

DEW Grants Management System Application Guide



Please note application closure date and ensure you allow enough time to seek assistance if required.

Online Applications

All applications must be completed and lodged electronically via the DEW Grants Management System website. Access to the Grants Management System is available by clicking on either of the following links:

<https://gmsportal.environment.sa.gov.au> if you are NOT on the government network

<http://gmsportal.environment.sa.gov.au> if you are on the government network (Statenet)

To Register:

If you have previously applied for any type of grant using the DEW Grants Management System do not register again. Please skip to the second paragraph of *To Login* section on page 2. You will only need to complete the login step marked **.

Click on the relevant link above to connect to the Grants Management System which will display the Welcome screen.

The screenshot shows the DEW Grants Management System Welcome screen. The page has a blue header with the Government of South Australia logo and the text 'Department of Environment, Water and Natural Resources'. A 'Test Environment' warning is displayed. The main content area is divided into two columns. The left column contains a welcome message: 'Welcome to the Department of Environment, Water and Natural Resources Grants Management System.' Below this, it says 'If you already have an account, log in to submit your request or check the status of your current applications.' and 'If you do not have an account, you will need to register.' There are two sections: 'About Us' and 'Current Grants & Funding'. The right column contains a 'Login' section with input fields for 'User ID', 'Email', and 'Password', and a 'Login >>' button. Below the login section is a 'Register' section with the text 'If you do not yet have a login, please register now.' and a 'Register >>' button. A green arrow points to the 'Login >>' button, and a red arrow points to the 'Register >>' button.

If you have not applied for a grant on the system before you will need to Register.

Click on the *Register* button (red arrow above).

Complete your organisation's details on the next screen. (Do not login as an Individual in this screen). Ensure your ABN information is correct before completing this step as this cannot be changed. Other information can only be changed by contacting DEW, so please check details carefully.

Incorporated Association or Registered Business is for any organisation that is a legal entity (i.e. Local Government, Incorporated Association, Company (Pty/Ltd), Partnerships etc. If your organisation is not a legal entity, you will probably need a sponsor for your grant application. Please check this before selecting. Fields marked with * are mandatory and must be completed.

Passwords should include at least one upper case and one lower case letter and a number. Keep a note of your password.

Ensure that you have access to the email address nominated as the contact email, as registration instructions will be sent to that email address. It is very important that you remember the password that you set when you first register and ensure that you have entered the correct information regarding whether or not your group has an ABN as the ABN status cannot be amended.

Click on *Create* button

You will receive a message on the screen with the following text:

Thank you for initiating the registration process.
We will send you an email shortly.
Please follow the instructions in the email to complete the registration process.

To Login:

Open the email sent to you from DEW Grants Management System entitled Welcome to DEW Grants Management System, note your user ID (your ABN if you have an ABN) and email address as you must use these to login. You must click on the link to return to the Welcome page (above as this will verify your registration).

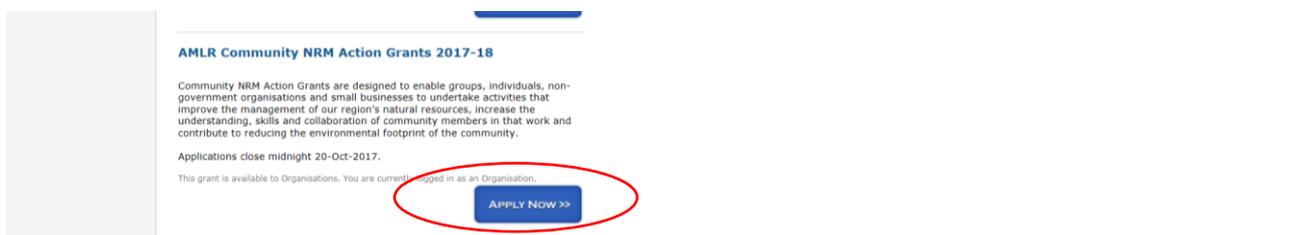
******Enter your User ID and email address from the above email, enter your password in the Login section then click the *Login* button (as per green arrow on previous page).

