

Smarty Grants – How to Apply for a Grant

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STEP 1

HOW TO REGISTER & LOGIN



CITY OF WHITEHORSE

Step 1 - How to Register

Requirements:

- Email Address
- Password

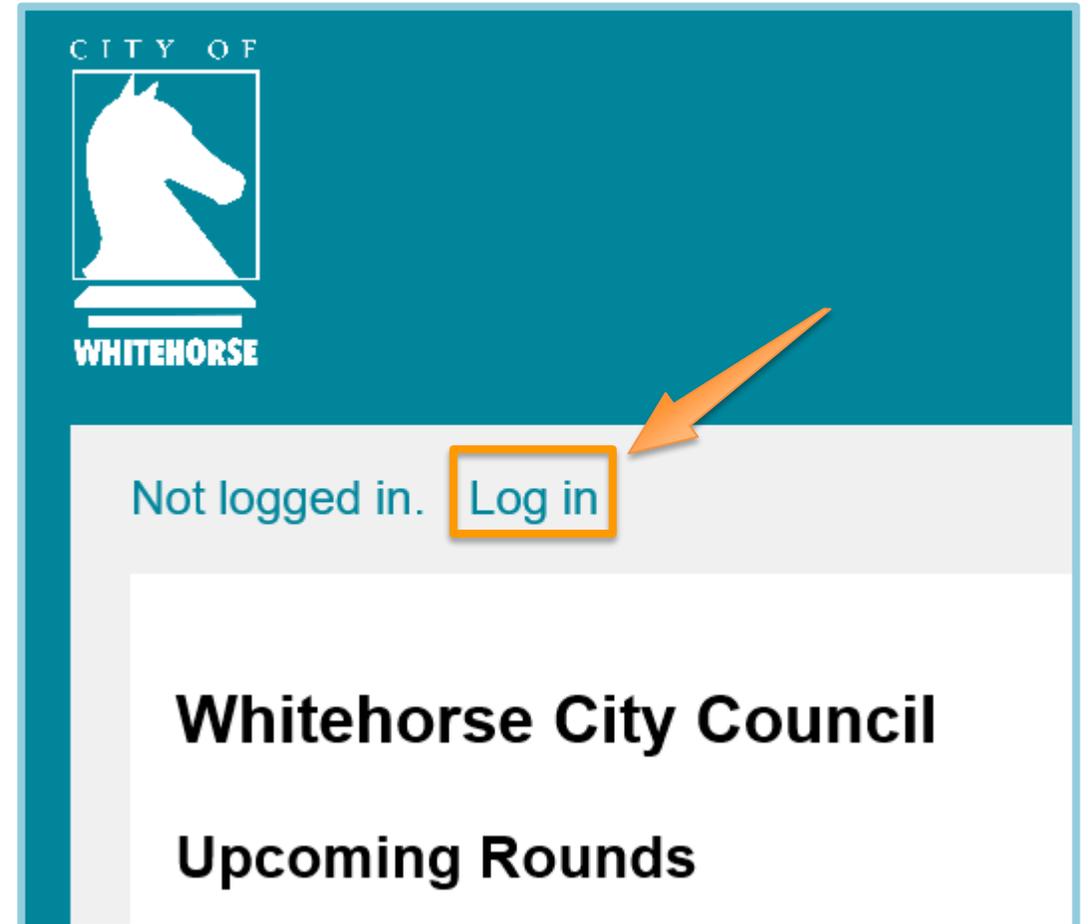
Whitehorse SmartyGrants login page can be found here:

<https://whitehorse.smartygrants.com.au>

Click on Log In as shown

We encourage you to use a generic email address and not your personal account. This will allow other members of your business to access the application, if required, without compromising your privacy.

Please ensure you choose a password that is easy for you to remember because you will need to access your account multiple times.





