

Department for Environment and Water Grants Management System

User Guide for the Greener Neighbourhoods Grant Program

Applications close **Friday 2 August 2019**

Please note that screenshots in this guide are examples from the test system, please refer to Application Guidelines or the live Grants Management System for up-to-date details

Online applications

All applications must be completed and lodged electronically through the DEW Grants Management System website. Access to the Grants Management System is available by clicking on <https://gmsportal.environment.sa.gov.au>.

To register or login:

Click on the relevant link above to connect to the Grants Management System which will display the *Welcome* screen.

The screenshot shows the 'Welcome to the Department of Environment, Water and Natural Resources Grants Management System' page. It includes a 'Login' section with fields for 'User ID', 'Email', and 'Password', and a 'Register' section with a 'Register >>' button. A green arrow points to the 'Login >>' button, and a red arrow points to the 'Register >>' button.

If you have previously applied for any type of grant using the DEW Grants Management System go to the *login* button (green arrow above).

If you have not applied for a grant on the system before you will need firstly need to register. Click on the *Register* button (red arrow above), and fill in the details. You will need your Council's ABN and this will become the User ID. If you get a validation error message saying an organisation already exists when you enter the ABN, it is likely the council has previously applied for another type of grant in the system. Please contact DEW for access information.

Note that fields marked with * are mandatory. Passwords should include at least one upper case and one lower case letter and a number.

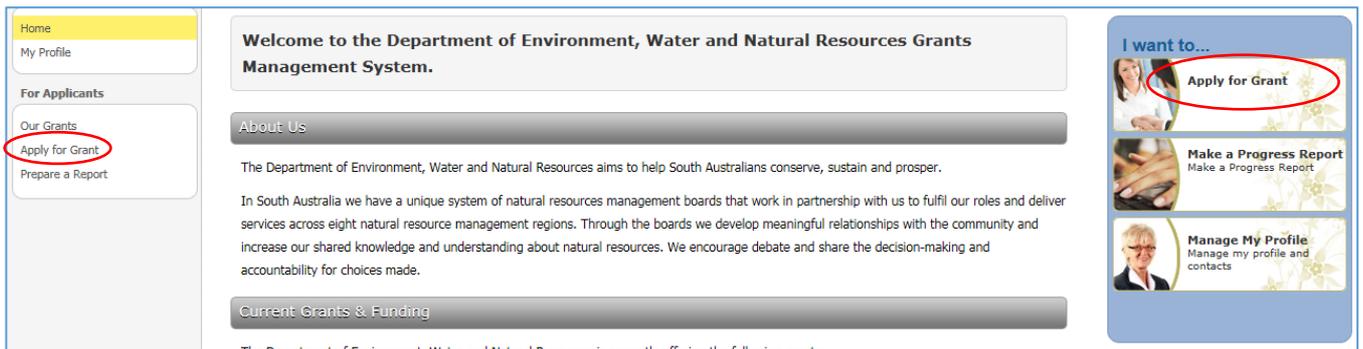
Click on the **Create** button. You will receive a message on the screen with the following text:

Thank you for initiating the registration process.
We will send you an email shortly.
Please follow the instructions in the email to complete the registration process.

You will need to click on the link in the email to complete your registration.

To create and submit an application:

After logging in, select **Apply for Grant** on either the left or right menu (see below). Only do this the first time you start an application. You can save a draft application part way through. When you come back into the system to continue, select **Our Grants**.



Scroll down to the description of Greener Neighbourhoods grants and click on the blue **Apply Now** button.

Greener Neighbourhoods

The Greener Neighbourhoods grant program will support metropolitan local councils to keep Adelaide's suburban streets green and cool.

For the first time, applicants in the Green Adelaide region will be eligible to apply for a grant with projects working towards the following objectives:

- progress against the target in the 30 Year Plan for Greater Adelaide to increase urban green cover by 20 per cent by 2045
- reduction of the urban heat island effect across metropolitan Adelaide
- creation of habitat for wildlife and improving natural character in the urban environment
- improved community health and wellbeing
- involvement of the local community and Kaurana people in greening neighbourhoods.

