

DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

Grants Management System Online Portal User Manual

Grants Branch



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1. Basic navigation of the Grants Management System portal

The following image of the Grants Management System (GMS) header will be at the top of the screen regardless of where you are working in the GMS.

							Name Sumame
Home 🔊	Applications	 Information 	✓ Reviews	Projects	Profile	🕑 Help	😃 Sign out

Figure 1 GMS header

1.1 Basic navigation icons

You will be able to identify any icon in the GMS by holding the computer mouse over the image.

Icon image	Meaning	Description
Home	Home	Clicking on the home button will bring you back to the home page from wherever you are on the GMS.
Derived Home Edit Application	History	The section under the Home button will change as you work in the GMS. It will show the history of your GMS activity. Click on anything on the list to go back to that specific location.
	Applications	A shortcut to access applications that have not yet been processed.
٩	Profile	A short cut to manage your profile and personal settings.
P	Projects	A short cut to access successful applications that have been processed to the active project stage.
0	Help	Provides basic navigation text.
C	Sign out	Signs you out of the Grant Management System instantly.
	Preview	Allows you to download your application. The information is downloaded in separate documents: Output Form.DOC, EOI.PDF and Preliminary Workplan.XLSX.
💾 Save	Save	Save your information as your progress.
?	Help text	A very useful tool. Clicking on this will provide program- specific assistance on the relevant question.

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*	Mandatory data	Information with a red asterisk must be completed.
Previous	Previous page	Navigate back to the previous page.
→ Next	Next page	Navigate to the next page.
•	Expand	Click on this icon to view information under a header.
•	Collapse	Click on this icon to hide information under a header.
\oplus \ominus	Add/delete rows	Use the plus and minus buttons to add and remove extra rows.
C	Edit	Edit data.
🖱 Reset	Reset	Clear all the text fields on a page.
۵.	Delete	Delete data.
()	Alert	Indicates validation errors in a particular section e.g. if mandatory fields are not completed.

Figure 2 Basic navigation icons

1.2 Error messages

When entering information into the GMS, any errors (such as an incorrect email format or not meeting the criteria for a question) will result in red text appearing to advise you of the error. This error text will appear throughout the GMS, see example below:

•	~ ×
---	-----

Figure 3 Error message displayed in red text

2. Registering a new user

Before you can access the GMS, you will be required to register as a new user by providing basic information such as your email, first name, last name and password. The steps are detailed below. Once you have entered your information, the GMS will send a verification email to your nominated email address. On receipt of this email, click the link provided to activate your account to gain access to the GMS.

If you do not receive the email within a few moments, look in your junk email folder as the email may have been blocked by spam filters. For any further support, please contact the relevant person for assistance. See *Contact information* at the back of this document for details.

If there are identifiable errors in the information you enter; such as an incorrect email format or not meeting the criteria for password strength, red text will appear.

Register Please fill out the fields below to create an account.
Email address
name@environ ×
The format of the email address is invalid.
Please note that your email address will be used for your username.
Your first name
Name
Your last name
Surname 🗸
Choose a password
••• ×
The password strength requirements have not been met.
The password must be a minimum of nine characters in length and contain at least four of the following four types of characters; uppercase, lowercase, numeric, non alphanumeric
Confirm your password
•
I'm not a robot
* This is to prevent automated submissions.
« Back 🗸 Register

Figure 4

Error message displayed in red text on Register screen

2.1 How to register

To register you will need to click on **Register now** on the **Log In** screen.

Log In	
User name	
Password	
	+D Log in
	Can't access your account? Reset your password
	Don't have an Grant Management System account? Register.now

Figure 5 The Register now link on the Log In screen

Complete the mandatory (*) fields on the **Register** screen, tick the 'I'm not a robot' box and perform the Captcha verification. Please note the requirements for the password are detailed on the **Register** screen.

mul atilence		Second all segments the
name@environment.nsw.gov.au	~	fire hydrants
Tease note that your enail address will be used for your unemates.		
inat Stat name		
Name	~	
iur last name		
Suname	~	
None a paraword		
•••••		STATE OF THE PARTY AND THE PARTY
The parament must be a monitorum of noise charactiers in length and contain al item for types of charactery, uppercase, itemercase, moneric, mot alphareament antient your parament	four of the following	
•••••••	~	Second Project
not a robot		C A ① 4677

Figure 6 Perform the Captcha verification on the Register screen

A screen will appear advising you of your successful registration. At this stage, you will need to go to your email inbox to activate the account.



Figure 7 Registration successful screen

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Open the email from <u>noreply-gms@environment.nsw.gov.au</u> and click on the link to activate your account. Remember to check your spam folder if it has not been received within a few minutes.

