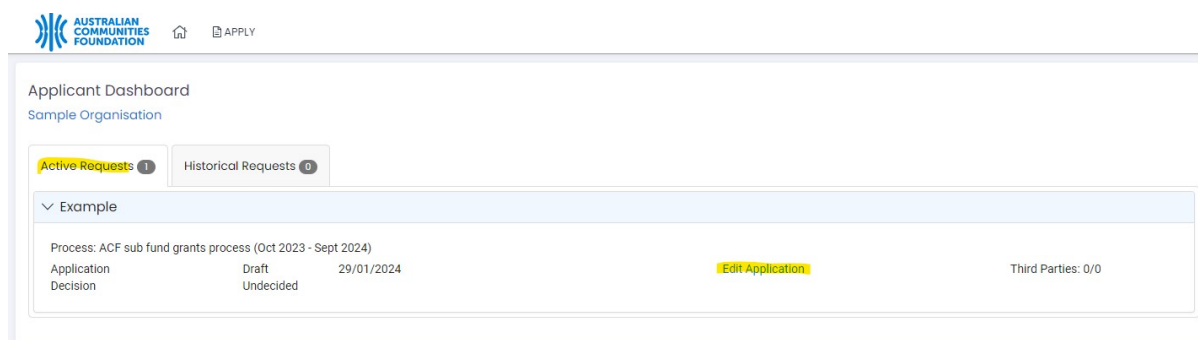


How to complete a Grant Agreement

Once your organisation has received a notification of the grant awarded, please log in to the Grants Portal and proceed with the following steps to complete and submit your agreement. Log in to Grants Portal with your email address and password here: grantinterface.com.au/Home/Logon?urlkey=australiacf

Step 1. Once logged in, you will be on your Applicant Dashboard. See your Active Requests and click on the blue 'Edit Application' (highlighted in yellow). You can save and return to the form as often as you need.



The screenshot shows the Applicant Dashboard for 'Sample Organisation'. It features two tabs: 'Active Requests' (with a count of 1) and 'Historical Requests' (with a count of 0). Under the 'Active Requests' tab, there is a section for 'Example' with a dropdown arrow. Below this, a table displays the following information:

Process: ACF sub fund grants process (Oct 2023 - Sept 2024)			
Application	Draft	29/01/2024	Edit Application
Decision	Undecided		Third Parties: 0/0

Step 2. Read the grant agreement and scroll down to complete the Grant Agreement Execution section.



The screenshot displays the 'Grant Agreement Execution' section with the following fields and options:

- Signed for the Recipient by:** (Text input field)
- Recipient Name:** (Text input field with an edit icon) and an **Administrator Comments** field below it.
- Recipient Position:** (Text input field with an edit icon) and an **Administrator Comments** field below it.
- Signature:** (Text input field with an edit icon) and an **Administrator Comments** field below it.
- Date of Signature:** (Date picker field with an edit icon) and an **Administrator Comments** field below it.

Step 3. Scroll down further to the 'EFT Authorisation' section. Download the blank EFT Authorisation Form from the blue hyperlink (highlighted in yellow).

Step 4. Upload the completed the [EFT form](#) using ‘Upload a file’ button.

EFT Authorization* Cancel

Please download the [EFT Authorisation Form](#) and upload your completed form below.

You may submit the same EFT Authorisation Form for up to 12 months from the signed date each time you are nominated to receive a grant. If your EFT Authorisation Form is past the 12 month validity period at the time of submission, please complete a new form. By uploading a completed EFT Authorisation Form you are indicating that the bank details and authorised signatories on the form are current at the time of upload.

The upload document will be deleted from our system once details are crosschecked with the information on file.

[Upload a file](#)

Step 5. You can provide feedback about the grants process. This is an optional step.

Feedback (optional)

Your feedback is important to us. To ensure we provide a good experience to all our grant recipients, please provide us with your suggestions about any improvements and/or additions to the grant process.

500 characters left of 500

[Abandon Request](#) [Save Application](#) [Submit Application](#)

Step 6. Click on ‘Submit Application’.

Information about the EFT Authorisation Form

- **Who is a signatory?** A signatory is a responsible person at the organisation that can provide and attest to the organisation’s correct bank details. This is usually the CEO/CFO, team member from the finance department or a Board member.
- **What if we can only provide one signature?** We can accept forms with only one signature. However, that single authorised person will have sole responsibility for providing the correct details.
- **Do I have to provide a new EFT form each time our organisation receives a grant?** While you must upload an EFT form for every grant, you may reuse the same form for a period of 12 months if the bank details remain the same. After 12 months, you will be required to sign a new form.