

Youth Opportunities Program 2017-18

Help Guide for Applicants

The following instructions provide assistance to applicants when using the SmartyGrants online grant application system.

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 application.

Some of the features of SmartyGrants are:

- You can save your progress and return to complete your application at a later time or date;
- Your application is stored online, therefore there is nothing for you to save to your own computer, and;
- You can be certain that the Youth Opportunities Program has received your application when you submit it.

Getting Started and How to...

Step 1 - View and Navigate the application form

View the Form

When you first access the online system (SmartyGrants via the Community Building Partnership website), you will either be taken straight to the **Form Preview**, or you will be presented with the following options:

- Start a Submission, or Preview the Form.



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

This will show you the form in preview mode. You do not need to log in or register in order to review the application form. The preview copy of the form is only available from the opening date of the application period.

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

Community Development Grants 2012

This is a preview of the Community Development Grants 2012 form. When you're ready to apply, click **Fill Out Now** to begin.

Close

Next Page

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Organisation Name:*

Organisation's ABN

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

ABN

Organisation Name

Application Form Navigation

1. Contact Details
2. Organisation Details
3. Project Details
4. Project Description
5. Project Sustainability & Evaluation
6. Project Budget- Year 1
7. Project Budget- Year 2
8. Project Budget - Year 3
9. Documentation Check List
10. Declaration and Privacy Statement

Navigate

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

Previous Page


Close

Next Page

Application Form Navigation

1. Contact Details
2. Organisation Details
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Step 2 - Apply and register

Apply	<p>When you are ready to start your application, simply click on the Fill Out Now button or the 'Start a Submission' icon, see above.</p> 
Login or Register	<div data-bbox="347 768 1350 1648"><h3>Login or Register</h3><p>You must register before you can make an online submission.</p><p>Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.</p><p>It only takes a moment to register and you can get started on your submission straight after registering.</p><p>Fields marked with * must be completed.</p><div data-bbox="379 1048 448 1072">Login</div><p>If you're already registered or have started an online form log in here.</p><p>Email Address: *</p><input data-bbox="384 1193 699 1220" type="text"/><p>Password: *</p><input data-bbox="384 1261 699 1288" type="password"/><p>Forgotten your password?</p><p>By clicking Log In you agree to SmartyGrants' terms of use and privacy statement.</p><input data-bbox="384 1384 802 1429" type="button" value="Log In"/></div> <div data-bbox="839 1048 935 1072">Register</div> <p>If you haven't registered or started filling in a form, register here.</p> <p>Your Name: *</p> <input data-bbox="839 1182 1153 1209" type="text"/> <p>Organisation:</p> <input data-bbox="839 1249 1153 1276" type="text"/> <p>Email Address: *</p> <input data-bbox="839 1328 1153 1355" type="text"/> <p>Password: *</p> <input data-bbox="839 1395 1153 1422" type="password"/> <p>Passwords must be longer than 8 characters in length and must meet 2 of the following requirements:</p> <ul style="list-style-type: none">• include letters• include non-alphabetical characters• include numbers <p>Click Continue to confirm your registration.</p> <input data-bbox="839 1574 1257 1619" type="button" value="Continue"/>

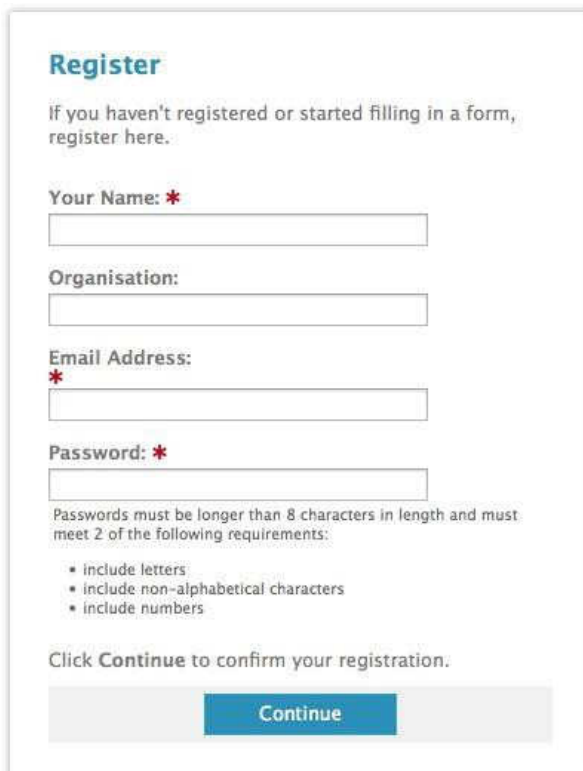
password for any additional applications you may create in the future by any grant maker that uses SmartyGrants.

