

School Food Program – Registration

# QGrants User Guide

# Introduction

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QGrants is a grants management system (GMS) that operates as the portal for applying and managing grants. QGrants user guides are available on the Department of Education (the department) [website](#) for all key functions including:

1. Registering organisations and contacts
2. Lodging an application for funding
3. Submitting a claim to provide a report or receive a payment
4. Managing your information and contacts

Registration is the first step you must undertake before you can start using QGrants. This involves creating the following accounts so you can use QGrants:

- Authorised Officer account (e.g. CEO, Company Director, Chairperson)
- Organisation account (legal entity and has an ABN)
- Contact Officer account. **If required.** (each contact officer must create their own log in account to use QGrants on behalf of your organisation)

Once registered, you will be able to perform the following functions:

- create additional accounts
- manage your accounts
- approve access requests to your information
- submit funding applications and track progress
- submit claims for payment and track progress

If you require assistance at any time, please call (07) 3513 6740.

## **Security warning for banking details**

**Contact Officers linked to an Organisation's account will be able to change the organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.**

# Part A – How to register an account for your Authorised Person

The Authorised Person is the person who is authorised to enter into a legal contract on behalf of the organisation. This person must be listed on the Australian Securities and Investment Commission (ASIC) statement, Trust Agreement or Annual General Minutes (executive committee member), as appropriate.

Once registered as the Authorised Officer, you will be able to approve access for Contact Officers (e.g. Director of Service, Business Manager etc.) to submit claims and applications on your behalf; the process is outlined in Part C.

## A.1: Go to QGrants and select 'Sign up here'.

Go to QGrants via  
<https://qgrants.osr.qld.gov.au/portal>.



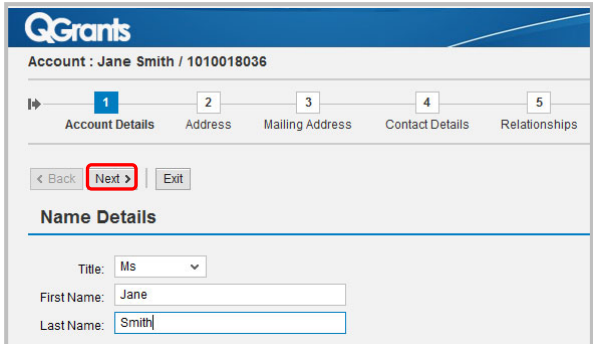
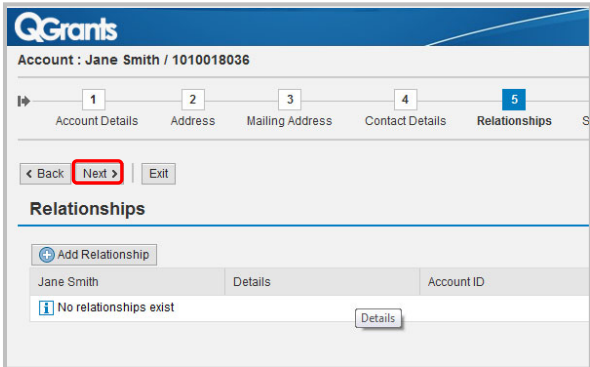
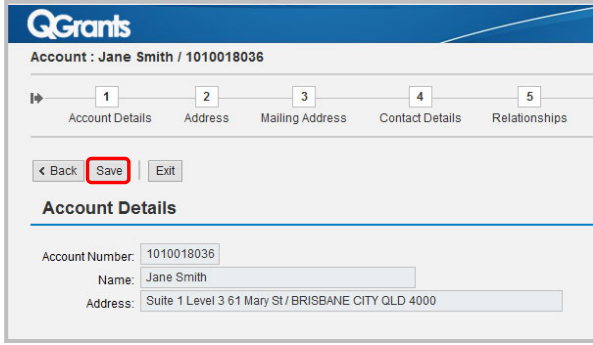

Welcome to QGrants, where you can apply for and manage selected Queensland Government grants

