

# Guide for Clubs NSW Applicants



SmartyGrants provides an easy way for grant seekers to complete their application form online. This guide will explain the essential steps you need to take to complete and submit your form.

Some of the features of SmartyGrants are:

- You can save your progress and return to complete your application at late date;
- Your application is stored online, therefore there is nothing for you to save to your own computer; and
- You can be certain that your application has been received when you submit it and the relevant club or council needs to contact you.

## Table of contents

- [Step 1 - View and Navigate the application form](#)
- [Step 2 - Apply and register](#)
- [Step 3 - Fill out the application form](#)
- [Step 4 - Review and Submit](#)
- [Step 5 - Confirmation](#)
- [Optional - Viewing / Saving / Printing completed applications](#)

## Step 1 - View and Navigate the application form

## View the Form

When you first access SmartyGrants you will either be taken straight to the form **Preview** or you will be presented with the following options.

The screenshot shows the top of the SmartyGrants application form. At the top left is the 'ClubGRANTS' logo, and at the top right is the 'ClubsNSW' logo. Below the logos is a navigation bar with 'Not logged in. Log In' on the left and 'Category 1 Homepage | ClubsNSW Homepage' on the right. The main heading is 'Category 1'. Below this are two buttons: 'Fill Out Now' (with a document icon) and 'View the Application Form' (with a magnifying glass icon). A grey banner below the buttons states: 'Applications are now open. Applications close midnight 21 January 2012 (EST - Sydney time). This is an example application form provided with the trial accounts in SmartyGrants.'

To preview the entire application form, simply click on **View the Application Form**


This will show you the form in Preview mode.

NOTE: You can't fill the form in in preview mode, in order to complete the form you need to complete Step 2.

This screenshot shows the 'Application Form' section of the preview. It includes the same logos and navigation bar as the previous screenshot. The heading is 'Category 1' followed by 'Application Form'. Below this is a button 'Apply Now' (with a document icon) and a text box containing: 'This is a preview of the Category 1 application form. When you're ready to apply, click **Fill Out Now** to begin.' Below the text box are two buttons: 'Close' and 'Next Page' (with a right arrow icon). On the right side, there is a red 'Application Form Navigation' sidebar with a list of steps: 1. Instructions to Applicants (highlighted), 2. Applicant Details (Organisation, Status, Contact Person(s)), 3. Project Overview, 4. Community Priority Needs, 5. Target Group, 6. Value Proposition, and 7. Project Schedule. The main content area shows 'Page 1. Instructions to Applicants' with the instruction: 'Insert name of organisation here eg: Penrith Local Committee'. Below this is a 'Getting Support' section with contact information: 'Contact us on xxxx xxxx during business hours or email xxxx@xxxx.com and quote your application number.'

## Navigate

You can navigate through the application form by either clicking on buttons above the form to navigate between individual pages or you can use the navigation bar on the right to jump to specific pages or sections within a page.



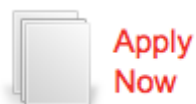
Page 2. Applicant Details

Application Form Navigation	
1. Instructions to Applicants	
2. Applicant Details	
Organisation	
Status	
Contact Person(s)	
3. Project Overview	
4. Community Priority Needs	
5. Target Group	
6. Value Proposition	
7. Project Schedule	
8. Sustainability	
9. Partnerships	
10. Funding Sources	
11. Budget	
12. Banking Details	
13. Documentation	
14. Declaration	

## Step 2 - Apply and register

### Apply

When you are ready to commence your application, simply click on the **Apply Now** button



### Login and Register

Not logged in.

[ClubsNSW Homepage](#)

## Login or Register

To make an online application, you'll need to register first. Registering gives you secure access to your application so that you can work on it over time — rather than completing it all at once. It also helps us contact you if there is a problem.

It only takes a moment to register, and you can get started on your application straight after registering.

### Already registered?

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

Email Address:

Password:

[Forgot your password?](#)

### New?

If you haven't registered or started filling in an application yet, register here.

The password can be anything of your choice; but please [read this article on how to choose a good password](#) if you're not sure what to pick.