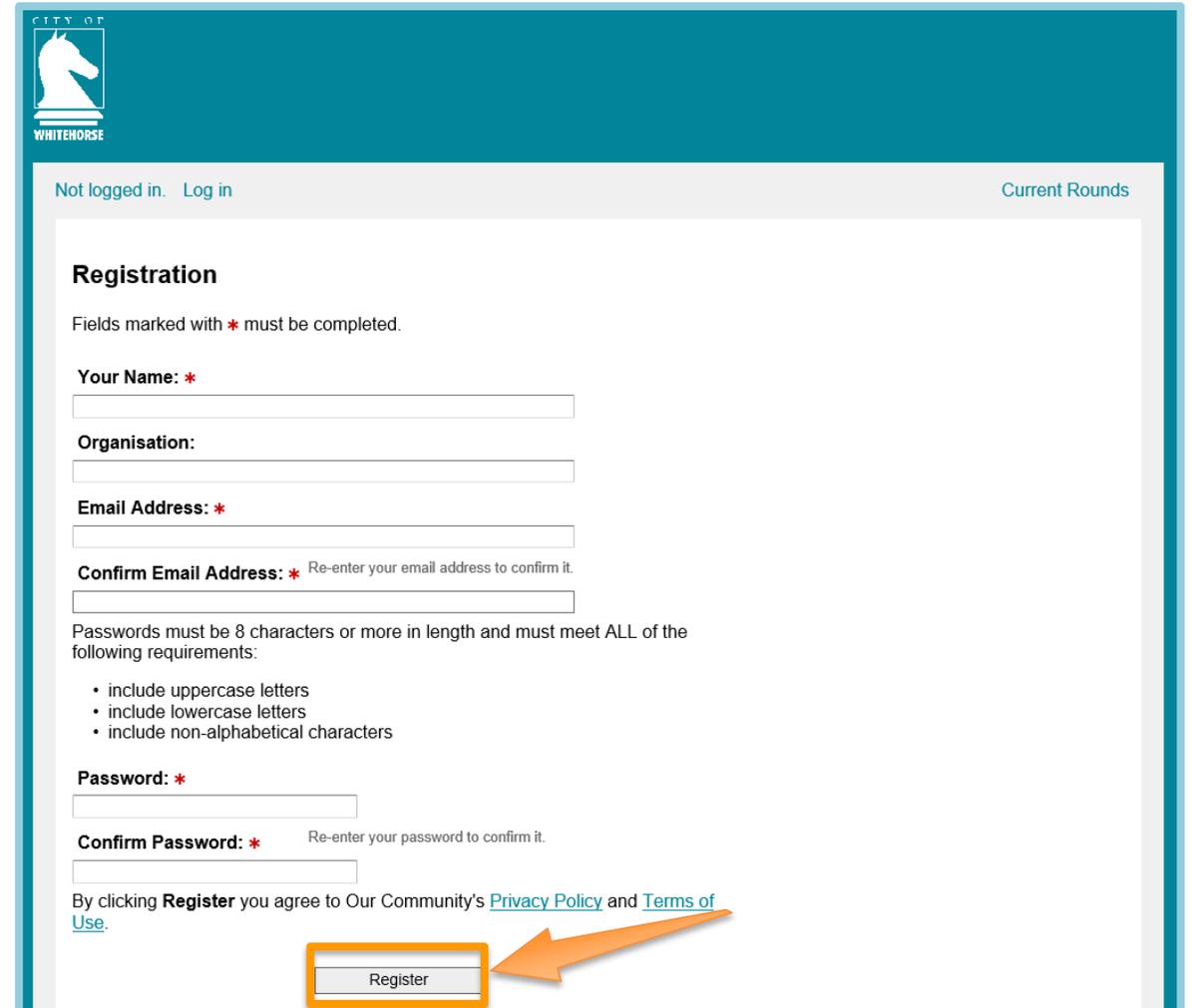
Step 1 – How to Register cont.

Click on the 'Register' button if you have not registered with Smarty Grants before

Step 1 – How to Register cont.

- Fill out all of the fields that are marked *.
- Click on the Register button.
- An activation email will be sent to the registered email address from service@smartygrants.com.au.
- Click on the link in the email to activate your account.

*Once you have registered an account, you will **use the same username and password** for any additional applications you may create in the future by any grant maker using SmartyGrants. It is important that you remember your username and password.*



Not logged in. [Log in](#) Current Rounds

Registration

Fields marked with * must be completed.

Your Name: *

Organisation:

Email Address: *

Confirm Email Address: * Re-enter your email address to confirm it.

