

How to accept a contract and finalise grant payment

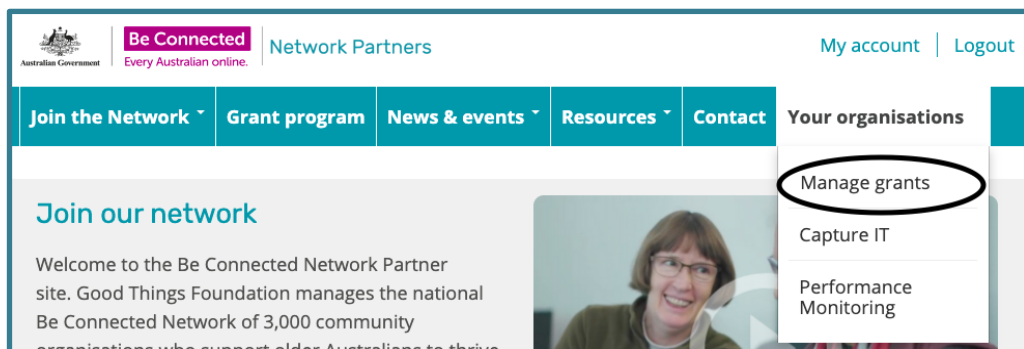
If your organisation has been awarded with a grant from Good Things Foundation Australia, there are a couple of steps you need to follow to receive the funds.

Every organisation who is successful in being awarded with a grant will receive an email confirming your application was successful, and an email with the contract details. Complete the following steps to accept your contract and invoice for the payment to be finalised.

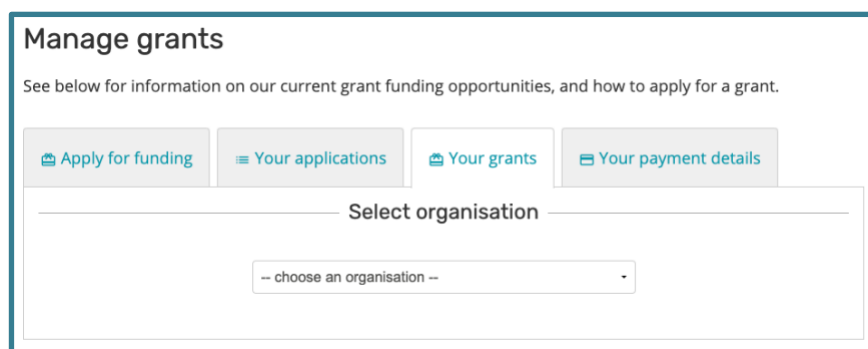
1. Check your payment details
2. Accept your contract
3. Submit your invoice

Step 1. Check Bank Details, Australian Business Number and Goods & Service Tax

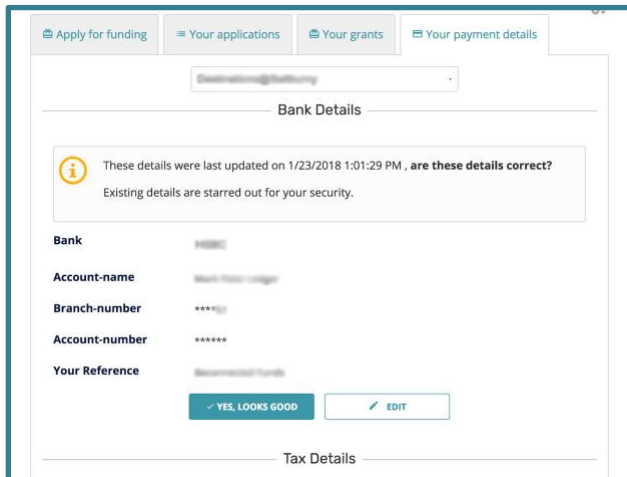
1. Log in to the [Be Connected Network Partner website](#)
2. Hover over the **'Your organisations'** tab, and click through to **'Manage grants'**. This will load the grants page where you can view grant history, previous applications, view open applications and access your payment details.