## A.2: Complete your personal details and click 'Register'.

**Only** the Authorised Person's details should be entered in this section.

### Note:

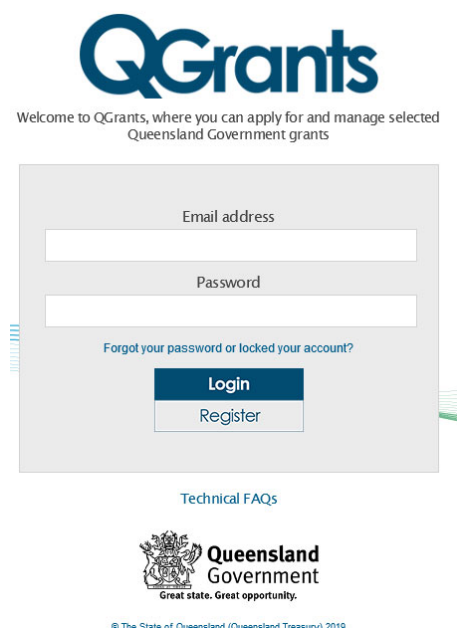
- Your password must be between 8 and 20 characters with a combination of numbers and letters.
- You need to use an email address which is **less than 40 characters**. Please create a new email address if you do have one that is more than 40 characters long – the system will not accept long email addresses.

<p><b>A.3: Activate your account.</b></p>	<p><b>A.4: Log into QGrants</b></p>
<p>A link will be sent to your nominated email address to activate your account.</p>	<p>Once activated, you can log into QGrants at: <a href="https://qgrants.osr.qld.gov.au/portal">https://qgrants.osr.qld.gov.au/portal</a></p> <p>Use the email address and password specified in the registration process.</p>
<p><b>A.5: When you log in for the first time, you will be required to provide basic details such as address and contact details.</b></p>	<p><b>A.6: If you are registering an account for the first time you will not be able to create a relationship, simply click 'Next'.</b></p>
<p>Simply complete the required fields and click 'Next' to progress .</p> 	
<p><b>A.7: From the Summary screen click 'Save'.</b></p>	<p><b>A.8: You will now receive a message stating your account has been successfully saved.</b></p>
	

# Part B – Setting up your Organisation (Applicant) Account

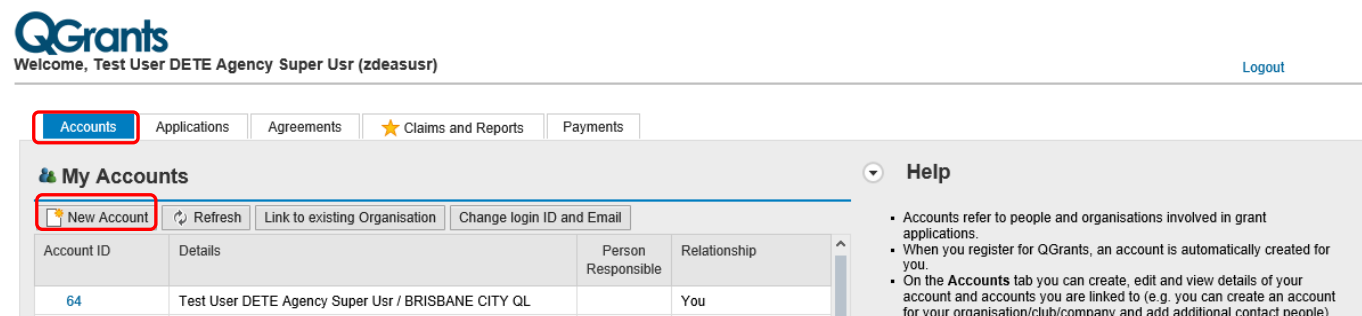
As the Authorised Officer, you must register the Organisation account, as you will automatically become the responsible person for this account. The responsible person approves all requests to be a Contact Officer for the Organisation account.

**B.1:** Please log on to QGrants at <https://qgrants.osr.qld.gov.au/portal>. If you have forgotten your password, you can do a password reset from the QGrants homepage.



The image shows the QGrants homepage. At the top is the QGrants logo. Below it is a welcome message: "Welcome to QGrants, where you can apply for and manage selected Queensland Government grants". The main content area contains a login form with fields for "Email address" and "Password". Below the password field is a link: "Forgot your password or locked your account?". There are two buttons: "Login" (dark blue) and "Register" (light blue). Below the form is a link for "Technical FAQs". At the bottom is the Queensland Government logo with the tagline "Great state. Great opportunity." and the copyright notice "© The State of Queensland (Queensland Treasury) 2010".