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

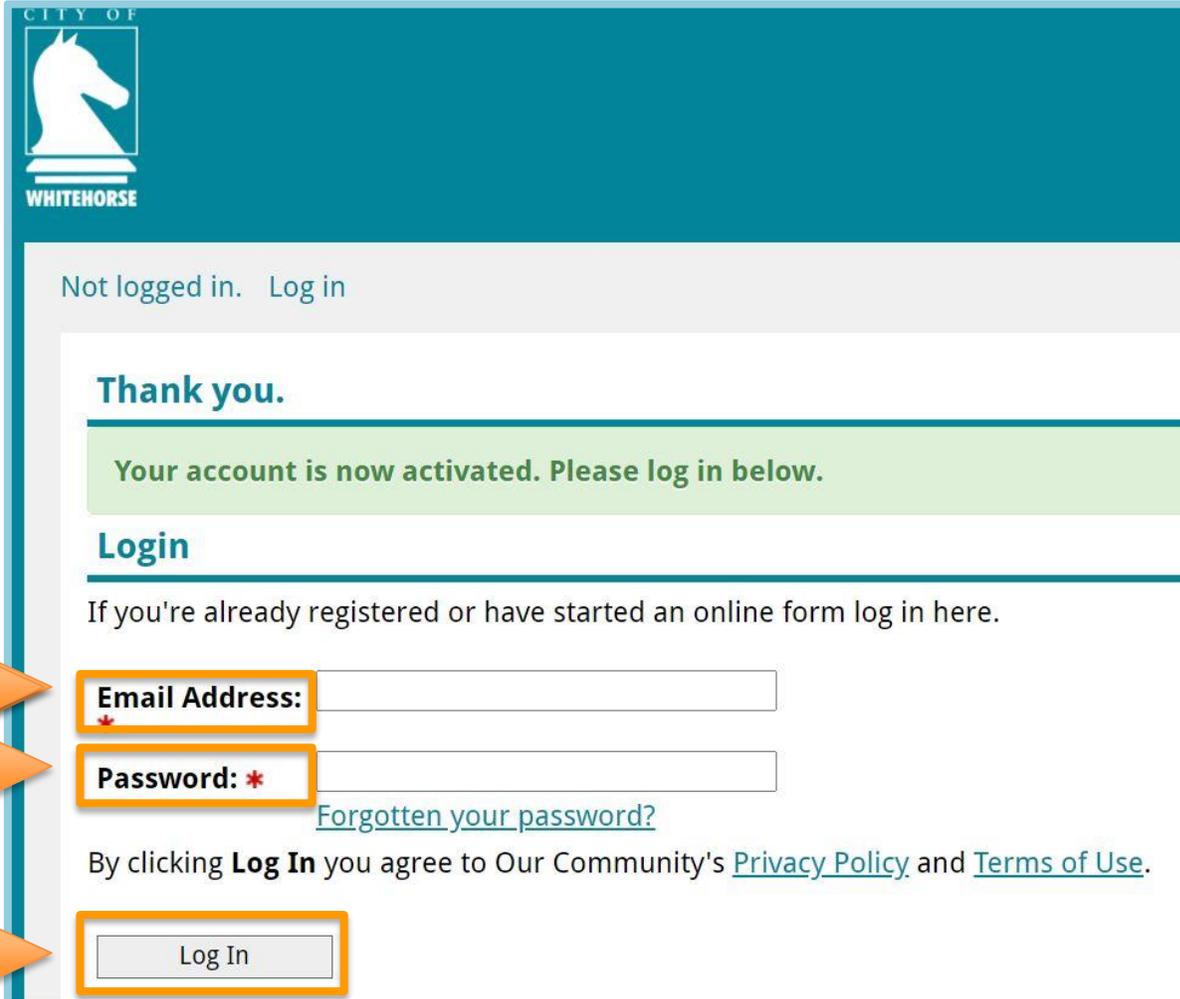
- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Password: *

Confirm Password: * Re-enter your password to confirm it.

By clicking **Register** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Step 1 - How to Register cont.



CITY OF
WHITEHORSE

Not logged in. [Log in](#)

Thank you.

Your account is now activated. Please log in below.

Login

If you're already registered or have started an online form log in here.