From: no-reply@gms.environment.nsw.gov.au <no-reply@gms.environment.nsw.gov.au> Sent: Tuesday, 11 June 2019 12:19 PM To: Name Surname <name.surname@environment.nsw.gov.au> Subject: Grant Management System registration

Hi Name,

Thank you for registering for Grant Management System. Your account has been created and your username is: name.surnam@environment.nsw.gov.au.

Your account will need to be activated before you can log in.

Click here to activate your account. If the above link does not appear, you can copy and paste the following link into your web browser's address bar: https://gms.environment.nsw.gov.au/Account/Activate? token=8e34978dcc134b41a5c61649f4326513&username=name.surname@environment.nsw.gov.au

Regards, The Grant Management System team

Figure 8 Click on the link in the email to activate account

The **Account activation** screen will appear to advise you that the account has been activated. Click on the **Log in** button on this pop-up and you will be directed to the **Log In** screen.

Account activation	
Your account has successfully been activated.	
	🗸 Log in

Figure 9 Account activation successful screen

You now have access to the GMS online portal. Enter your User name (email) and password and click on Log in.

Log In	
User name	
name@environment.nsw.gov.au	
Password	

	€Login
Ca	n't access your account? Reset your password
Don't have an Grant Manag	ement System account? Register now

Figure 10 Log in to the GMS using your User name and password

3. Grants Management System (GMS)

You will not be able to access the GMS until you have successfully logged in.

Only one user profile can be used per computer. You are not able to open multiple tabs or browsers to access the GMS.

You appear to already have this application open in another tab or browser. To ensure the integrity of your data, you cannot have the same application open in multiple locations.

Figure 11 Error message displayed when you try to open multiple tabs or browsers

You can invite other users to view the application and control their level of access and editing rights. See section <u>Manage access to application</u>.

3.1 Logging into GMS online portal

Before you can login to the GMS, you will need to have registered as a <u>New User</u>. As a registered user, you will be able to access the GMS by entering your user name (nominated email) and password.

On the **Log In** screen, enter your username and password in the designated boxes and click on the **Log in** button.

Log In	
User name	
name@environment.nsw.gov.au	
Password	
••••••	
	€Log in Can't access your account?
	Beset your password
	Don't have an Grant Management System account? Begister now

Figure 12 Log in to the GMS using your User name and password

If the details are accepted, a pop-up screen will appear with a notification that you may proceed to the GMS. Clicking on **Continue** will enable you to proceed to the GMS online portal. If you select **Cancel** you will be taken back to the Log In screen. This will occur each time you log in.

Grants Management System	
Proceed to Grants Management System	
« Cancel	✓ Continue

Figure 13 Continue to the GMS

If the login was unsuccessful, an error will appear in red text advising you to <u>correct your</u> <u>error</u>. The following pages will give you instructions on what to do if you forget your password or are locked out of the GMS.

Log In	
Login was unsuccessful. Please correct the	error(s) and try again.
 First time login requires email verificatio incorrect login attempts will result in a lo Grants Administrator at info@environme 	n of account. Check your email. Multiple ocked account. To unlock please contact a entaltrust.nsw.gov.au.
User name	
Password	
	➡D Log in
	Can't access your account?
	Reset your password
	Don't have an Grant Management System account? <u>Register now</u>

Figure 14 Error message for unsuccessful Log in

3.2 Forgot Password

If you have forgotten your password, you can reset your password by clicking on **Reset your password** on the **Log In** screen. Once you have completed the steps below an email will be sent to you containing a link to re-verify your account.

Click Reset your password on the Log In screen.

Log In	
User name	
Password	
	•J Log in Can't access your account?
	Betset your password Don't have an Grant Management System account? Register now

Figure 15 Reset your password

You will need to enter your User name (email) on the Password screen and tick the 'I'm not a robot' box.

Reset Password If you have forgotten your password you can us will be emailed to you.	se the form below to reset your password. A temporary password
Enter your user name	
name@environment.nsw.gov.au	×
I'm not a robot * This is to prevent automated submissions	mcAPTOHA Arhage-Term
« Back	✓ Reset password

Figure 16 Enter user name and password on the Reset Password screen

Perform the Captcha verification before clicking **Reset password**.



Figure 17 Perform the Captcha verification on the Reset Password screen

3.3 Locked out of GMS

If you have entered the incorrect password five times, you will be locked out of your account and you will need to contact us to have your account reset.

Our Contact information can be found on the back page of this document.

3.4 Home page

Once you have registered and had your access request activated, you can access the Grants Management System.

Once you have logged in you will be able to view the GMS online portal dashboard (Home page).

This is the page you will be directed to each time you log in and when you click on **Home** on the toolbar, located along the bottom of the GMS header.

