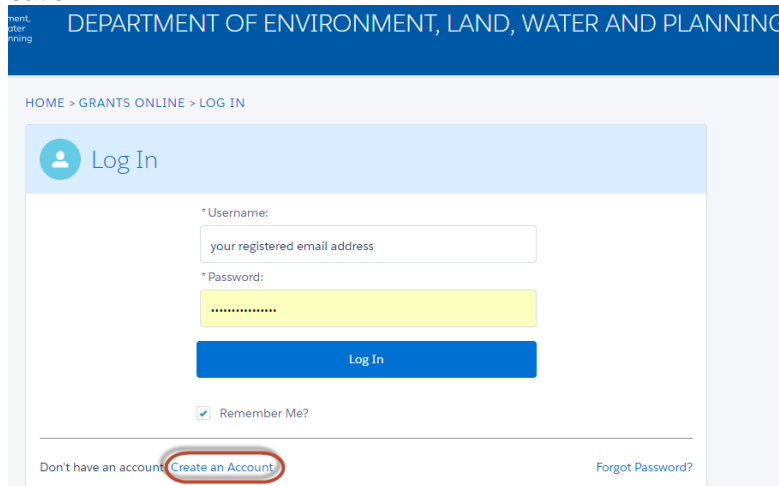


# DELWP Grants Online Information Sheet for Community Users

Peri-urban Community Deer Grants program will be using the DELWP Grants Online Portal to accept new applications. This Portal is used across all DELWP grants programs.

## Registration & login

If you will be creating/submitting grant applications on behalf of your community group, 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.



The screenshot shows the login page for the Department of Environment, Land, Water and Planning (DELWP) Grants Online Portal. The page header includes the department name and a breadcrumb trail: HOME > GRANTS ONLINE > LOG IN. The main content area is titled 'Log In' and contains a form with the following fields: 'Username:' with a placeholder 'your registered email address', and 'Password:' with a masked field. Below the password field is a blue 'Log In' button. There is a 'Remember Me?' checkbox below the button. At the bottom of the form, there is a link 'Create an Account' circled in red, and a link 'Forgot Password?'.

## Starting a new application

The 'Start a new application' link will be available from relevant DELWP website, as well as Grants Victoria website, for example:

[Start a new application](#)

[Access your saved application](#)

# DELWP Grants Online Information Sheet for Community Users

## 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.

There are three ways to access existing draft and submitted applications:

1. Login to <https://delwp.my.site.com/> to access all your draft and submitted applications.
2. Using the link provided on the [Peri-urban Community Deer Grants program webpage](#) under the '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 before start filling.
4. When you click on **Next Page** button, the previous page content is saved automatically.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING

HOME > GRANTS ONLINE > RURAL COUNCILS TRANSFORMATION PROGRAM EXPRESSION OF INTEREST

Rural Councils Transformation Program Expression of Interest (page 1 of 11)

Application

Applications close: 15 November 2018 at 5pm

INTRODUCTION

Registration

Project Overview

Project Description

Project Description - Continued

Budget

Supporting Documents & Declaration

Overall Preview

Notes

Throughout this application form, you will be required to provide information that is mandatory and must be completed.

If you wish to go back and forth between pages, please use the 'Previous Page' and 'Next Page' buttons - do not use the back and forward buttons on your browser.

For assistance with online applications, please contact the Grants Team:

Call: 1300 366 356

Email: [grantsinfo@delwp.vic.gov.au](mailto:grantsinfo@delwp.vic.gov.au)

DE1800-0237

Save as Draft View as PDF Next Page >>

## Communicate with Program representatives

When communicating with program representatives, for example, emailing to [enviro.grants@delwp.vic.gov.au](mailto:enviro.grants@delwp.vic.gov.au), please include the grants program name being 'Peri-urban Community Deer Grants', and your draft application reference number e.g. 'GA-F12345-1234' or you're your application reference number e.g. 'APPL-1234', and program staff name if known in the subject line.