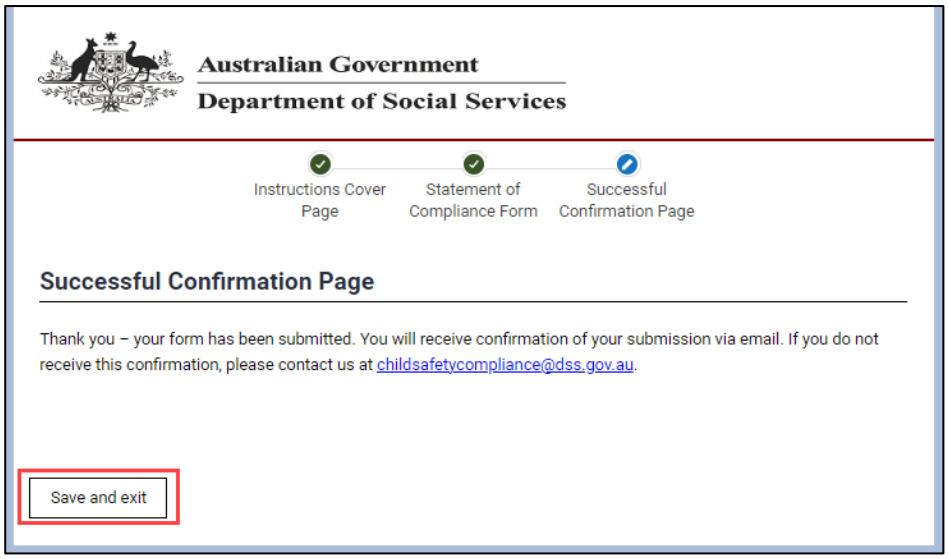
On the Child Safety Statement of Compliance page, review the grant details and declaration information.



Complete all required fields and select **Submit**.



When the confirmation page appears, select **Save and Exit**



A confirmation email is sent to the primary contact listed for the Program Schedule.



Australian Government

Community Grants Hub
Improving your grant experience

Dear Funding Recipient

Thank you for submitting your Child Safe Statement of Compliance for Activity Id [redacted]

A formal letter of compliance will be issued when the department has verified our records.

Yours sincerely,

Community Grants Hub on behalf of the Department of Social Services
Email: childsafetycompliance@dss.gov.au
Web: communitygrants.gov.au

Need help?

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