Handy Tip!

A handy tip is to take note of the web link (URL) / pathway you are using for your application. Each grant maker has a unique link for their site. You might even like to "Bookmark" the link or add the link as a "Favourite" within your internet browser.

This can be particularly helpful if you intend creating multiple applications by multiple grant makers.

For New Accounts



The screenshot shows a registration form with the following elements:

- Register** (Section Header)
- Text: "If you haven't registered or started filling in a form, register here."
- Form field: "Your Name: *" with a red asterisk and an empty text box.
- Form field: "Organisation:" with an empty text box.
- Form field: "Email Address: *" with a red asterisk and an empty text box.
- Form field: "Password: *" with a red asterisk and an empty text box.
- Text: "Passwords must be longer than 8 characters in length and must meet 2 of the following requirements:"
- List of requirements:
 - include letters
 - include non-alphabetical characters
 - include numbers
- Text: "Click **Continue** to confirm your registration."
- Button: "Continue" (highlighted in blue)

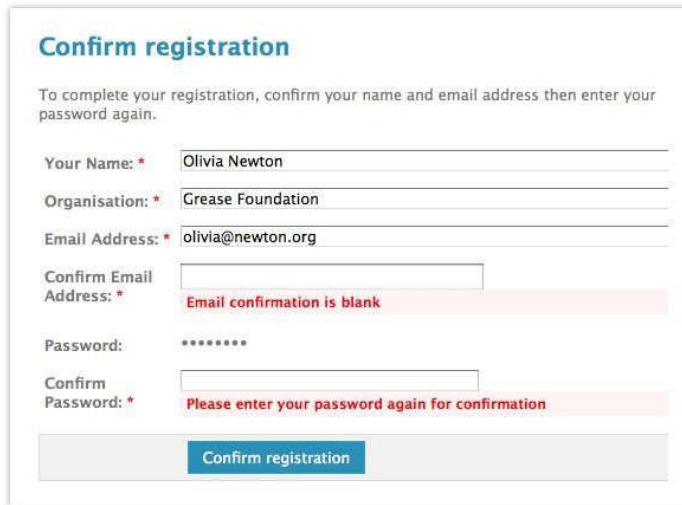
If you do not have an account you will need to provide your details here and create a password.

Passwords must be longer than 8 characters in length and must meet 2 of the following requirements:

- include letters
- include non-alphabetical characters

- include numbers

You will then need to confirm your password and click **Confirm Registration**.



You will then be able to select the grant program you wish to apply for. Click on **Start a New Submission** for the one you want.



Have you forgotten your password?

Click on the blue 'forgotten your password?' link. See image below. This will ask you to insert what your username (email address) is, this will then send you an email with a reset password url link. Remember to enter in the email address that you used when setting up your registration in SmartyGrants. When you receive the system generated email into your inbox click on the link and you will be prompted to set a new password.

Can't find the email? Check your email's junk or spam folder, and check that you entered the correct email address.

For Existing Accounts

Login

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

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

Simply fill in your login details and you will be shown any applications you have in progress, as well as offered the option to start a new submission.

Step 3 - Fill out the application form

<p>Save Progress</p>	<p>It is highly recommended that you click Save Progress every 10 to 15 minutes when you are filling out a form.</p> <div data-bbox="376 1267 1326 1397"> </div> <p>For security reasons you will be logged out of your application if 30 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.</p>
<p>Elements of the page</p>	<p>The following elements can be found on the application form.</p> <p>Page Buttons</p> <p>Using these buttons allows you to navigate between the different pages of a form. You can also 'Save Progress', or 'Save and Close' your form, in order to return to it</p>

at a later time or date.



Navigation Bar

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



Form Questions

Here you can provide your responses to the form questions.

A form titled 'Project Details' with four input fields: 'Project Title:*' (text), 'Project start date:*' (calendar icon), 'Project end date:*' (calendar icon), and 'Amount requested:*' (text with a '\$' symbol).

Current Rounds Page

At any time you can return to the grant round homepage by clicking on the '**Current Rounds**' link on the top right hand side of the page.