**B.2:** At the welcome screen, select the 'Accounts' tab and click the 'New Account' button.



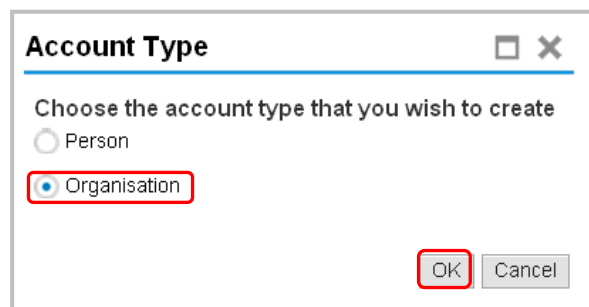
The image shows the QGrants user interface. At the top left is the QGrants logo and the text "Welcome, Test User DETE Agency Super Usr (zdeasusr)". At the top right is a "Logout" link. Below the header is a navigation bar with tabs: "Accounts" (highlighted in red), "Applications", "Agreements", "★ Claims and Reports", and "Payments". Below the navigation bar is a "My Accounts" section. In this section, the "New Account" button is highlighted in red. Below the "New Account" button are links for "Refresh", "Link to existing Organisation", and "Change login ID and Email". To the right of the "My Accounts" section is a "Help" dropdown menu with a list of items:

- Accounts refer to people and organisations involved in grant applications.
- When you register for QGrants, an account is automatically created for you.
- On the **Accounts** tab you can create, edit and view details of your account and accounts you are linked to (e.g. you can create an account for your organisation/club/company and add additional contact people).

Below the "New Account" button is a table with the following data:

Account ID	Details	Person Responsible	Relationship
64	Test User DETE Agency Super Usr / BRISBANE CITY QL		You

**B.3:** Select 'Organisation' as the account type.



The image shows a dialog box titled "Account Type". The dialog box has a close button (X) in the top right corner. The text inside the dialog box says "Choose the account type that you wish to create". There are two radio buttons: "Person" and "Organisation". The "Organisation" radio button is selected and highlighted with a red box. At the bottom of the dialog box are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

Click 'OK' to continue.

**B.4:** Enter your organisation's Australian Business Number (ABN), and click the 'Get Name' button to obtain the organisation's registered name. The name will automatically populate the organisation name and the additional name (if applicable). If you are unsure of your ABN you can complete a search at <http://www.abr.business.gov.au/>.

Enter your Australian Company Number (ACN) or Incorporation number. Your ACN is listed on the ABN website. If unsure, you can check your incorporation number at the Fair Trading website <http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm>.

Note: If the organisation is a Trust, please detail the Trustee name and the Trust name. For example, Joe Bloggs as Trustee for the Joe Bloggs Family Unit Trust.

Enter your GST Status if required.

**QGrants**  
New Account Exit

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back **Next >** Exit

**Organisation Details** Help

ABN: 76337613647

\* Legal/Organisation Name: DEPARTMENT OF EDUCATION TRAINING AND EMP  
Additional Name: LOYMENT  
Additional Name 2:   
Additional Name 3:

ACN: 997776666  
Trading Name: The Office For Early Childhood Education and Care  
Incorporation Number:

**GST Details**

Goods and Services Tax (GST): Registered from July 2000  
Your current GST status:  (if your registration status has changed from the above)

**Account details**

- If you have an ABN (Australian Business Number), enter the number in the field provided.
- Enter your organisation's ABN and click the 'get name' button to obtain the organisation's registered name. The name will automatically populate the organisation name and the additional name (if applicable).
- If you are unsure of your ABN you can complete a search at [abr.business.gov.au](http://abr.business.gov.au)
- Enter your ACN or Incorporation number. Your ACN is listed on the ABN website. If unsure you can check your incorporation number at the Fair Trading website [www.fairtrading.qld.gov.au/check-a-charity-or-association.htm](http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm)
- Only one Account can be registered per ABN. If the ABN you have entered is already registered, you can request to be linked to the Account as a contact person by returning to the 'Account' tab and following the 'Link to existing organisation' instructions.
- Enter your GST Status if required
- Press 'next' to continue.

### Note – Existing Organisation Accounts

Only **one** account can be registered per ABN. If the ABN you have entered is already registered, you can request to be linked to the Account as a contact person by returning to the 'Account' tab and following the 'Link to Existing Organisation' instructions. **Further details about linking to an organisation are provided at Part C of this guide (Steps C.9 to C.14).**

If an Organisation account exists within QGrants but does not have an email registered within the system, the process outlined in Part C of this Guide will not work. Please call (07) 3513 6740 for assistance with this step.

Click 'Next' to continue.

