Australian Government

Community Grants Hub
Improving your grant experience

Search for Organisation Staff

Task Card

The Grant Recipient Portal (Portal) allows users to view staff records and search for staff members linked to their organisation. This task card explains how to access staff records and use the staff search function.

Portal access required: Administrator, Editor or View Only.

Quick Links

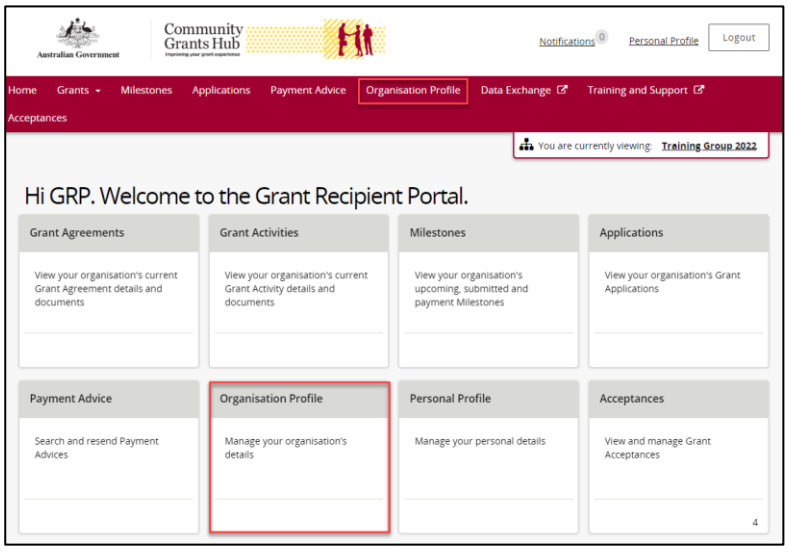
View a Staff Record

Search for Organisation Staff

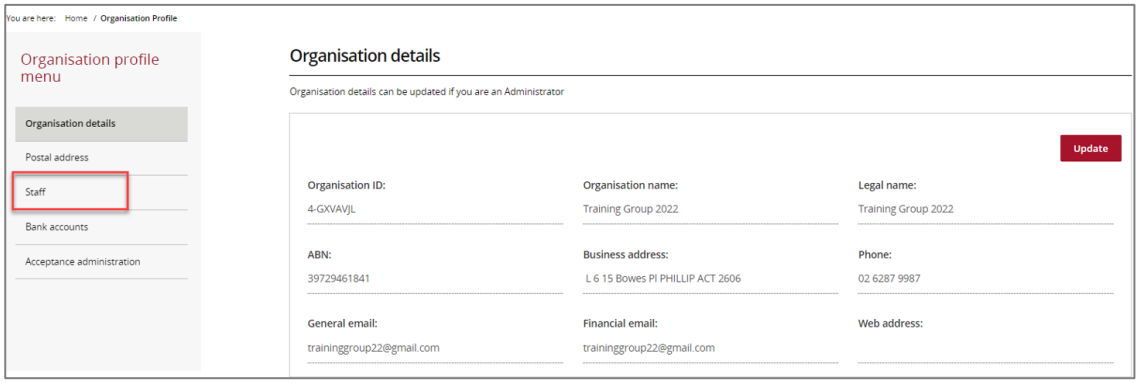
Need help?

View a Staff Record

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



On the Organisation Profile page, select **Staff** from the menu on the left. The Staff page will open



The Staff page displays a list of staff linked to your organisation. Active staff are shown by default.

The **Status** column shows whether a staff member is active or inactive.

