A GUIDE TO:

GOONDIWINDI REGIONAL COUNCIL GRANTS SYSTEM

LOGGING IN & REGISTERING

Click here to log in to the Goondiwindi Regional Council Grants System.

It should lead you to the Home Page (see *Image 1: Home Page*). To create a new account, click on the 'New Applicant' link underneath the 'Email' text box.

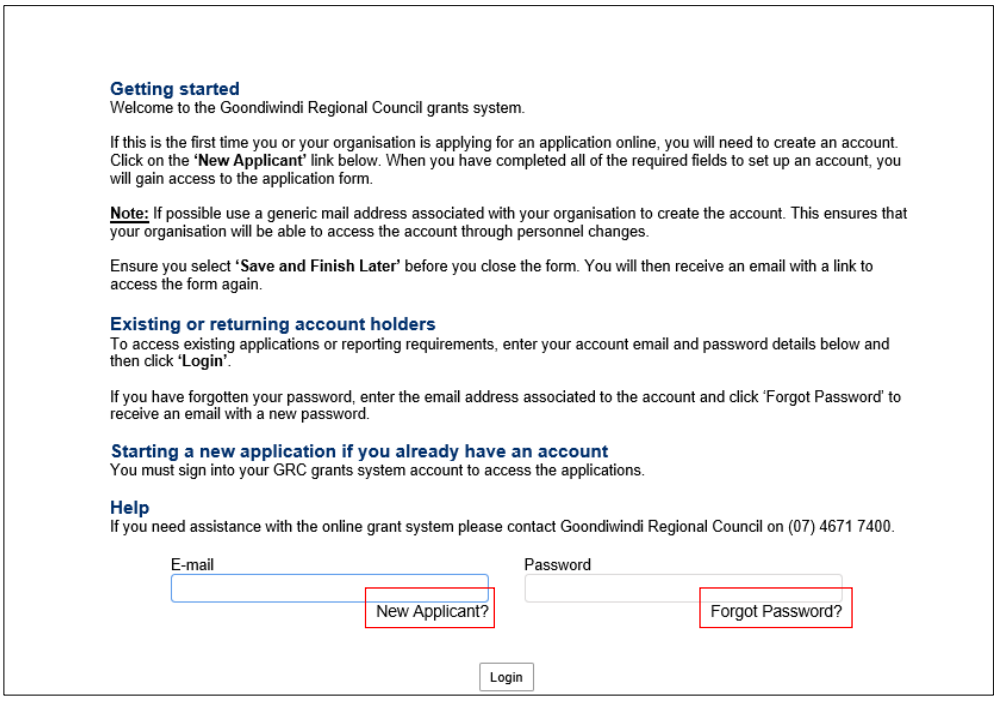


Image 1: Home Page

A new page will open, prompting you to enter an email and password (see *Image 2: New Account*).

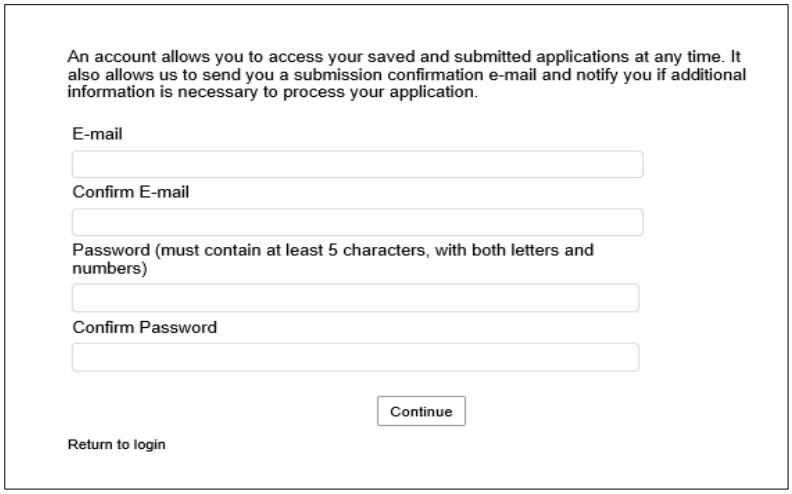


Image 2: New Account

If you're an existing user that's forgotten their password, simply look under the 'Password' text box and click on the 'Forgot Password' link. It will lead you to a page asking for your email (see Image 3: Forgot Password). Follow the instructions on the page to reset your password.

