

SMARTYGRANTS Guideline

ESS application

Grant applications must be completed via the online Australia Awards SmartyGrants platform. Applicants must have a SmartyGrants account to submit an application.

Applications will be assessed on what is submitted through SmartyGrants, therefore all supporting documents must be submitted with the application through this platform.

How to apply

All applicants should use the following link to start a new grant application: [Login or Register - Australia Awards PNG \(smartygrants.com.au\)](#)

Information on how to use the system to apply is provided below.

Logging in or registering

Alumni who **have an existing** account on SmartyGrants should click 'login' and use their existing details to login.

Scholar who **do not** have an existing account should click on "Register," enter their preferred email address, and create a password. Once this is completed, the user will be able to start a new grant application submission for the grant round.



Accessing a new application form

To start a new grant application, log in using your registered user details.

If you have a previous grant application, it will appear on your home page.

If the grant application round is open, you will see an option to start a new grant application.

Completing your application

You will automatically be logged out of your application if you have not saved your progress or navigated between the pages after **30 minutes**.

To allow you to easily collaborate with others in your organisation, and ensure spelling and grammar are all correct, we recommend drafting your response using a Word document. You can then transfer the information into each section of the application form.

The application form has a **Navigation Bar** which allows you to quickly jump to various pages in the application form. You can also use the **Next Page** and **Previous Page** buttons to navigate between pages.

Saving your application

When you start a new grant application, please save your progress regularly (we recommend every 5 to 10 minutes). You can do so by clicking the **Save Progress** button.

Should you wish to save your application and close it at any stage, you can do so by clicking the **Save and Close** button. You can return to your saved application under **My Submissions** at any time and continue from where you stopped. Remember, do not forget your login details, keep it safe.

Attaching files to your application

The maximum file size that can be uploaded is **25 megabytes**, although we strongly recommend keeping files **under 5 megabytes**. To attach a file to your application, follow the steps below:

1. Click "Attach a file."
2. Navigate to the file you wish to upload and click "**Select.**" The file will begin to upload. The progress bar will indicate that the file is being uploaded.
3. When the file is uploaded successfully, the progress bar will disappear and a link to the uploaded file will show, with the option to remove the file.

Submitting your application

Review your application carefully before submission. You will not be able to make any changes after it has been submitted.

When you have completed the last page of your application, you can review it by clicking on **Review**. When you are satisfied with the application, you can press **Submit**. You will receive a confirmation email when your application has been successfully submitted.

You can either print or download a copy of your application before submitting it by clicking on **Download PDF** or log back into SmartyGrants at any time to view the completed submitted application. You will also receive a copy of the application via email after submission.