Email Address:

Password: *

[Forgotten your password?](#)

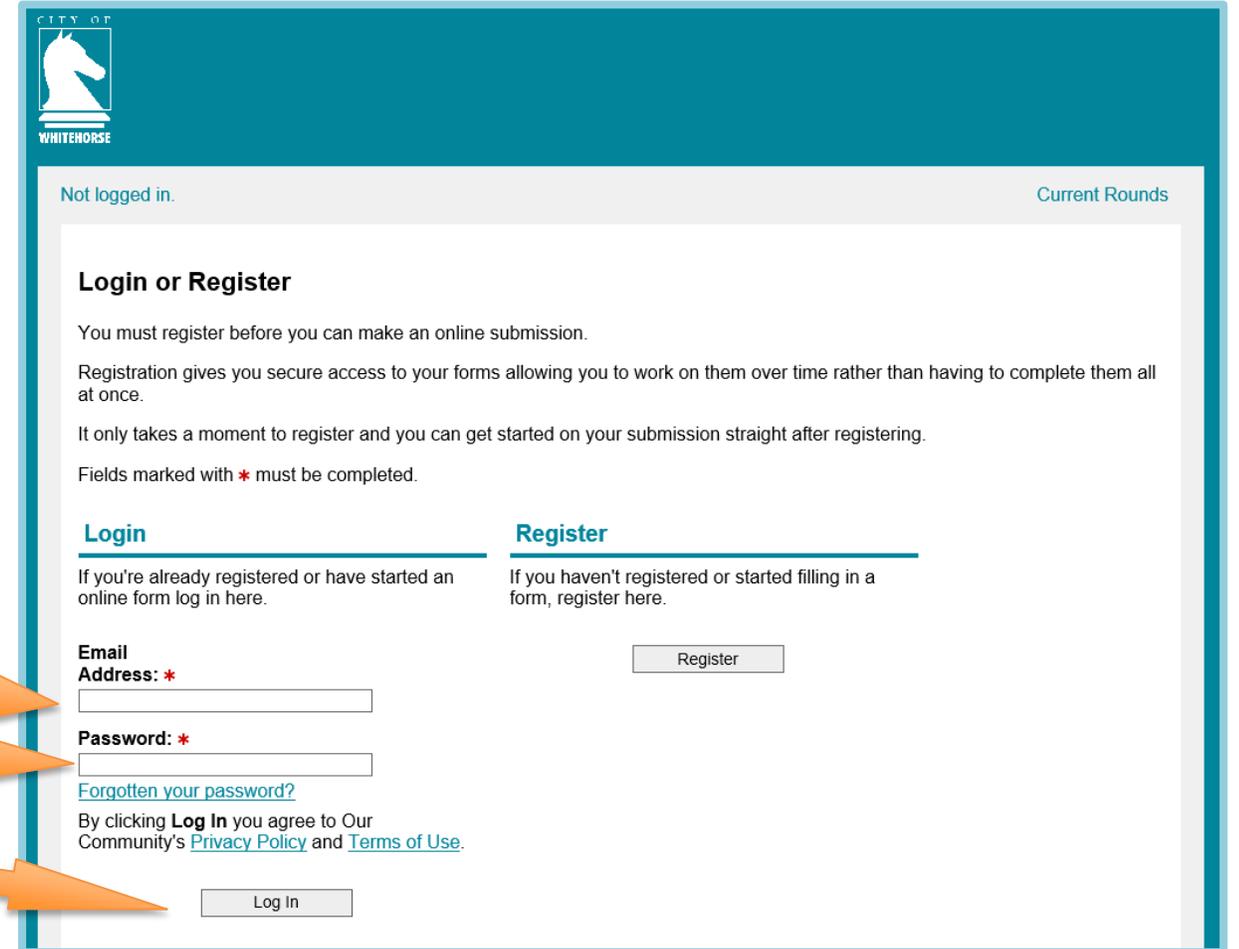
By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

- When you click on the activation link you will be directed to a Login page.
- Enter your email and password and click on Log In.
- You are now ready to apply for a Whitehorse Grant via SmartyGrants.