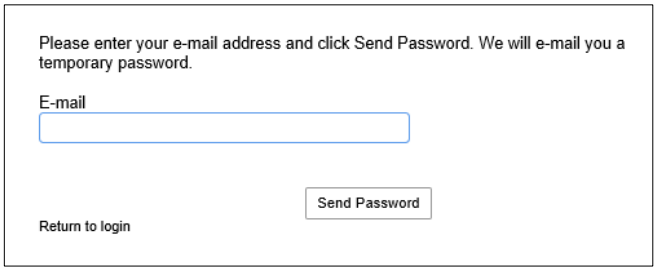


Image 3: Forgot Password

STARTING AN APPLICATION

Once you've logged in, it will lead you to the Account Manager Page (see *Image 4: Account Manager*).

Here you'll find information about your grant applications, such as how to start one, stages of their progress and the type of grants available i.e. Community Donations, Community Grants , RADF and Tourism.

To start an application, simply select the **green** 'click here' link situated beside your chosen type of grant. For information about each grant, select the **blue** 'click here' link.

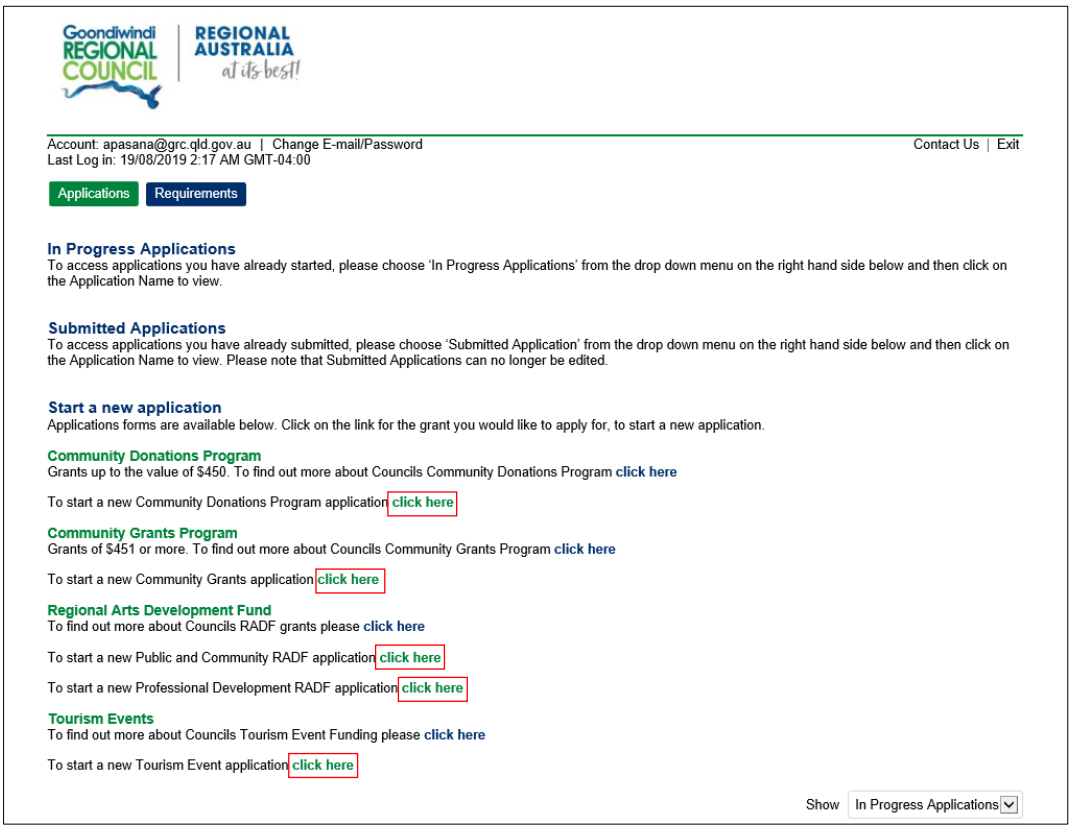


Image 4: Account Manager

COMPLETING AN APPLICATION

Filling out an application won't be difficult at all as there are detailed instructions throughout the form. The example below shows the start of a Community Donations Program Application Form (see *Image 5 Application Form*).