To Create and Submit an Application:

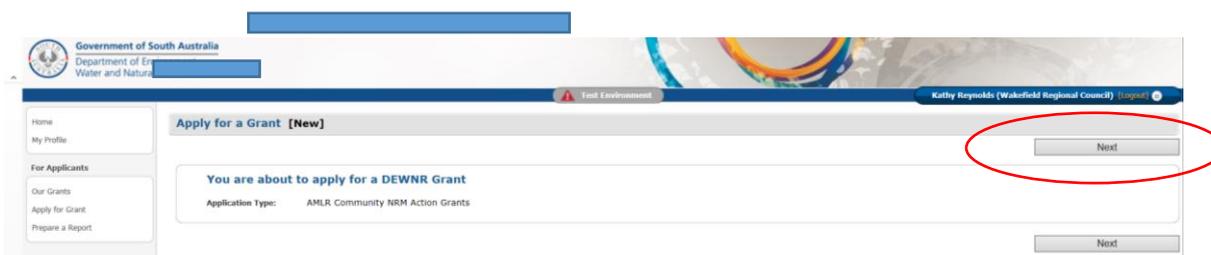
Select *Apply for Grant* on either the left or right menu (see below). **Only do this the first time you apply, see page 3 for instructions if you have already selected Apply for a Grant and then saved it as a draft.**



Scroll down and choose the grant you are applying for, read the text and click on the blue *Apply Now* button.



This will take you to the following screen. Click on either of the *Next* buttons.



IMPORTANT INFORMATION TO NOTE – PLEASE READ

If you leave your computer during the application process, please select Save as Draft (either at the top or bottom of the screen) to save your details in case your computer times out.

If it appears that your computer is taking a while to Save, DO NOT click on Save as Draft again as you will get a resubmission error and will lose your information. TIP – if you think your computer has frozen or taking too long, press ESC key and Save again. Make sure you Save as Draft when moving between tabs if you have added or changed any information.

The screenshot shows the 'Application Form' for 'GRANT/DRAFT-77991'. The 'Applicant Details' tab is active. At the bottom right, the 'Save as Draft' button is circled in red. Other buttons include 'Cancel', 'Application Process', 'Terms & Conditions', 'Reports/Payments', and 'Payments'.

If you need to change any information once you have pressed Save as Draft, you can move between the tabs, and click on [Edit] on the top right (red arrow below) to enter the information. If red warning messages appear on the screen, click on [Edit] to enter the information.

The screenshot shows the 'Applicant Details' tab. At the top right, there are tabs for 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. Below the 'Applicant Information' section, the 'Edit' button is highlighted with a red arrow.

If you close the system and return to your grant, do NOT select Apply for Grant. Select Our Grants on the left menu and your grant will be under the heading In Progress. Click on the brown text to reopen your application for editing, otherwise you will create another application.

The screenshot shows the 'In Progress' grants list. The 'Our Grants' menu item is circled in red. The table below lists the grants:

ID	Label	Project Title	Grant Type	Application Date	Grant Amount	Status
77991	GRANT/DRAFT-77991		AMLR Community NRM Action Grants 2017-18			In Preparation by Applicant
77983	GRANT/DRAFT-77983	planting trees	AMLR Community NRM Action Grants 2017-18			In Preparation by Applicant
71991	GRANT/DRAFT-71991		Recreational Fishing Grant 2017			In Preparation by Applicant
71891	GRANT/71891	Port Wakefield bridge to fishing	Recreational Fishing Grant 2017	10-Mar-2017		Rejected
54687	GRANT/54687	Wharf Reserve Shade Structure	Recreational Fishing Grant 2016	11-Mar-2016		Submitted, Under Review by DEWNR

You can print or view your Application Form at any time by selecting [Download Application Package] above the [Edit] button at the top right of each tab (see red arrow above).

Application Details tab

When you apply for a new grant it will take you to the Application Form and the tab named *Applicant Details*. Some of the information you completed in the registration process will be pre-filled here. (If you have made an error with these details please contact us on 8463 7883) If you have registered as an incorporated organisation, the screen will be displayed differently to the example below, as it will not have the information relating to Sponsorship Organisation.

Please complete the form with as much information as possible, remembering that all fields marked with * are mandatory and must be completed. If you cannot enter information into the screen, click on **[Edit]** on the top right side of the tab.

If you are not a legal entity, you will require a Sponsor who is a legal entity and able to enter into a contractual agreement. You will need to download the Sponsor Support letter (see red arrow below), complete the information, print it and have it signed by the sponsoring organisation. Scan and upload the signed letter by clicking on *Browse* to locate the document on your computer.

Once you have completed the first page, click on *Save as Draft* button to save and take you to the next screen which is the *Project Details* tab.

