

Online Grant Applications – Frequently Asked Questions (FAQs)

Why does the Goldfields Esperance Development Commission (GEDC) use an online grants system?

To make applying for funding easier. Benefits include:

- ✓ A single, easy to use form for the Regional Economic Development (RED) Grants
- ✓ You can save your application at any stage and return to it later
- ✓ You can easily upload other documents such as letters of support and cover letters

Do I have to use the SmartyGrants online application process?

The GEDC preference is that all applications are made using the SmartyGrants online system so that they can all be managed and processed through the various assessment stages in the same way. Please contact the GEDC Project team if your organisation has a genuine challenge in using the SmartyGrants online application process.

What is a user identification number?

When you first log into SmartyGrants you will receive a user identification number. Please keep the identification number and password somewhere safe as you will need it to revisit your application.

I have used SmartyGrants to apply to another agency, can I use the same identification number?

Yes. If you already have SmartyGrants identification number from applying to another agency, you can use this same number and log in details.

What will I need to complete the application?

You need to complete all the compulsory questions and attach the required supporting materials.

Can I withdraw my application after I have submitted it?

You cannot withdraw your application via the online system. If you wish to withdraw an application please contact the Senior Project Officer at the GEDC.

Can I save a draft of my application and come back to add to it and complete it later?

Yes. To leave a partially completed application, press 'save' and log out. To return, log back in and click on the 'My Applications' link at the top of the screen for a list of applications you have started or submitted. You can reopen your draft application and continue where you left off.

What if I need to change or add something to my application form?

If you have not submitted your application form you can make changes at any time.

Can I change or add to my application once I have submitted it?

No further editing or uploading of support materials is possible once you have submitted your application. However, you will not be able to submit your application until all compulsory questions are completed and documents are uploaded, so the chances of not including important information is minimal. If you do need to make critical changes to your application after you have submitted it, please contact the GEDC Senior Project Officer.

What do I do with important documents that support my application?

It is easy to upload documents to SmartyGrants. You will need to save the documents on your computer or storage device and follow the clear instructions on how to upload files in the application form. Files can be up to 25MB each, however larger files take longer to upload. Please upload PDF instead of Word files where possible.

Can a number of people, a group or a team complete the one application?

Yes. Anyone with the log in details can work on the application, as, as long as only one person is working on the form at a time. Ensure you save as you go.

How do I know if my application has been submitted correctly?

You will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email address you used to register. If you have not received an auto-generated confirmation, please try resubmitting your application form again before contacting the GEDC Grants Coordinator.

Is there a guide to help me complete the SmartyGrants form?

Yes. The introductory page of the online form will tell you what you need to know. There is a 'Help' function/icon in the top right-hand corner of each page of the application form.

Should I keep a copy of the application that I have submitted?

Once you have successfully submitted your application you will receive an automated confirmation email and a copy of your application form.

What if I miss the deadline?

Late applications cannot be accepted. The SmartyGrants system will automatically shut at the designated close off time.

How can I keep track of my application?

When you submit your form online you will be given a receipt with an application number. Please refer to this number when enquiring about your application.

Can I re-use my application form?

No. You cannot resubmit an application form that has already been submitted. If you wish to make another application you must complete a new form.

Does it matter whether I use an Apple Mac or a PC?

No. The online form will work on both Macs and PCs, and on most browsers.

What will I need to complete the application?

You will need to complete all the compulsory questions in the form and attach the required supporting materials.

Do application forms expire?

No. Applications that have been created online but not completed or submitted remain within your account. You will be able to view but not change your submitted applications in the My Submissions area.

How do I access the application form?

Just click on this link <https://gedc.smartygrants.com.au>

Who do I contact at the GEDC?

Courtney Bergersen – Senior Project Officer on 9080 5006 or email grants@gedc.wa.gov.au