Four tabs will appear to manage grants:



3. Add or check your bank details by clicking on the **'Your payment details'** tab, and select the relevant organisation from the drop-down menu



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

Dropdown menu: [Organisation]

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 [HSBC]

Account-name [Main Office Ledger]

Branch-number [****]

Account-number [*****]

Your Reference [Recommittal Funds]

[YES, LOOKS GOOD] [EDIT]

Tax Details

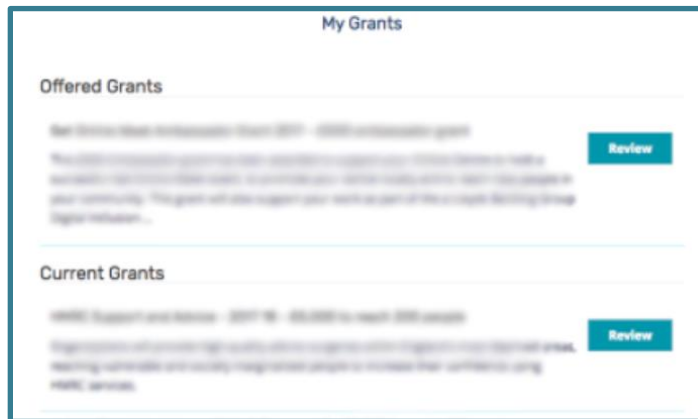
4. Fill out all required bank details, and s will immediately show and a confirmation message will appear.
5. Answer the tax details question, and if you are GST registered please enter your Australian Business Number (ABN), then click '**Update**'. *Please note if you are not registered for GST, you will not be required to provide your ABN here.*

Step 2. Accepting the contract

1. Click on the '**Your grants**' tab, then select the relevant organisation from the drop-down menu
2. This page is split into:
 - Offered Grants
 - Current Grants
 - Historic Grants
 - My Payment History

Contracts waiting to be accepted will be under the heading 'Offered Grants'.

Tip: If at this stage you have not added bank details or updated GST/ABN you will get a prompt to do so. Please revisit Step 1 for guidance on how to do this.



3. Click '**Review**' next to the 'Offered Grant' to view more details. This will take you to the contract page.
4. Read the grant contract, terms and conditions. The contract page shows the details of your contract including:
 - Description of Grant
 - Delivery Details
 - Conditions of Grant
 - Grant funding breakdown
 - Payment/Invoice Details

Please take some time to carefully review the summary along with the Terms and Conditions, to ensure that you agree to the contract. If at this point you see any errors or have any questions, please give us a call or email to discuss on the below details:

E: connect@goodthingsfoundation.org

P: (02) 9051 9292

5. Tick the box to show that you agree to the grant terms, and click '**Confirm**'. You will now see the message change to show the date the contract was accepted.



Tip: The contract will not automatically move to 'Current Grants' and will only move there once the contract period has commenced.

Step 3. Invoicing Good Things Foundation

Once you have accepted the contract online, you need to submit an invoice to Good Things Foundation Australia before payment can be made.

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1. Create an invoice through your organisation's processes, or by downloading and filling in our [invoice template](#) (downloads as .docx).
 2. Include on the invoice the correct funding amount for your grant. If your organisation is GST registered, list the NET, GST Amount and Total Amount including GST separately on the invoice and clearly label it as a **Tax Invoice**.
 3. Include on the invoice Good Things Foundation's correct billing details and our ABN:

Good Things Foundation Ltd
223 Liverpool Street
Darlinghurst
NSW, 2010

ABN: 92618363974

4. Email the invoice to connect@goodthingsfoundation.org. Include in the subject line:
 - your **organisation name**
 - eight digit **organisation ID** (starting with 800...)
 - **grant name** and **funding round** (shown in email notification and on the contract).

If there is anything missing from the invoice we will be in contact with you to amend it.

After we receive a correct invoice and you have accepted your contract online, your grant payment will be processed on the next due payment run, occurring every 2 weeks. You will be notified via email once payment has been made.

Support to accept your grant and submit an invoice

If you have questions at any stage, please get in touch with the Good Things Foundation Australia team using the details below. If there are technical errors, please be prepared to provide details and a screenshot of the issue over email if requested.

E: connect@goodthingsfoundation.org

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