

Smarty Grants - How to Apply for a Grant

Step 1 – View and Navigate the Application Form

View the form

When you first access SmartyGrants, you will be presented with the following options.



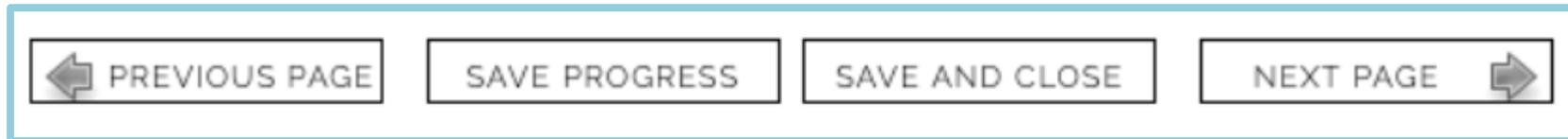
To preview the entire application form, simply click on **Preview the Form**.

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 can't fill out the form while in preview mode. In order to complete the form you need to complete Step 2.

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Navigate the form



You can navigate through the application form either by clicking on the 'Next Page' button above the form to move between individual pages, or by using the navigation bar on the left of screen to jump to specific pages or sections within a page.

FORM NAVIGATION
1. Contact Details
2. Auspice Organisation (Not Applicable)
3. About Your Organisation and Membership
4. About the Equipment
5. Financial and Resource Planning
6. Outcomes and Evaluation
7. Supporting Documentation
8. Declaration

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Step 2 – Start a Submission

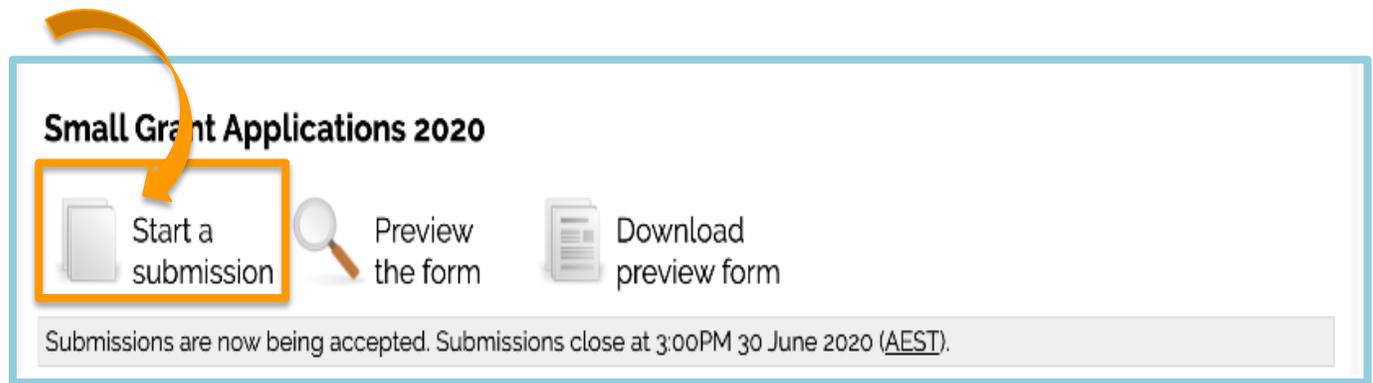
If in Preview Mode - When you are ready to start your application, simply click on the **Fill Out Now** button.