[My Submissions](#) [Log Out](#)

 [Current Rounds](#)

Fill in the form

You can complete the application form by providing the required responses to the questions. The application includes instructions and hints. Remember to follow the instructions provided, they may be different from earlier applications you may have lodged or received funding for.



The screenshot shows a form titled "Organisation Details". It has two main input fields: "Organisation Name:" with the value "Grease Foundation" and "Organisation's ABN" with the value "123456789". To the right of the ABN field is a "Lookup" button. Below these fields is a text box containing the instruction: "The ABN provided will be used to look up the following information from the Australian Business Register. Click Lookup above to check that you have entered the correct ABN." Below this text box is a table with two columns: "ABN" and "Organisation Name".

Attaching files

If you are attaching files, (uploading files or documents) you need to allow for sufficient time for the file to be uploaded to the page.

Do not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

Please Note: It is strongly recommended you try to keep file sizes under 5 megabytes each. Uploading files may take some time to occur, this will depend on the speed of your internet service. Give yourself plenty of time.

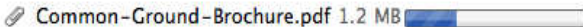



To attach a file simply follow these steps:

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

Attach Files

Attach a file

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

	<p>Attach Files  Cancel</p> <p>Attach another file</p> <ul style="list-style-type: none"> 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. <p>Attach Files  Remove</p> <p>Attach a file</p>
<p>Navigate between pages</p>	<p>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.</p>  <p>Clicking on any of these will take you to the appropriate page.</p> <p>NOTE: Your application form is saved every time you navigate between pages.</p>
<p>Save and Close</p>	<p>If at any stage you wish to save your application and close it you can do so by clicking Save and Close.</p>  <p>You can return to your application at any time prior to the closing date of the application period and continue your application, simply by logging back into your account per Step 2.</p> <p>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 and submitted (indicated by a green tick). <i>Do not leave your application to the last moment.</i></p>



Step 4 - Review and Submit

**Review
and
Submit**

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 grant program you are submitting it to.

Community Development Grants 2012

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.



Contact Details

All questions marked with an * are compulsory.

Organisation Details

Organisation Name:* Grease Foundation

Organisation's ABN 24 094 608 705

Information from the Australian Business Register

ABN	24 094 608 705		
Organisation Name	Our Community Pty. Ltd.		
Type of Organisation	Australian Private Company		
Is registered for GST?	Yes		
Is a Charity?	No	Type	Not a charity
Is a Deductible Gift Recipient (DGR)?	No		
Tax Concessions	No tax concessions		
Registered Address	3003 VIC		

Information current as at 12:00am today

Application Form Navigation

1. Contact Details
2. Organisation Details
3. Project Details
4. Project Description
5. Project Sustainability & Evaluation
6. Project Budget- Year 1
7. Project Budget- Year 2
8. Project Budget - Year 3
9. Documentation Check List
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Review

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**" button.

Important!

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

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



Problems with your form

If there are any problems with your application, it will not be submitted and any issues will be highlighted (as illustrated below). You will have the opportunity to correct the problem by clicking **Go to Question / Go to Page**.

[Previous Page](#)
[Download PDF](#)
[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.

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Head of Organisation:*
 A response to this question is required.
[Go to page](#)

Organisation Name:*
 A response to this question is required.
[Go to page](#)

Organisation's ABN

Information from the Australian Business Register

ABN

Organisation Name

Type of Organisation

Is registered for GST?

Is a Charity? Type

Is a Deductible Gift Recipient (DGR)?

Tax Concessions

Registered Address

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

[Applica](#)
 1. Con
 2. Org
 3. Proj
 4. Proj
 5. Proj
 Evalua
 6. Proj
 7. Proj
 8. Proj
 9. Doc
 List
 10. De
 Privac
[Review](#)

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

Take care when completing the application to follow the instructions and enter responses in the format required. There are some questions marked with a **red ***, these are required questions and cannot be left blank. Depending on your answers to some questions, they may open up new questions or turn off other ones. Refer to the Application Question Guide available on the Program's website for further information.

Step 5 - Confirmation

<p>Confirmation of Submission</p>	<p>Confirmation screen</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Logged in: Olivia Newton, Grease Foundation. My Submissions Log Out Current Rounds</p> <p>Thank you</p> <p>Your form has been received.</p> <p style="border: 2px solid orange; padding: 2px; display: inline-block;">Application Number: CD2012003</p> </div> <p>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.</p>
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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 grant program's team have received your application.