**B.5:** Enter the Street Address and proceed to the next screen.

**QGrants**  
New Account Exit

1 Account Details **2 Street Address** 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back **Next >** Exit

**Street Address** Help

\* Address 1: 30 Mary Street  
Address 2:   
\* Town/Suburb: Brisbane Postcode: 4000 \* State: QLD

**Address details**

- Enter your organisation address details including house number, street name, town/suburb and postcode. Fields with an \* need to be completed.

**B.6:** Validate your street address by **double clicking** on the best match for your address from the list provided.

**Select Address**

Automatic address validation

- Select the best match for your address from the list below.
- You may need to drill-down through a number of selections to get to the final address.
- If you cannot find the address you are after, **Cancel** the address selection and start again

Suburb	Postcode	State	Address 1	Address 2
BRISBANE CITY	4000	QLD	30 Mary St	
BRISBANE CITY	4000	QLD	Shop 1 30 Mary St	
BRISBANE CITY	4000	QLD	Shop 2 30 Mary St	
BRISBANE CITY	4000	QLD	Shop 3 30 Mary St	
BRISBANE CITY	4000	QLD	G 30 Mary St	

**B.7:** If your Mailing Address is different, simply delete the address shown and re-enter the correct mailing address.

**QGrants**

New Account Exit

1 Account Details   2 Street Address   3 **Mailing Address**   4 Contact Details   5 Relationships   6 Summary

< Back   **Next >**   Exit

**Mailing Address** Help

\* Address 1: PO Box 15033  
 Address 2:  
 \* Town/Suburb: City East   Postcode: 4002   \* State: QLD

**Mailing Address**

- If your organisation's mailing address is different to your street address, please enter the details.
- If an incorrect or incomplete address is entered a list of possible addresses will appear. Select your suburb, street and house number.
- Press 'next' to continue.

Click 'Next' to continue.

**B.8:** Enter the contact information for your organisation; please ensure you **provide at least one contact phone number**.

**QGrants**

New Account Exit

1 Account Details   2 Street Address   3 Mailing Address   4 **Contact Details**   5 Relationships   6 Summary

< Back   **Next >**   Exit

**Contact Details** Help

Telephone Number: 1800 454 639  
 Mobile Phone Number:  
 Fax: 07 3234 0310  
 Email: QKFS.LDC@dete.qld.gov.au  
 Website: http://deta.qld.gov.au/earlychildhood/

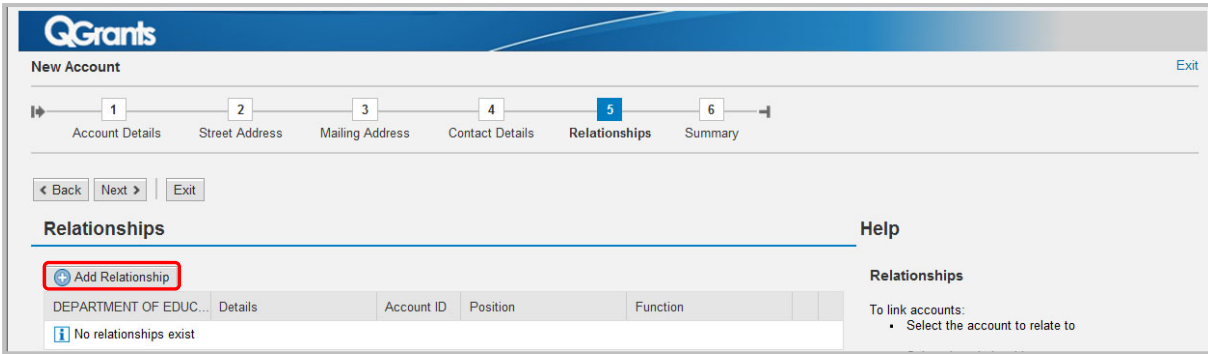
**Contact details**

- Please provide at least one contact phone number and your email address.
- Check that your details are correct.
- Press 'next' to continue.

**B.9:** Create a relationship between the Authorised Officer and the Organisation account by clicking the 'Add Relationship' button.