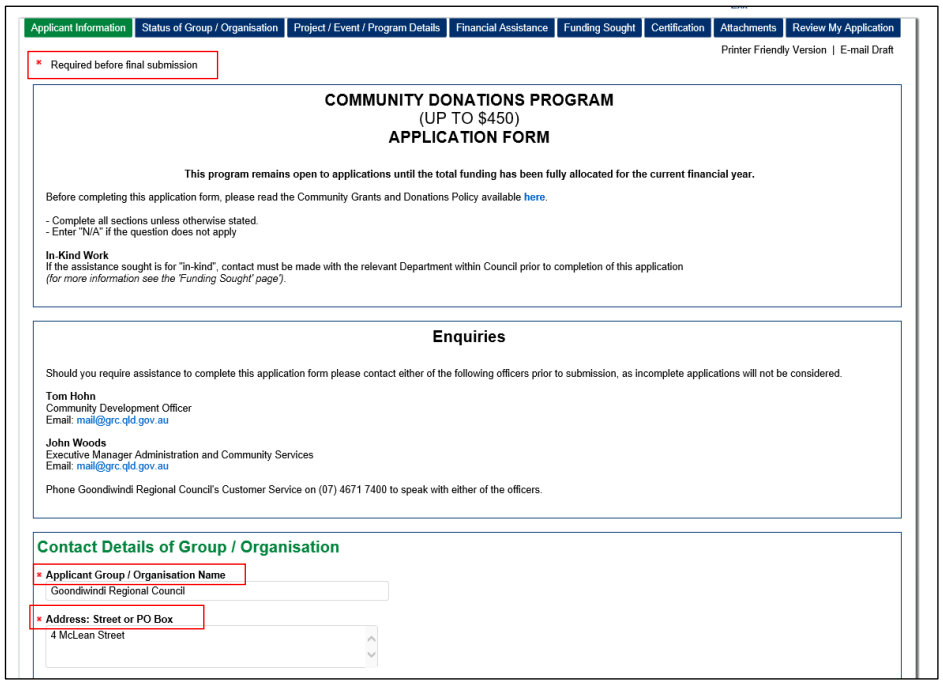


Image 5: Application Form

The tabs at the top of your application describe each section of the application. If need be, you'll be able to switch back and forth between these tabs by simply clicking on them and any data you've already entered won't be lost.

You should also note the red asterisks located on some fields of the form. These indicate that a field is required and failure to provide a response will prevent you from submitting your application.

SUBMITTING AN APPLICATION

Before you are able to finally submit your application, the system will prompt you to review your application in it's entirety one more time. During this, it will indicate any required fields you may have missed and alert you with a message detailing which fields you've missed (see Image 6: Alert).

Image 6: Alert

When scrolling through your application, any fields you've missed will be marked by the following warning sign: ⚠ (also see *Image 7: Required Field*).

Image 7: Required Field

Once you've made any necessary changes, scroll down to the bottom of the application and click the 'Update' button (see *Image 8: Update*). Note that the 'Update' button will only appear if you were required to make any changes, otherwise, it would be a 'Submit' button.

Image 8: Update

The application will update with the changes made and you will have to scroll to the bottom once more to click on the 'Submit' button (see *Image 9: Submit*). **Keep in mind that you CANNOT edit an application after submission**.

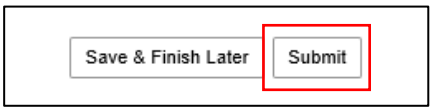
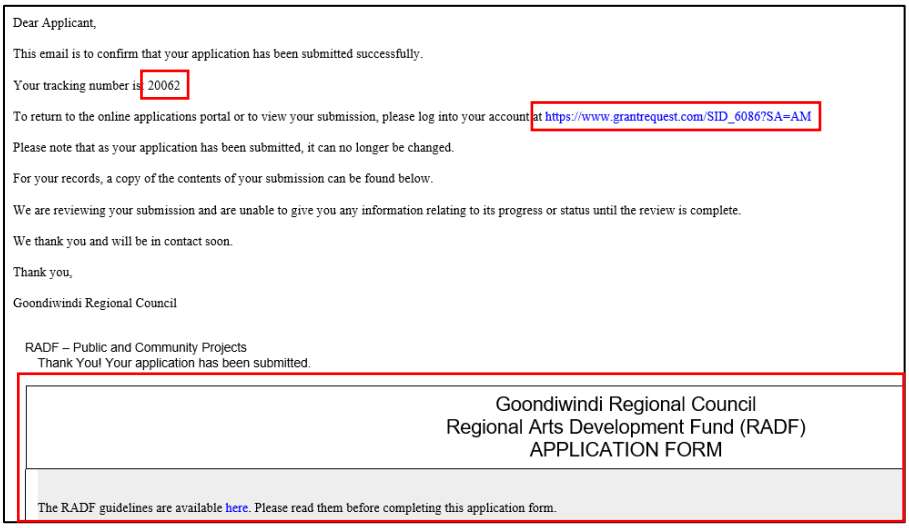


Image 9: Submit

After submitting, you'll end up back in your Account Manager Page with a message saying that your application has been submitted (see *Image 10: Submitted*).