Step 1 - How to Log In

If you have already registered with Smarty Grants go to <https://whitehorse.smartygrants.com.au>, and:

1. Enter your email address
2. Enter your password
3. Click on Log In



The screenshot shows the 'Login or Register' page on the Smarty Grants website. At the top left is the City of Whitehorse logo. The page status is 'Not logged in.' and there is a link for 'Current Rounds'. The main heading is 'Login or Register'. Below this, there is explanatory text: 'You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. It only takes a moment to register and you can get started on your submission straight after registering. Fields marked with * must be completed.' There are two columns: 'Login' and 'Register'. The 'Login' column has a text input field for 'Email Address: *' and a 'Log In' button. The 'Register' column has a text input field for 'Password: *' and a 'Register' button. A link for 'Forgotten your password?' is located below the password field. At the bottom, there is a disclaimer: 'By clicking Log In you agree to Our Community's Privacy Policy and Terms of Use.'



Step 1 – How to Register cont.

After logging in you will be directed to the Whitehorse City Council page where you will find:

- Current Rounds
- Upcoming Rounds
- My Submissions
(applications that have been submitted or commenced)

CITY OF WHITEHORSE

Logged in: **My Submissions** Log Out

Whitehorse City Council

Current Rounds

[Discount Support Hall Hire - 2021 Bookings](#)

Submissions are now open.
Submissions close midnight 31 December 2021 ([AEDT](#)).
[Find out more about Discount Support Hall Hire - 2021 Bookings...](#)

Upcoming Rounds

[Whitehorse Recovery Grants - Business - \\$1,000-\\$3,000 - 2021](#)

Submissions for the Whitehorse Recovery Grants - Business - \$1,000-\$3,000 - 2021 will open at 9:00AM 8 February 2021 ([AEDT](#)).
Submissions close 5:00PM 19 February 2021 ([AEDT](#))

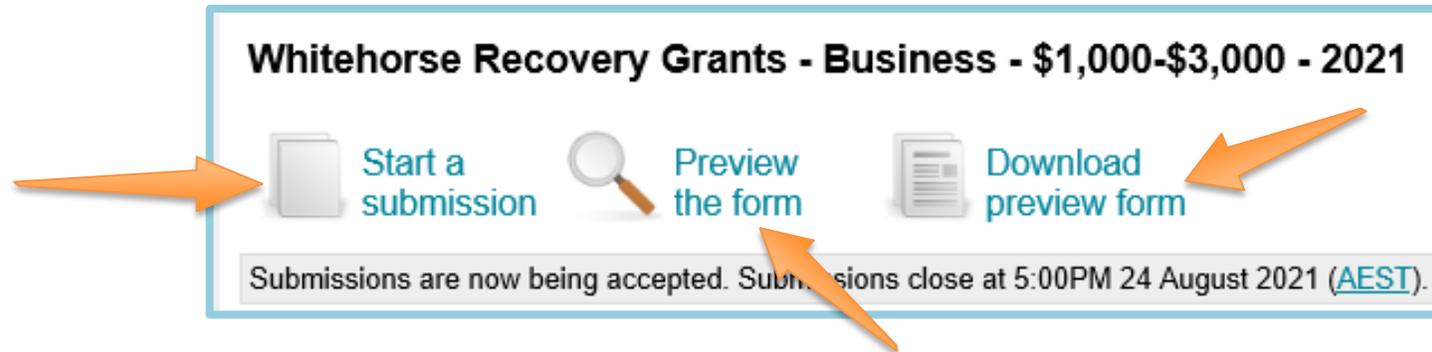
STEP 2

VIEW & NAVIGATE THE APPLICATION FORM

Step 2 – View & Navigate the Application form

View the Form

When you first open a current round on Smarty Grants, you will be presented with the following options.



To preview the entire application form, simply click on **Preview the Form**.

This will show you the form in preview mode. You can also download a copy of the form by clicking on **Download Preview Form**

NOTE: You cannot fill out the form while in preview mode. In order to complete the form you will need to Start a Submission (Step 3).

Step 2 – View & Navigate the Application form cont.