Application Form

Applicant Details | Project Details | Budget and Finances | Supporting Documents | Submit | Withdrawal

Applicant Information

Registration Number (ABN): 53327061410
Incorporated Association: No
Registered for GST: Yes

Primary Contact

Choose Contact: Lady Gaga
 Phillip Sherman
 Dory
 Other

Sponsoring Organisation

Sponsoring Organisation Name: *
Sponsoring Organisation ABN: *
Is the sponsoring organisation GST registered?: Yes No [deselect](#)
Incorporation Number: *
Sponsoring Organisation Incorporation Date: *
Sponsoring Organisation Contact
Title: * eg. Mr, Ms, Miss, Mrs, Mdm, Dr, Prof
Limit 30 characters. Characters remaining 30.
Given Name: *
Last Name: *
Position: *
Address Line 1: *
Address Line 2: *
Town/Suburb: *
State: * SA
Postcode: * Limit 6 characters. Characters remaining 6.
Phone 1: *
Phone 2: *
Email: *
Sponsor Support Template: No Document Found
Signed Sponsor Support Document: 

Project Details tab

Before starting your Application, click on the word **Guidelines** in the Project Details tab to ensure you have all the relevant information. It is recommended that you click on *Save as Draft* button to save information as you enter it in case your computer times out. (Just remember if you do this, you will need to click on **[Edit]** to allow you to further edit the form.) Select the appropriate selections on the form and give your project a name.

Government of South Australia
Department of Environment, Water and Natural Resources

Test Environment

Liz Matthews (Liz Testing) [Logout]

Home
My Profile

For Applicants
Our Grants
Apply for Grant
Prepare a Report

Grant Project **GRANT/DRAFT-77987** (#77987)

Project Name: AMLR Community NRM Action Grants 2017-18
Grant Type: AMLR Community NRM Action Grants
Organisation Type: Organisation/Group without ABN

Reports/Disbursements Approved: Grant Amount: Total Disbursement Approved (\$): Balance Unused Grant: Grant Released: \$0.00

Status: In Preparation by Applicant

[Return to List]

Application Form

Application Process Terms & Conditions Reports/Payments Payments

Applicant Details **Project Details** Budget and Finances Supporting Documents Submit Withdrawal

Project Details

Please read the **Guidelines** before applying.

[Download Application Package]

[Edit]

General Information

The Applicant is a:

- A small business or industry group
- A community group
- A not-for-profit organisation
- An individual undertaking a not-for-profit activity

Is this a new project?

Yes No

Comments:

Have you discussed your project with a Natural Resources Adelaide and Mount Lofty Ranges staff member?

Yes No

Please provide information in each of the Project Description boxes and use the **calendars** (shown in the red circle below) to complete the Timeline section or you will get an error message. Click on 'Save as Draft' regularly as this page can take some time to fill in and you don't want to lose your work. You will need to click on the Edit button again to open it up to continue inputting information.

Project Details

Project Name: *(in 8 words or less)

Geographic area/s to be covered: *(Suburb/Town, locality)

Provide an overview of the project including the expected outcomes: *(250-300 words)

Outline how you will involve and engage others to become partners in your project to enable you to deliver the best possible outcomes: *(100-150 words)

Describe how your project uses the best available knowledge and practices in natural resources management: *(50-100 words)

Describe how you will check that your project has been successful. What will you measure to demonstrate this? *(50-100 words)

Outline how you will support and maintain your project into the future: *(50-100 words)

Timeline

Projects are to be completed between 1-Dec-2017 and 1-Dec-2018.

Project Start Date:

Project End Date:

Save as Draft Cancel

Last updated by: Liz Matthews (Liz Testing) on Tue 05-Sep-2017 at 10:43 AM

Once you have completed the *Project Details* page, click on *Save as Draft* button to save and take you to the next screen which is the *Budget and Finances* tab.

Budget and Finances tab

Break the project down into tasks, timeframes and list them together with other contributions by your or other organisations (if applicable) and the amount of funding sought for each activity. This table should be quite detailed. This activity list will be the basis for later reporting by your group.

If you select Yes to 'Does this project build on previous grant funded projects' the following screen will appear. Please itemise the previous funding with as much detail as possible.

Budget and Finances

Amount Requested

Maximum Grant Amount (\$) (GST exclusive): 5,000.00

Grant funding requested (\$) (GST exclusive): 3,750.00

Does this project build on previous grant funded projects? Yes

If yes, please describe how and list previous grants.