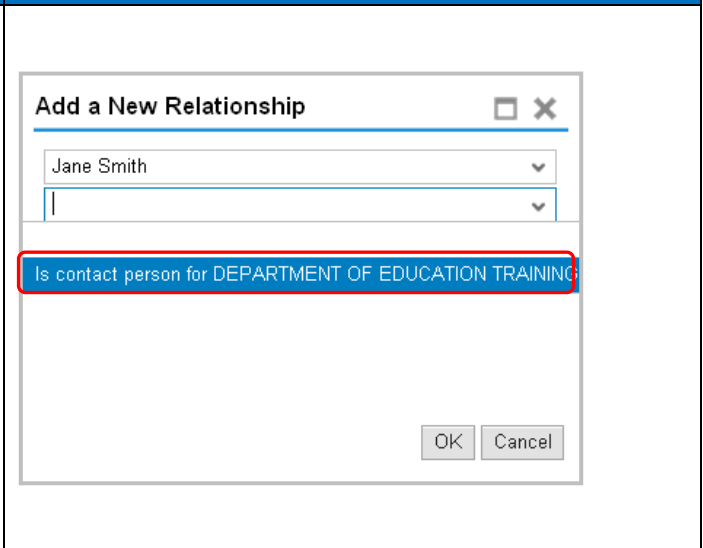
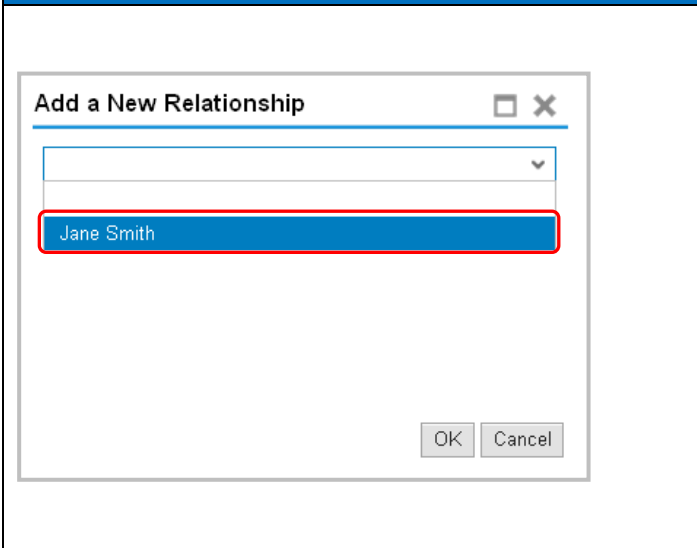
The relationship is required to identify the Authorised Officer as the responsible person for the legal entity and associated services. Once the relationship is created, the Authorised Officer will be able to approve access for Contact Officers (e.g. Director of Service, Business Manager etc.) to submit claims and applications on your behalf. To register a Contact Officer, please refer to Part C of this guide.

**Note** - if you have not undertaken Part A of this guide, the below step will not work.



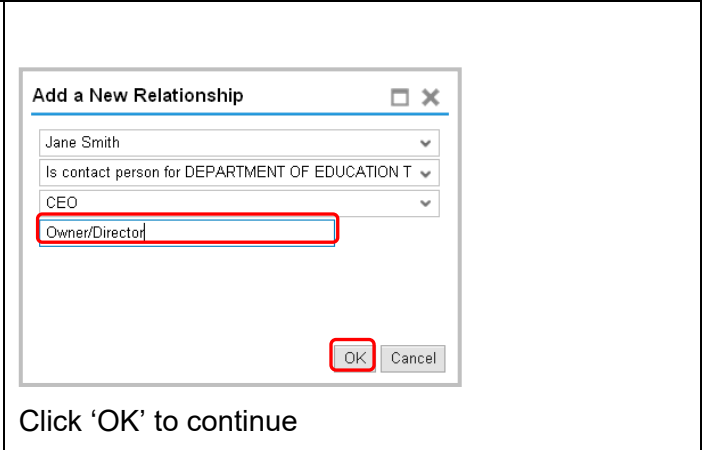
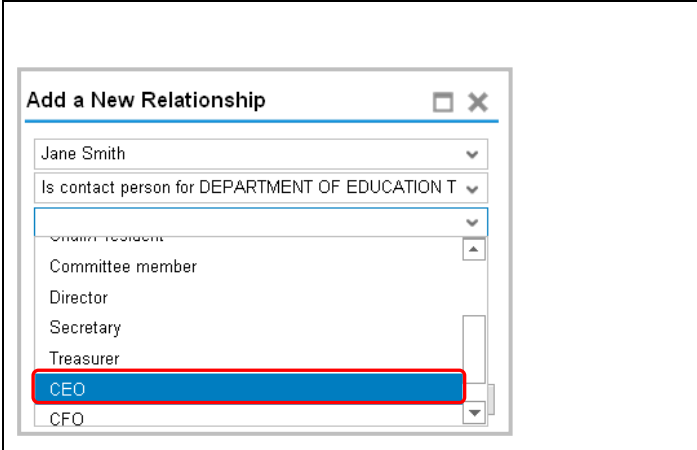
**B.10:** From the first drop down (Select the Related Account) select the Authorised Officer's name.