Navigate the Form

FORM NAVIGATION
1. Whitehorse Business Grant - \$1,000-\$3,000
2. Confirmation of Eligibility
3. Business Details
4. Applicant's Details
5. About Your Business
6. Grant Funding Plan
7. Financial and Resource Planning
8. Supporting Documentation
9. Declaration
Review and Submit



To navigate through the application form:

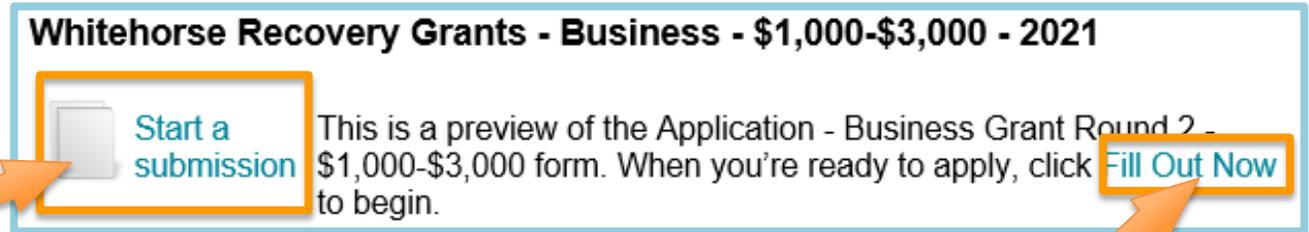
- Click on 'Next Page' or
- Click on 'Previous Page'; or
- Use the navigation bar to jump to specific pages

STEP 3

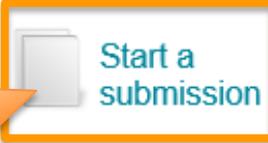
START A SUBMISSION

Step 3 – Start a Submission

If in **Preview Mode** - When you are ready to start your application, simply click on the **Start a Submission** button or **Fill Out Now** link.



Whitehorse Recovery Grants - Business - \$1,000-\$3,000 - 2021

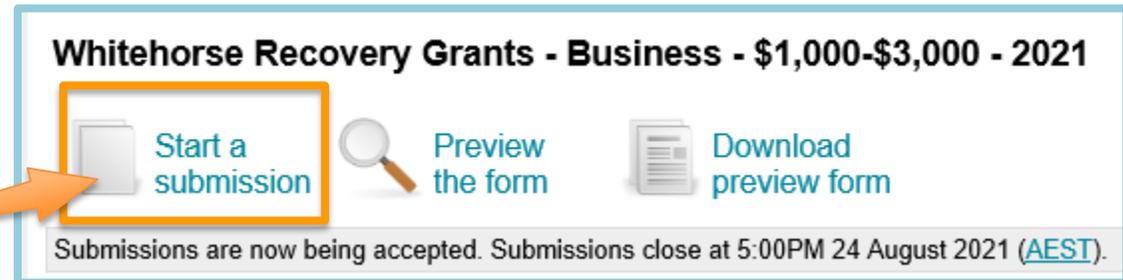
 [Start a submission](#) This is a preview of the Application - Business Grant Round 2 - \$1,000-\$3,000 form. When you're ready to apply, click [Fill Out Now](#) to begin.

[Fill Out Now](#)

An orange arrow points to the 'Start a submission' button, and another orange arrow points to the 'Fill Out Now' link.

Or

You can start a submission without previewing the form, simply click on **Start a Submission** button



Whitehorse Recovery Grants - Business - \$1,000-\$3,000 - 2021

 [Start a submission](#)  [Preview the form](#)  [Download preview form](#)

Submissions are now being accepted. Submissions close at 5:00PM 24 August 2021 ([AEST](#)).

An orange arrow points to the 'Start a submission' button.

STEP 4

FILLING OUT THE APPLICATION FORM

Step 4 – Filling out the Application Form

Save Progress

It is highly recommended that you click **Save Progress** every 10 to 15 minutes when you are filling out a form.



Click **Save and Close** to return to your application at any time prior to the close date of the grant round and continue your application, simply by logging back into your account.

Once you log back in you can click on "**My Submissions**" - here you will find a listing of all applications you have submitted or commenced.



*For security reasons you will be logged out of your application if **30 minutes** has elapsed and you have not saved your progress or navigated between pages. When you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long time working on one page of the form.*

Step 4 – Filling out the Application Form cont.

Fill in the Form

- Complete the application form answering the questions.
- Questions with a * indicates a required field

← Previous Page
Save Progress
Save and Close
Next Page →

FORM NAVIGATION

1. Whitehorse Business Grant - \$1,000-\$3,000

2. Confirmation of Eligibility

3. Business Details

4. Applicant's Details

5. About Your Business

6. Grant Funding Plan

7. Financial and Resource Planning

8. Supporting Documentation

9. Declaration

Review and Submit

Business Details

*indicates a required field.