Year	Funding Body	Amount Received (\$)	How it contributes to this project
1 2001	AMLR	55,000.00	will enable us to undertake further weed control and additional plantings

For this application, fill in the Work Plan and Budget table. Please include all other contributions for this project. Other contributions include voluntary labour, labour or costs paid for by your or other organisations, donation of goods etc. The value of volunteer hours will calculate automatically from the number of hours you input, based on the current rate.

To add extra rows, click on + Add.

Budget

Please itemise each task of the project, with an estimated cost and timing. Itemise contributions from all sources, including all cash and in-kind contributions (e.g. donations, volunteer work). All figures to be GST exclusive.

Work Plan and Budget

	Project task description *	Start *	Finish *	Volunteer Hours (No.)	Volunteer hours value (No. x \$40.35)	Other contributions from your Group (\$)	Contributions from other sources (\$)	Grant funding sought (\$)	Total activity costs (\$)
1	purchase of trees	1-Mar-2018	31-Mar-2018	10	403.50	100.00	2,500.00	2,500.00	5,503.50 [Delete]
2	contractor for weed contr	1-Apr-2018	31-May-2018	2	80.70	100.00	5,000.00	1,250.00	6,430.70 [Delete]
3	planting of trees	1-Mar-2018	31-May-2018	50	2,017.50	500.00			2,517.50 [Delete]
4	weed control on accessik	31-Mar-2018	30-Jun-2018	150	6,052.50	500.00			6,552.50 [Delete]
				212	8,554.20	1,200.00	7,500.00	3,750.00	21,004.20

+ Add

Save as Draft Cancel

Last updated by: Kathy Reynolds on Wed 06-Sep-2017 at 10:24 AM

Click on *Save as a Draft* when complete, which takes you to the *Supporting Documents* tab.

Supporting Documents tab

Supporting Documents tab is for any documents to be attached to your application as listed on the page. Click on *Browse* to find the file you wish to attach. If you have more than one document, click on *Browse* again and attach the next document/s. If you have documents that don't fit with the categories or that support or enhance your application, please attach to any other supporting documents section. Include any comments relating to the attachments if required.

The screenshot shows the 'Supporting Documents' section of the Grants-Tracker Portal. At the top, there is a navigation bar with tabs for 'Application Process', 'Terms & Conditions', 'Reports/Payments', and 'Payments'. Below this, there are sub-tabs for 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. The 'Supporting Documents' tab is active. The main content area is titled 'Supporting Documents' and contains a message: 'Please attach the following documents (multiple documents can be attached for each field)'. Below this message are five rows, each with a label and a 'Browse...' button: 'Letter of permission from landholder/manager where proposed works are to be carried out:', 'Regulatory approvals for project works to be carried out (if relevant):', 'Quotes, plans, maps etc.:', 'List of plants:', and 'Any other supporting documents:'. At the bottom of the form is a 'Comments:' text area. In the bottom right corner, there are two buttons: 'Save as Draft' and 'Cancel', which are circled in red.

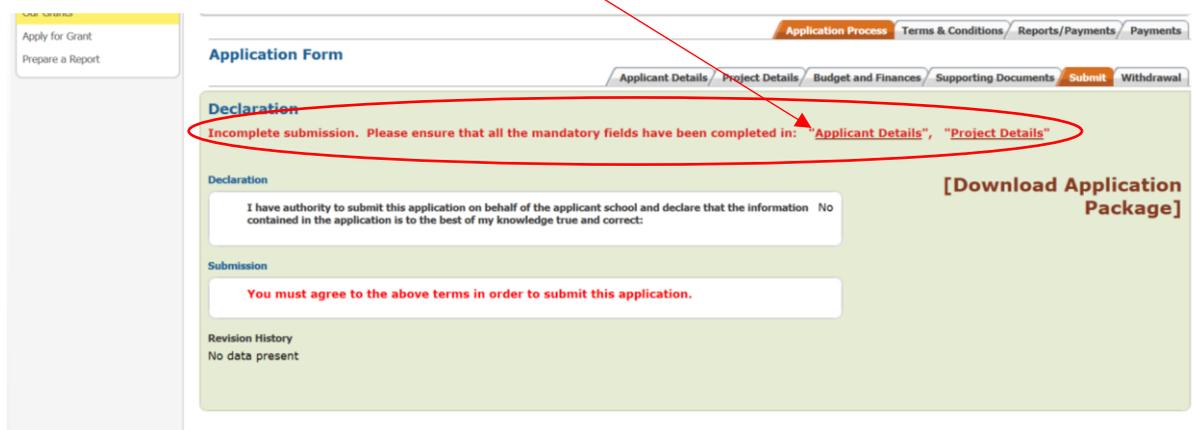
Click on *Save as Draft* when complete, which will then take you to the *Submit* tab.