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



Small Grant Applications 2020

 **Fill Out Now**  Preview the form  Download preview form



Small Grant Applications 2020

 **Start a submission**  Preview the form  Download preview form

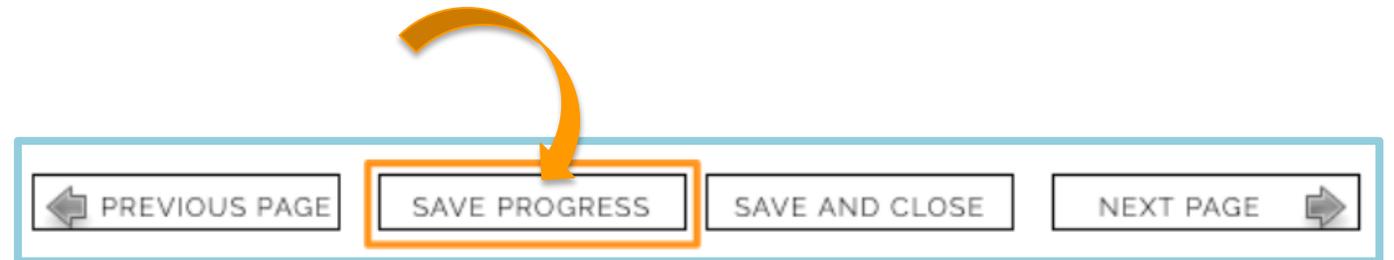
Submissions are now being accepted. Submissions close at 3:00PM 30 June 2020 ([AEST](#)).

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Step 3 – 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 begun to fill in and all that are completed.

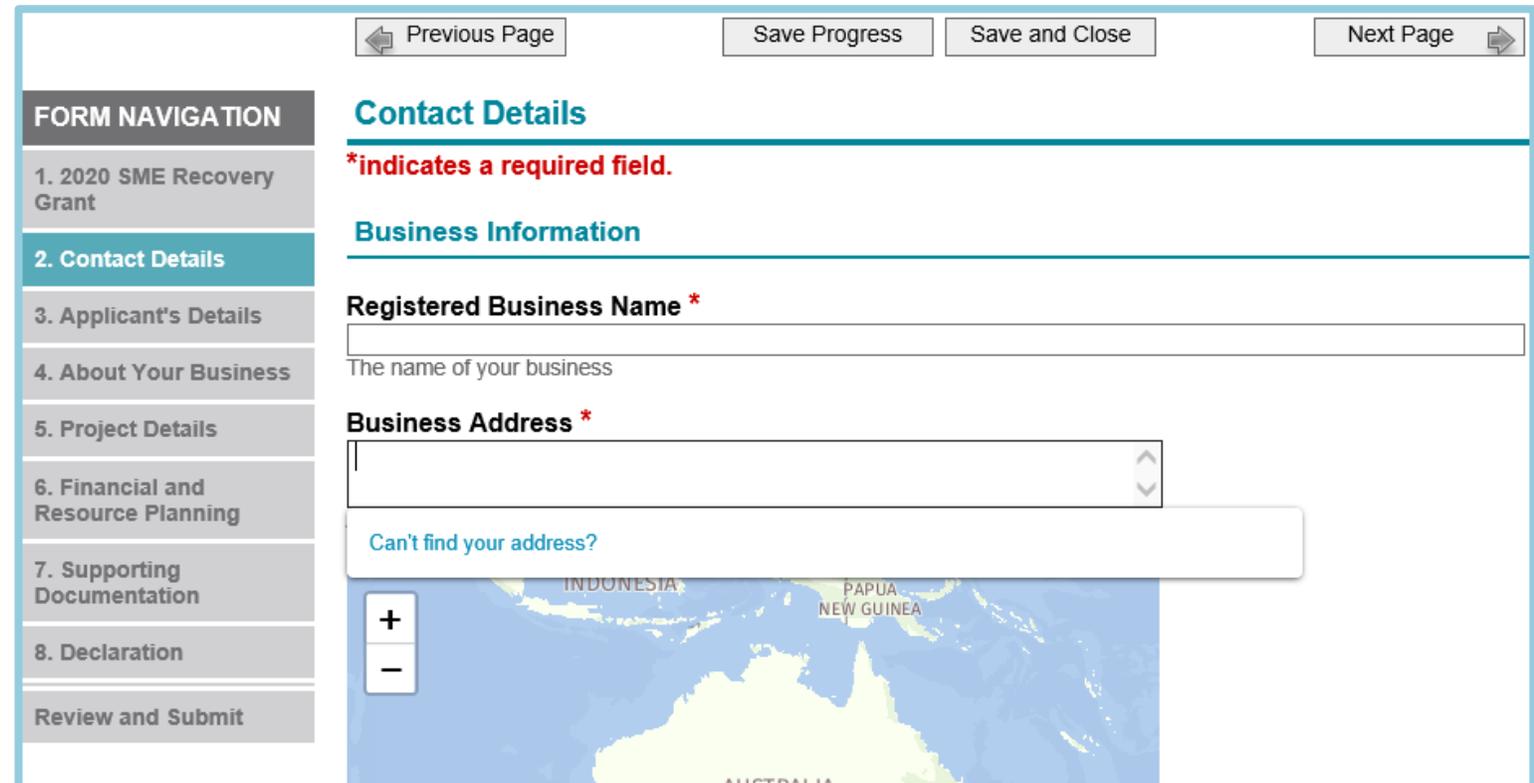
For security reasons you will be logged out of your application if **60 minutes** has elapsed and you have not saved your progress or navigated between pages. When you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long time working on one page of the form.

