

# Finding the Funding Agreement & Vendor Detail Form in SmartyGrants

## Tip Sheet

This Tip Sheet has been created to assist organisations to locate the forms required to receive payment as part of the Whitehorse Community Grants Program.

### Accessing the Community Grants Funding Agreement & Vendor Details Form

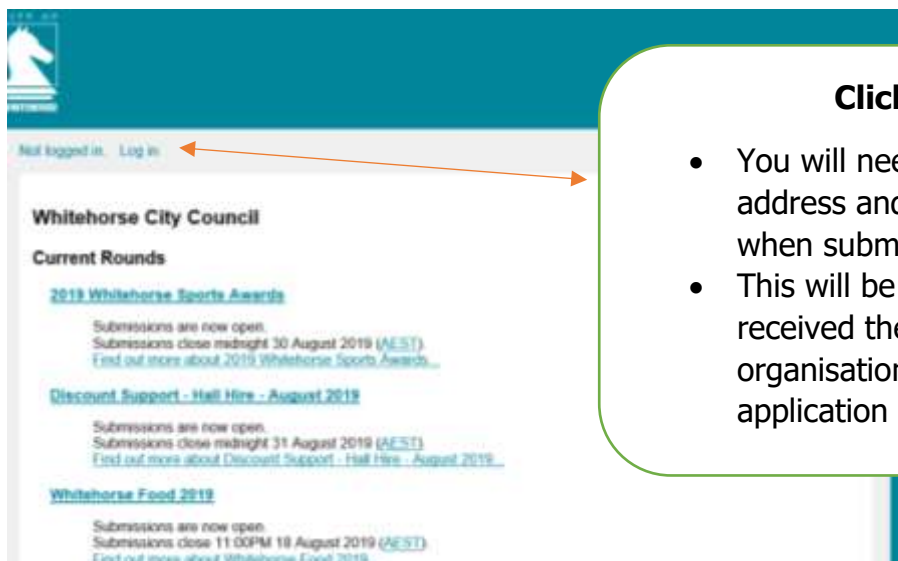
Click [here](#) to access the SmartyGrants Log In page.

You can also access this page by searching community grants on Councils website and clicking on the Apply for Grants icon on the right hand side.