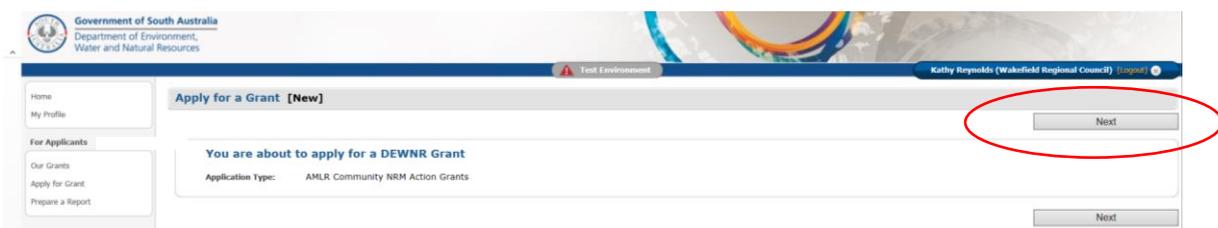
For more information, please visit the Greener Neighbourhoods webpage.

Applications open 1-Apr-2019 and close midnight 17-Jun-2019.

This grant is available to Organisations/Groups with ABN. You are currently logged in as an Applicant with an ABN.

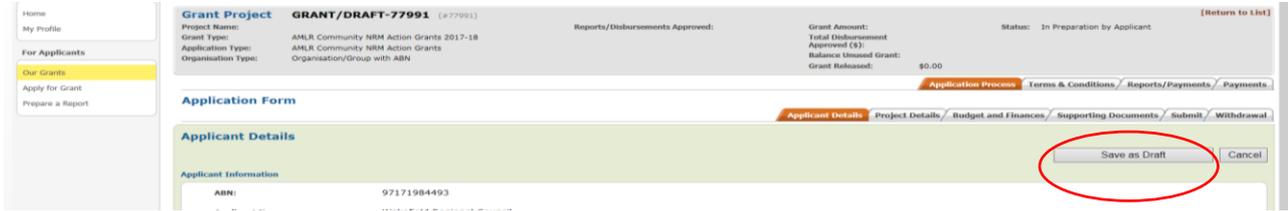
APPLY NOW >>

This will take you to the following screen. Click on either of the **Next** buttons.



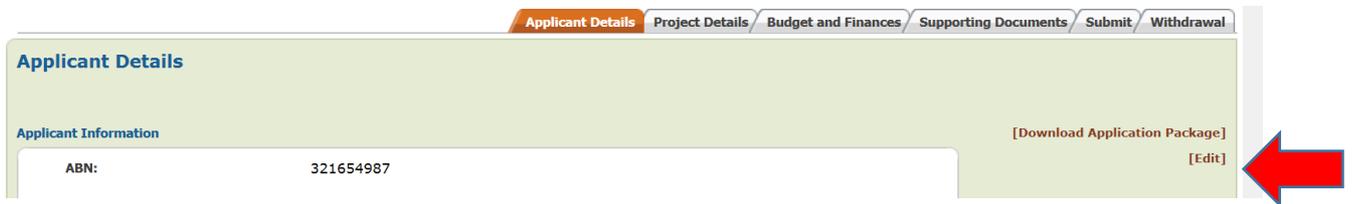
IMPORTANT INFORMATION TO NOTE

As you enter data, periodically select *Save as Draft* (either at the top or bottom of the screen) to save your details to avoid timing out and losing your information. If it appears that your computer is taking a while to save, do not click on *Save as Draft* again as you will get a resubmission error. If you think your computer has frozen or taking too long, press ESC key and try *Save as Draft* again.



The screenshot shows the 'Grant Project' application form for 'GRANT/DRAFT-77991'. The 'Application Form' section is active, and the 'Applicant Details' tab is selected. The 'Save as Draft' button is circled in red.