Home D	Bl Applications ● Information → Reviews □ Projects @ Prolike ● Help ● O Spanned
Grant Management System elcome to the Grant Management System ontile portal	
Top 5 in progress applications	El Rounds
2020-FPM/0017 Sample Food Application	Environmental Education
2020/FMR/0000 Reinstatement of the town floodgates	+ Apply now District Education Tier 1 - EDI Stage
2019/E0/0080 Education Project 61a	+ Apply now 😧 Environmental Education Tier 1 - Invited Application Stage
	Floodplain Management
Ver al	+ Apply now Coastal Estuary and Floodplain Management
	+ Apply now SmattForm Training
Your activities	+ Apply now CEF - Roodplain POC
	Diganics Collection
Analizations	+ Apply now Organics Collection
5 in progress	Major Projects
	+ Apply now Madr Projects



On the Home page, some of the actions you will be able to perform include:

- Create and edit your profile.
- Submit new application and edit existing applications.
- Manage any successful grants.
- See the status of our grant programs and the dates they open and close.
- Submit project forms.

It is recommended that before you start the application process, you add additional details to the **Profile** section. Navigate to the profile setup by clicking on the **Profile** icon on the top right of the screen (GMS header toolbar).

NSW							Name Sumame
Home Navigate to home	Applications	Information	✓ Reviews	🖵 Projects	Profile	🕑 Help	🖸 Sign out

Figure 19 Profile icon on GMS header toolbar

3.5 Profile setup

The profile page allows you to enter your information to create a personalised profile. You will be able to edit this information at any time.

On the left of the screen, you will see four categories and Account settings. You will need to complete; Personal details, Address details, Email details and Phone details. The last category, **Account settings**, allows you to change your user name and password, and delete your account.

The GMS will navigate you through the process a step at a time and you will notice that as you enter information you will get a green tick if the information meets the system and program requirements. A red cross will appear in the relevant text box if there is an error.

NSN NSN					00	5612
Home		Applications	Profile	🖵 Prénts	0 Hiş	O Sign out
Provel Public Advess Prette Personal Profile Rane Senane i Personal details	Profile Yos can manage your profile and personal settings on this page. Personal dottile					
C) mores orași 23 final detală 4 Prome detală 44 Account sertinga	No. Mo. For some Rome Rome Biter some Biter some	Last n Surr	une Lane			
	Professor Lance					



3.5.1 Personal details

Through the registration process your name will have been automatically added to your profile. To complete the **Personal details** section, you will be required to select a title from the drop-down box as this is a mandatory field.

If there is no red Asterix (*), the field is optional.

Save to continue or Reset to clear all the fields and start again.

1 NSW									0055	6 1 0
Home					-	Applications	B helte	🖵 Projecte	• mp	O Speak
Stone Malle Addess Public										
Personal Profile	Profile									
Name Sumame	You can manage up	our profile and personal settings on	this page.							
i Personal details										_
[]] Address details	Personal details									
🖂 Email details		104								
📞 Phone details		-	••							
O [®] Account settings		Name		Other summe		San	ane ame			
		Polosi sana								

Figure 21 Personal details section

3.5.2 Address details

You can enter your address details by clicking on <u>+ Add new address</u>. It is recommended to add both your postal address and street address (if they differ), as a minimum.

- Mile NSW	
Home	≅ Appications 🔹 Fruite 🖵 Pojects 🖝 Help 🔿 Dignant
Ditane Polie Polie Alivas	
Personal Profile Name Sumame	Profile You can manage your profile on this page.
([]) Address details	Address details
E tinai detais	O To add a new address click the button below.
📞 Phone details	◆ Add new address
Q ⁰ ₀ Account settings	There are no records to display. Use the add betton to create a new record.

Figure 22 Address details section

Complete the requested fields and tick the relevant box for the address type (Courier, Mailing, Physical). As in previous sections of the GMS, if the format of your information is accepted a green tick will appear. Once you have entered the relevant information click **Save**.

-1880):				003252
NSW				jure tenerel
Home		Applications	🔹 helix 🖵 hejen	O Hep O Signat
Trans Pulls Pulls Miles				
Personal Profile	Profile			
Name Sumame	You can manage your profile on this page.			
Personal details				
🗇 Address details	Address details			
🖸 Enui details	Gentry			
C Phone details	Automa (
O [®] Account settings	PO Ros 644			~
	Silva Divir		Postcole	
	Panamatta 🗸 NOV	×.,	2834	
	Courier address			
	Maling atoms			
	Payind alifest			
	B Gave Cancel			
	0 Them are no meaning to desting. This the add helium is associate a new second			
	Company and the investor to company, care the particular of channels a deal rectary.			

Figure 23 Click Save to save address details section

You will see the address details you entered are now listed under the **Address** header. You can edit (green pencil icon) and delete (red bin icon) addresses as required.

Click on **<u>+ Add new address</u>** to enter any additional addresses.

