

# DELWP Grants Online Information Sheet for Community Users

Wildlife Rehabilitator Grants 2019/20 program will start using the DELWP Grants Online Portal to accept new applications. This Portal is used across all DELWP grants programs.

## Registration & login

If you will be creating/submitting grant applications, it is highly recommended that you register an account with an email address that won't change over time. Note your account details. This account will help you build your DELWP grant history over time.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING

HOME > GRANTS ONLINE > LOG IN

Log In

\* Username:  
your registered email address

\* Password:  
.....

Log In

Remember Me?

Don't have an account [Create an Account](#) [Forgot Password?](#)

## Starting a new application

The 'Create new application' link will be available from relevant DELWP website, as well as Grants Victoria website, for example:

### Application Process

All applications must follow the funding guidelines and be submitted via Grants Online.

Expressions of Interest must be submitted by 15 November 2018. To complete a new application or to access a saved application please use the following links.

New Expression of Interest: <https://delwp1.force.com/publicform?id=a0h0B00001R4gzW>

Saved applications: <https://delwp1.force.com/grantsportallogin>

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## Accessing existing draft & submitted applications

A unique application reference number is generated by the system when your application is saved as draft, the application number starts with "GA-F" and looks like "GA-F12345-1234". It is important that you include your application reference number in any communication with this grant program.

There are three ways to access existing draft and submitted applications:

1. Login to <https://delwp1.force.com/GrantsPortalLogin> to access all your draft and submitted applications.
2. Using the link provided on the program page under "How to apply" section
3. Using the link provided in notification email you received after creating a new draft.

## Site navigation

1. The side navigation bar helps you to quickly navigate to the page you have worked on. The navigation bar colour changes from grey to green once the page is completed. And you can only jump to a page that is in green colour.
2. When you click on **Save as Draft** button, your application form is saved.
3. When you click on **View as PDF** button, you can view the entire application form.
4. When you click on **Next Page** button, the previous page content is saved automatically.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING

HOME > GRANTS ONLINE > RURAL COUNCILS TRANSFORMATION PROGRAM EXPRESSION OF INTEREST

Rural Councils Transformation Program Expression of Interest (page 1 of 11)

Application

Applications close: 15 November 2018 at 5pm

INTRODUCTION

Registration

It is a requirement that you are a Grants Online registered user. In order to 'Save as Draft' or 'Submit' an application form, if you are already a Grants Online registered user, you will need to log in using your username and password. If you are not a Grants Online registered user, you will be asked to create a username and password.

PROPOSAL NAME

Information collected by the Department of Environment, Land, Water and Planning (DELWP) for the purposes of administering your grant applications to the Parliament of successful applications. The personal information in this form will be disclosed to relevant DELWP staff and may be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, or other Government Departments for assessment, or other Government Departments for assessment.

LEAD COUNCIL DETAILS

Project-based. Session cookies exist only during one session and disappear from your computer when you close your browser or turn off your computer. Cookies remain on your computer after you have closed your browser or turned off your computer.

PROJECT CONTACT

INVOLVED COUNCILS

PROJECT OVERVIEW

PROJECT DESCRIPTION - CONTINUED

BUDGET

SUPPORTING DOCUMENTS & DECLARATION

OVERALL PREVIEW

Notes

Throughout this application, it is mandatory and must be completed.

If you wish to go back and forth between pages, please use the 'Previous Page' and 'Next Page' buttons - do not use the back and forward buttons on your browser.

For assistance with online applications, please contact:

Call: 1300 366 356

Email: [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

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Save as Draft View as PDF Next Page >>

## Communicate with Program representatives

When communicating with program representatives, for example, emailing to [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au), please include the program name abbreviation (e.g. WRG), your application reference number, and program staff name if known in the subject line.

## Note about SmartyGrants

If you have received Wildlife Rehabilitator Grants in previous years - DELWP will keep using SmartyGrants to complete their administration, and then stop using SmartyGrants. If you have an outstanding final report, please use SmartyGrants to submit it. We highly recommend you save all your previous grant documents (e.g. applications, variation requests and reports) into your own computer for future reference.

For further information & program related queries, please contact [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au)