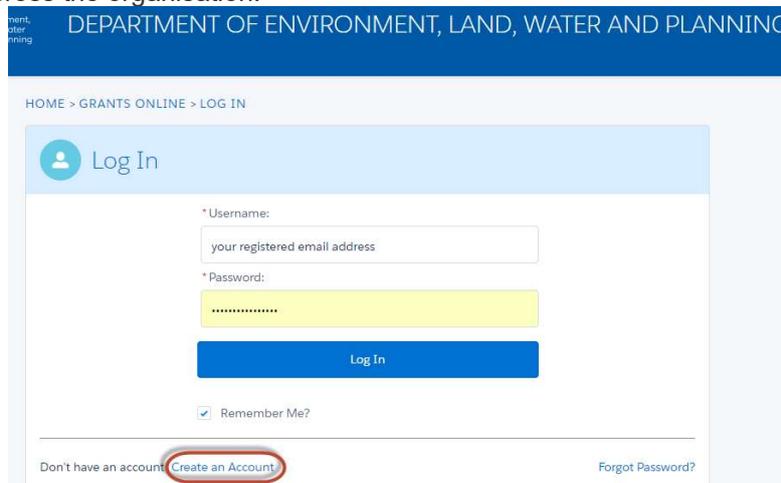


DELWP Grants Online Information Sheet for Community Users

Coastcare Victoria Community Grants Program is now using DELWP Grants Online Portal to accept applications. This Portal is used across all DELWP grants programs.

Registration & login

When creating/submitting grant applications on behalf of your community 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.



Starting a new application

The 'Create new application' link will be available on the Coastcare Victoria 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> 

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.

DELWP Grants Online Information Sheet for Community Users

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.

The screenshot displays the 'DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING' portal. The breadcrumb trail reads 'HOME > GRANTS ONLINE > RURAL COUNCILS TRANSFORMATION PROGRAM EXPRESSION OF INTEREST'. The main content area is titled 'Rural Councils Transformation Program Expression of Interest (page 1 of 11)'. A navigation menu on the left lists sections: INTRODUCTION, PROPOSAL NAME, LEAD COUNCIL DETAILS, PROJECT CONTACT, INVOLVED COUNCILS, PROJECT OVERVIEW, PROJECT DESCRIPTION, PROJECT DESCRIPTION - CONTINUED, BUDGET, SUPPORTING DOCUMENTS & DECLARATION, and OVERALL PREVIEW. The 'PROJECT OVERVIEW' section is highlighted in green. The main content area shows the 'INTRODUCTION' section with a registration requirement. At the bottom, there are three buttons: 'Save as Draft', 'View as PDF', and 'Next Page >>'. The 'View as PDF' button is circled in red.

Communicate with Program representatives

When communicating with Coastcare Victoria about your application (e.g. when emailing coastcare.victoria@delwp.vic.gov.au), please include your application reference number in the subject line.

Access previous application submitted via SmartyGrants

DELWP no longer uses SmartyGrants, but your Coastcare Victoria Facilitator can send you your application from a previous grant round if you would like to refer to it.

Technical assistance with the DELWP Grants Online Portal

If you require assistance submitting your application online, contact the Grants Information Line on 1300 366 356 or grantsinfo@delwp.vic.gov.au