New New				005945
NOT				Rome Sumane
Home		Applications	Profile Projects	🛛 Help 🛛 Sign out
Ditarre Profile Profile Aldona				
Personal Profile	Profile			
Name Sumame	You can manage your profile on this page.			
i Personal details				
(1) Address details	Address details			
🖂 Email details	O To add a new address click the button below.			
📞 Phone details	★ Add now address			
\mathbf{O}_{0}^{0} Account settings	Show 10 🕑 entries		Search:	
	• Address			_
	PO Box 644 Parramatta NSW 2024 Australia	Mailing address		a 9
	Showing 1 to 1 of 1 entries		<	revious 1 Next >

Figure 24 Edit or delete details in the address details section

You can progress to the next category by clicking **Next** on the bottom right of the screen or by clicking on the desired category on the navigation column to the left of the screen.

3.5.3 Email details

Through the registration process, your email will have been automatically added as your preferred email.

Click on + Add new email address if you would like :	e to add additional emails and Save.
---	--------------------------------------

alikita					00.38	0 7
252) have t	Sumannel
Home			Applications	Profile	Help O Sig	yn out
DAddees Phone Drivil						
Personal Profile	Profile					
Name Sumame	You can manage your profile on this page.					
Personal details					_	
D Address details	Email details					
🖸 Email details	Enal					-
📞 Phone details	nanijem on preseden av					<u> </u>
QC Account settings	Prehonet					
	Save K Cancel					
	Show 10 💌 entries			Search:		
	+ Preferred	Email address				
		user@environment.naw.gov.au			a 🚺	8
	~	simone.devos@environment.now.gov.au			_	_
	Showing 1 to 2 of 2 entries			<	Previous 1 Next	•

Figure 25 Email details section

Click **Next** to progress to **Phone details** or click on **Phone details** on the navigation column on the left of the screen.

3.5.4 Phone details

Click on + Add new phone number.

Enter the relevant phone details and select the correct phone type from the drop-down box. Tick the **preferred phone** box if it's your preferred contact phone number.

			003302
N5W			None Sumane
Home		E Applications 🔹 Profile	🖵 Projects 🛛 Help 🔿 Sign out
DAddres Deall Phone			
Personal Profile	Profile		
Name Sumame	You can manage your profile on this page.		
1 Personal details			
[]] Address details	Phone details		
🖂 Email details	Country Area N	Kunber	
📞 Phone details			•
Q ⁰ ₆ Account settings	Phone V		
	Forland Plane		
	85 Save A Cancel		
	There are no records to display. Use the add button to create a new record.		

Figure 26 Phone details section

Click on **Save** and click on <u>+ Add new phone number</u> if you would like to add additional phone numbers.

This is the final section you are required to complete to set up your profile.

Once the four profile categories have been completed, you can return to the home page. Click on **Home** on the GMS header toolbar.



Figure 27 Home icon/button on GMS header toolbar

3.5.5 Account settings

This category gives the user the ability to change their username, password and delete their account.

Ensure that anything you are working on is saved before you amend any of your account settings, as unsaved information may be lost.

NSW SW			0 0 5	9:5 3
CONTRACTOR T				[Name Surname]
Home	📰 Applications 🕐 I	Profile 🖵 Projects	Help	🗢 Sign out
Addres that Provide Access addings Present Profile Name Surname i Personal details C Address details Enail details Phone details Account settings	Profile You can manage your profile on this page. Account settings Change username You can change your username button below. #2 Dhange username			
	Change password You can change your password by using the change password button below. Change password Change password Delete account You can delete your account by using the delete account button below. You can delete your account by using the delete account button below. You can delete socure United account			

Figure 28 Account settings

3.5.6 Change username

Click on **Change username** to open the Change username screen. You will be asked to enter your password for verification and enter your desired new username (email). Once you save the change you will be logged out and an email with further instructions will be sent to your email address.

Change username	
Enter your password for verification	
*******	~
Enter your desired username	
gms_user@environment.nsw.gov.au	~
Please note that you will be logged out and an email containing further instructions will be sent to your email address.	
	real



Figure 29 The Change username (email) screen

3.5.7 Change password

Click on the **Change password** button to open the Change password screen. You will be asked to enter your current password for verification and then to enter your new password. You are required to enter the new email address a second time for verification. Click **Save**.

Change password	
Current password	
•••••	~
New password	
*******	~
The password must be a minimum of nine characters in length and contain at least four of the following four types of characters; uppercase, lowercase, numeric, non alphanumeric; Confirm new password	
******	~
Save Save	ancel

Figure 30 The Change password screen

3.5.8 Delete account

Important – Deleting your account cannot be undone. If you no longer wish to have a GMS account, click on **Delete account** and enter your password to confirm you wish to delete the account. Click **Save**.

