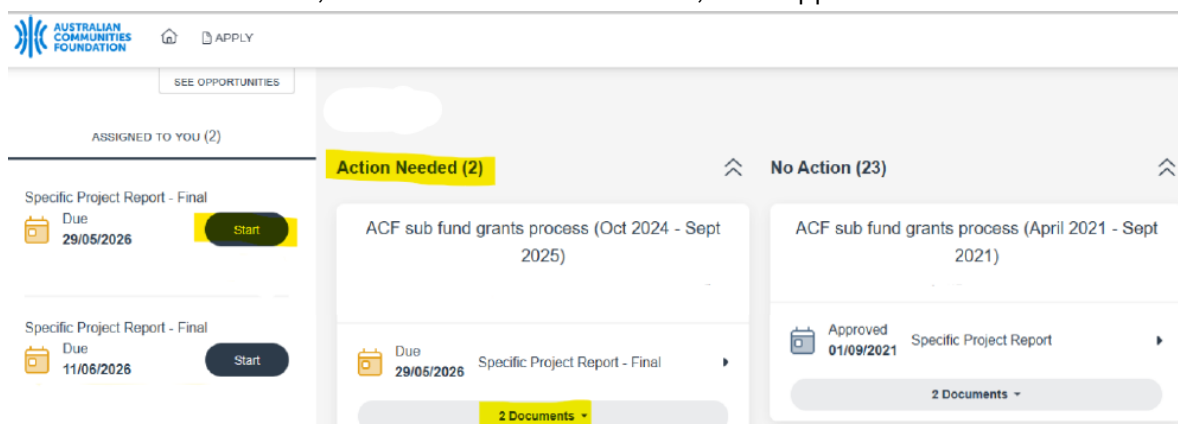


# How to complete a Grant Agreement

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](http://grantinterface.com.au/Home/Logon?urlkey=australiacf)

**Step 1.** Once logged in, you will be on your Applicant Dashboard. You will be able to clearly identify the application status, actions needed and upcoming due dates. See your grants in the 'Action Needed' tab, and click on the 'documents', then 'application'.



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

Grant Agreement Execution

Signed for the Recipient by:

Recipient Name

> Administrator Comments

Recipient Position

> Administrator Comments

Signature

Enter Full Legal Name

> Administrator Comments

Date of Signature

> Administrator Comments

**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.