You'll also receive an email confirming that your application has been submitted successfully. Additionally, it will give you a tracking number for your application, a link to log back in your account and a copy of your application (see *image 11: Submission Email*).

Image 10: Submitted


Dear Applicant,

This email is to confirm that your application has been submitted successfully.

Your tracking number is: 20062

To return to the online applications portal or to view your submission, please log into your account at https://www.grantrequest.com/SID_6086?SA=AM

Please note that as your application has been submitted, it can no longer be changed.

For your records, a copy of the contents of your submission can be found below.

We are reviewing your submission and are unable to give you any information relating to its progress or status until the review is complete.

We thank you and will be in contact soon.

Thank you,

Goondiwindi Regional Council

RADF – Public and Community Projects
Thank You! Your application has been submitted.

Goondiwindi Regional Council
Regional Arts Development Fund (RADF)
APPLICATION FORM

The RADF guidelines are available here. Please read them before completing this application form.

Image 11: Submission Email

SAVE AND FINISH LATER

If you'd like to finish your application at a later time, scroll down and there should be a 'Save and Finish Later' button at the bottom of the application (see *Image 12: Finish Later*).

After saving, it will lead you back to the Account Manager Page and you will receive a message saying that your application has been saved and that a confirmation e-mail will be sent to you (see *Image: 13 Saved*).

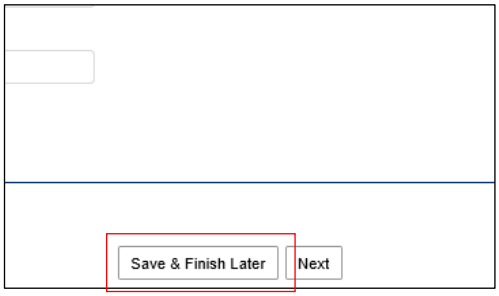


Image 12: Finish Later

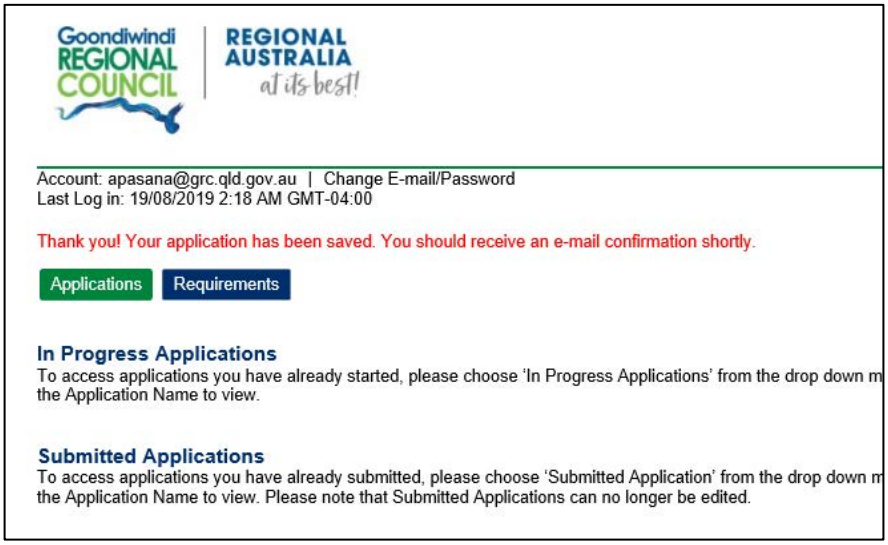


Image 13: Saved

Like the example below, your confirmation email will provide you with a tracking number for your application, a copy of the contents of your application and a link back to your account (see *Image 14: Confirmation Email*).

Dear applicant,

Your application has been saved successfully, and the tracking number is 20102.

You can return to your account at any time to continue here: https://www.grantrequest.com/SID_6086?SA=AM

For your records, here is a copy of the contents of your application:

Community Donation Application

COMMUNITY DONATIONS PROGRAM
(UP TO $450)
APPLICATION FORM

This program remains open to applications until the total funding has been fully allocated for the current financial year.