■ Delete account	
Please note that if you continue you will be signed out of able to sign in. Are you sure you want to delete your accou Enter your password for verification	the system and will no longer be unt?
••••••	*
	🖹 Save 🗙 Cancel

Figure 31 The Delete account screen

4. Applications

There are several locations you can begin the application process. You can directly apply to a program from the **Home** page (Figure 32). Alternately, by navigating to the **Application** section from the page header, you can create a new application via the <u>+ New application</u> button (Figure 33).

Jill- NSW	A burn have
Home D	III Agelouters @ Internation → Zantara 🖵 Projects 😂 Techin @ Hoja 🧿 Signad
Grant Management System	
📾 Tap Sin progress applications	Si henda
2020/FFM/0017 Sangle Flood Application	Environmental Education
2020 FMP/0000 Reinitiationent of the town flaodgates	+ Apply new Bitraroonantal Education Tay 1 - EDI Stage
🔮 2016/Ed. 100 Enance Payer IVA	+ Andy www @Environmental Education Time 1 - Invited Application Dage
2019/ED/0008 dvpr	Die operaties of the second
2018/14.4P.0020 Rp.M	Pootplain literagement
Ver al	Agay and Costs Enlay and +coop an Vanagement
Verstein	+ Apply now Stractform Training
	◆ Apply xite CEF + Readplant POC
	Organics Eplection
	+ Apply max Digmics Collection
Applications Ein program	" Mich Balante"
	A sectorem Tract Paralle
	*Autom Merrices

Figure 32 Commence new application from Home page

NSW SW										
auniteen)										Name Sumame
Home 🤊					Applications D Information	✓ Reviews	Projecta	Profile	O Help	O Sign out
Applications				-						
This page shows all existing applications that have not yet been processed										
O Below are your applications. Click the link to open an existing application	tion, or use the New I	application button	below to start a nev	one						
+ New application										
▲ Download ▲ Export CSV								Search		
0 tórröfler 0 Title	© Version	e Status	0 Owner	© Organisation	© Round		o Slage			+ Round status
1 2020/FPM/0017 Sample Flood Application	1.00	In Progress	Name Sumame		CEF - Floodplain POC		Stage 1			• Open
1 2020/FMR/0000 Reinstatement of the town floo	dgates 1.00	In Progress	Name Suttame		CEF - Floodplain POC		Stage 1			• Open

Figure 33 Commence new application from Applications page

Keep in mind that there are word limits placed on the application text boxes. There will be a words remaining limit given at the top of the text box and this will reduce as you type.

For the purpose of guiding you through the application process, we will begin from the Applications page, where you can click directly on <u>+ New application</u> button for any new applications (see Figure 33 above).

All new applications, whether they are expressions of interest (EOI) or full applications, should be created via the <u>**+ New application**</u> button. The Program title will identify what application stage or program you are applying under.

The GMS will navigate you through the application process. Once you commence the application, the menu on the left of the screen will change slightly. You will notice that as you

enter information in each category, you will get a green tick \checkmark if the information meets the system and program requirements and a red cross \checkmark if there is an error. Each category will need to be marked with a green tick before you can submit the application.

Please note that although the GMS will autosave as you progress through the application, it is recommended that you manually save the application at regular intervals to ensure information is not lost. You will be able to access your application and make changes right up until you complete the declaration/authorisation and submit the application. If you happen to need to make changes to a submitted application before the closing date and time, please contact us. See *Contact information* at the back of this document for details.

The save button **H** save is accessible on the right-hand side of the screen as you progress through the application. The following screen will confirm you have successfully saved any changes.

Application saved	×
Your progress on 2019/ED/0030 has been saved. Saved applications will be listed on the 'applications' page. You can click the download button on this page at any time to save th application to your computer.	ie
Inactive applications will be deleted from the system after 365 days.	

Figure 34 Application saved screen

If the GMS has been idle for an extended period (approximately 60 minutes) you will automatically be logged out. You will need to log back into to continue. It is recommended to save at regular intervals to avoid potential loss of information due to being logged out due to inactivity.

4.1 New application for funding

Keep an eye out for the **Help** icon **2** which will assist you with some information on specific questions in the application.

Click on **+ New application** and a screen will pop-up with a list of programs that are open for grant submissions.

+ New application
Select the program you wish to apply for:
Environmental Education Tier 1
Coastal Estuary and Floodplain Management
Organics Collection
Major Projects

Figure 35 Select grant program for new application

Click on the program you wish to apply for and it will automatically take you to the **Name application** screen. Enter a project title for your application and if you have a green tick, click on the **Done** button.

Please provide a name for the new application b ubmission process). You may also optionally pr eference and not used during processing. oplication title	elow (this will be used as a part of the rovide comments, which are for your
Name your project	×
pplication comments	

Figure 36 Provide project title for new application

You will have been assigned an identifier/project reference number (e.g. 2020/ED/0041, 2021/FPM/0005). This is known in the GMS as the identifier and this reference number should be used in any correspondence with the Department.

