



**REGIONAL  
AUSTRALIA**  
*at its best!*

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.

**Getting started**  
Welcome to the Goondiwindi Regional Council grants system.

If this is the first time you or your organisation is applying for an application online, you will need to create an account. Click on the 'New Applicant' link below. When you have completed all of the required fields to set up an account, you will gain access to the application form.

**Note:** If possible use a generic mail address associated with your organisation to create the account. This ensures that your organisation will be able to access the account through personnel changes.

Ensure you select 'Save and Finish Later' before you close the form. You will then receive an email with a link to access the form again.

**Existing or returning account holders**  
To access existing applications or reporting requirements, enter your account email and password details below and then click 'Login'.

If you have forgotten your password, enter the email address associated to the account and click 'Forgot Password' to receive an email with a new password.

**Starting a new application if you already have an account**  
You must sign into your GRC grants system account to access the applications.

**Help**  
If you need assistance with the online grant system please contact Goondiwindi Regional Council on (07) 4671 7400.

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

*Image 1: Home Page*

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

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

*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.

Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail

[Return to login](#)

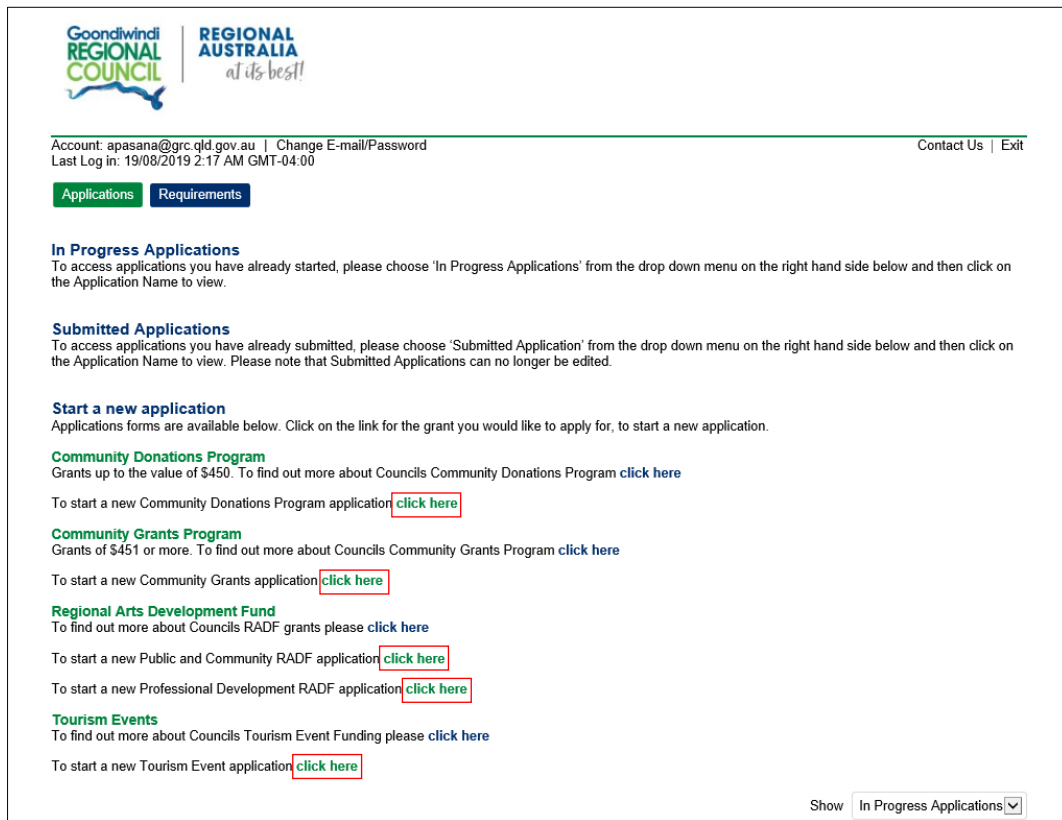
*Image 3: Forgot Password*

## 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.

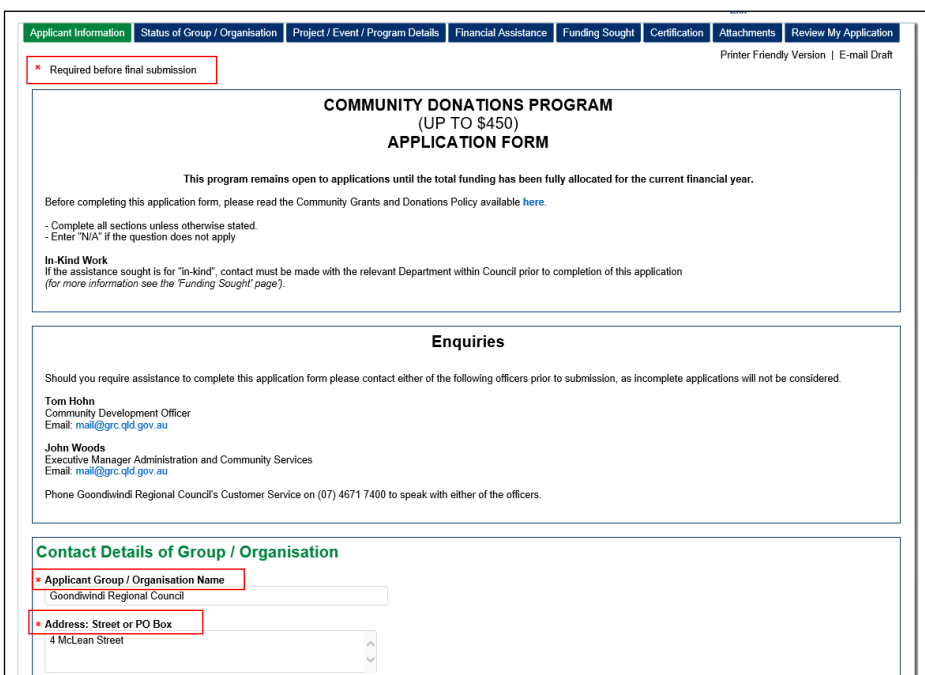