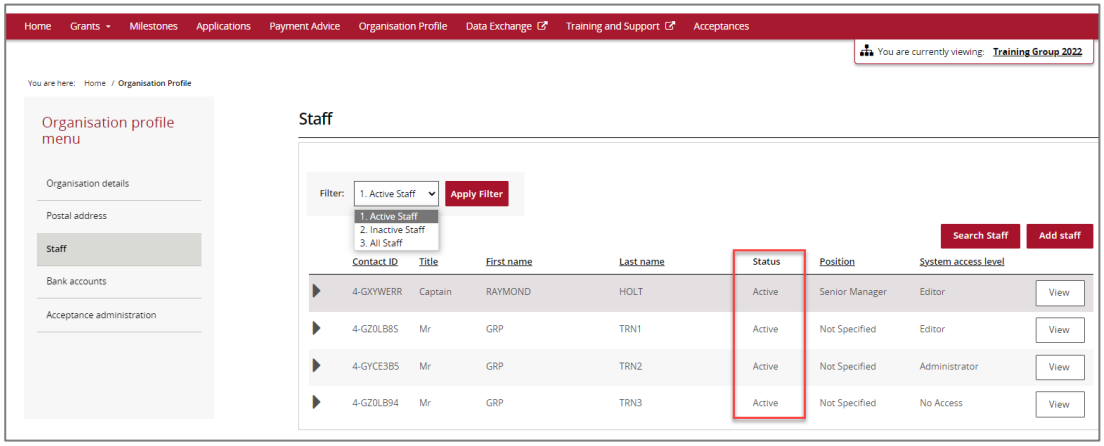
Use the filter to choose:

- Active Staff
- Inactive Staff
- All Staff

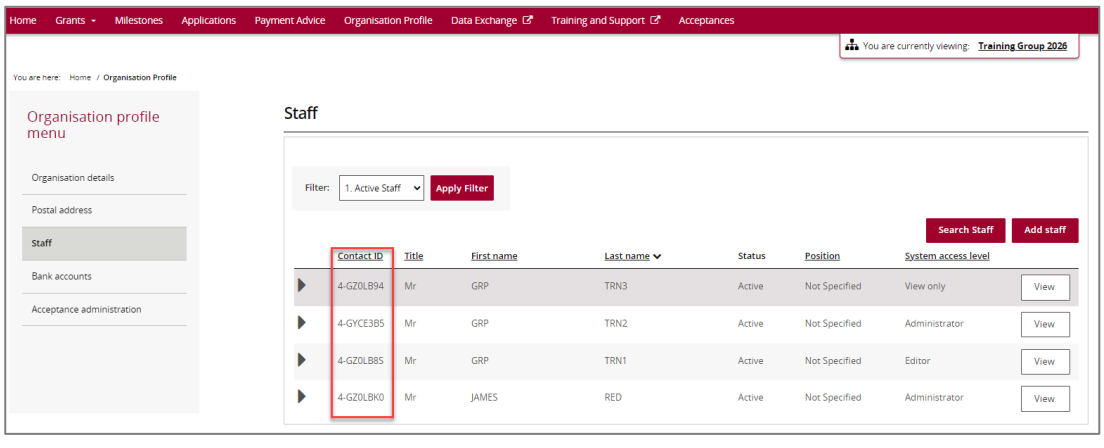
Active staff are current organisation contacts in the Community Grant Hub's Grant Payment System with no end date.

Inactive staff are former organisation contacts who have an end date recorded in the Community Grant Hub's Grant Payment System.

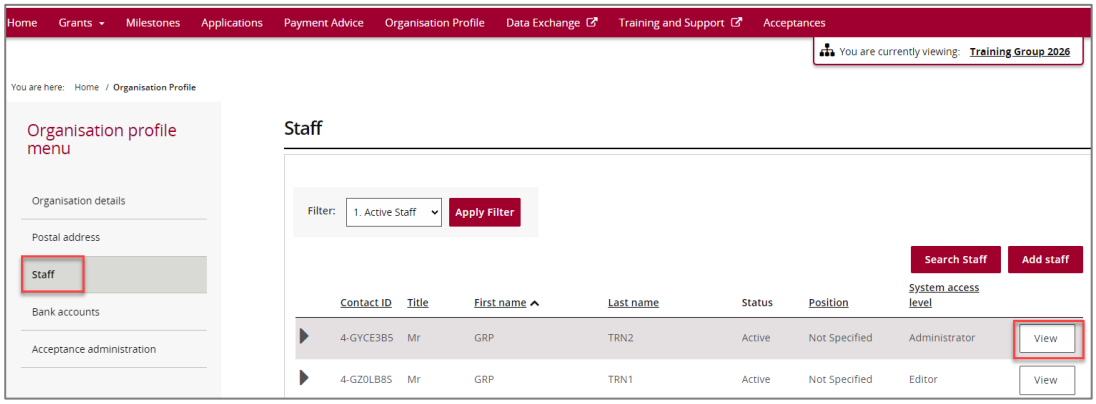
The Portal will not show the end date.