Apply for Grants Icon

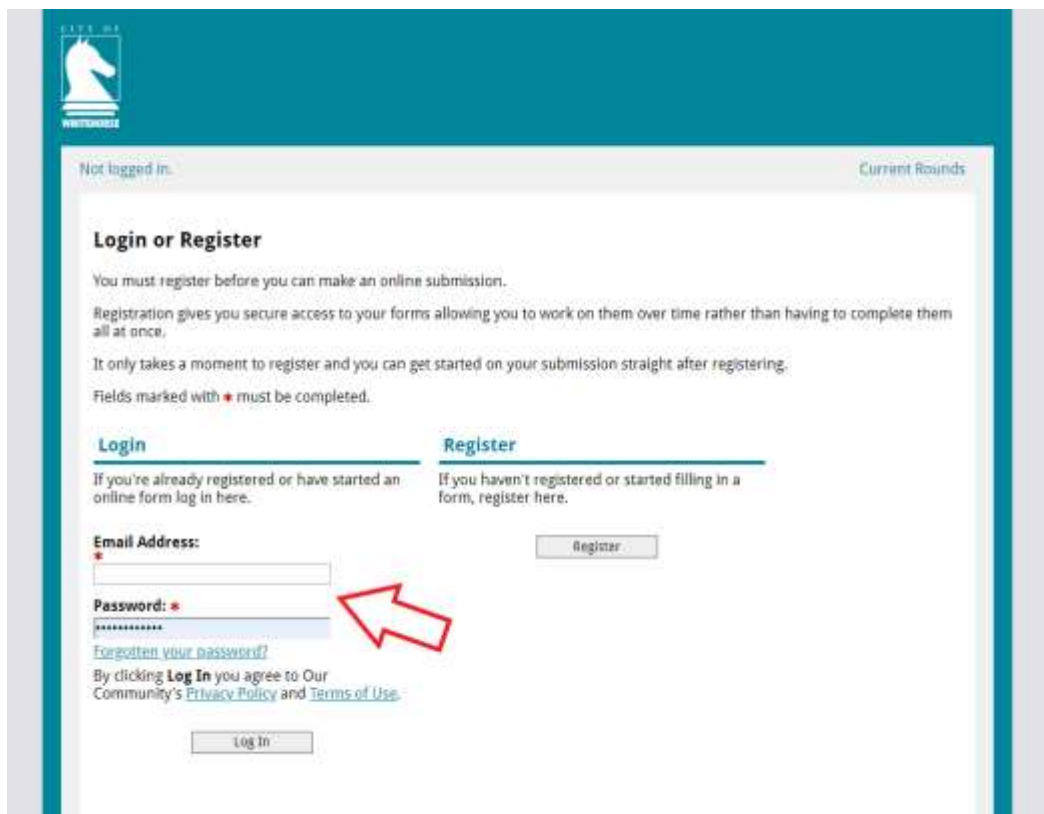
### Step 1: Log in to Smarty Grants



#### Click on log in:

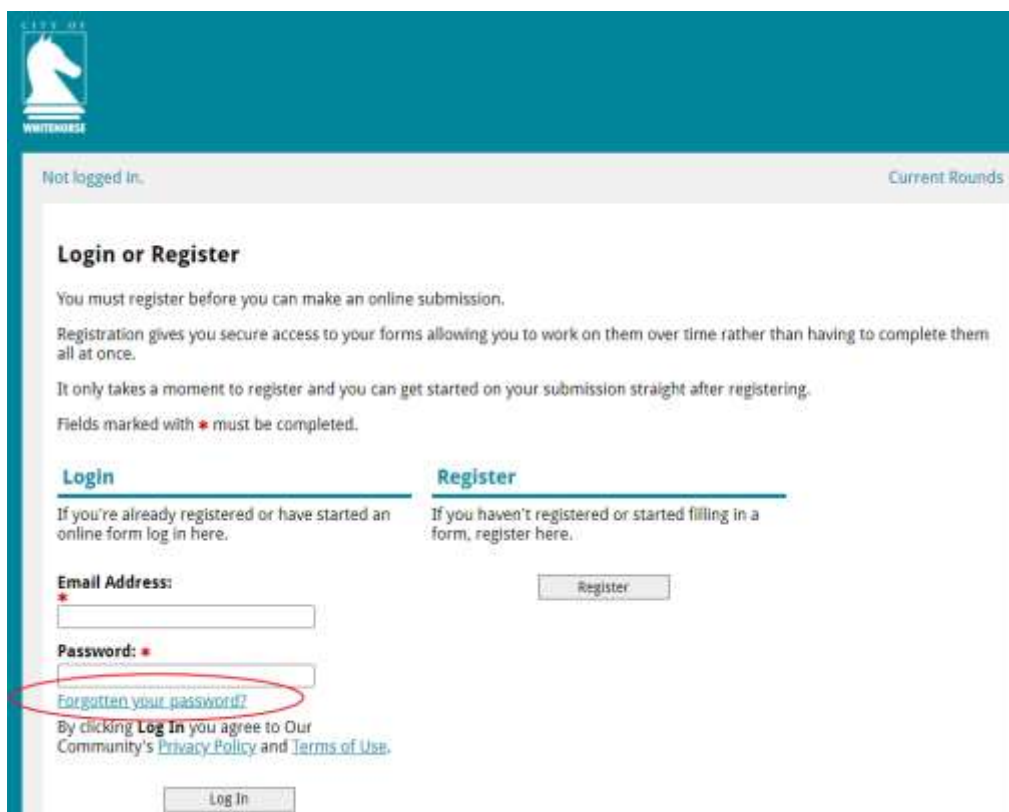
- You will need to use the email address and password that was used when submitting the application.
- This will be the same person as received the email letting the organisation or group know the application was successful.

Enter your email and password in the log in section.