The screenshot shows the 'Account Manager' interface. At the top left are the logos for 'Goondiwindi REGIONAL COUNCIL' and 'REGIONAL AUSTRALIA at its best!'. Below the logos, account details are displayed: 'Account: apasana@grc.qld.gov.au | Change E-mail/Password' and 'Last Log in: 19/08/2019 2:17 AM GMT-04:00'. On the right, there are links for 'Contact Us' and 'Exit'. Two main navigation buttons are present: 'Applications' (highlighted in green) and 'Requirements'. The main content area is titled 'In Progress Applications' and includes instructions on how to view and manage applications. Below this, there are sections for 'Submitted Applications' and 'Start a new application'. The 'Start a new application' section lists several grant programs with 'click here' links: 'Community Donations Program' (grants up to \$450), 'Community Grants Program' (grants of \$451 or more), 'Regional Arts Development Fund' (RADF grants), and 'Tourism Events' (Tourism Event Funding). A 'Show' dropdown menu is located at the bottom right, currently set to 'In Progress Applications'.

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*).



The screenshot shows the beginning of a 'COMMUNITY DONATIONS PROGRAM (UP TO \$450) APPLICATION FORM'. At the top, there are several tabs: 'Applicant Information' (highlighted in green), 'Status of Group / Organisation', 'Project / Event / Program Details', 'Financial Assistance', 'Funding Sought', 'Certification', 'Attachments', and 'Review My Application'. Below the tabs, there is a red asterisk indicating a required field: '\* Required before final submission'. The main heading is 'COMMUNITY DONATIONS PROGRAM (UP TO \$450) APPLICATION FORM'. Below this, there is a note: 'This program remains open to applications until the total funding has been fully allocated for the current financial year.' Instructions for completing the form are provided: '- Complete all sections unless otherwise stated.' and '- Enter "N/A" if the question does not apply'. There is also a section for 'In-Kind Work' with instructions on how to proceed. Below this is an 'Enquiries' section with contact information for Tom Hohn and John Woods. At the bottom, there is a 'Contact Details of Group / Organisation' section with a red asterisk indicating a required field: '\* Applicant Group / Organisation Name'. The form shows 'Goondiwindi Regional Council' entered in the name field and '4 McLean Street' entered in the address field.

