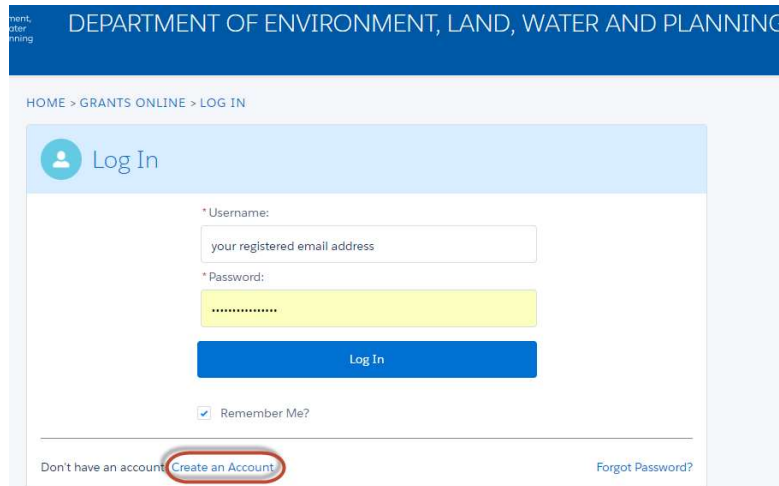


DELWP Grants Online Information Sheet for Community Users

The DELWP Grants Online Portal 'GEMS' is used to accept applications for the Coastcare Victoria Community Grants. This Portal is used across all DELWP grants programs.

Registration & login

If you will be creating/submitting grant applications on behalf of your community group, 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.



Starting a new application

The 'Create new application' link will be available from the relevant DELWP website, as well as the 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> ↗

DELWP Grants Online Information Sheet for Community Users

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

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

Project Registration form is 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, evaluation and monitoring purposes regarding alternative or collaborative grant funding opportunities.

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.

Notes
Throughout this application... It is mandatory and must be completed.

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

For assistance with online applications...
Call: 1300 366 356
Email: grantsinfo@delwp.vic.gov.au

Save as Draft View as PDF Next Page >>

Communicate with Program representatives

When communicating with program representatives (Coastcare facilitators), for example, emailing coastcare@delwp.vic.gov.au, please include the program name abbreviation, your application reference number, and program staff name if known in the subject line.