You will also see your application number, reference this ID number should you need to contact the grant program about your application.

Confirmation email and PDF attachment

Thank you. Your grant application has been received.

Application Number: 00003

A copy of your application is attached. You can also return to <http://demo-redland.smartygrants.com.au> at any time to view your application, but now that it is submitted it can not be changed.

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. The email is sent to the email address connected to your SmartyGrants account.

Optional - Submitting multiple applications

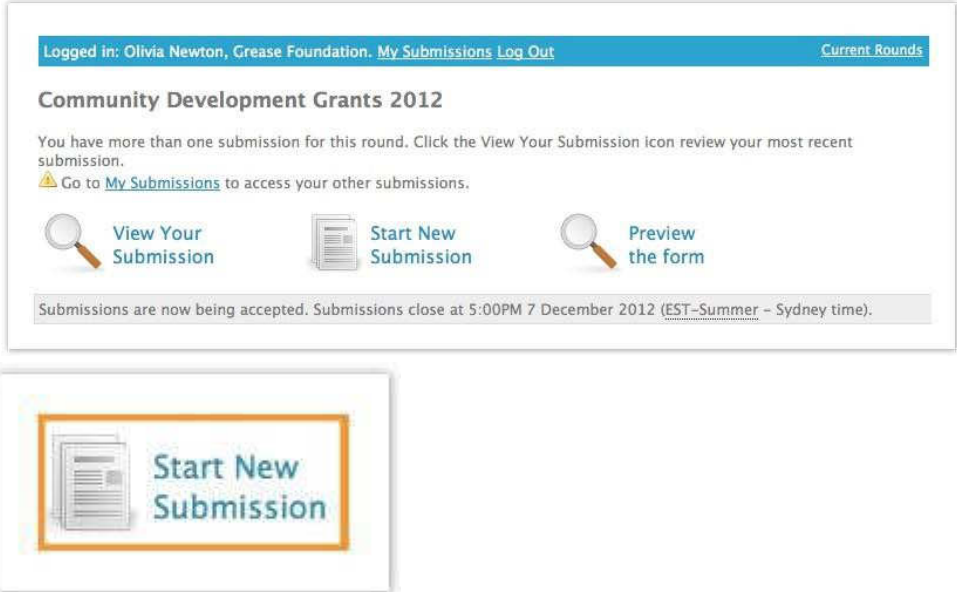

Start another application

You may submit multiple applications in the same funding round, check the Program's Guidance Notes and Frequently Asked Questions for further information.

To start another application you must return to the grant program page. You can return to the round by click on the current rounds link near the top right corner of the form



You will then be able to start a new application by clicking **Start New Submission**.

	
<p>Multiple Applications</p>	<p>To view all of your applications for a grant program and to switch between them you first need to be logged into your account and then click on My Submissions.</p>  <p>You can then choose which application you wish to continue, by clicking on the appropriate link. Once an application is officially submitted to the Program, you cannot edit it as it is locked. If you need to make corrections to your submitted application please contact the Community Building Partnership team well before the closing deadline. Once the closing deadline has arrived NO changes to the application can be made.</p>

Your Submissions

Forms In Progress

[CD2012005 - Continue Community Development Grants 2012](#)

 [Community Development Grants 2012](#)
In progress, last updated on 3 December 2012

[Start New Submission for Community Development Grants 2012](#)

Submitted Forms

[CD2012003](#)

 [Community Development Grants 2012](#)
Submitted on 3 December 2012

[CD2012004](#)

 [Community Development Grants 2012](#)
Submitted on 3 December 2012

Optional - Viewing / Saving / Printing applications

Download
PDF of your
application

If you wish to save a copy of your application on your computer, you can download a PDF copy of your application.

Start by clicking on the **Review** link at the bottom of the navigation box.



Then click the **Download PDF** button at the top of the page, your application will then download as a PDF file.