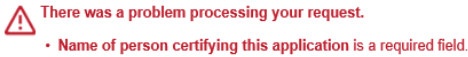
Image 5: Application Form

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).



⚠ There was a problem processing your request.  
• Name of person certifying this application is a required field.

Image 6: Alert

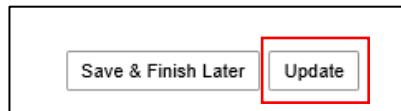
When scrolling through your application, any fields you've missed will be marked by the following warning sign: ⚠ (also see Image 7: Required Field).



\* Name of person certifying this application  
⚠ This is a required field.

Image 7: Required Field

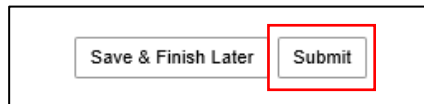
Once you've made any necessary changes, scroll down to the bottom of the application and click the 'Update' button (see Image 8: Update). Note that the 'Update' button will only appear if you were required to make any changes, otherwise, it would be a 'Submit' button.



Save & Finish Later Update

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.**



Save & Finish Later Submit

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).

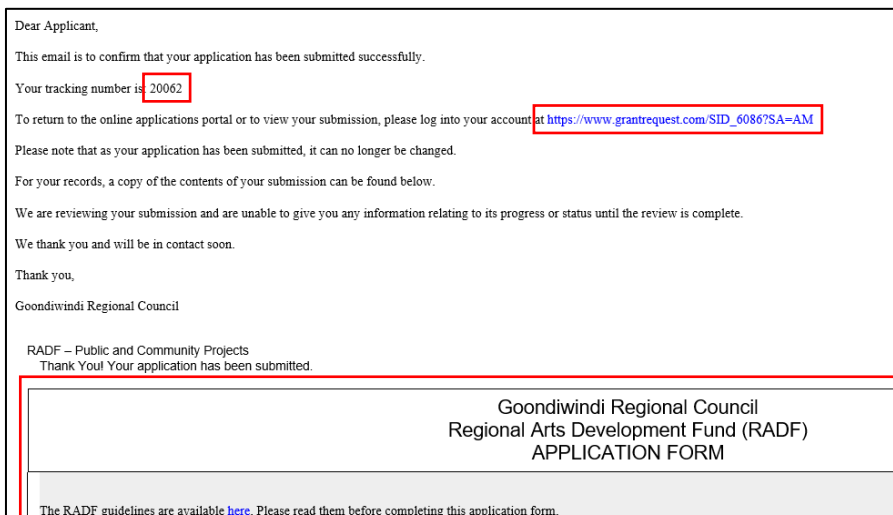
You'll also receive an email confirming that your application has been submitted successfully. Additionally, it will give you a tracking number for your application, a link to log back in your account and a copy of your application (see image 11: Submission Email).

Thank You! Your application has been submitted.

Applications

Requirements

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](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*).