If you need to change any information once you have pressed *Save as Draft*, or if moving between the tabs, click on **[Edit]** on the right side (see red arrow below) to enter the information. If red messages appear notifying you that a mandatory field has not been filled in, click on **[Edit]** to enter the information.



The screenshot shows the 'Applicant Details' form with the 'Applicant Information' section. The 'ABN' field is filled with '321654987'. The '[Edit]' button is highlighted with a red arrow.

If you close the system and return to your grant, please do not select *Apply for Grant* as this will start a new application. Select *Our Grants* on the left menu and your grant will show status as 'In Progress'. Click on the brown text to reopen your application for editing.



The screenshot shows the 'In Progress' grants list. The 'Our Grants' menu item is circled in red. The table below shows the details of the grants.

| ID | Label | Project Title | Grant Type | Application Date | Grant Amount | Status |
|-------|-------------------|---------------------------|--------------------------------|------------------|--------------|----------------------------------|
| 95864 | GRANT/95864 | adfgjhkl | Greener Neighbourhoods | 4-Apr-2019 | | Submitted, Under Review by DEWNR |
| 95859 | GRANT/95859 | ghjhg | Greener Neighbourhoods | 4-Apr-2019 | | Submitted, Under Review by DEWNR |
| 95855 | GRANT/DRAFT-95855 | | Greener Neighbourhoods | | | In Preparation by Applicant |
| 95850 | GRANT/95850 | Regreening Winding Street | Greener Neighbourhoods | 4-Apr-2019 | | Submitted, Under Review by DEWNR |
| 94827 | GRANT/DRAFT-94827 | | Greener Neighbourhoods 2018-19 | | | In Preparation by Applicant |



Application Details tab

When you apply for a new grant it will take you to the *application form* and the tab named *Applicant Details*. Some of the information you completed in the registration process will be pre-filled. If you would like to add an additional contact person for this project, please select *Other* and add the details. Once you have completed the first page, click on *Save as Draft* button to save and take you to the next screen which is the *Project Details* tab.

Applicant Details [Show All Versions] Assigned To: Applicant Preparer (Administrator, Local Council) Status: Requires Attention

Applicant Information

ABN: 38 362 567 848
Applicant Name: Local Council
Is the applicant a legal entity? *What is a legal entity?* Yes
Please select the applicant's legal entity type: Local Government – under Local Government Act 1999
Registered for GST: Yes
Is Your Organisation 'Not for Profit'? No

Primary Contact

Primary Contact: Mr Local Government Other
Position:
Phone 1:
Phone 2:

Save as Draft Cancel

Project Details tab

Before starting your application, click on the *Application Guidelines* in the *Project Details* tab to open a copy of the guidelines. Please note the fields marked with * are mandatory.

Project Details [Show All Versions] Assigned To: Applicant Preparer (Administrator, Local Council) Status: Requires Attention

Please read the [Application Guidelines](#) before
Please attach all supporting documents for each question in the Supporting Documents tab.

General Information

Project Title: * Regreening Winding Street
Project Location: * Please provide a brief description below and attach any supporting documents such as maps and photos.
Is the project on public land? * Yes No *default*

Project Details

Provide a brief summary of the project. * If successful, the summary provided may be published, used in media releases, launches and other promotional material.
Provide a detailed project description, including how it will meet the grant objectives and eligibility criteria, expected outcomes, and how it will be delivered. * For example, give detail on how many and which species of street trees will be planted and if supported by tools such as the South Australian Botanic Gardens Plant Selector or i-Tree tools and who will be undertaking the work. Please attach all detailed project briefs, quotes, plans, cost estimates, drawings, and any other related material.
Describe any project linkages: * Is this connected to a previous project or a component of a larger project?
Are there any issues/approvals needed to complete the project? * For example, alterations to DFTI roads or other assets and any required approvals. Yes No *default*
Who have you consulted with on the development of this project? * For example, technical specialists such as arborists, engineers, asset managers, community engagement managers, and/or other councils, government agencies, community or volunteer groups.