Each staff record includes a unique **Contact ID** that can be used to identify contacts and help manage duplicate records.



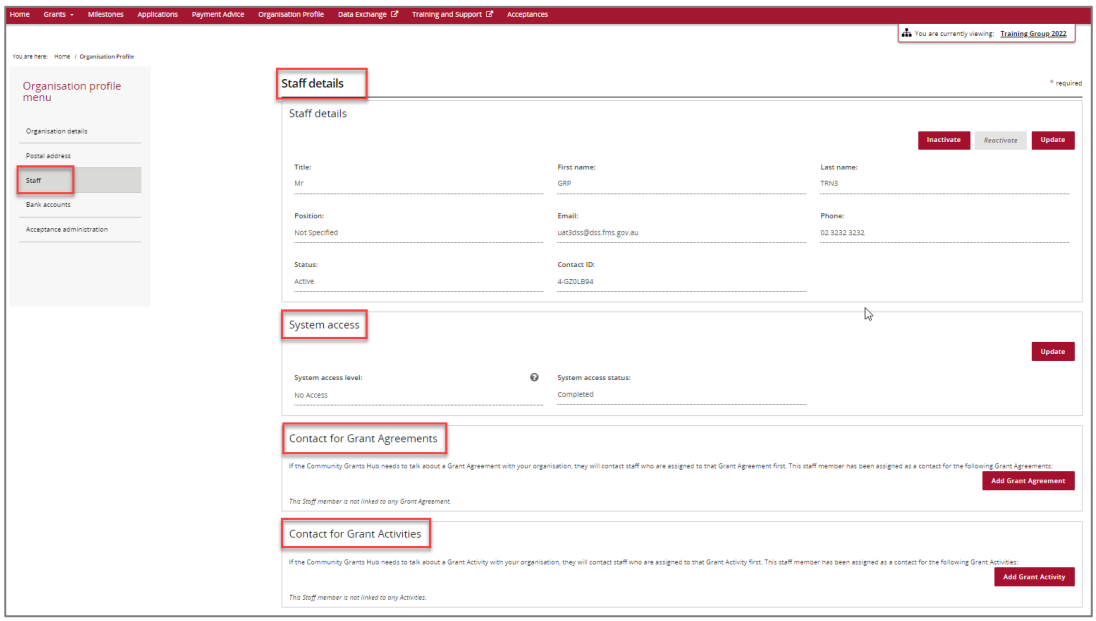
To view more information about a staff member, select **View** next to their name.



The **Staff Details** page displays information about the staff member.

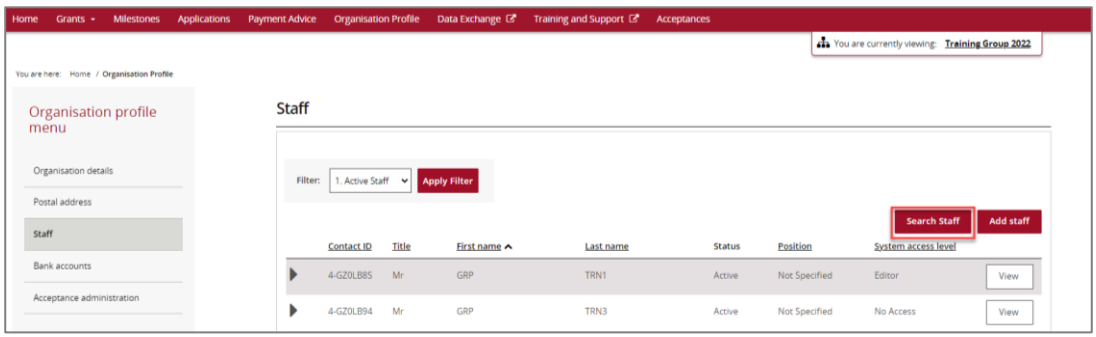
The page includes:

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



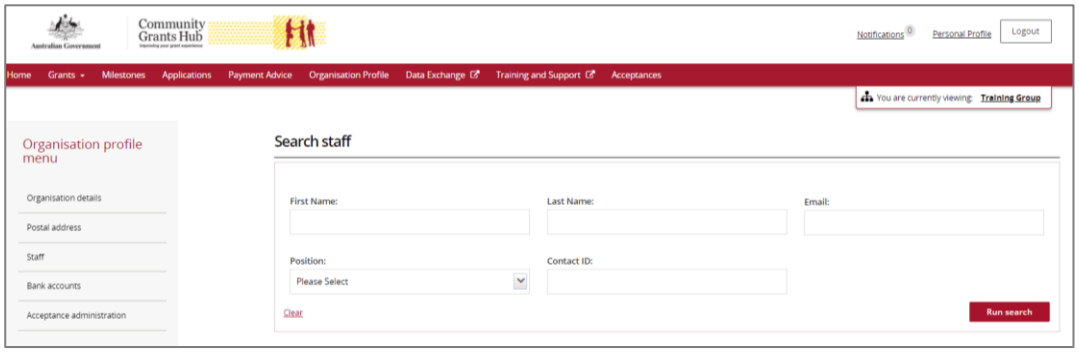
Search for Organisation Staff

From the Staff page, select **Search Staff**.



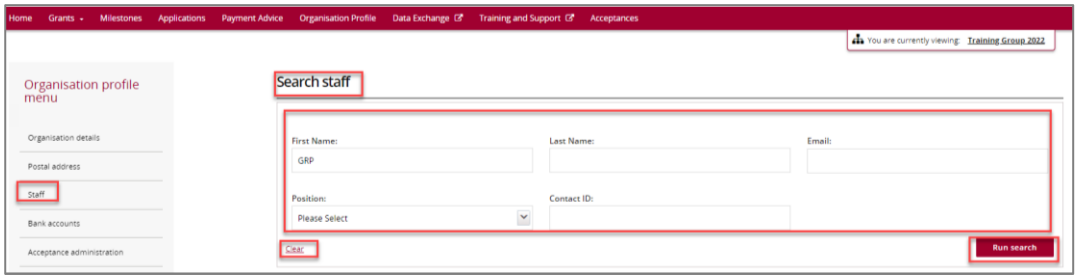
The **Search Staff** page allows you to search for staff members using one or more of the following fields:

- First Name
- Last Name
- Email
- Position
- Contact ID



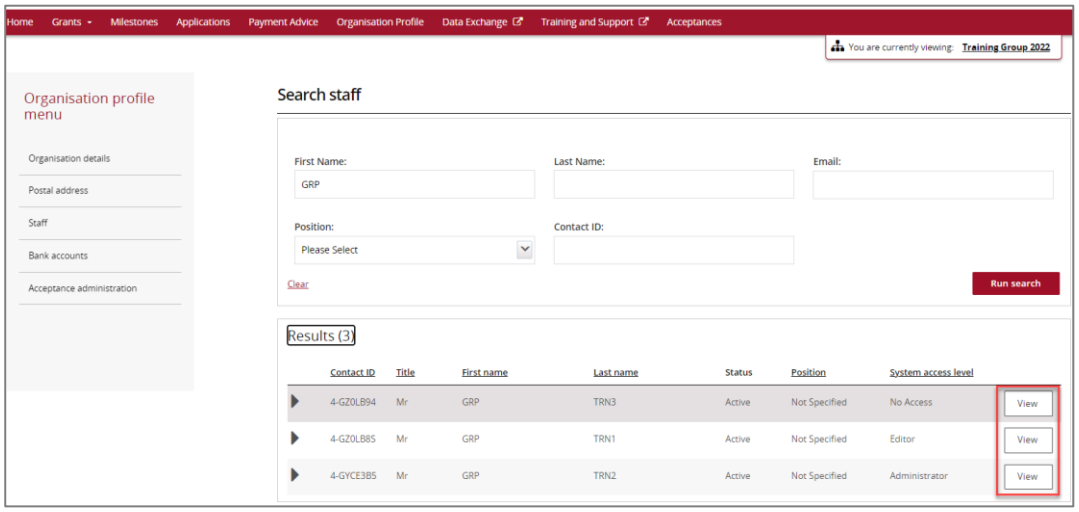
Enter the search details and select **Run Search**.

If you want to clear the search fields and start again, select **Clear**.



Search results will be displayed below the search fields.

To open a staff record, select **View** next to the staff member's name.



Need help?

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