Submit tab

NOTE: Once you have submitted your application, you cannot make any changes or add any documents. Please ensure you have checked your application prior to submitting. Your document can sit in the system in DRAFT form until it is completed and you are sure it is ready to submit. Make sure you check that it has been submitted by the due date. No Applications will be able to be submitted after midnight on 20 October 2017.

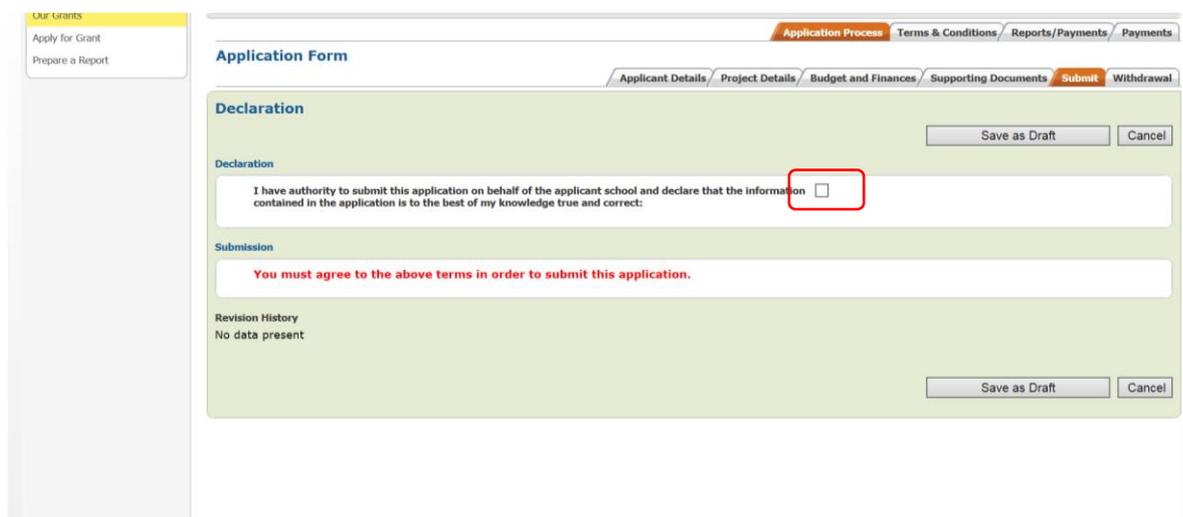
Before you submit your application, it is saved as a draft and therefore you can **[Edit]** at any time to change details. Once you have submitted your application, you cannot edit it.

If you have incomplete mandatory fields they will be highlighted in red under the Declaration heading and you will be unable to edit this page. You will need to complete them prior to submitting your application. Once complete and your application has been checked, tick the Declaration. Once you have ticked the Declaration, the Submission – Ready to Submit check box will appear and once ticked the *Save as Draft* box will change to *Submit*.



The screenshot shows the 'Application Form' interface. At the top, there are navigation tabs: 'Application Process', 'Terms & Conditions', 'Reports/Payments', and 'Payments'. Below these are sub-tabs: 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. The 'Declaration' section is highlighted in green and contains a red-bordered box with the text: 'Incomplete submission. Please ensure that all the mandatory fields have been completed in: "Applicant Details", "Project Details"'. Below this, there is a 'Declaration' box with a text area and a 'No' button. A 'Submission' box contains the text: 'You must agree to the above terms in order to submit this application.' At the bottom right, there is a button labeled '[Download Application Package]'. A red arrow points from the text in the first paragraph to the red-bordered box in the screenshot.

All mandatory fields have now been completed. Once you tick the Declaration box the form will allow you to submit.



The screenshot shows the 'Application Form' interface after the mandatory fields have been completed. The 'Declaration' section is highlighted in green and contains a text area with a checked checkbox. Below this, there is a 'Submission' box with the text: 'You must agree to the above terms in order to submit this application.' At the bottom right, there are two buttons: 'Save as Draft' and 'Cancel'. The 'Submit' button is now visible in the sub-tabs at the top.

