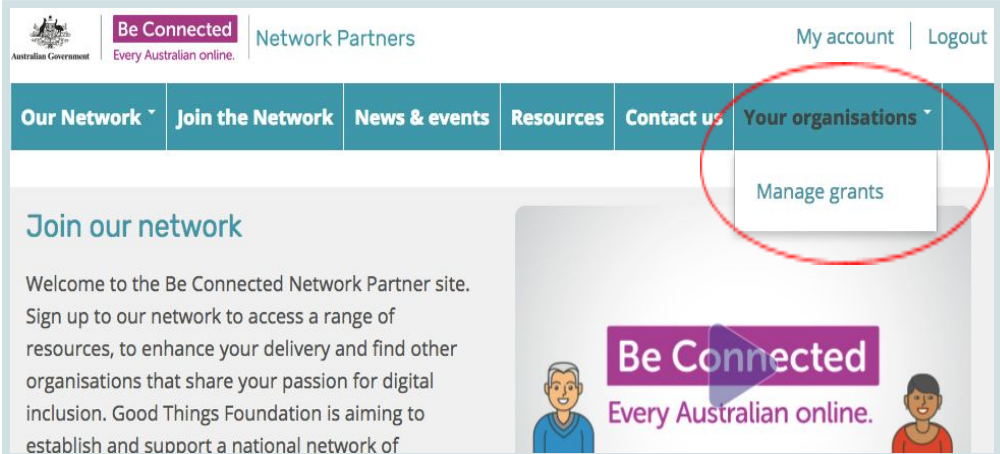


Section 1: Bank Details, Australian Business Number and Goods & Service Tax

You will need to update your Bank details and provide confirmation of your Australian Business Number and Goods & Service Tax prior to accepting your contract.

To do this you should load up the Bank Details page which is found under Your Organisations > Manage Grants on the [Be Connected website](#).

1. On the Be Connected Network Partner website please **log in**.
2. Hover over **Your Organisations** then select **Manage Grants** from the drop down. This will load the *Manage Grants* page where you can view grants, view open applications and access your payment details.
3. From here, select **Your Payment Details** from the tabs along the top (see right).



Australian Government | Be Connected | Network Partners | My account | Logout

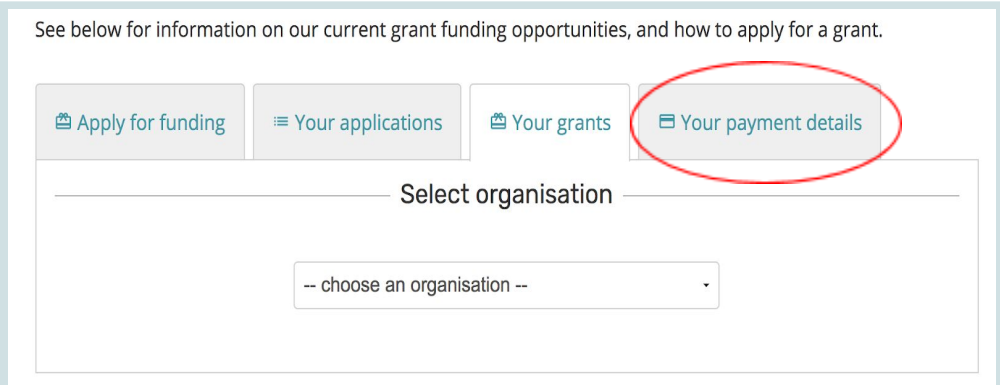
Our Network | Join the Network | News & events | Resources | Contact us | **Your organisations**

Manage grants

Join our network

Welcome to the Be Connected Network Partner site. Sign up to our network to access a range of resources, to enhance your delivery and find other organisations that share your passion for digital inclusion. Good Things Foundation is aiming to establish and support a national network of

Be Connected
Every Australian online.



See below for information on our current grant funding opportunities, and how to apply for a grant.