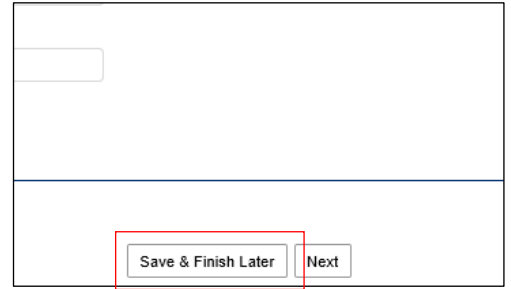


Image 12: Finish Later

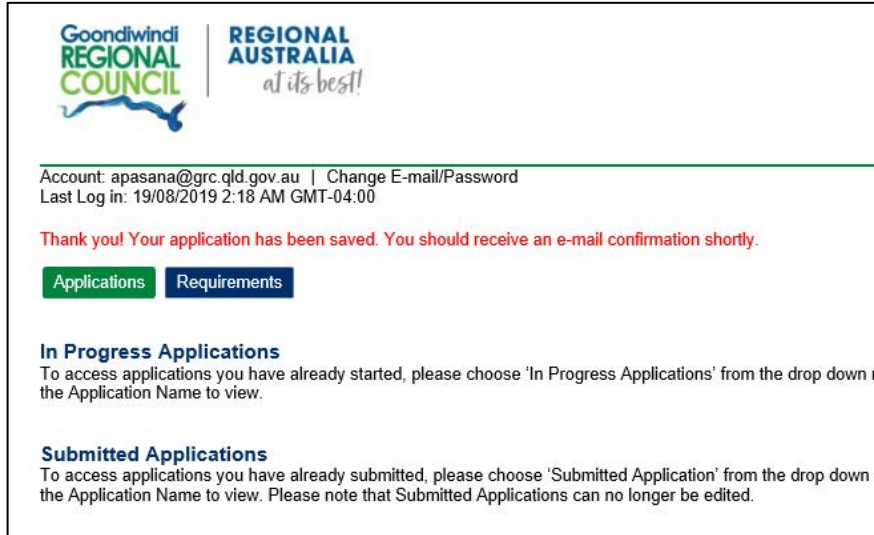


Image 13: Saved

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*).

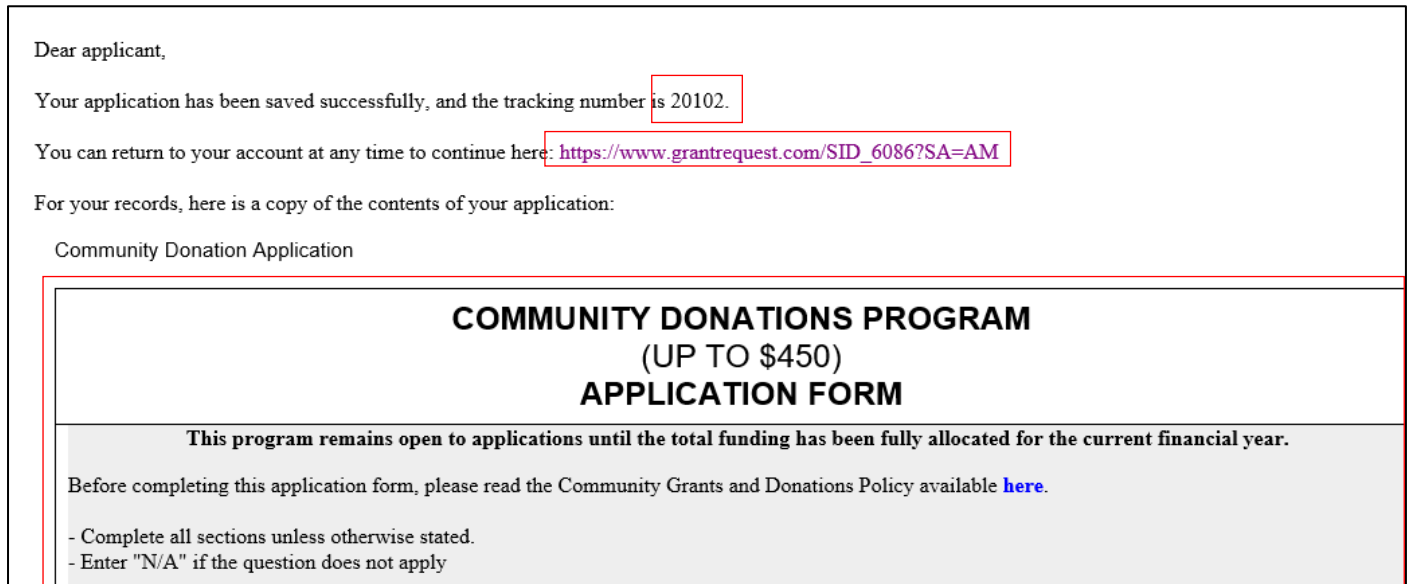
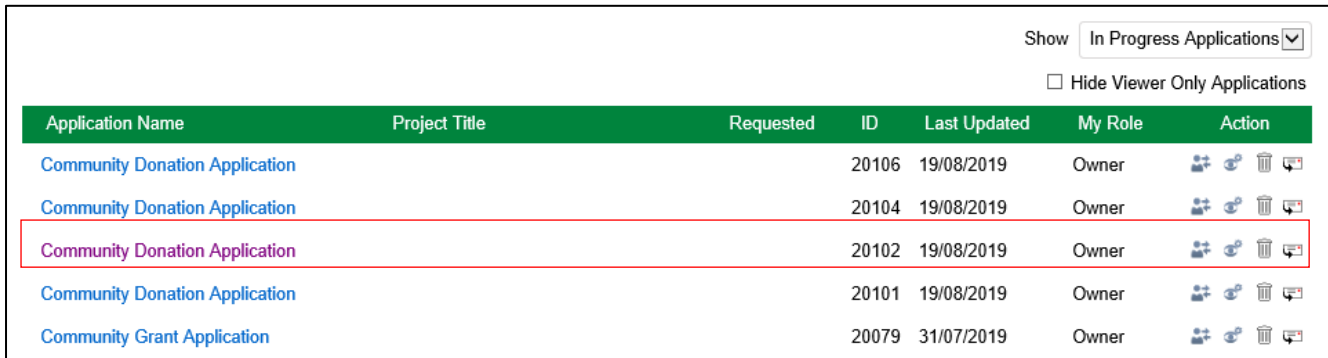