Your Name:

Organisation:

Email Address:

Password:

In order to enable you to fill out the form you must first have an account with SmartyGrants. Your account details are used solely for the purpose of enabling you to complete your application form and in case the grantmaker needs to contact you.

## For New Accounts

### New?

If you haven't registered or started filling in an application yet, register here.

The password can be anything of your choice; but please [read this article on how to choose a good password](#) if you're not sure what to pick.

Your Name:

Organisation:

Email Address:

Password:

If you do not have an account you will need to provide your details here.  
You will then need to confirm your password and click **Confirm Registration**

To complete your registration, confirm your name and email address then enter your password again.

Your Name:	<input type="text" value="Jo Example"/>
Organisation:	<input type="text" value="Example Org"/>
Email Address:	<input type="text" value="example@example101.org.au"/>
Confirm Email Address:	<input type="text" value="example@example101.org.au"/> <b>Email confirmation is blank</b>
Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/> <b>Please enter your password again for confirmation</b>
<input type="button" value="Confirm Registration"/>	

You will then be able to select which grant program you wish to **Start a new application** for

Thankyou, your registration is complete.

We have registered you as:

**Name:** Jo Example  
**Organisation:** Example Org  
**Email:** example@example101.org.au

Please use these details to login when you start a new application.

#### Category 1

[Start a New Application](#)

#### *For Existing Accounts*

#### Already registered?

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

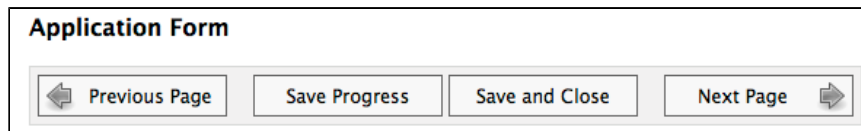
Email Address:	<input type="text"/>
Password:	<input type="password"/> <a href="#">Forgotten your password?</a>
<input type="button" value="Log In"/>	

Simply fill in your login details and you will be shown any applications you have in progress or you can start a new application.

### Step 3 - Fill out the application form

## Save Progress

It is highly recommended that you click **Save Progress** every 5 to 10 minutes when you are filling out a form.



The image shows a horizontal navigation bar for an 'Application Form'. It contains four buttons: 'Previous Page' with a left arrow, 'Save Progress', 'Save and Close', and 'Next Page' with a right arrow.

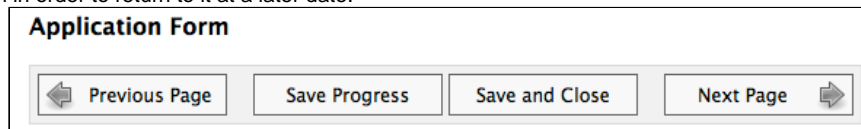
For security reasons you will be logged out of your application if 15 minutes has elapsed and you have not saved your progress or navigated between pages. When you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long working on one page of the form.

## Elements of the page

The following elements can be found on the application form.

### Page Buttons:

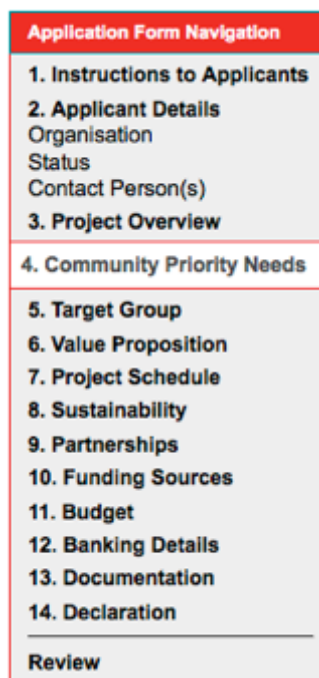
Using these button you can navigate between the different pages of a form. You can also Save your progress, or Save and Close your form in order to return to it at a later date.



This is a duplicate of the 'Application Form' navigation bar shown above, featuring 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page' buttons.

### Navigation Bar

You can quickly jump to various pages in the application form using this navigation bar.