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Fill in the Form

Complete the application form answering the questions.

Questions with a * indicates a required field



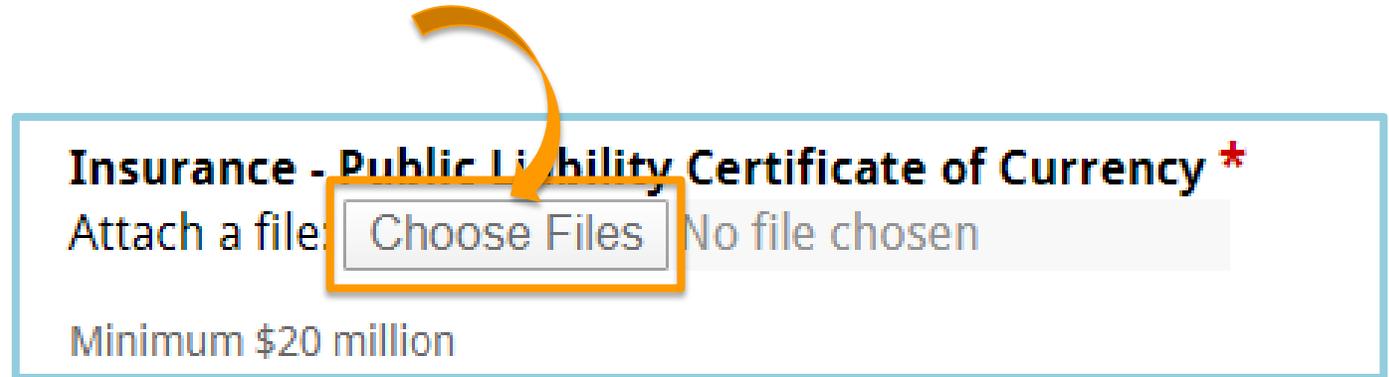
The screenshot shows a web application interface for 'Smarty Grants'. At the top, there are navigation buttons: 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. On the left is a 'FORM NAVIGATION' sidebar with a list of steps: 1. 2020 SME Recovery Grant, 2. Contact Details (highlighted), 3. Applicant's Details, 4. About Your Business, 5. Project Details, 6. Financial and Resource Planning, 7. Supporting Documentation, 8. Declaration, and Review and Submit. The main content area is titled 'Contact Details' and includes a red asterisk legend: '*indicates a required field.'. Below this is the 'Business Information' section, which contains two required fields: 'Registered Business Name *' with a text input box and the label 'The name of your business', and 'Business Address *' with a dropdown menu and a 'Can't find your address?' link. At the bottom of the form is a map of Australia with labels for 'INDONESIA', 'PAPUA NEW GUINEA', and 'AUSTRALIA', and zoom controls (+ and -).

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Attaching Files

To attach a file follow these steps:

Simply select **Choose Files** and choose the file that you wish to upload and click **Select**.



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.