Image 14: Confirmation Email

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*).



The screenshot shows a table of 'In Progress Applications'. The table has columns for Application Name, Project Title, Requested, ID, Last Updated, My Role, and Action. The row with ID 20102 is highlighted with a red border. The 'Show' dropdown is set to 'In Progress Applications' and there is a checkbox for 'Hide Viewer Only Applications'.





















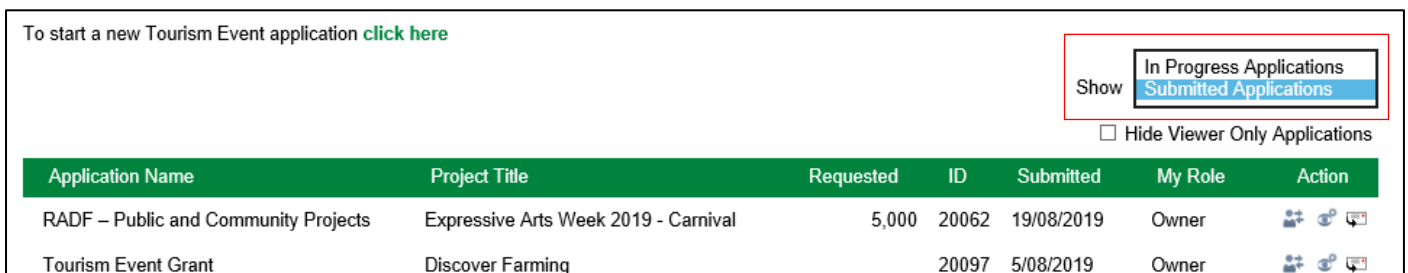
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">Community Donation Application</a>			20106	19/08/2019	Owner	   
<a href="#">Community Donation Application</a>			20104	19/08/2019	Owner	   
<a href="#">Community Donation Application</a>			20102	19/08/2019	Owner	   
<a href="#">Community Donation Application</a>			20101	19/08/2019	Owner	   
<a href="#">Community Grant Application</a>			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.



The screenshot shows a table of 'Submitted Applications'. The table has columns for Application Name, Project Title, Requested, ID, Submitted, My Role, and Action. The 'Show' dropdown is set to 'Submitted Applications' and is highlighted with a red border. There is a checkbox for 'Hide Viewer Only Applications'.

To start a new Tourism Event application [click here](#)







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*