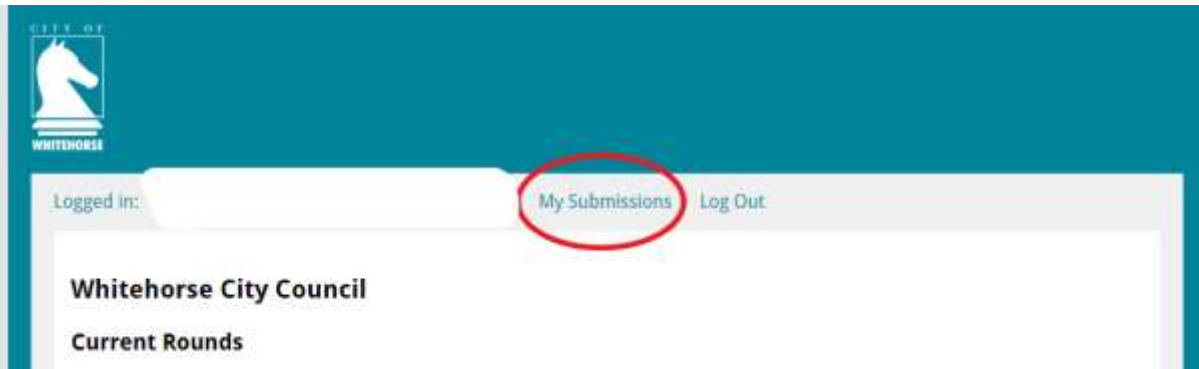
The screenshot shows the 'Login or Register' section of the Whitehorse website. At the top left is the Whitehorse logo (a horse head) and the text 'CITY OF WHITEHORSE'. Below the logo, it says 'Not logged in.' and 'Current Rounds'. The main heading is 'Login or Register'. Below this, there are three paragraphs of text explaining the registration process. There are two columns: 'Login' and 'Register'. The 'Login' column has an 'Email Address' field with a red asterisk, a 'Password' field with a red asterisk, and a 'Log In' button. The 'Register' column has a 'Register' button. A red arrow points to the password field in the 'Login' section. Below the password field is a link that says 'Forgotten your password?'. Below that is a line of text: 'By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).'

**Forgotten your password?** Simply click on the text circled below on the log in page to re-set it.



This screenshot is identical to the one above, but with the link 'Forgotten your password?' circled in red. The rest of the page content is the same as in the previous image.

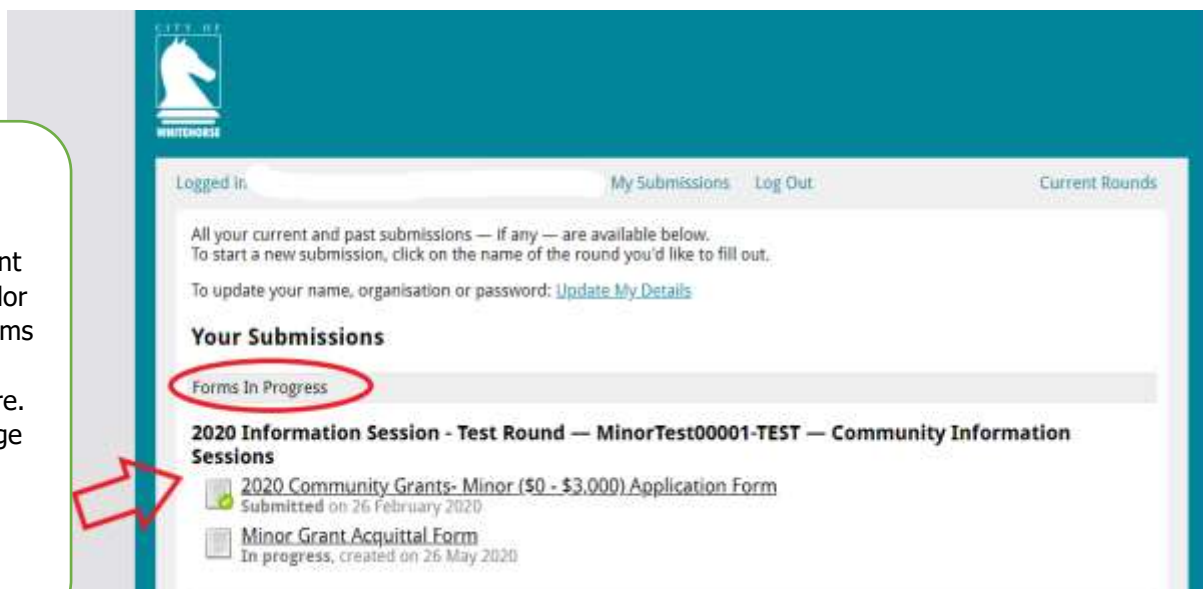
## Step 2: Once logged in, click on My Submissions



You should now be able to see the heading **Your Submissions**, and the sub-heading 'Forms in Progress' (as shown below)

- Any form you have started will appear here
- If you have been successful in receiving a grant, the Funding Agreement and the Vendor Details Form will appear here and need to be completed, and **submitted**, before payment can be processed.

The Funding agreement and vendor detail forms will be listed here. This image is an example only.



## Step 3: Click on the name of the form to open it

- Respond to the questions
- Please note there is some duplication between forms – this helps us to ensure that details are correct at all stages of the process.
- Ensure that you **click on the submit** button at the very end of the form.

The submit button is at the top right of the last page in the form and looks like this:



If you experience any difficulties please contact the Grants Officer on 0477 320 873 or email [grants@whitehorse.vic.gov.au](mailto:grants@whitehorse.vic.gov.au)