The image shows a vertical navigation bar titled 'Application Form Navigation'. It contains a list of 14 numbered items, each with a corresponding icon: 1. Instructions to Applicants, 2. Applicant Details (Organisation, Status, Contact Person(s)), 3. Project Overview, 4. Community Priority Needs, 5. Target Group, 6. Value Proposition, 7. Project Schedule, 8. Sustainability, 9. Partnerships, 10. Funding Sources, 11. Budget, 12. Banking Details, 13. Documentation, 14. Declaration. Below the list is a 'Review' button.

### Form Questions

Here you can provide your responses to the form questions.

## Page 2. Applicant Details

Application form for "example" organisation. (Insert name of organisation here)

Organisation			
Name of Applicant (for Mail)*	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exact Name of Organisation*	<input type="text"/>		
Exact name of the incorporated organisation.			
ABN	<input type="text"/>	<input type="button" value="Lookup"/>	
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			
Organisation Name			
Type of Organisation			
Is registered for GST? No			
Is a Charity? No Type Not a charity			
Is a Deductible Gift Recipient (DGR)? No			
Tax Concessions No tax concessions			

## Homepage

At anytime you can return to the grant round homepage by clicking one of link at the top right.

[Category 1 Homepage](#) | [ClubsNSW Homepage](#)

## Fill in the form

You can now complete the navigation form by providing the required responses.

Page 4. Application Details	
Organisation/ Project Name	<input type="text" value="An Example Organisation"/>
Postal Address	<input type="text" value="Address"/>
	<input type="text" value="51 Example Street"/>

## Attaching files

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.

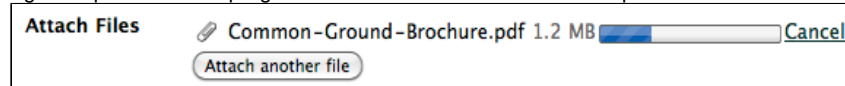
To attach a file simply follow these steps:

### If you have Flash installed

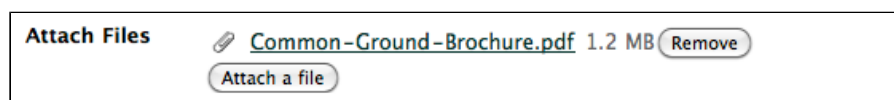
- Simply select **Attach a file** choose the file you wish to upload and click **Select**



- The file will begin to upload and the progress bar will be filled in as the file is upload

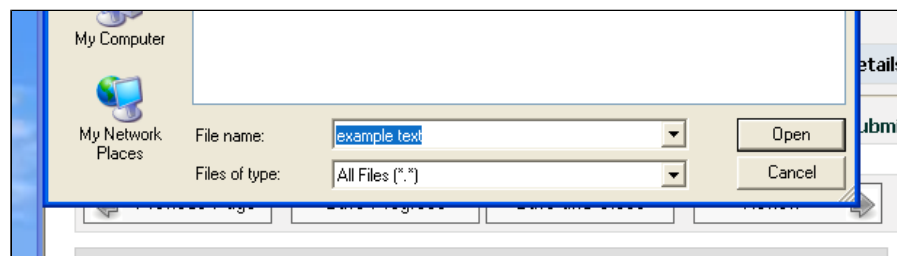
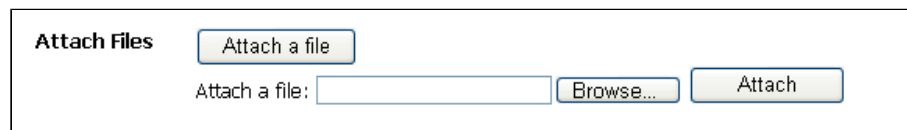


- When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file.

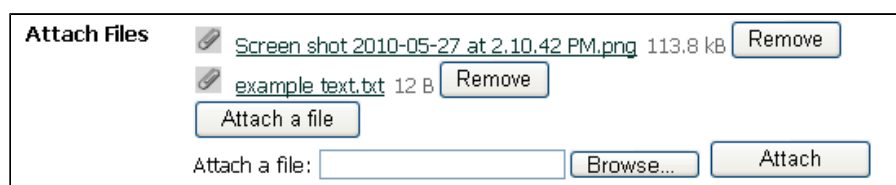


### If you do NOT have flash installed

- Select the **Browse** button and choose the file you wish to upload then select **Open**



- Then select the **Attach** button.
- The file will begin to upload, this make take some time depending on the size of the file and your internet connection. Please be patient and DO NOT navigate to another page, as this will cause the upload to file.
- When the upload is successful you will see the file listed on the page as a link, along with a **Remove** button should you want to remove the file.





