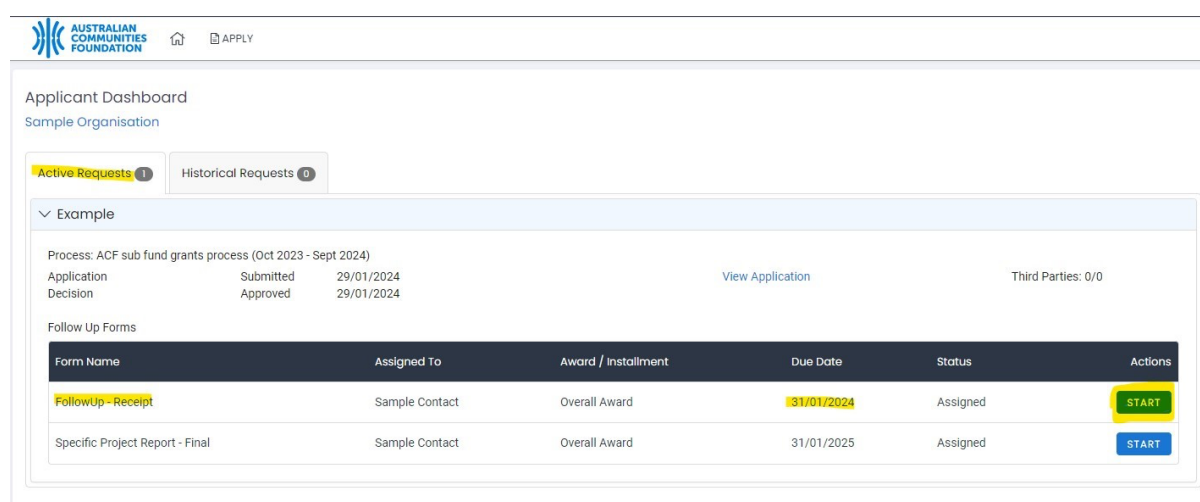


# How to submit a donation receipt for your grant

You are required to submit a donation receipt within 14 days of receiving the grant via our Grants Portal. All receipts should be issued to *Australian Communities Foundation*.

Log in to Grants Portal with your email address and password here: [grantinterface.com.au/Home/Login?urlkey=australiacf](http://grantinterface.com.au/Home/Login?urlkey=australiacf)

**Step 1.** Once logged in to the online grant portal, you will be on the Applicant Dashboard. See your Active Requests you will find the form 'Follow up – Receipt'. Click on the blue 'START' to open the receipt form (highlighted in yellow).



Applicant Dashboard  
Sample Organisation

Active Requests 1 | Historical Requests 0

Example

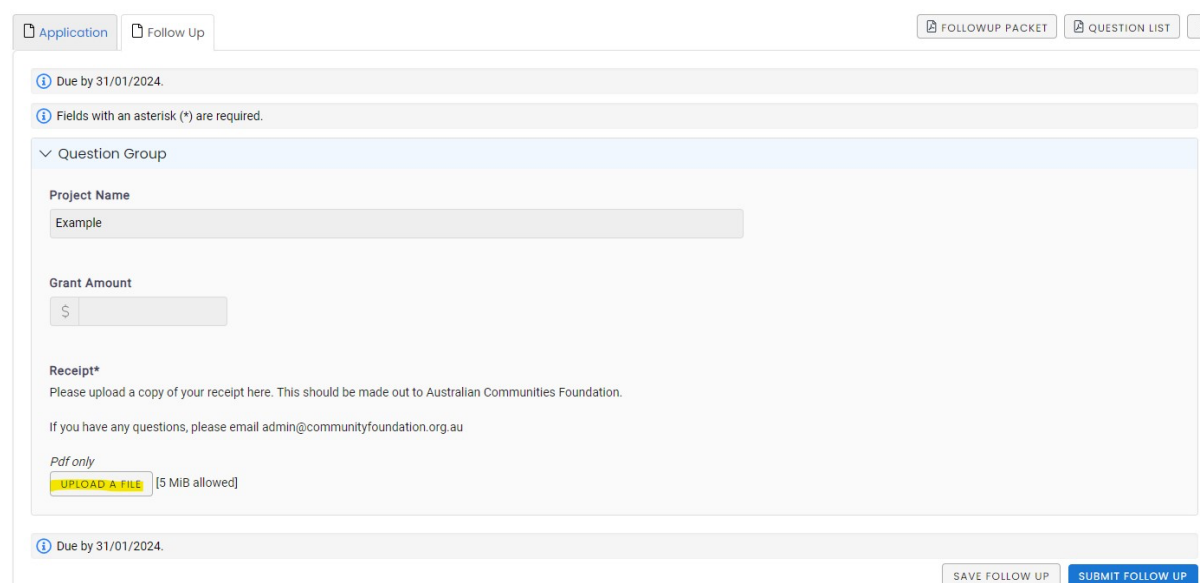
Process: ACF sub fund grants process (Oct 2023 - Sept 2024)

Application	Submitted	29/01/2024	View Application	Third Parties: 0/0
Decision	Approved	29/01/2024		

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
FollowUp - Receipt	Sample Contact	Overall Award	31/01/2024	Assigned	START
Specific Project Report - Final	Sample Contact	Overall Award	31/01/2025	Assigned	START

**Step 2.** Upload the receipt (pdf only) using 'Upload a file' button.



Application | Follow Up | FOLLOWUP PACKET | QUESTION LIST | ⋮

Due by 31/01/2024.

Fields with an asterisk (\*) are required.

Question Group

Project Name  
Example

Grant Amount  
\$

Receipt\*  
Please upload a copy of your receipt here. This should be made out to Australian Communities Foundation.  
If you have any questions, please email [admin@communityfoundation.org.au](mailto:admin@communityfoundation.org.au)

Pdf only  
UPLOAD A FILE [5 MiB allowed]

Due by 31/01/2024.

SAVE FOLLOW UP | SUBMIT FOLLOW UP

**Step 3.** Click on 'Submit Follow Up'.