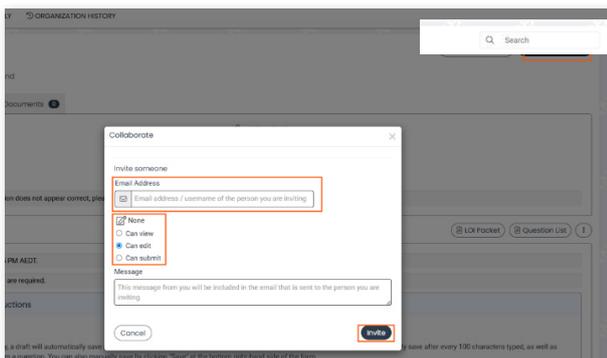


## Collaborating on a grant

The [Greater Melbourne Foundation Grants Portal](#) <sup>↗</sup> provides a collaborator feature, enabling applicants to invite team members or partners to add, edit or submit grant enquiries and applications.

### Invite a collaborator

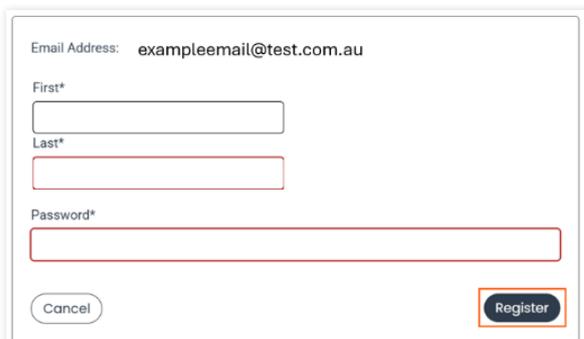
1. From any existing or new grant enquiry click on the 'Collaborate' button in the top right corner of the form. If you have any issues getting into the enquiry or application form, please follow the instructions on ['Apply for a grant'](#) <sup>↗</sup> guide.
2. From the Collaborate pop up
  - enter the email address of the person you would like to invite
  - the permission you wish to grant them; this includes to view, edit or submit the request
  - you can include a message with instructions for the collaborator
3. You can edit the permissions at any time by using the pencil icon in the top right-hand corner of the pop up. Additionally, you can remove their access by clicking on the small cross.
4. If you need to re-send the invite to the collaborator click on the envelope icon.



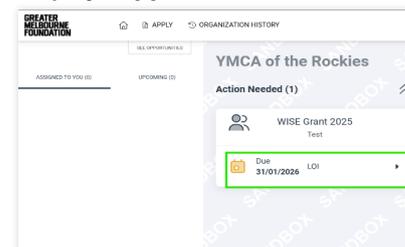
### Steps for the collaborator



- As the invited collaborator, you will receive an email regarding the collaborating request (please check junk folder if not received in inbox). Click **'here'** in the email, which will take you to the login page on the Grants Portal.
1. Login if you have previously registered in the portal or click **'Create New Account'** where you will be prompted to fill in your details and create a password.



2. The collaborate request will appear on the Applicant dashboard under **'Action Needed'**.
3. Click on the small arrow, this will take you to a form to complete the required action, enabling you to collaborate on the grant enquiry / application.



If you have any issues registering or submitting your application, please contact the Grants Team who will be able to assist. [@grants@greatermelbournefoundation.org.au](mailto:grants@greatermelbournefoundation.org.au)