**B.11:** From the second drop down select 'Is Contact Person for < Applicant Account Name > - this will become the relationship type.



**B.12:** From the third drop down select the most appropriate position title for the Authorised Officer.

**B.13:** In the fourth field please enter the Authorised Officer's position title.





**B.14:** Once the relationship is created, please click 'Next' to continue.

The screenshot shows the 'New Account' setup process in QGrants. A progress bar at the top indicates six steps: 1. Account Details, 2. Street Address, 3. Mailing Address, 4. Contact Details, 5. Relationships (current step), and 6. Summary. Below the progress bar, there are three buttons: '< Back', 'Next >', and 'Exit'. The 'Next >' button is highlighted with a red box. The main content area is titled 'Relationships' and includes an 'Add Relationship' button and a table with columns for 'Details', 'Account ID', 'Position', and 'Function'. A table entry is visible with 'Has Contact Person' as the relationship type and 'Jane Smith / BRISBANE ...' as the contact name, with an account ID of '1010018036'. A 'Help' section on the right provides instructions on how to link accounts.

**B.15:** Please note your account number and click the 'Save' icon.

The screenshot shows the 'New Account' setup process in QGrants, now at step 6: Summary. The progress bar at the top shows steps 1 through 6, with 'Summary' being the current step. Below the progress bar, there are three buttons: '< Back', 'Save', and 'Exit'. The 'Save' button is highlighted with a red box. The main content area is titled 'Account Details' and displays the account information: 'Account Number: 1010034307' (highlighted with a red box), 'Name: DEPARTMENT OF EDUCATION TRAINING AND EMP L', and 'Address: Ground Floor 30 Mary St / BRISBANE CITY QLD 4000'. A 'Help' section on the right explains that this is a summary screen of the organization's account details.

**B.16:** An account confirmation screen will appear when your account registration has been successful. Click 'Exit' to return to the QGrants Home Screen.

The screenshot shows the 'Account Confirmation' screen in QGrants. The screen displays the message: 'The account has been successfully saved. The account number is:1010034307'. In the top right corner, there is an 'Exit' button highlighted with a red box.

**Note:** You can view the new account you have created by returning to the home screen and clicking on the 'Accounts' tab.

# Part C - How to register a contact officer account and link to another account

Once an Authorised Officer account and an Applicant account (Legal Entity) have been registered, Contact Officer accounts can then be established (e.g. Director of Service, Business Manager etc.).

Once registered, Contact Officers can submit claims and make applications on your behalf.

**Please note, this allows the Contact Officer to nominate and change banking details for your organisation. If a bank account is changed, all Contact Officers linked to an Organisation account will be notified of this change.**

## C.1: Go to QGrants and click 'Sign Up Here'.

Go to QGrants via

<https://qgrants.osr.qld.gov.au/portal>.



Welcome to QGrants, where you can apply for and manage selected Queensland Government grants

Email address

Password

[Forgot your password or locked your account?](#)

[Technical FAQs](#)



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## C.2: Complete your personal details and click 'Register'.

