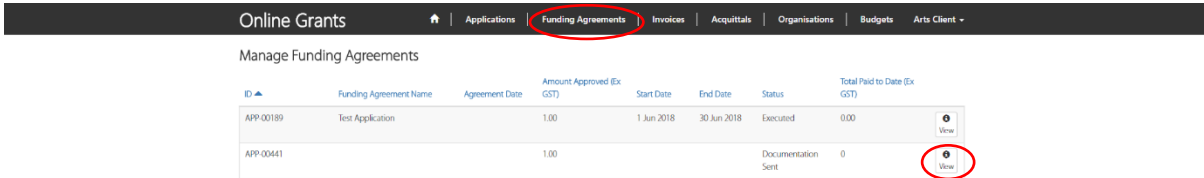


## Arts South Australia Grants Portal FAQ

### How do I upload my funding agreement and invoice?

1. Login to the portal and go to the Funding Agreements tab then click View next to the applicable application, which should show as 'Documentation Sent':



Online Grants | Applications | **Funding Agreements** | Invoices | Acquittals | Organisations | Budgets | Arts Client

Manage Funding Agreements

ID	Funding Agreement Name	Agreement Date	Amount Approved (Ex GST)	Start Date	End Date	Status	Total Paid to Date (Ex GST)	
APP-00189	Test Application		1.00	1 Jun 2018	30 Jun 2018	Executed	0.00	View
APP-00441			1.00			Documentation Sent	0	View

2. Scroll down to Funding Agreement Files and download your Funding Agreement by clicking the document name in blue. Please read the document carefully before signing.



Funding Agreement Files

Sign And Upload

Name	Status	Created On
Individual - \$10K or Less.docx	Arts South Australia Signed	01/08/2018 11:41 AM

3. You then need to upload the PDF signed agreement in full by clicking the Sign and Upload button:

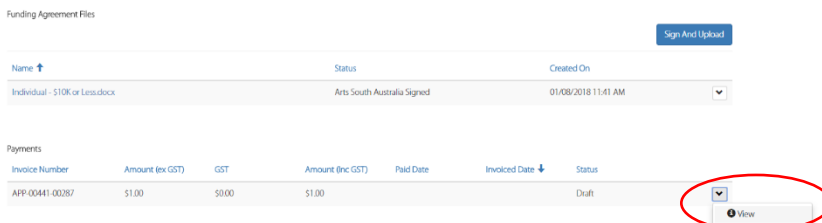


Funding Agreement Files

Sign And Upload

Name	Status	Created On
Individual - \$10K or Less.docx	Arts South Australia Signed	01/08/2018 11:41 AM

4. You now need to upload the applicable invoice, which is located below the 'Funding Agreement Files'. Start by clicking the arrow then View button:



Funding Agreement Files

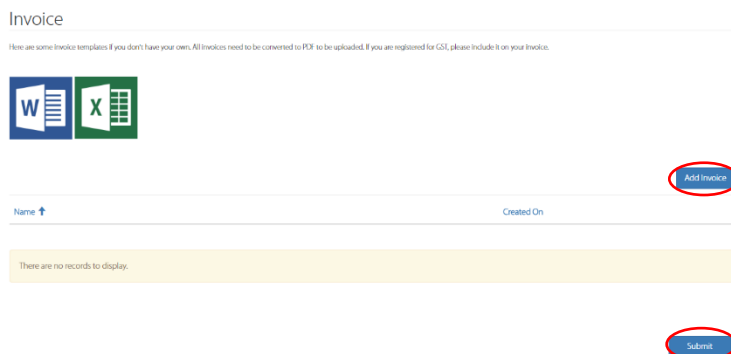
Sign And Upload

Name	Status	Created On
Individual - \$10K or Less.docx	Arts South Australia Signed	01/08/2018 11:41 AM

Payments

Invoice Number	Amount (ex GST)	GST	Amount (inc GST)	Paid Date	Invoked Date	Status
APP-00441-00287	\$1.00	\$0.00	\$1.00			Draft

5. Templates are available to download on this page. Upload your invoice in PDF format by clicking the Add Invoice button. Once uploaded, click Submit:



Invoice

Here are some invoice templates if you don't have your own. All invoices need to be converted to PDF to be uploaded. If you are registered for GST, please include it on your invoices.

Word Excel

Add Invoice

Name

Created On

There are no records to display.

Submit

Arts South Australia will process your paperwork. Please note, payments can take between 2-4 weeks to get deposited into your bank account.