The application menu is on the left of the screen and the categories will vary depending on the program you are applying under. Each category will need to have a green tick before you will be able to submit the application. The application must be submitted by completing the declaration/authorisation step by the closing date and time, or it will not be assessed.

								Name Sumame
Home 🤊		Applications	 Information 	✓ Reviews	Projects	Profile	Help	එ Sign out
2020/FMP/0006 -	Levee project for Maintown							
Eligibility	Eligibility					Preview	💾 Save	→ Next
Project Summary	Which category are you applying for? *							
Applicant Details	T							
Partner Details								→ Next
Project Location								
Permissions								
Project Rationale								
Workplan								
Engagement								
Risk Management								
Supporting Information								
Feedback								
Declaration								

Figure 37 Example of an application menu

We recommend you download a blank copy of your application to pre-plan your answers prior to filling in the details online. You can download your application from the **Application** page. See section **Download application documentation**_below.

Read the text and answer the questions in each category. Click on the **Next page** button to progress through the menu items until you reach **Declaration/Authorisation**.

Documentation specific to the program you are applying under will be available on the website to aid you in completing your application.



Figure 38

Next page button(s)

4.1.1 Declaration/Authorisation

This is the final step in submitting your application. If each category has a green tick, you will be able to submit your application.

Please be aware that once a program has closed, you will not be able to make any changes to a submitted application. Please ensure you have checked each category before lodging.

Fill in the details (name, position, etc) of the relevant officer that is eligible to commit your organisation to the project and tick the declaration/authorisation check-box. In some programs, this can also appear as a yes/no option. It is only after you tick the declaration/authorisation box that the **Submit** button will appear.

NSW									
Home 🤊			Applications	• Information	✓ Reviews	Projects	Profile	Help	Name Sumame
2019/ED/0041	- Project title								
O Information	Declaration							C) ()
C Eligibility	Applicant Declaration *								
Project Summary	1, we applicant, certify that all of the information is to	we and correct							
Applicant Details									
Collaborators	Include the name of your Chairperson, Chief Executive Off	or interest ficer, or senior officer that is eligible to commit the organisation to the proj	ect.						
Project Location	Name*	Position*			Organisation*				
Project Rationale	Name Sumame	Position			Organisation				
O Pretiminary Workplan	Email*	Phone			Mobile				
C Engagement	name@organisation org.au	82 9000 5000	_						
Supporting Information		s	bmit.						
C Feedback									
Declaration									

Figure 39 Complete Declaration to submit application

Click **Submit** and the GMS will prepare your application documentation. Please stay on the page while this process occurs. It will only take a short time.



Figure 40 GMS creating submitted application documentation

Applications schwission
Applications schwission
Ceter the speciation schwinsion
Ceter the speciation schwinsio

The Application submission screen will appear. Click Next.

Figure 41 Application submission screen

After clicking on **Next**, a screen will appear to advise you that your application has been successfully submitted. Click on the **Close** button and you will be taken to the **Applications** page.



Figure 42 Application successfully submitted screen

4.2 Managing your applications

							0 0 5 9 4 8
N5W						_	Norre Syname
Home					Applications	👂 Profile 🛛 🖵 Projec	s O Help O Sign out
Strene Eff Application Applications Applications					<u> </u>		
Applications							
This page shows all existing applications that have not yet been processed.							
O Below are your applications. Click the link to open an existing application, or use th	e New application button below to start a new one.						
+ New application							
RY Select all						Search:	
Endimental Endimentation (0 out of 0 filters applied
© Identifier © Title © Version © Status	© Dwser © Principal organisation	# Round	o Stage	© Round status	- Created date	© Submitted date	© Modified date
+ C i 2019/ED/0041 Project title 1 • Submitted	Name Sumame Enter text	Environmental Education	EOI Stage	Open	26/05/2019 08:47:30 PM	27/05/2019 10:58:03 AM	27/05/2019 10:58:03 AM
Showing 1 to 1 of 1 entries							< Previous 1 Next >

Figure 43 Application home page

On the **Application** page, you can view all applications that are pending submission or final assessment. In this section of the GMS you are able to:

- monitor the status of your submitted application
- begin a new application by clicking on the **+** New application button and follow the process previously explained in the manual section *New application for funding*
- download copies of your applications
- modify applications that are still in progress
- delete or withdraw applications
- invite other users to view and/or edit the application

Most of the information in your submitted application can be edited by clicking on the applications identifier/reference number (e.g. 2020/FMP/0042), either on the **Home** or **Application** pages. There are additional tools under **Options** which vary depending on the status of your application.

Click on the three dots on the left of the identifier/project reference number to view the available options. These options are shown in two screenshots below (Application in progress [Figure 45] and Submitted application [Figure 46]) and detailed on the following pages.

4.2.1 Download application documentation

To download a copy of your application, tick the application you wish to download and click on **Download**. The **Download application documents** screen will appear. Select your option and click on **Download** then follow the computer's prompts to save the .zip folder.