Given name

Surname

Email address

Re-enter email address

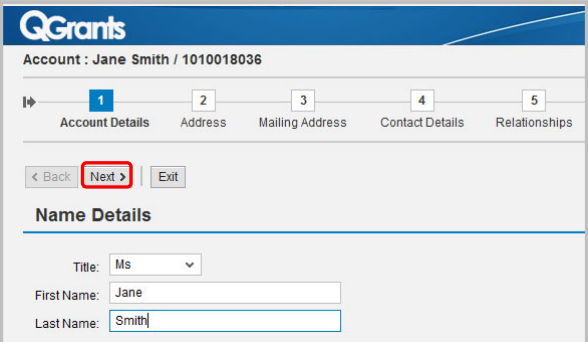
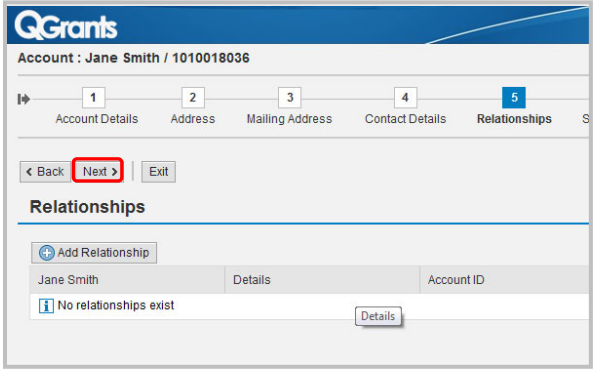
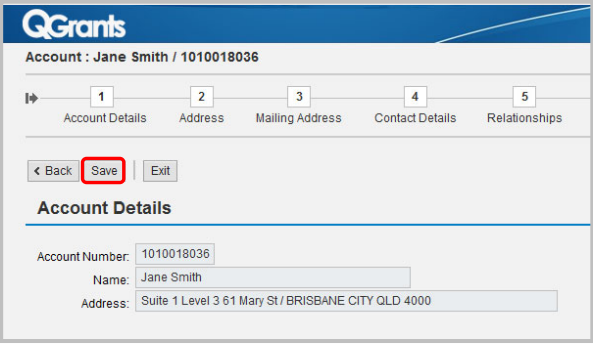

Password

Password must be 8 - 20 chars and contain at least one number

Re-enter password

### Note:

- Your password must be between 8 and 20 characters with a combination of numbers and letters.
- You need to use an email address which is less than 40 characters. Please create a new email address if you do have one that is more than 40 characters long – the system will not accept long email addresses.

<p><b>C.3: Activate your account.</b></p>	<p><b>C.4: Log into QGrants</b></p>
<p>A link will be sent to your nominated email address to activate your account.</p>	<p>Once activated, you can log into QGrants at: <a href="https://qgrants.osr.qld.gov.au/portal">https://qgrants.osr.qld.gov.au/portal</a></p> <p>Use the email address and password specified in the registration process.</p>
<p><b>C.5: When you log in for the first time, you will be required to provide basic details such as address and contact details.</b></p>	<p><b>C.6: If you are registering an account for the first time you will not be able to create a relationship; simply click 'Next'.</b></p>
<p>Simply complete the required fields and click 'Next' to progress .</p> 	
<p><b>C.7: From the Summary screen click 'Save'.</b></p>	<p><b>C.8: You will now receive a message stating that your account has been successfully saved.</b></p>
	

### Linking to an Organisation Account

Once you have a Contact account you can request a link to an Organisation account which already exists within QGrants by following the below process (Steps C.9 to C.14).

If an Organisation account already exists within QGrants but does not have an email address within the system, the below process will not work. You will be required to submit a letter or email from your organisation, signed by an Authorised Officer, approving that the department link your Contact account to the Organisation account in QGrants. Please call (07) 3513 6740 for assistance if required.

**C.9:** Once you have successfully registered your account and have accessed the system you will see the following screen.

Please select the 'Accounts' icon and click on the 'Link to Existing Organisation' button.

QGrants  
Welcome, Test User DETE Agency Super Usr (zdeasusr) Logout

Accounts Applications Agreements ★ Claims and Reports Payments

**My Accounts** Help

New Account Refresh **Link to existing Organisation** Change login ID and Email

Account ID	Details	Person Responsible	Relationship
64	Test User DETE Agency Super Usr / BRISBANE CITY QL		You

Help

- Accounts refer to people and organisations involved in grant applications.
- When you register for QGrants, an account is automatically created for you.
- On the **Accounts** tab you can create, edit and view details of your account and accounts you are linked to (e.g. you can create an account for your organisation/club/company and add additional contact people).

**C.10:** Populate the ABN for the organisation you wish to be linked to and click 'Request Link'. Alternatively, if your applicant 'Account ID' is known, you can enter this into the bottom field.

QGrants  
Welcome, Test User DETE Agency Super Usr (zdeasusr) Logout

Accounts Applications Agreements ★ Claims and Reports Payments

**My Accounts** Help

New Account Refresh **Link to existing Organisation** Change login ID and Email

Account ID	Details	Person Responsible	Relationship
64	Test User DETE Agency Super Usr / BRISBANE CITY QL		You
▶ 1010162783	EMPIRE HOLDINGS (QLD) PTY. LTD. / BRISBANE QLD 400	✓	You are a contact
▶ 1010036245	Support Pack KPP Service A / CURRAJONG QLD 405		
▶ 1010036247	Support Pack KPP Org A / MITCHELTON QLD 405		
▶ 1010036248	Support Pack KPP Service B / PROSERPINE QLD 405		
▶ 1010036249	Support Pack KPP Org B / CHELMER QLD 4068		
▶ 1010036250	Support Pack KPP Service C / WONDAI QLD 4606		
▶ 1010036251	Support Pack KPP Org C / MITCHELTON QLD 405		
▶ 1010036303	KPP Testing Org 1 / RACEVIEW QLD 4305		
▶ 1010036304	KPP Testing Service 1 / VICTORIA POINT QLD 4165	✓	

