Australian Government
Department of Communications and the Arts

Procedure AP01

Applying Online

When applying for a grant, you need to complete an application in SmartyGrants.

This procedure will assist you to log in, navigate through, start and complete your application in the online system.

Contents

For more information about the program, including guidelines, Frequently Asked Questions, and templates, see our website.

Contact the Catalyst hotline, phone 1800 590 577 or email catalyst@arts.gov.au.

1. Logging in and starting an application

Step   Action

1.   To start an application click on the apply now button at Catalyst or go to Smarty Grants.

2.   Click on the Log in button at the top left of the page.

3.   You will then be prompted to login or register for the website.

    If you have already started an application for this program or others using the Catalyst SmartyGrants portal, then you can enter your login details under "Login".

    If you are starting your first application, you will need to register your details by entering the information requested and following the prompts.

    Note: If you have forgotten your password, you can reset it by clicking the 'Forgotten your password?' link under the Login section.

4.   You will then see the Current Rounds for grant funding provided by the Department of Communications and the Arts through SmartyGrants.

    Click on the program you would like to apply for.

5.   **To start an application**: Click on the "Start a submission" button to start an application.

    To preview the form: Click on the "Preview the form" button. This will allow you to view the form if you want to know what type of information will be requested.

6.   When you click to start a submission, a new application number is generated for you which is also sent to your email address.

    You should make a note of this number, and reference this number in any communications related to this application with the Department of Communications and the Arts.
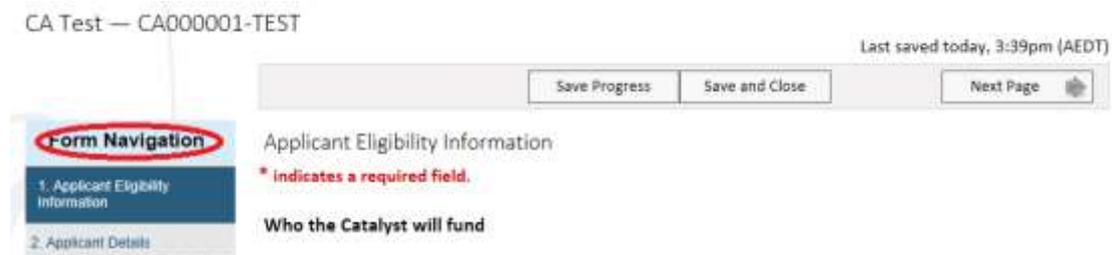
7.   Click the 'Next Page' button to begin filling out your application.

2. Tips for using the online system

Step   Action

1.   To navigate (move through) the application form, you will find a Form Navigation contents box to the left of the page.

You can click the link to jump directly to the page you want, or use the 'next' and 'previous' page buttons at the top or bottom of each page.

2. To save your application, press the 'Save Progress' button.

    Ensure you save regularly, to prevent data loss in case your connection drops out.

    If you wish to leave a partially completed application form, use the 'Save and Close' button. You can then revisit your application at a later time, using the 'My Submissions' link when you log back in.

3. To download your application form as a PDF, whether in draft or completed, navigate to 'Review and Submit' at the bottom of the Form Navigation bar on the left.

    Then, click on the 'Download PDF' button.

4. To use a spell check, turn this function on by adjusting your browser settings.

    Most internet browsers (including recent releases of Firefox, Safari, and Chrome) have spell checking facilities built in. For assistance with this, please contact the provider of your internet browser.

3.   Completing an application

Step   Action

1.   Read the information provided thoroughly, and ensure your application meets the required criteria. For the purposes of the application, "The applicant" is the organisation undertaking the project.

2.   Complete all available fields.

       If a section is greyed out, it means this is not applicable for you to answer based on your previous questions. E.g. if you are not applying through an auspicing body, this section will become unavailable to you on page 2.

3.   For questions where you are able to select from a group of things, how many responses you are permitted to choose is indicated by the type of choices.

       Radio buttons (circles) and dropdown lists will only allow you to select one option, while tick boxes (squares) will allow multiples. With tick boxes, select all that apply.

       Radio buttons and drop down lists, single choice:

       Tick boxes, multiple choices:

4.   Questions marked with a red asterisk (*) are mandatory and must be completed.

       Skipping these questions will prompt you with an error and not permit you to submit your application. If you are having problems submitting, it is likely that one of these questions has been missed or answered in the wrong format.

5.   Large text boxes invite you to provide more information on that question.

       Where there are word counts and limits, this will be indicated in a hint below that field. They will tell you how many words you currently have in that section, and how many are allowed.

6.   Responses in grids allow you to add as many rows as required, by clicking the Add More button. Use this to add as many lines as relevant for your application and that question.

7.   Calculated fields use information that you have provided earlier in the form to populate. These cannot be directly edited, so if the information is not correct you need to review your previous responses.

For example, the Project Team Size is automatically calculated from artists and other personnel above. To populate this, you need to fill in the fields above.

8.   The number of editable budget pages will vary based on how many years funding you seek. For each page, you will need to balance your income and expenditure.

To start with, enter your income from grants or other sources, without using punctuation.

Each source should be on a separate line.

Income Year 1

Please outline the planned income for the project, starting with the proposed grant amount, followed by any additional income such as your own funds or funds being contributed by a financial partner.

Income	$	Cash or In-kind
Proposed grant amount	$	

9.   Then enter your expenditure. You will note that there are two sections for expenditure, what you would spend your grant on and what will be paid for with other funds.

List below only those items that will be paid for with the grant:

Expenditure of Grant Funds	$
	$

Note: Ensure the total of your grant funds matches the proposed grant amount in the section above. The amount requested will be calculated from this section.

List below any expenditure that will be paid for with funds other than the grant:

Other Expenditure	$
	$

10. Below these fields, the yearly balance is calculated automatically by subtracting the expenditure from the income. Every year of your budget must balance (indicated with a zero balance) before you can submit your application.

    For each year, this is calculated as follows:

    (Total Income)—(Grant Expenditure)—(Other Expenditure)

    Year 1 Balance

    $0.00

    This is a calculated amount from the above income minus expenditure. Must be equal to 0.

11. You may need to upload attachments to support your application. To do this, you need to have the documents saved on your computer or an accessible storage device.

    Ensure you allow enough time for each file to upload before trying to attach another file.

    Files can be up to 25MB each; however we recommend keeping the maximum file size to 5MB.

    Providing a url link is the preferred method for large media, such as videos.

12. Once all information has been completed, you need to review your application before you can submit it. Click the 'Next Page' after acknowledging, agreeing with, and certifying your information.

    If you see the following error message, you will need to revise your application before it can be submitted:

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

    To identify the issue, scroll down the page until you see a prompt. You can navigate quickly to the question with the issue by clicking the 'Go to page' button.

    A response to this question is required.
    Go to page

    Once all the issues have been resolved and you are happy with your application, you will then be able to click the 'Submit' button.

    Make sure all your information and uploaded documents
    are correct before clicking Submit!

13. Once you have submitted your application, you will receive an automated confirmation email to the address used to register, with a copy of your submitted application attached. The page will also acknowledge that your application has been received:

Thank you. Your submission has been received.

Submission Number: CA000001-TEST

Note: If you do not see this screen or receive a confirmation of submission email—it is likely that your application has not been submitted!

Congratulations, you have now submitted your application.