Timeline

Save as Draft Cancel

Once you have completed the *Project Details* page, click on *Save as Draft* button to save and take you to the next screen which is the *Budget and Finances* tab.



Budget and Finances tab

Please enter the amount of grant funding you are requesting (i.e. the amount from the Greener Neighbourhoods Grants fund, not the total project cost) in the field at the top of the page.

Break the project down into tasks or stages, and list them together with other contributions from your or other organisations (if applicable) and the amount of funding required for each activity. This table should be quite detailed. Other contributions may include voluntary labour, labour costs paid for by your or other organisations, donation of goods etc. To add extra rows, click on + Add.

Application Form [Show All Versions]

Applicant Details / Project Details / **Budget and Finances** / Supporting Documents / DEV

Assigned To: Applicant Preparer (Administrator, Local Council) Status: Requires Attention

Budget and Finances

Save as Draft Cancel

Amount Requested

+ Amount Requested (\$): * 300,000.00

Work Plan and Budget

The assessment panel will consider the following:

- Detailed and accurate budget
- Provide public value for money and is realistic for the scale and impact of the project
- Demonstrate an appropriate use of public funds.

Please itemise each task / element of the project with costings. Itemise contributions from all sources, including all cash and in-kind contributions. All figures to be GST exclusive.

| | Project Activity * | Start * | Finish * | Grant Funding Sought | Cash Contribution | Identify cash co-contributor (E.g. list any project partners and sub-contractors) | In-kind Contribution | Identify in-kind co-contributor (E.g. list any project partners and sub-contractors) | Total activity costs |
|---|---------------------|-------------|-------------|----------------------|-------------------|--|----------------------|---|----------------------|
| 1 | example component 1 | 30-Nov-2019 | 21-Feb-2020 | 100000 | 200000.00 | Council | | | 300000.00 [Delete] |
| 2 | example component 2 | 13-Dec-2019 | 13-Mar-2020 | 100000 | 0 | | 10000 | Volunteers | 110000.00 [Delete] |
| 3 | example component 3 | 20-Mar-2020 | 13-Jun-2020 | | 50000 | Partner 1 | | | 50000.00 [Delete] |
| 4 | example component 4 | 14-May-2020 | 12-Jun-2020 | 100000 | 50000 | Partner 2 | 1000 | Partner 3 | 151000.00 [Delete] |
| | | | | 300,000.00 | 300,000.00 | | 11,000.00 | | 611,000.00 |

+ Add

+ Could this project go ahead with only partial funding? * Yes No [deselect](#)

+ Please provide details: *

Click on **Save as a Draft** when complete, which takes you to the *Supporting Documents* tab. Note that the system will automatically check that the grant funding sought in the top section matches what is calculated as grant funding sought in the table. If they do not match you will get an error message.

Supporting Documents tab

Supporting Documents tab is for any documents to be attached to your application as listed on the page.

Click on **Browse** to find the file you wish to attach. If you have more than one document in that category, click on **Browse** again and attach the next document/s. If you have documents that don't fit with the categories or that support or enhance your application, please attach to 'Any other supporting documents' section. Include any comments relating to the attachments if required.



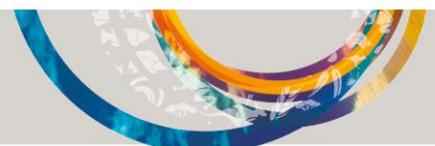
Supporting Documents

Save as Draft Cancel

Supporting Documents

- + At least one quote/cost estimate for the proposed work: Browse...
- + Plans, maps, images, project brief, and/or concept designs of proposed work: Browse...
- + Copy of required approvals or evidence that approvals are being sought (where relevant): Browse...
- + Evidence of partnership/co-contributor support: Browse...
- + Risk register: Browse...
- + Any other supporting documents: Browse...
- + Any other comments:

Click on *Save as Draft* when complete, which will then take you to the *Submit* tab.