Ensure you click on the Submit button

The screenshot shows the 'Application Form' interface. At the top, there are navigation tabs: 'Application Process', 'Terms & Conditions', 'Reports/Payments', and 'Payments'. Below these are sub-tabs: 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. The 'Submit' tab is active. The main content area is titled 'Declaration' and contains a checkbox for 'I have authority to submit this application on behalf of the applicant school and declare that the information contained in the application is to the best of my knowledge true and correct:'. Below this is a 'Submission' section with a checkbox for 'Ready to Submit:'. A red message states: 'You must agree to the above terms in order to submit this application.' At the bottom right, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is circled in red.

Withdrawal tab

If you decide you no longer wish to proceed with your application, you may withdraw your application at any time, only **prior to submitting it**. If you wish to withdraw your application after you have submitted it please send an email to DEWGrants@sa.gov.au

The screenshot shows the 'Withdraw Application' form. At the top, there are navigation tabs: 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. The 'Withdrawal' tab is active and highlighted with a red border. The main content area is titled 'Withdraw Application' and contains a 'Withdraw?:' checkbox. Below this is a 'Withdrawal Reason:' dropdown menu. At the bottom right, there are 'Save & Continue' and 'Cancel' buttons.

If you have any queries or require any assistance with the Grants Management System, please contact Procurement and Grants Unit on 8463 7883 during office hours or by emailing DEWGrants@sa.gov.au

If you have a query regarding the grant program please refer to the contact on the website.

Please ensure you leave enough time when preparing your application to seek assistance, if required.

Q & A

Do I have to complete my application online?

Yes, all applications must be completed online. If you have any problems in relation to the Grants Management System (such as logins, saving and attaching documents etc) please ring the Procurement and Grants Unit on 8463 7883. However, if your query relates to the grants program please call the contact on the website.

Is my group Incorporated Association or Registered Business?

This is to determine if your group is a legal entity or if you will require a sponsor. A legal entity is an Individual, Partnership, Statutory Authority, Association (Incorporated), Corporations (Pty Ltd or Ltd), Local Government. If you are not an Incorporated Organisation you will not need to fill in Incorporation number and date.

An unincorporated association, trust, business name are NOT legal entities and will require a sponsor or in the case of a business or trust need to be in the individuals name, such as John Smith as Trustee for Smith Family Trust or John and Jim Smith trading as Smith Building Services. Please call Volunteer Support Programs Unit if you have any queries in relation to this question.

Can I save my application and come back to it later?

Yes, once you have registered and started an application, it is saved at the last point you selected the *Save as Draft* button. You can update, change, withdraw or submit the application at any time until the round closes or you have submitted the application. Always click on *Save as Draft* if moving away from your computer as it may time out. When you open it again, do not select *Apply for Grant*, as you will create a new grant. Select *Our Grants* and the grant you started will appear under *In Progress as GRANT/DRAFT – (number)*.

TIP: If preparing a large amount of information for any section, remember to Save as Draft regularly or alternatively prepare the information on a Word document and copy and paste into the Application.

Can I view all my grant information in the one place?

Yes, you can view any grants that you have applied for within the system, view the status of them and see the history of completed grants by logging in and clicking on *Our Grants*.

How do I change information in Grants Management System?

On the right hand side of every screen there is an **[Edit]** button. Select this button, enter information, and then select the *Save as Draft* button.

What if my details have changed?

You can view your personal or organisational details by either clicking on Manage my Profile on the right side of the form when you first log in, or by clicking on *My Profile* in the left side menu. If you have made an error or need to change any of your organisation information, please send an email with the details to DEWGrants@sa.gov.au. Please ensure that contact person and email addresses are up to date as system generated emails will be forwarded to this email address for reporting.

When can I apply for a grant?

You have until midnight on the advertised closing date to complete and submit your online application. Please ensure you leave plenty of time in case you need some assistance or there are any technical issues, remembering no-one will be available for support outside of office hours.

What if I have support material?

You can attach electronic copies of support material to your application up to 10Mb. Documents can be in any format. On the *Supporting Documents* tab, click on *Browse* and find the file you wish to attach. If you have more than one document, click on *Browse* again and attach the next document/s.

How do I print my application?

Click on the [Download Application Package] link on the top right of each tab in your application. This link can be selected from any tab and they will all download the whole application form, including any attachments. The attachments will be downloaded as separate documents and you can choose whether or not to print or save the

application form or the attachments or both. You can also save the document to your computer drive from this link.

How do I check the progress of my application?

You can check the progress of your grants by logging into the *Welcome* screen and selecting *Our Grants* on either right or left of the screen.

During the assessment process, messages may appear in the system. You should receive an email to advise you if further information is required. Please phone 8463 7883 or email DEWGrants@sa.gov.au if you have any queries.