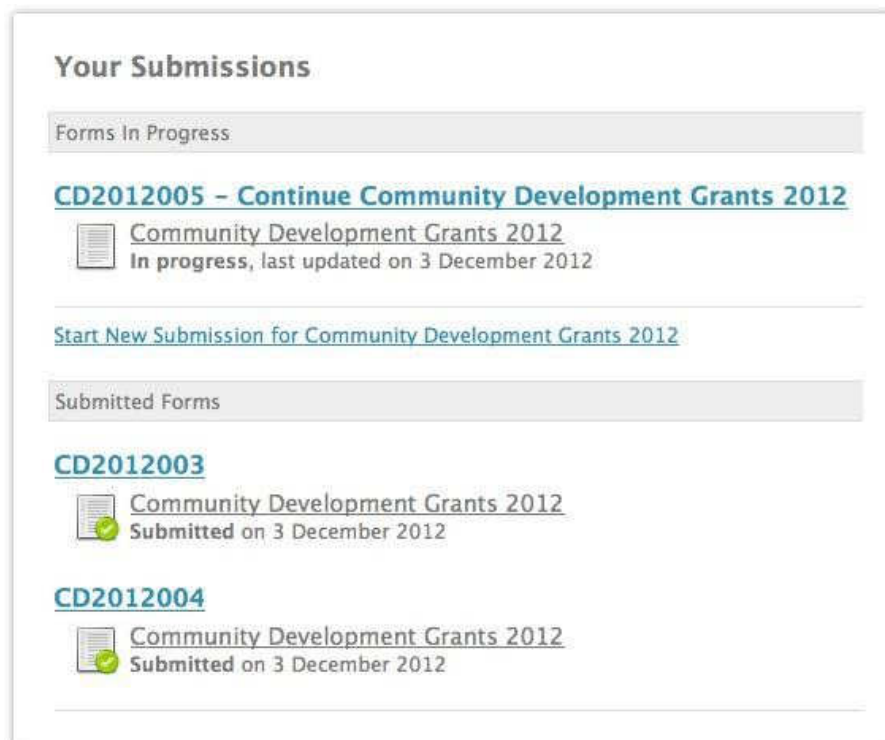
View submitted application

You must first be **Logged In** to your account in order to view your submitted applications. Once you are logged in, you will see the **My Submissions** link near the top left of the screen, click on this link.

*Note that any submissions you create and/or submit can always be found in the **My Submissions** area (this includes finding any additional forms your grant maker may ask you to complete from time to time).




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



Your Submissions

Forms In Progress


[CD2012005 - Continue Community Development Grants 2012](#)

 [Community Development Grants 2012](#)
In progress, last updated on 3 December 2012


[Start New Submission for Community Development Grants 2012](#)



Submitted Forms

[CD2012003](#)

 [Community Development Grants 2012](#)
Submitted on 3 December 2012

[CD2012004](#)

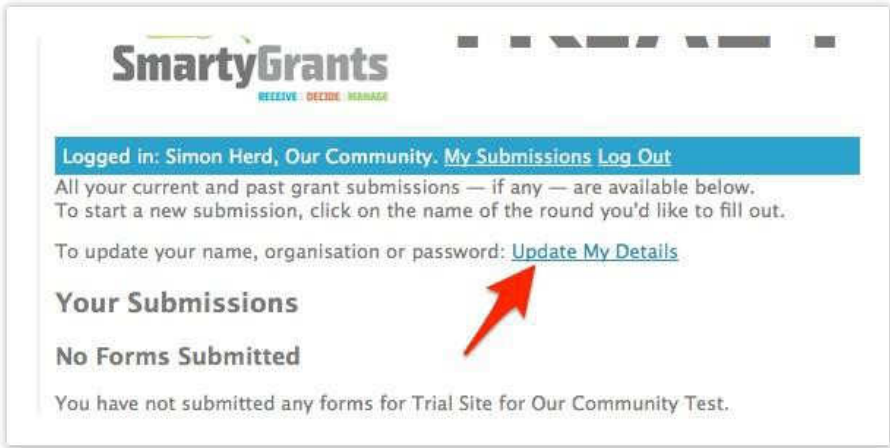
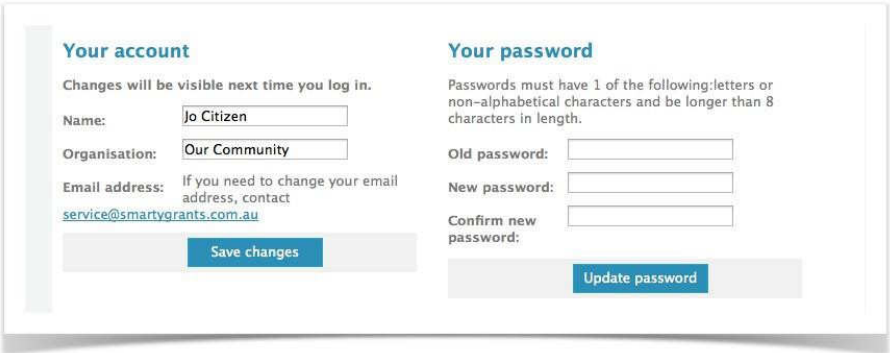
 [Community Development Grants 2012](#)
Submitted on 3 December 2012

