

## TIP SHEET

### How to complete the online Veterans and Community Grants application form

1. Open your internet browser and enter the Community Grants Hub address, [www.communitygrants.gov.au](http://www.communitygrants.gov.au), and hit ENTER.
2. You will see a webpage that looks like this, although without the helpful tips shown in green:

The screenshot shows the 'Veteran and Community Grants Application Form' page. At the top, there is the Australian Government logo and the Community Grants Hub logo with the tagline 'Improving your grant experience'. A yellow banner displays the 'Submission Reference: WYWLDK26'. Below this, a question asks 'Have you previously started a form?' with a 'Resume a saved form' link. Two red buttons, 'Save and Exit' and 'Need Help', are visible. The main content area is titled 'Application Information' and contains text about the V&CG program's goals. At the bottom, there is a 'Privacy' section with two red buttons: 'Continue' and 'Save and Exit'. Green callout boxes provide instructions: one points to the 'Resume a saved form' link, another to the 'Submission Reference' number, a third to the 'Save and Exit' button, and a fourth to the 'Need Help' button.

**Use this link if you've returned to the site to finish a saved application.**

**This is your unique reference number. It will be emailed to you when you save the form.**

**Use this button if you want to come back to fill out your application later.**

**This button takes you to another screen with the help phone number and email address.**

**Use this button if you're ready to start the application process.**

**Use this button if you want to come back to fill out your application later.**

3. Scroll through this page and read all the information on the page carefully. It will help you to fill out the application form.
4. At the bottom of this page, under the 'Privacy' section, select one of the two red buttons:

The screenshot shows the 'Privacy' section at the bottom of the page. It contains text about the Smartform service and the Department of Industry, Innovation and Science's privacy policy. At the bottom of this section, there are two red buttons: 'Continue' and 'Save and Exit'. Green callout boxes provide instructions: one points to the 'Continue' button, and another points to the 'Save and Exit' button.

**Use this button if you're ready to start the application process.**

**Use this button if you want to come back to fill out your application later.**

5. If you click on 'Continue' you will see a page that looks like this:

The screenshot shows the top of the application form. At the top right, there is a yellow box with the text "Submission Reference: WYWLDK26". Below this are two red buttons: "Save and Exit" and "Need Help". The main title is "Veteran and Community Grants Application Form". Below the title is a section titled "Use of Information" with a grey background. It contains the text: "The Veteran and Community Grants (V&CG) program aims to maintain and improve the independence and quality of life for members of the veteran community by providing funding for projects that support activities and services to sustain or enhance health and wellbeing." and "Fields marked with \* are required". Below this is a grey box containing the submission reference "WYWLDK26" and a note: "Please note that your saved form, if not updated or submitted within a set period of time, will be deleted." and "Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form. If you have any questions relating to this Application phone 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)." Below the note are two input fields: "Your email address \*" and "Confirm your email address \*". A blue oval highlights these two fields, and a green callout box with an arrow pointing to the oval contains the text "Enter and confirm your email address here."

6. Then you need to agree to how your information will be used before you can go to the next step:

The screenshot shows the "Use of Information" section. It starts with the title "Use of Information" and a paragraph: "The [Community Grants Hub](#) may use the information, other than personal information, provided in this Application Form to assist the Department of Veterans' Affairs to:" followed by a bulleted list: "comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website," "inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program, and/or" and "inform future assessments for Applications." Below the list is a paragraph: "You can only apply if you agree to the Department of Veterans' Affairs using the information (not personal information) you provide in this form for the purposes listed above." Below this paragraph is a checkbox labeled "I agree \*". A blue oval highlights the checkbox, and a green callout box with an arrow pointing to the oval contains the text "Click this button if you agree." Below the checkbox is a red button labeled "Go Back".

7. When you've clicked 'I agree', the box will turn yellow and some new buttons will appear. It will look like this:

The screenshot shows the "I agree \*" checkbox now checked and highlighted with a yellow background. Below the checkbox are three red buttons: "Go Back", "Continue", and "Save and Exit". A blue oval highlights the "Continue" button, and a green callout box with an arrow pointing to the oval contains the text "Click on the 'Continue' button to go to the Application Form."

8. The next screen will be the application form. It looks like this:

## Veteran and Community Grants Application Form

### Part 1 - Details of the Organisation Applying For Funding

The Veteran and Community Grants (V&CG) program aims to maintain and improve the independence and quality of life for members of the veteran community by providing funding for projects that support activities and services to sustain or enhance health and wellbeing.

*Fields marked with \* are required*

For further information, please refer to the Grant Opportunity Documents on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Is the Applicant an existing Grant Recipient? \*

 [Hide instructions](#)

Select 'No' if the Applicant is not an existing recipient of a grant through the Community Grants Hub.

Select 'Yes' if the Applicant is an existing recipient of a grant through the Community Grants Hub.

Yes  No

9. Answer each of the questions on the form.

10. If you don't want instructions to appear in each question, click this button:

 [Hide instructions](#)

11. You can skip some of the questions, but all questions that have a red asterisk like this \* next to them need to be answered before you can submit your grant application.

What type of entity is the organisation? \*

 [Hide instructions](#)

You must respond to this question. Choose the legal entity type that is relevant to the Applicant from the list.

NOTE: Use the field's scroll-bar or the keyboard's down-arrow to view all available options.

If you are unsure about the Applicant's legal entity type, please seek independent advice (e.g. from your Accountant) or refer to <http://www.abr.business.gov.au/> for further information.

12. You can save your application form at any time and come back to it later by clicking on the red 'Save and Exit' button near the top of the page:

**Save and Exit**

13. If you want to change an answer you've already entered, you can return to the previous page by clicking on the red 'Go Back' button at the bottom of the page:

**Go Back**

14. When you reach the bottom of a page and you want to go to the next part of the form, click on the red 'Continue' button at the bottom of the page:



**Continue**

15. If you have any questions while you are completing the form, phone 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)