Apply for funding | Your applications | Your grants | **Your payment details**

Select organisation

-- choose an organisation --

Updating Bank Details

Here in the your payment details section you should first select your organisation from the drop down menu and enter in the required information:

Bank - select this from the drop down menu

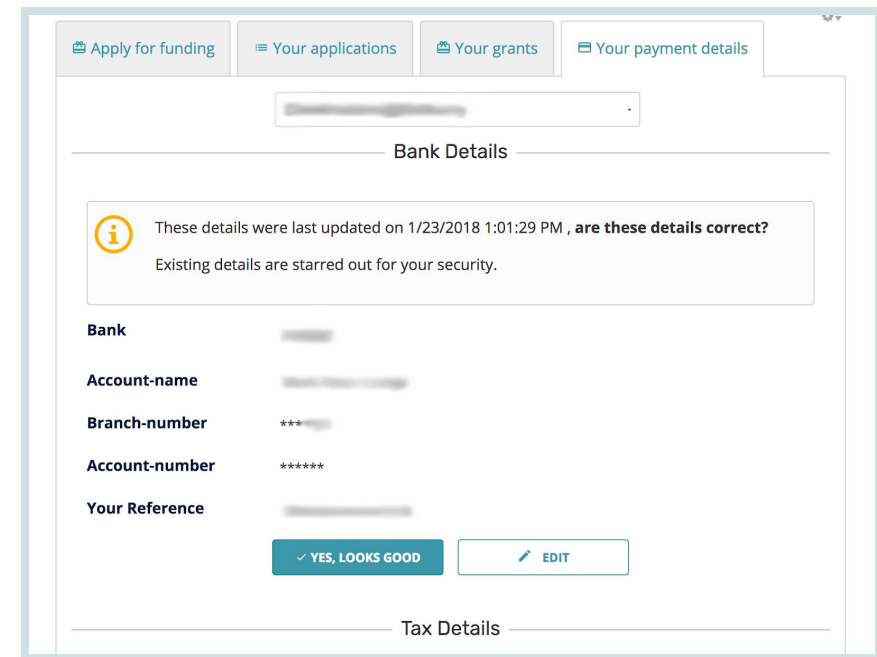
Account name

Branch Number

Account Number

Your Reference - this isn't a mandatory field however may help inform your finance team where the payment is from, we recommend writing something memorable (such as Be Connected), as this will be attached to the payment when it reaches your bank and will show on your bank's transaction summary.

Once these are complete please click **Update**. You will see confirmation that this is updated successfully.



Apply for funding | Your applications | Your grants | Your payment details

Bank Details

These details were last updated on 1/23/2018 1:01:29 PM , are these details correct?
Existing details are starred out for your security.

Bank: [starred out]
Account-name: [starred out]
Branch-number: ****
Account-number: *****
Your Reference: [starred out]

YES, LOOKS GOOD | EDIT

Tax Details

Tax Details

In this section you will be required to confirm your status relating to GST (Good & Services Tax), and provide your Australian Business Number if applicable.

As shown (right), select the checkbox to indicate whether you are registered for GST (Good & Services Tax). You must confirm 'Yes' or 'No'.

If you are registered for GST please also supply your Australian Business Number (ABN). Please note if you are not registered for GST, you will **not** be required to provide your Australian Business Number (ABN) here.

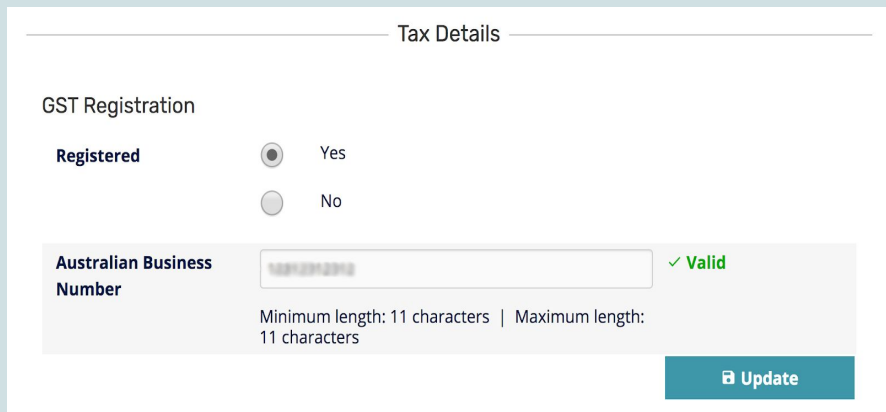
Click Update and wait until the confirmation is shown on screen. Once this is completed you will be able move on to **Section 2: Accepting Your Contract**