Submit tab

NOTE: Once you have submitted your application, you cannot make any changes or add any documents.

Your document can sit in the system in DRAFT form until you are ready to submit. Please check that your application has been submitted by the closing date.

To submit, you need to firstly tick the *Declaration* box on the form. Once selected, the *Ready to submit* button will appear. Tick that, and then finally select the *Submit* button.

The screenshot shows the 'Application Form' interface. At the top, it displays 'Legal Entity: Yes' and 'Registered for GST: Yes'. The 'Application Process' tab is active, with sub-tabs for 'Applicant Details', 'Project Details', 'Budget and Finances', 'Supporting Documents', 'Submit', and 'Withdrawal'. The 'Declaration' section contains a text box with the text: 'I have authority to submit this application on behalf of the applicant organisation and declare that the information contained in the application is to the best of my knowledge true and correct:'. To the right of this text is an unchecked checkbox, which is highlighted by a red arrow. Below the text box is a 'Submission' section with the text: 'You must agree to the above terms in order to submit this application.' Buttons for 'Save as Draft' and 'Cancel' are visible in the top right corner.

This screenshot shows the same 'Application Form' interface. The checkbox in the 'Declaration' section is now checked, and a red arrow points to it. The 'Submission' section now has a checked checkbox labeled 'Ready to Submit:'. The 'Submit' button in the top right corner is circled in red. The 'Save as Draft' and 'Cancel' buttons are still present.

If you have incomplete mandatory fields you will not be able to submit and the tabs that contain incomplete fields will be highlighted in red under the *Declaration* heading. You will need to go back to the previous tabs as identified in the message to find which mandatory field has not been completed and **[Edit]** to complete. Return to the *Submit* tab and repeat the submission steps.

The screenshot shows the 'Application Form' interface with an error message. The 'Declaration' heading is circled in red, and below it is a red message: 'Incomplete submission. Please ensure that all the mandatory fields have been completed in: "Applicant Details", "Project Details"'. The 'Declaration' section contains the same text box as in the previous screenshots, but the checkbox is unchecked. The 'Submission' section has the text: 'You must agree to the above terms in order to submit this application.' A button labeled '[Download Application Package]' is visible in the bottom right corner.

Once you have successfully submitted, your page will show a green banner with the message below. Also when you are logged in and select 'Our Grants' you will see the status is 'Submitted' rather than 'In Preparation'.



Grant Project **GRANT/94527** (#94527) [Return to List]

| | | | |
|--|-----------------------------------|---|--|
| Project Name: Fixing up Old House | Reports/Disbursements Approved: 0 | Grant Amount: Total Disbursement Approved (\$): | Status: Submitted, Under Review by DEWNR |
| Grant Type: Heritage Grants Program 2018-19 | | Balance Unused Grant: | |
| Organisation Type: Organisation/Group with ABN | | Grant Released: \$0.00 | |
| ABN: 82 074 096 941 | | | |
| Legal Entity: Yes | | | |
| Registered for GST: Yes | | | |

Submitted - Thank you. Your application has been submitted and will be reviewed by DEW shortly.

Application Form Application Process / Terms & Conditions / Reports/Payments / Payments

Applicant Details / Project Details / Budget and Finances / Supporting Documents / **Submit** / Withdrawal

Declaration

Declaration

I have authority to submit this application on behalf of the applicant organisation and declare that the information contained in the application is to the best of my knowledge true and correct: [Download Application Package]

Submission

Ready to Submit:

Revision History

| | Date Submitted | Submitted By |
|---|----------------|-------------------------------------|
| 1 | 21-Dec-2018 | Liz Matthews (Test Heritage Grants) |

If you have any queries regarding the [Greener Neighbourhoods Grants Program](#) please call Natural Resources Adelaide and Mount Lofty Ranges on 8273 9100 or email dew.greenadelaide@sa.gov.au.

If you have any queries about the usage of the [Grants Management System](#), please call 8463 7883 or email dewnrnmprogram@sa.gov.au