Business Information

Registered Business Name *

Trading Name: *

Insert Trading Name here.

Business ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

Step 4 – Filling out the Application Form cont.

Attaching Files

To attach a file:

1. Select **Browse** and
2. Choose the file that you wish to upload;
3. Click **Select or Open**.

Hint: Have all documents to be uploaded ready on your computer.

Insurance - Public Liability Certificate of Currency - minimum \$5M *

Attach a file:

Browse...

Tax Invoices or copy of Policy will not be accepted

If you are attaching files, you need to allow for sufficient times for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

Please Note: There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

Step 4 – Filling out the Application Form cont.

Review

When you have completed the last page of the application form you can click **Review** in the navigation panel.

- This will display your application in the way it will appear to the organisation you are submitting it to.
- This is also a good time to **Save** or **Print** a copy of your application for your own records.
- To print a copy of your form before submitting it, click on the "**Download PDF**".

Previous Page Save

FORM NAVIGATION

- 1. Whitehorse Business Grant - \$1,000-\$3,000
- 2. Confirmation of Eligibility
- 3. Business Details**
- 4. Applicant's Details
- 5. About Your Business
- 6. Grant Funding Plan
- 7. Financial and Resource Planning
- 8. Supporting Documentation
- 9. Declaration
- Review and Submit**

Business Details

**indicates a required field.*

Business Information

Registered Business Name *

Trading Name: *

Insert Trading Name here.

Business ABN *

Lookup

The ABN provided will be used to look up
Click Lookup above to check that you ha

Information from the Australian Business

- ABN
- Entity name
- ABN status
- Entity type
- Goods & Services Tax (GST)

Step 4 – Filling out the Application Form cont.

Submit

Once you have Reviewed the Application and you are satisfied with it click **Submit**.

← PREVIOUS PAGE

DOWNLOAD PDF

SAVE AND C

SUBMIT →

You can log back into SmartyGrants at any time and view your completed application after having submitted it.

Important!

You will not be able to make any changes to your form after you have submitted it.

Step 4 – Filling out the Application Form cont.

Problems with your form

If there are any problems with your application, it will not be submitted and any issues will be highlighted. You will have the opportunity to correct the problem by clicking **Go to page**.

Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

You will have the opportunity to correct the problem by clicking **Go to Page**.

Contact Email *

application is authorised by the applicant organisation

Must be an email address.

Response required.

Go to page

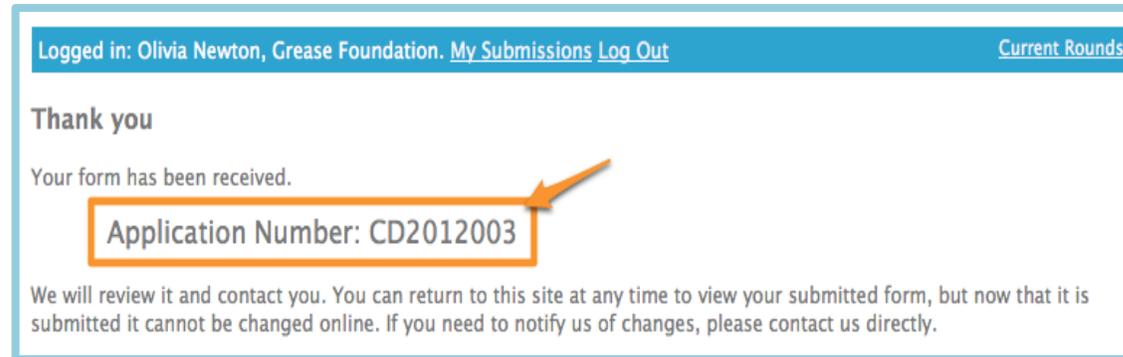


Once you have made corrections, you can return to the **Review and Submit** page and click **Submit** again

STEP 5

CONFIRMATION

Step 5 - Confirmation



- When the application is submitted a confirmation message will be displayed. If you see this message you can be sure that the grantmaker (Whitehorse Council) has received your application.
- Your application number (as shown in orange box above) will be displayed, which you can use should you need to contact the grantmaker about your application.
- A confirmation email will be sent when your application is successfully submitted. Attached to the email will be a PDF copy of the form you just submitted for your records.