Section 2: Accepting Your Contract

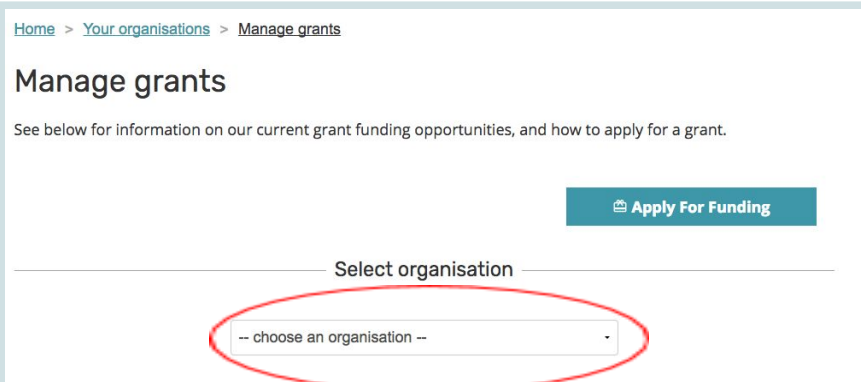
From the **Manage Grants** page, please scroll to **Select Organisation** and choose your organisation from the dropdown (see right). The page will generate all contracts relating to your organisation.

This page is split into:

- Offered Contracts
- Current Contracts
- Historic Contracts



The screenshot shows the 'Tax Details' section of a web form. It includes a 'GST Registration' section with radio buttons for 'Registered' (Yes) and 'No'. Below this is an 'Australian Business Number' field containing the text '12345678901234567890', which is marked as 'Valid' with a green checkmark. A note below the field states 'Minimum length: 11 characters | Maximum length: 11 characters'. An 'Update' button is located at the bottom right of the form.



The screenshot shows the 'Manage grants' page. At the top, there is a breadcrumb trail: 'Home > Your organisations > Manage grants'. Below this is the heading 'Manage grants' and a sub-heading 'See below for information on our current grant funding opportunities, and how to apply for a grant.' A blue button labeled 'Apply For Funding' is visible. The 'Select organisation' section features a dropdown menu with the text '-- choose an organisation --', which is circled in red.

To accept the contract you should click the **Review** button (see screenshot right).

This will load up the contract details.

If at this stage you have not added bank details or updated GST/ABN status, you will get a prompt to do so (see screenshot right). Please revisit Section 1 for information on how to do this.

The contract page shows the details of your contract including:

- Description of Grant
- Delivery Details
- Conditions of Grant
- Grant funding breakdown
- Payment/Invoice Details

In the Payment Schedule section you will find a summary of your due payments including GST (if applicable). You will be required to provide an invoice to us by email for this amount following acceptance of the contract. The invoice process is outlined towards the end of this guide.

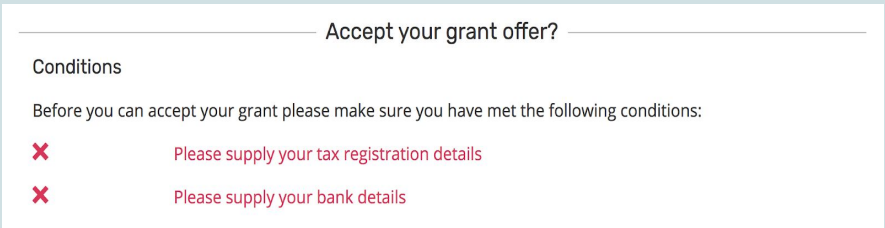


My Grants

Offered Grants

Be Connected - Get Online Week 2018 - \$1500 to host an event, promote your organisation and reach new people in your community. **Review**

We are delighted to offer all Network Partners the opportunity to apply for a Get Online Week event grant of \$1500 to host an event, promote your organisation and reach new people in your community. Are you full of ideas for a truly excellent Get

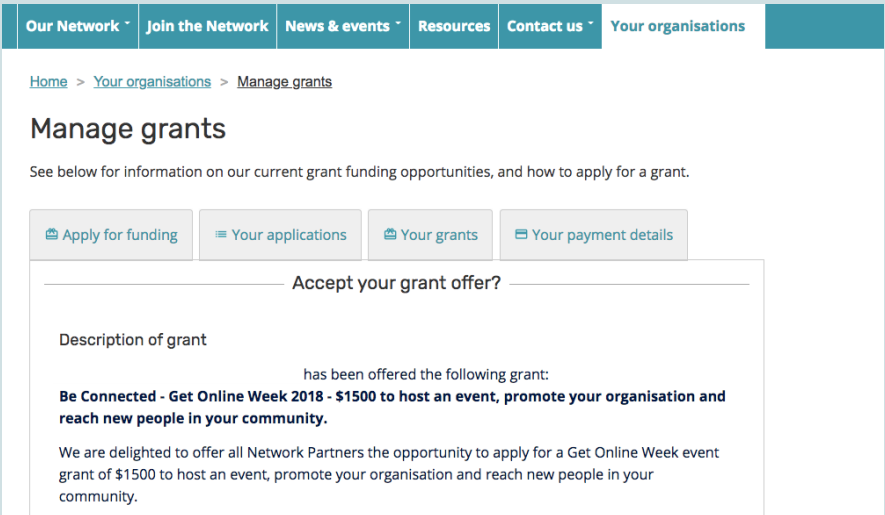


Accept your grant offer?