	<p>To view your application, simply click on the relevant link under Submitted Forms.</p> 
<p>Print your application</p>	<p>Once you are viewing the relevant application you simply select the Download PDF link at the top of the page.</p>  <p>This will open a PDF copy of your application in either Adobe Acrobat or Adobe Reader. From there you can click on "File" and "Print" options within the Adobe software.</p>

Optional - Accessing Additional Forms

<p>Additional Forms</p>	<p>It may be possible that at some stage the grant maker you have applied to or received funding from will ask that you complete an additional form through the SmartyGrants system, for example, a report form or an acquittal form. The grant maker will provide you with a link OR you can simply log into the grant maker's grant page where you originally applied for funding. To access the forms you must first be Logged In to your account. Once you are logged in, you will see the My Submissions link near the top left of the screen, click on this link.</p> <p>* Note that any submissions you create and / or submit can always be found in the My Submissions area. Any additional forms the grant maker has provided you to complete are also found in the My Submissions area, click on the relevant for to complete it.</p>
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Optional - Update your account details or password

<p>My Submissions</p>	<p>To change your account details log in and go to the My Submissions page and click on Update My Details</p> 
<p>Update account details</p>	<p>You can change the Name and Organisation details associated with your account by entering them in the relevant boxes and clicking Save Changes</p> 
<p>Change your password</p>	<p>To change your password you will need to first enter your old password and then enter your new password twice.</p> <p>Please note the password must be at least 8 characters long.</p>
<p>Change your email address</p>	<p>To change the email address associated with your account you will need to email youth@facs.nsw.gov.au and the Youth and Community Building Partnership team will assist you.</p>

Applicant FAQ's re SmartyGrants and Using the Online System

Question: What is SmartyGrants?

SmartyGrants is user friendly web based software. It enables grant programs to be managed online using web based technology and enables grant programs to be implemented according to best practice and receive grant applications online.

Question: Why does the Youth and Community Building Partnership Team use

SmartyGrants? SmartyGrants software enables the Program to utilise a more powerful database and operate with an enhanced functionality. This software enables us to not only accept applications online but we are now able to accept other project documentation online. The SmartyGrants system enables prospective applicants to utilise their existing SmartyGrants registrations which may have been created when applying for funding with other grant makers.

Question: What type of device and internet browser do I need in order to apply online?

You will need access to the internet. Applications can be completed using a MAC or PC computer. You can use a desktop or laptop computer.

If you have a tablet device, tablets can be used for certain features of SmartyGrants but there may be some limitations. You may have difficulty when uploading attachments.

There is no need to install any software and you do not need to install the SmartyGrants software. To access SmartyGrants you only need an internet browser and an internet connection.

The following internet browsers are supported as a minimum:

- Google Chrome v24.0+
- Safari v6.0+
- Firefox v21.0+
- Opera v12.0+
- Internet Explorer v7.0 (with some limitations), it is highly recommended that Internet Explorer v8.0+ or higher is used. *Please note that Microsoft now longer supports v10.0 or below.

Question: Is my application and information secure? Is it safe to apply online? Does my information go overseas?

Your information does not go overseas, and only those authorised to access it can. Your information is not sold. Your information is secure, as the database is held in a secure data warehouse in Sydney NSW. The database is backed up regularly.

Question: How long can I be logged in for?

Without saving or navigating between pages, you will be logged out after **30 minutes of inactivity** and you will lose any data that was not saved on that page.

Navigating between pages will automatically save any information you have entered into the page of the form you were on.

We recommend that you save your application regularly.

Question: I have forgotten my password, how do I reset my password?

- on the applicant login screen click on the **'Forgotten your password?' link**

Login

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

Email Address: *

Password: *

[Forgotten your password?](#)

- enter the **e-mail address username** you registered with and click on the reset button

Forgotten Password

If you already have a SmartyGrants account but can't remember the password, you can reset it.