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

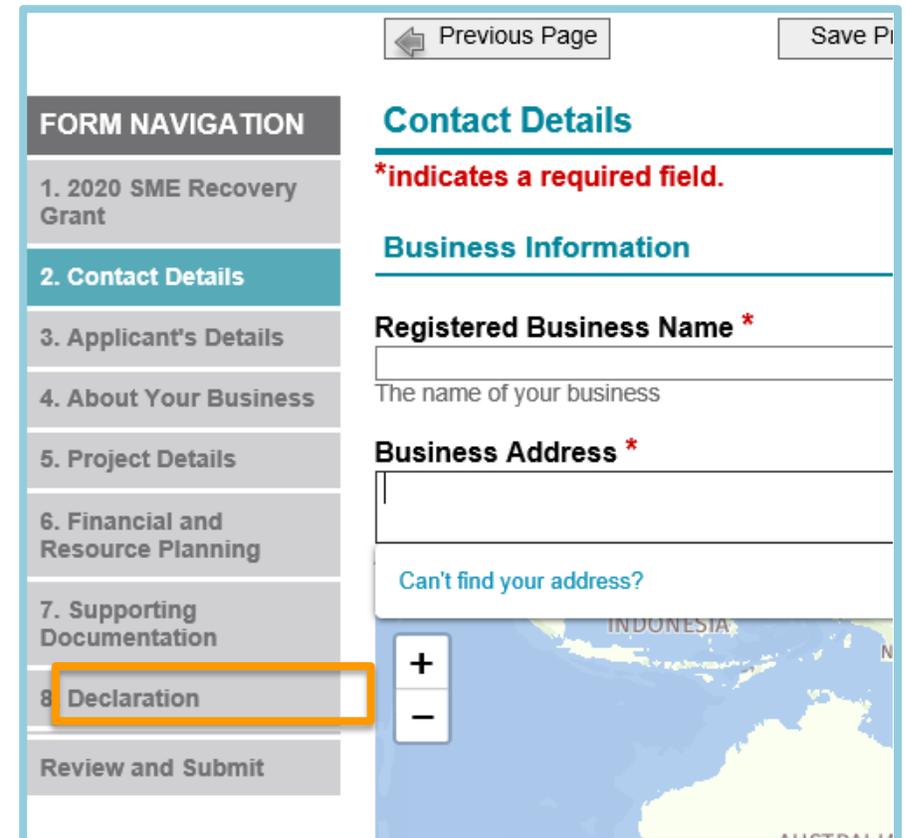
Please Note: There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under five megabytes.

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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. Though you can log back into SmartyGrants at any time and view your completed application after having submitted it. To print a copy of your form before submitting it, click on the "**Download PDF**".



The screenshot displays the 'Review' stage of the Smarty Grants application. On the left is a 'FORM NAVIGATION' panel with a list of steps: 1. 2020 SME Recovery Grant, 2. Contact Details (highlighted in teal), 3. Applicant's Details, 4. About Your Business, 5. Project Details, 6. Financial and Resource Planning, 7. Supporting Documentation, 8. Declaration (highlighted with an orange box), and Review and Submit. The main content area shows the 'Contact Details' section, which includes a red asterisk indicating a required field. Below this is the 'Business Information' section, featuring a text input field for 'Registered Business Name *' with the placeholder text 'The name of your business', and another text input field for 'Business Address *'. A link 'Can't find your address?' is visible below the address field. At the bottom right, there is a map of Australia with a zoom-in (+) and zoom-out (-) button. Navigation buttons for 'Previous Page' and 'Save Page' are located at the top right.

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Submit

If you are satisfied with your application click **Submit**.