Арр	lica	tions								
This pa	ige sho	ws all existing applicat	ions that have not yet been processed.							
0 Be	kow ate New app	your applications. Clic stration	k the link to open an existing application,	or use the New	application button	i below to start a r	ew one.			
₽r Se	iect all	Select none	▲ Download			_	Lownload application documents		Search:	Dept of 0 filters applied
2		0 Identifier	0 Title	0 Version	© Status	0 Owner	Download application documents	1	© Submitted date :	Modified date
	1	2019/ED/0041	Project title	4	In Progress	Name Sumam	Download application documents and attachments Download all documents for the annication	2 PM		06/06/2019 12:29:02 PM
. 0	1	불 2019/ED/0044	Project title 2 - Copy of 2019/EB/0043	1	In Progress	Name Sumam	C sommond an accumenta for the approach	арм		07/06/2019 05:05:12 PM
• 🗆	1	# 2019/ED/0043	Project title 2	1	In Progress	Name Sumam	Occurrents download is only applicable to submitted applications.	4.PM		02/06/2019 09:40:19 PM
Showing	1 to 3 (of 3 entries – 1 row sel	ected				Download × Close			Previous 1 Next >

Figure 44 Download application documentation

Application in progress

211XII:												002945
NSW												None Senaral
Home									E Applications	& Pole	C Projects	e O Hilp O Signat
Dinore (Litt Application (Applications)	ERINATION 1.7	phytes										
Applications												
This page shown all existing applicat	tions that have no	it yet been proc	essel.									
Preiser um your applications. Clic + Teen application Selent all C: Salaet none	a the los to open	n en existing op	plication, or use the	New application but	on below to start a new (ne						Gearch	Court of Stitlers applied
= methe	= 10e	= Western	1 3984	O Deller	= Principal regarisation	= Band	- map	= Naunal staturi	2 Dedict date	- Submitted of	tate	C Modified Gate
• D 1 2013/ED/9042	Project title 2	1	In Progress	Name Sumame		Environmental Education	EOI Shape	· Open	27/05/2019 11:57:50 AM			27/05/2019 11:57:30 AM
• C 1 2010/ED/004	Project title	1	· Submitted	Name Samane	Enter text	Environmental Education	EÖI Stage	· Open	26/05/2019 08:47:30 PM	27/05/2019 10	MA C0 52:0	27/05/2019 10:58:03 AM
Showing 1 to 2 of 3 entries		-	_									< Previous 1 Heat >
				-	i Aµ 42 Ca ★★ M A. Ru € Du	oplication information opy application anage access to app ename application elete in-progress ver	n Ilication sion					

Figure 45 Application (in progress) options

<complex-block>

Figure 46 Application (submitted) options

All of the following options in this section of the manual are accessed by first clicking the Options button (*) to the left of the application/project identifier.

4.2.2 Application information

Provides a snapshot of the status of your application, including the key information such as project title, reference number and who you have shared the document. See the screenshot below for an example of the type of information available.

The **Application information menu** on the left of the screen provides more information on the application.

NSW								Name Sumana
Home 🧐		Applications	• Information	✓ Reviews	🖵 Projecta	Profile	Help	🗢 Sign out
Aptication 2020/Tub/0000 Approxils Comments Comments Comments Comments Comments Comments Comments Comments Comments	2020/FMP/0006 - LE Application details are in this page Application details In Progress Status	EVEE PROJECT FOR MAINTO	NWC		(Name Sur Owner	mame	
History	« Dataile							
⊘ Vesions	Application identifier Application title Drasted date Version Organisation Shares with	2020; FAIP(2026) Lever grapes for Mantown 11.02/2020 02 09 51 PM M 1.02 - Innia Application (Not submitted)	odified date		114	02/2020 02 09 1	51 PM	

Figure 47 Application Information home page

Approvals: Will contain any information relating to the outcome of your application.

Comments: Will contain any comments you have added to your application. You may also enter comments directly by clicking on **+ Add comment**.

Comments			
Macts To add a new comment click the button below.			
+ Add comment			
There are no comments.			

Figure 48 Application comments in the Application Information section

	C C		•
Application contacts			
Show 10 entries			Search:
🗸 Name	© Contact type	© Organisation	≑ Email
Ms Name Surname	Chief Investigator	Enter text	name@email.org.au
Showing 1 to 1 of 1 entries			< Previous 1 Next >

Contacts: A quick reference guide for the project contacts the user has assigned/invited.

Figure 49 Application contacts summary in Application Information section

Details: This is the home page for the application information with the snapshot summary of the application as noted above.

Documents: All attachments submitted with the application can be viewed and downloaded from this section.

History: A running sheet of the progress of your application, also referred to as an audit trail.