Email Address:

Forgotten Password

Thank you, an email has been sent to the address provided. Please check your email for further instructions. If you do not receive an email or require further assistance, please [contact SmartyGrants](#).

- an e-mail will be sent to the registered e-mail address connected to your SmartyGrants account. **Follow the instructions** and **click on the link provided**. This will take you to a page where you can enter your new password.

Password Reset

Hi Cathy Freeman,

We received a request to reset your password for Our Community - Training Account.

To reset your password, click the link below and it will take you to a web page where you can create a new password.

<http://ourcommunity-training.smartygrants.com.au/resetpassword/16977/641474b013c325bf20b2b05d95bf251ed76e2e>

Please note that the link will expire twenty-four hours after this email was sent.

Thankyou

The team at SmartyGrants

- **Enter your new password and confirm the new password** and click on the **Reset Password button**. You can now login in using your new password. Remember to write down your new password and keep it in a safe place.

Reset Password

Passwords must have 1 of the following: letters or non-alphabetical characters and be longer than 8 characters in length.

New Password:

New Password, again:

Question: How do I change my account details or password?

You can change the name, organisation and password for your account by logging in and going to the **My Submissions** link at the top of the screen and clicking on **Update My Details**. To change the email address associated with your account please email youth@facs.nsw.gov.au someone from the Youth & Community Building Partnership team will contact you to provide assistance.

Question: I tried to use the reset password and....

Option 1 - I did not get the email

Step 1: If you did not get the email check your spam and junk mail – although it could also be that your organisation spam filter is blocking the email.

Step 2: Please CHECK THAT YOU ENTERED YOUR EMAIL CORRECTLY. Typos are quite common for applicants either when filling out the forgotten password or when registering their email address as the username. If you are uncertain what email address was used with your SmartyGrants account, please contact the Youth & Community Building Partnership team at youth@facs.nsw.gov.au

Step 3: Make sure you are using a registered email address. A registered email address is one that has been officially created with an email provider.

Option 2: I reset my password but I was asked to update my details

You have taken an extra unrequired step after changing your log in details by clicking into the update details link. This asks you to change the account password and provide the old password. This step is unnecessary. Simply click out of this area into the **My Submissions** area.

Question: How often should I save my application form? Is there a timeout limit?

It is highly recommended that you click the **Save Progress** button every 10 to 15 minutes when you are filling out a form.



For security reasons you will be logged out of your application if 30 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.

The software will however auto save as you move between pages in the application form. It is however good practice to save progress regularly.

Question: I seem to be unable to submit my application or form?

Refer to the above sets outlined above in this document. The most common reasons an applicant won't be able to submit their applications include:

- not filled in a mandatory/required field indicated by a red *, this can include a file upload question and budget grid
- have used alpha characters in a number question field
- has gone over the word limit on a question

All of these errors are highlighted in red on the review page which sits at the very end of the application.

Sometimes the applicant has filled in the whole form but has not gone to the review page so does not see the submit button. The submit button sits on the review page. It may be of assistance to refer to the Application Question Guide and refer to the hints embedded in the application form itself.

Question: The round has closed, and I can't submit my applications for reason xxxxxx?

The Youth Opportunities Program's closing deadline for applications is a strict deadline. The online system operates on an automated clock and count down and so once the closing deadline is reached any unsubmitted applications are unable to be worked on and submitted, the system stops you from submitting applications late. All applicants are encouraged not to leave their applications to the last minute, submit them to the Program in plenty of time.

Question: When I log in I do not see my application.