## Navigate between pages

To navigate between pages you can either use the **Navigation Bar** or the **Next Page** and **Previous Page** buttons at the top and bottom of your current page.

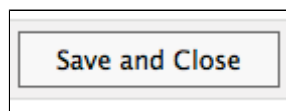
A horizontal navigation bar titled "Application Form" containing four buttons: "Previous Page" with a left arrow, "Save Progress", "Save and Close", and "Next Page" with a right arrow.

Clicking on any these will take you to the appropriate page.

NOTE: Your application form is saved every time you navigate between pages.

## Save and close

If at any stage you wish to save your application and close it you can do so by clicking **Save and Close**

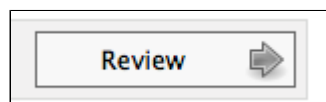
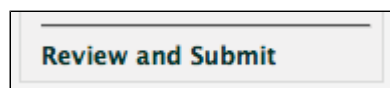
A rectangular button with the text "Save and Close" in the center.

You can 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 per **Step 2**

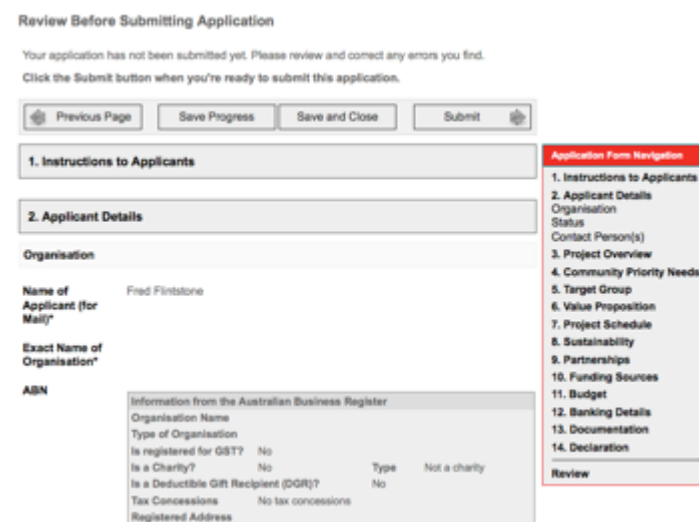
## Step 4 - Review and Submit

### Review and submit

When you have completed the last page of the application form you can click **Review**, which replaces the **Next Page** button. You can also click **Review and Submit** from the Navigation Bar.

A rectangular button with the text "Review" and a right-pointing arrow.A rectangular button with the text "Review and Submit" in the center.

This will display your application as it will appear to the organisation you are submitting it to.

A screenshot of the "Review Before Submitting Application" page. It includes a message: "Your application has not been submitted yet. Please review and correct any errors you find. Click the Submit button when you're ready to submit this application." Below this is a navigation bar with buttons: "Previous Page", "Save Progress", "Save and Close", and "Submit". The main content area shows two sections: "1. Instructions to Applicants" and "2. Applicant Details". Under "2. Applicant Details", there are fields for "Organisation" (Fred Flintstone), "Name of Applicant (for Mail)", "Exact Name of Organisation", and "ABN". The ABN section includes a table with information from the Australian Business Register, such as "Organisation Name", "Type of Organisation", "Is registered for GST?", "Is a Charity?", "Is a Deductible Gift Recipient (DGR)?", "Tax Concessions", and "Registered Address". On the right side, there is a sidebar titled "Application Form Navigation" with a list of 14 items: 1. Instructions to Applicants, 2. Applicant Details, 3. Project Overview, 4. Community Priority Needs, 5. Target Group, 6. Value Proposition, 7. Project Schedule, 8. Sustainability, 9. Partnerships, 10. Funding Sources, 11. Budget, 12. Banking Details, 13. Documentation, and 14. Declaration. The "Review" button is highlighted at the bottom of the sidebar.