Help

- Accounts refer to people and organisations involved in grant applications.
- When you register for QGrants, an account is automatically created for you.
- On the **Accounts** tab you can create, edit and view details of your account and accounts you are linked to (e.g. you can create an account for your organisation/club/company and add additional contact people).

**Request link to existing Account**

An email will be sent to the person responsible for the account selected, requesting that you be linked

You would like to be:

For organisation with ABN:

Or with account ID:

**Request Link** Cancel

**C.11:** An email will then be sent to the Responsible Officer for approval. If you are not sure who the email has been sent to, please call (07) 3513 6740 for assistance with this step.

Subject: QGrants Link Request

Hi Bob

Jane Smith (email:QKFS.LDC@dete.qld.gov.au) has requested that they be linked as contact person with Sunshine Childcare.

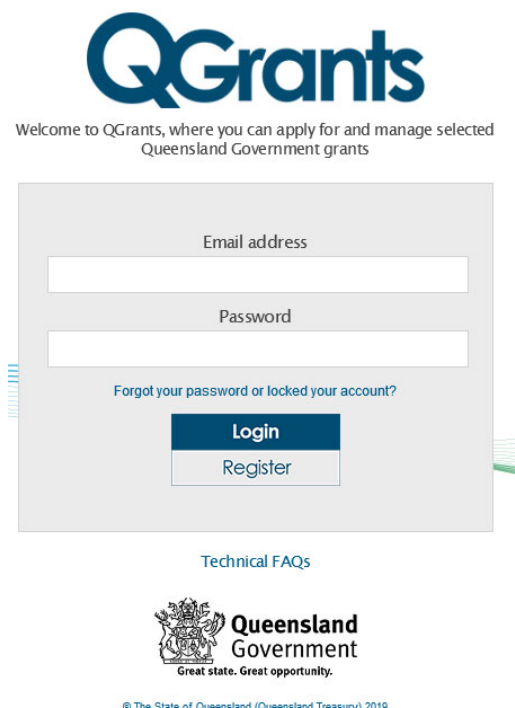
Please follow this link to either accept or reject the request:

[https://qgrants.osr.qld.gov.au/QG\\_LINK\\_REQ\\_VER?GUID=B4B52F00791A121321321321213](https://qgrants.osr.qld.gov.au/QG_LINK_REQ_VER?GUID=B4B52F00791A121321321321213)

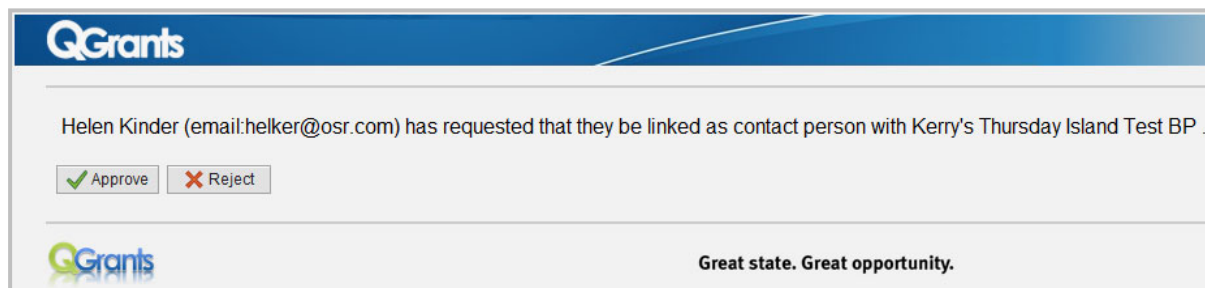
### **Security warning for banking details**

**Contact Officers linked to an Organisation's account will be able to change the organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.**

**C.12:** The verification link from the email will open a logon screen in [QGrants](#). The person responsible for the organisation should 'Logon' to either accept or reject the request.



**C.13:** The responsible person will either need to 'Accept' or 'Reject' the request.



**C.14:** You will receive the below message once the relationship is confirmed