Conditions

Before you can accept your grant please make sure you have met the following conditions:

- ✗ Please supply your tax registration details
- ✗ Please supply your bank details



Our Network | **Join the Network** | **News & events** | **Resources** | **Contact us** | **Your organisations**

[Home](#) > [Your organisations](#) > [Manage grants](#)

Manage grants

See below for information on our current grant funding opportunities, and how to apply for a grant.

[Apply for funding](#) | [Your applications](#) | [Your grants](#) | [Your payment details](#)

Accept your grant offer?

Description of grant

has been offered the following grant:

Be Connected - Get Online Week 2018 - \$1500 to host an event, promote your organisation and reach new people in your community.

We are delighted to offer all Network Partners the opportunity to apply for a Get Online Week event grant of \$1500 to host an event, promote your organisation and reach new people in your community.

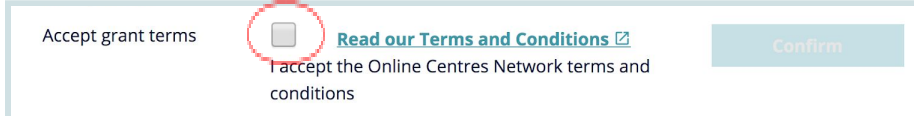
Please take some time to carefully review the summary along with the Terms and Conditions, to ensure that you agree to the contract before accepting.


If at this point you see any errors or have any questions, please give us a call or email to discuss using the below contact details:

E: connect@goodthingsfoundation.org

P: (02) 9051 9292

Once you are happy with the details on the contract page, scroll to the bottom and select the checkbox, then click **Confirm**.



Accept grant terms [Read our Terms and Conditions](#) 

I accept the Online Centres Network terms and conditions

Confirm

You will now see the message change to confirm when the contract was accepted.



Acceptance

Accept grant terms  You accepted this grant on
17/09/2018 10:15

[Review the Terms and Conditions](#) 

To return to the *Manage Grants* page just scroll back up and select **Funding Home**. Your contract will now show under *Current Contracts*. You can revisit your contract at any time by clicking Review from this menu.

Section 3: Invoicing Good Things Foundation

To view your due actions for payment you will need to reload the contract page. Once this is refreshed, you can see the details required for your invoice in the **Payment Schedule**.

In order to receive payment **your invoice must be sent via email** to our inbox at connect@goodthingsfoundation.org with the following subject: *GOLW Event Grant Invoice - [Reference Number]*. Your notification email contains a link to the invoice template. Your Reference number is detailed on this summary in bold and circled shown in the screenshot (right).

Your funding amount is summarised on these pages to help you write your invoice.

- If you **are not** registered for GST your total payment amount is **\$1,500**.
- If you **are** GST registered your total payment amount is **\$1,650**. Your invoice MUST be marked as a **Tax Invoice***.

Payment schedule

Please note - This grant requires all payments are invoiced.

October 2018	\$1,500.00
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Please note - Some grant payments will only be issued if delivery requirements have been met.

This payment is due for release on **01/10/2018**.
Please provide an invoice as detailed below:

ABN:

Reference: 8000937-00007082

Invoice amounts:

Net Value (AUD)	\$1,500.00	+ GST (@10%)	\$150.00	Total Value	\$1,650.00
Net Value (AUD)	\$1,500.00	+ GST	\$150.00	Total Value	\$1,650.00

If you have indicated that you are GST registered your summary will show as per screenshot above. Please ensure all of the details including details of NET and GROSS amounts, and your Invoice Reference number are included on the invoice and that is is marked as a **Tax Invoice.*

[A Get Online Week Grant Invoice Template is available here.](#)

Once we receive the invoice, your grant payment will be processed on the next due payment run. Please make sure to send us the invoice by **September 26, 2018** to ensure payment in time for your event.

Contact us

If you have any questions about this process please get in touch with the team on the below details. If there are any technical errors please be prepared to provide details and a screenshot of the issue over email to us if requested.

E: connect@goodthingsfoundation.org

P: (02) 9051 9292