Grants Management System Online Portal User Manual

2019/ED/0041 - PROJECT TITLE

History			
Show 10 🗹 entri	Search:		
🕶 Date	¢ Title	Description	¢ User
27/05/2019	Project title	Application submitted	simone.devos@ervironment.nsw.gov.au
27/05/2019	Project title	Application status changed to Submitted	simone.devos@erwironment.nsw.gov.au
26/05/2019	Project title	Application created	simone.devos@erwironment.nsw.gov.au
26/05/2019	Project title	Application status changed to In Progress	simone.devos@environment.nsw.gov.au

Figure 50 Application comments in the Application Information section

4.2.3 Copy application

You can copy an application for a quick way to commence a new application (if appropriate). To copy an application, start on the **Applications** page. Click the options button (*) next to the desired application and select **Copy application**.

Capy application	ද ⊡Copy application ::-				
Before copying your application, please ensure that you would like to create a new application .	You are about to copy the selected application. If you would like to continue, click the 'new application' button below. Please provide the new name below.				
If you are using this application data to assist in the creation of a completely new application, which is not a resubmission of a previous application; select new application . If you are undertaking amendments for a resubmission; select cancel and choose the new version function instead.	Application title Levee project for Maintown - Copy of 2020/FMP/0006 Application comments				
Where would you like to continue from?	-				
Version	< Back + New application + Cancel				

Figure 51 Copy application screen

The new application title will begin with the project title and then 'Copy of' before the identifier. This title can be amended and will be issued its own unique identifier/project reference number as a new application.

4.2.4 New Version

If you need to make amendments and resubmit an application, you can do so by selecting **New Version** and clicking on **New Version**. Once you confirm that you wish to edit a submitted application, the GMS will take you back to the Applications page and your application will now be listed as In Progress rather than Submitted. Please note that once the program closes for submission, you will not be able to make any amendments.



Figure 52 New Version screen

4.2.5 Rename application

In this section, you can amend the project title. Simply click on the **Rename application** option and type the desired name in the pop-up screen, then click on **Rename**.

A Rename application		
Please provide a new name for the application belov submission process). You may also optionally provi your reference and not used during processing.	w (this will be used as a part of the de updated comments, which are for	
Application title		_
Project title - take 2	*	
Application comments		
	A Rename 🗙 Cancel	

Figure 53 Rename application screen

4.2.6 Manage access to application

This is a quick method to invite others to view or edit the application. You can choose the level of access they will have to this application, from **invite only**, **share with view access** or **share with edit access**.

😁 Invite us	invite user to register & manage access										
The list of us	ers currently assi	gned to this application are listed below									
Send	Name	Username	Access status	Modify access							
10		user@organisation.com	 No current access 	Instende							
		No user is found. An invitation will be sent to this email address		Invite only							
O Add Brioth	er user			Invite and share with vew access Invite and share with edit access							
					Save and send X Cancel						

Figure 54 Manage access screen

Once the invitee accepts your invite and registers, you will receive a notification.

4.2.7 Download application attachments (submitted applications only)

For any submitted application, select **Download application attachments** and the following pop-up screen will appear. Click on the Green text to download all attachments in a .zip file. This includes the application, attachments and all supporting documentation.



Figure 55 Download application screen

4.2.8 View submitted application

Select this option to be taken to an online (un-editable) version of your submitted application. The format will resemble the application process, but the user will only be able to navigate through the categories to view the information and will not be able to make any edits.

4.2.9 Delete in-progress version (in-progress applications only)

Should you no longer wish to proceed with the application, you can delete the application from this location. Click on **Delete in-progress version** and **Delete**. Please note once you click on **Delete**, you cannot undo the action.

A Delete application	×
The selected application will be deleted. Are you sure you want to delete it? This action cannot be undone.	
🗎 Delete 🗙	Cancel

Figure 56 Delete application screen

4.2.10 Withdraw application (submitted applications only)

To withdraw a submitted application, you can click on **Withdraw application** and a pop-up screen will appear. Click on the **Withdraw application** button. As with the Delete application option, please be aware that you cannot undo this action.



Figure 57 Withdraw application screen

5. Contact information

This is a new purpose-built system, designed to improve your experience in applying for grant funding. However, we anticipate there may be some teething issues, so please do not hesitate in contacting us for assistance. You will find the Program Guidelines on our program webpages to help you answer each question as you complete your application in the GMS.

Department of Planning, Industry and Environment Grants Branch

Coast, Estuary and Flood Phone 02 9895 6494 Postal address: PO Box 644, Parramatta NSW 2124 Email: coastalestuary.floodgrants@environment.nsw.gov.au

Environmental Trust Phone: 02 8837 6093 (the information line is open between 9am and 5pm Monday to Friday) Postal address: PO Box 644, Parramatta NSW 2124 Email: info@environmentaltrust.nsw.gov.au