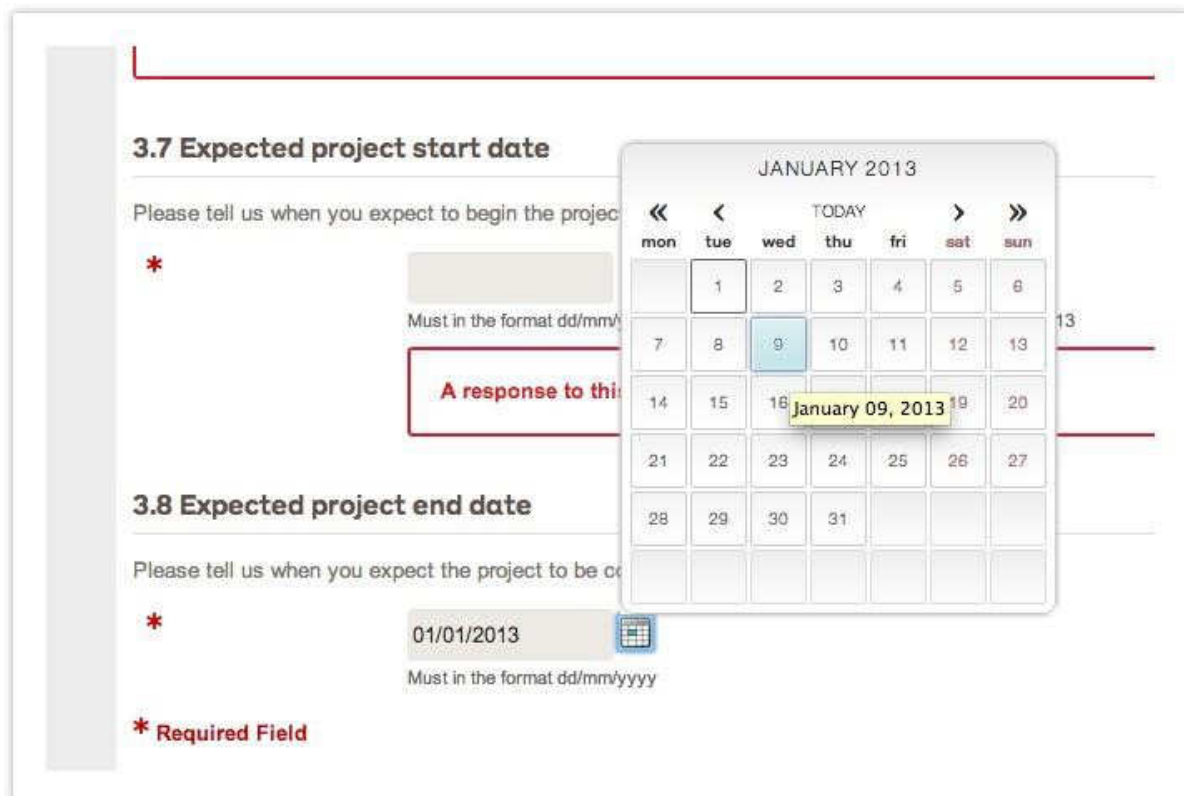
Answer 1: Most likely you have created two accounts within SmartyGrants both with an application and are looking in the wrong account for the wrong application. Is there possibly a possibility you may have registered an alternate email address within SmartyGrants? Do you know the correct application ID (YOP6 – XXXX)?

Answer 2: It is also possible that you had left it too long between saves when working on the application and the last save was not successful. Typically you have 30 minutes to save your work, however, your web browser can also time you out after around 15-20 minutes.

Sometimes also your internet connection may be disrupted for some reason which will also disrupt access to your application form. Unfortunately there is nothing we can do to retrieve your work, we can only recommend you click '**Save Progress**' approximately every 10 minutes to ensure you do not lose data. Saved data is saved, unsaved data is always vulnerable.

Question: The date I am trying to enter is not being accepted?

The date must be in the format of **dd/mm/yyyy**, you either use the date picker connected to the question in the form to choose a date or manually type it in, but it must be in the format dd/mm/yyyy See the below example of what it looks like on the screen for an applicant.



Question: I have been locked out of the system!

This is due to excessive password attempts and the system automatically locks out.

Users/Applicants need to click on the [forgotten your password?](#) link if they cannot log in. Enter the e-mail address and you will be sent a link via e-mail allowing you to reset your password.

This will reset the account and resolve the problem.



The image shows a screenshot of the SmartyGrants Login page. The page has a title "SmartyGrants Login". Below the title are two input fields: "Email Address:" and "Password:". Below the "Password:" field is a blue link "Forgotten your password?" with an orange arrow pointing to it. Below the link is a checkbox labeled "Keep me logged in". At the bottom of the form is a blue "Log in" button.

Question: I have used the forgotten password feature but have not received the reset password e-mail?

This may be because you have used an unregistered e-mail address, have made a typo when entering the e-mail address or the reset e-mail is being blocked by a spam filter or firewall, or the email has gone into your email's junk folder.

Question: How do I access my application once I have submitted it to the Community Building Partnership Program?

Refer to earlier information in this Help Guide. Copies of your application(s) that you have submitted online are available through the 'My Submissions' area once you have logged into the online system. You are also sent a copy of your completed application which is attached to the 'confirmation email' you will receive when you submit your application for funding.