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.

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

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

## Problems with your form

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

**Review Before Submitting Application**

Your application has not been submitted yet. Please review and correct any errors you find.  
Click the Submit button when you're ready to submit this application.

Previous Page Save Progress Save and Close Submit

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

**1. Instructions to Applicants**

**2. Applicant Details**

Organisation

Name of Applicant (for Mail)\* Fred Flintstone

Exact Name of Organisation\* **A response to this question is required** [Go to question](#)

ABN

Information from the Australian Business Register

Organisation Name			
Type of Organisation			
Is registered for GST?	No	Type	Not a charity
Is a Charity?	No		
Is a Deductible Gift Recipient (DGR)?	No		
Tax Concessions	No tax concessions		
Registered Address			

Postal Address\* **A response to this question is required** [Go to question](#)

General Email Address\* **A response to this question is required** [Go to question](#)

Local Government Area A-B

**Application Form Navigation**

- 1. Instructions to Applicants
- 2. Applicant Details
- 3. Project Overview
- 4. Community Priority Needs
- 5. Target Group
- 6. Value Proposition
- 7. Project Schedule
- 8. Sustainability
- 9. Partnerships
- 10. Funding Sources
- 11. Budget
- 12. Banking Details
- 13. Documentation
- 14. Declaration
- Review

Once you have corrected all of the issues you can return to the **Review and Submit** page and click **Submit Application** again.

## Step 5 - Confirmation

### Confirmation of submission

#### On screen confirmation

**Thankyou**

Your application has been received.

**Application Number: 00001**

We will review it and contact you. You can return to this site at any time to view your application, but now that it is submitted it cannot be changed. If you need notify us of changes to your application, 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, which you can use should you need to contact the grantmaker about your application.

#### Email confirmation

INSERT IMAGE

You will also receive a confirmation email when your application has been successfully submitted. This email will have attached a PDF copy of your application form.

## Optional - Viewing / Saving / Printing completed applications

### View completed application

You must first be **Logged In** to your account in order to view your completed applications. Near the top left of the screen you will the **My Applications** link, click on this link.

Logged in: Jo Example, Example Organisation. [My Applications](#) [Log Out](#)

### Education Small Grants Form

This will display all of your applications, both in progress and completed.

Logged in: Jo Example, Example Organisation. [My Applications](#) [Log Out](#)

#### Jo Example

All your current and past grant applications — if any — are available below.  
To start a new application, click on the name of the grant round you'd like to apply for.

If you need to change your email address or password, contact [support@smartygrants.com.au](mailto:support@smartygrants.com.au).

#### Your Applications In Progress

##### Education Small Grants Form



Continue Your  
Application 00015



Continue Your  
Application 00019

Applications are now open. Applications close 31 May 2010.

#### Your Completed Applications

##### Example Form



View Your  
Application 00001

Applications are still open. Applications close 28 May 2010.

To view you application, simply click on the relevant link under **Your Completed Applications**

### Your Completed Applications

#### Example Form

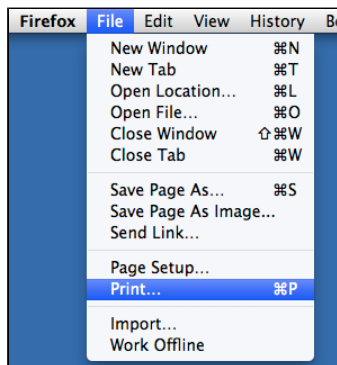


View Your  
Application 00001

## Print your application

### *From the web*

Once you are viewing the relevant application you need to select the Print feature from your Internet Browser. This is typically found under the **File Menu > Print** option



### *From PDF attachment*

When your application is submitted you will receive a copy of your application in PDF format, attached to a confirmation email. You can also print your application from this PDF attachment.

## Save your application

If you wish to save a copy of your application on your computer, you can do as an HTML file.

First you must be viewing the relevant application. Then select the Save Page feature from your Internet Browser. This is typically found under the **File Menu > Save** or **File Menu > Save Page**

