

DELWP Grants Online Information Sheet for Community Users

The Wildlife Rehabilitator Grants 2021-22 program uses the DELWP Grants Online portal to accept applications.

This portal is used across all DELWP grant programs.

Starting a new application

The 'Create a new application' button is available at wildlife.vic.gov.au/grants/wildlife-rehabilitator-grants.

Registration and login

If you will be creating and submitting grant applications on behalf of your group or organisation, it is highly recommended that you register an account with an organisational generic email address, so that account login details can be shared across the organisation.

The screenshot shows the login page of the Department of Environment, Land, Water and Planning. The header is dark blue with the department name in white. Below the header is a breadcrumb trail: HOME > GRANTS ONLINE > LOG IN. The main content area has a light blue header with a person icon and the text 'Log In'. Below this is a form with two input fields: '* Username:' with the placeholder 'your registered email address' and '* Password:' with a masked password. A blue 'Log In' button is positioned below the password field. Underneath the button is a checked checkbox labeled 'Remember Me?'. At the bottom of the form, there is a link 'Don't have an account? Create an Account' where 'Create an Account' is circled in red, and a link 'Forgot Password?' on the right.

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Accessing existing draft and 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 the “Apply” section.
3. Using the link provided in the 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. You can only jump to a page that is in green colour.
2. When you click on the **Save as Draft** button, your application form is saved.
3. When you click on the **View as PDF** button, you can view the entire application form before start filling.
4. When you click on the **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

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Application
Applications close: 15 November 2018 at 5pm

INTRODUCTION

User 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 be asked to log in with your username and password. If you are not a Grants Online registered user, you will be asked to create a username and password.

Save as Draft View as PDF Next Page >>