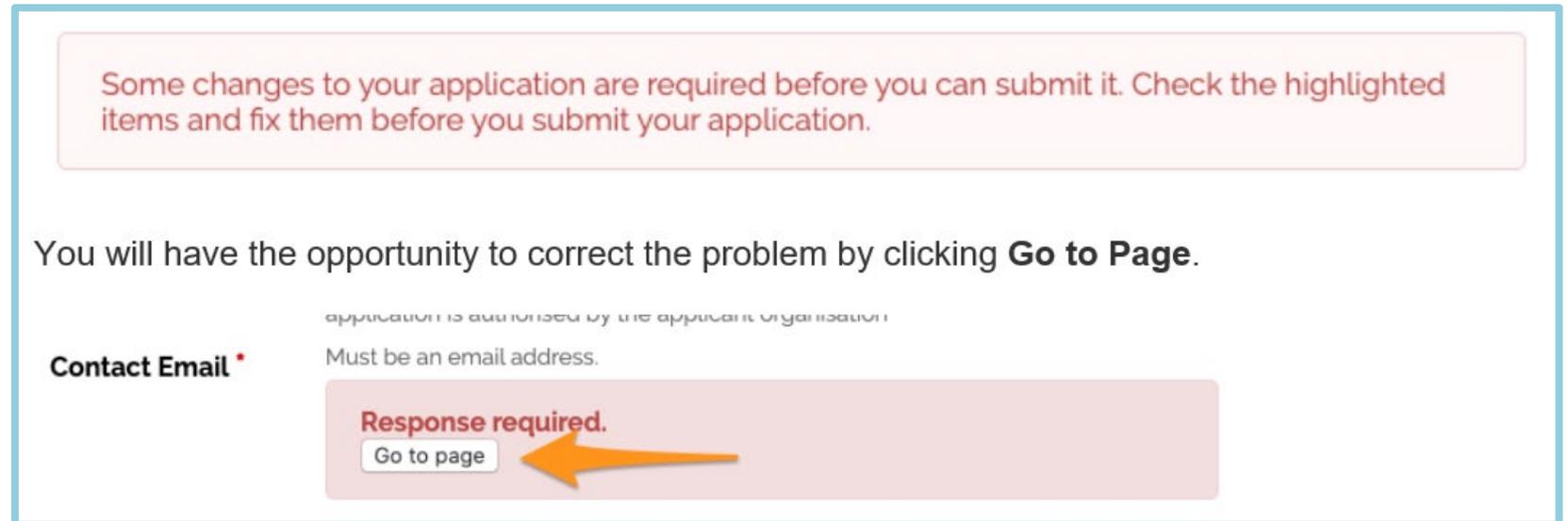
Important!

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

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Problems with your form

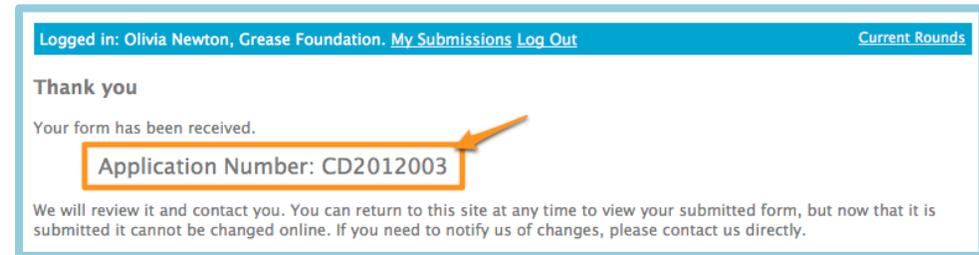
If there are any problems with your application, it will not be submitted and any issues will be highlighted. You will have the opportunity to correct the problem by clicking **Go to page**.

A screenshot of a web form interface. At the top, a red-bordered box contains the text: "Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application." Below this, a grey text box says: "You will have the opportunity to correct the problem by clicking **Go to Page**." Underneath, there is a label "Contact Email" with a red asterisk. To its right, a small grey box contains the text "application is authorised by the applicant organisation" and "Must be an email address." Below this is a red-bordered box with the text "Response required." and a "Go to page" button. A yellow arrow points to the "Go to page" button.

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

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Step 5 – Confirmation

A screenshot of a web application confirmation page. At the top, a blue header bar contains the text 'Logged in: Olivia Newton, Grease Foundation. My Submissions Log Out' on the left and 'Current Rounds' on the right. Below the header, the text 'Thank you' is displayed. Underneath, it says 'Your form has been received.' followed by 'Application Number: CD2012003', which is highlighted with a yellow rectangular box and an orange arrow pointing to it from the right. At the bottom, a smaller font size text reads: 'We will review it and contact you. You can return to this site at any time to view your submitted form, but now that it is submitted it cannot be changed online. If you need to notify us of changes, please contact us directly.'

When the application is submitted you receive a confirmation message that the application has been received. If you see this message you can be sure that the grantmaker has received your application. You will also see your application number (as shown in yellow box above), which you can use should you need to contact the grantmaker about your application.

You will also receive a confirmation email when your application is successfully submitted. Attached to the email will be a PDF copy of the form you just submitted for your records.