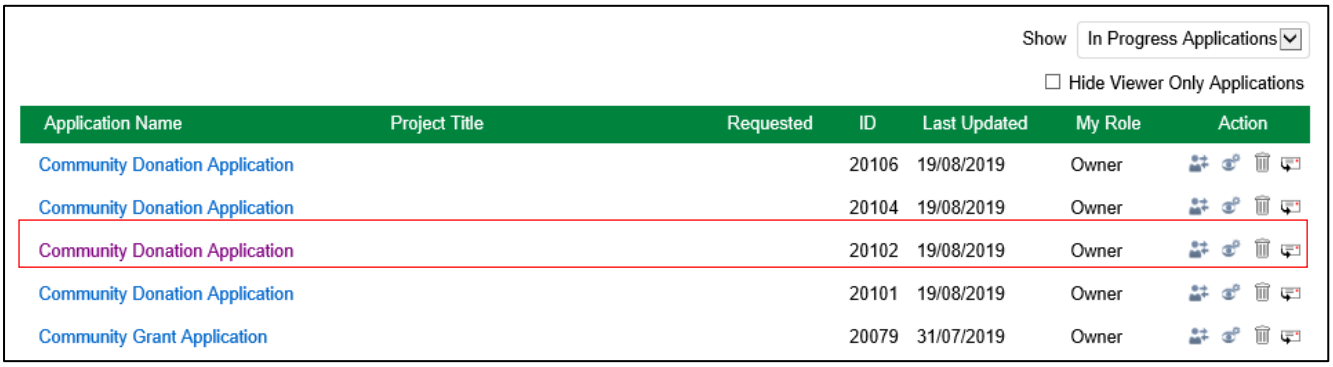
Before completing this application form, please read the Community Grants and Donations Policy available **here**.

- Complete all sections unless otherwise stated.
- Enter "N/A" if the question does not apply

Image 14:Confirmation Email

Clicking on the link will lead you back to your Account Manager Page where you can use your application's tracking number to find and continue that specific application. Scroll to the bottom of your Account Manager Page and you should find a list of applications you've started.

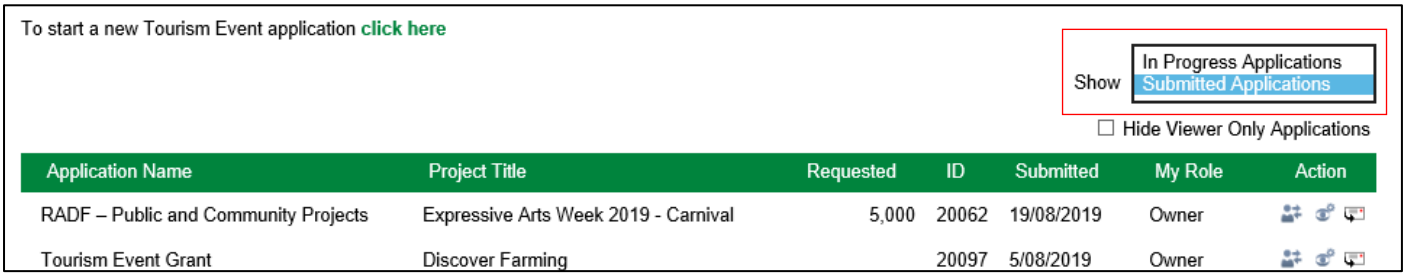
The tracking number from the confirmation email example was '20102' so you would find that number in the list if you wanted to continue that specific application (see Image 15: *In Progress Applications*).



Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Community Donation Application			20106	19/08/2019	Owner	
Community Donation Application			20104	19/08/2019	Owner	
Community Donation Application			20102	19/08/2019	Owner	
Community Donation Application			20101	19/08/2019	Owner	
Community Grant Application			20079	31/07/2019	Owner	

Image 15: In Progress Applications

Similarly, you can also view any of your submitted applications. Simply change the filter from showing 'In Progress Applications' to 'Submitted Applications' (see *Image 16: Submitted Applications*). You can click and view your submitted applications, however, you will not be able to edit them.



Application Name	Project Title	Requested	ID	Submitted	My Role	Action
RADF – Public and Community Projects	Expressive Arts Week 2019 - Carnival	5,000	20062	19/08/2019	Owner	
Tourism Event Grant	Discover Farming		20097	5/08/2019	Owner	

Image 16: Submitted Applications