



Using the online grant application portal – Quick tips!

Navigating (moving through) the application form

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the **'My Submissions'** link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

Submitting your application

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

Attachments and support documents

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.



A more detailed guide to SmartyGrants

Some of the features of SmartyGrants are:

- You can save your progress and return to complete your application at a later time or date;
- Your application is stored online, therefore there is nothing for you to save to your own computer, and;
- You can be certain that The Dame Roma Mitchell Trust Fund has received your application when you submit it.

Step 1 - View and Navigate the application form

When you first access SmartyGrants you will be directed to the Department for Child Protection website.

Here you will see all of the rounds that the Dame Roma Mitchell Trust Fund has either currently available or upcoming.

Not logged in. [Log in](#)

City of Clive Funding Programs ← **Funder's name**

Current Rounds

Small Grant Applications 2020 ← **Link to round available including round status, closing date and time and link to further information**

Submissions are now open.
Submissions close 3:00PM 30 June 2020 (AEST).
[Find out more about Small Grant Applications 2020...](#)

Upcoming Rounds ← **Upcoming round showing opening and closing dates**

A Greener Future - Sustainability Grants 2020

Submissions for the A Greener Future - Sustainability Grants 2020 will open at 4:00AM 1 July 2020 (AEST).
Submissions close midnight 30 September 2020 (AEST).
[Find out more...](#)

Clicking on the round's link will take you to the application form. Once there, you will have the following options –

Start a submission, Preview the form or Download preview form

Not logged in. [Log in](#) [Current Rounds](#)

Small Grant Applications 2020

Start a submission Preview the form Download preview form

Submissions are now being accepted. Submissions close at 3:00PM 30 June 2020 (AEST).




To preview the entire application form, simply click on **Preview the Form** which will then show you the form in preview mode.


If you would like a PDF version of the form, please click on **Download preview form** which you will then generate a PDF of the form which you will be able to save locally.

Not logged in. [Log in](#) [Current Rounds](#)

Small Grant Applications 2020

 **Fill Out Now**

This is a preview of the Small Grants Applications 2020 form. When you're ready to apply, click Fill Out Now to begin.

[CLOSE](#) [NEXT PAGE](#) 

Contact Details

***indicates a required field.**

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to {{ Grantmakers: insert hyperlink to your privacy statement. }}

Applicant Organisation Details

What is the applicant's name? *

☐ Individual ☐ Organisation [Clear](#)

Organisation Name

Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and Feedback

NOTE: You can't fill out the form while in preview mode.

In order to complete the form you need to complete Step 2.

You can navigate through the application form either by clicking on buttons above the form to move between individual pages.

[PREVIOUS PAGE](#) [SAVE PROGRESS](#) [SAVE AND CLOSE](#) [NEXT PAGE](#) 

You can also use the navigation bar to jump to specific pages or sections within a page. Depending on the funder's preference, the navigation bar may be either in the top left or top right of the page

Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and Feedback

Review and Submit



Step 2 - Apply and register

When you are ready to start your application, simply click on the **Fill Out Now** button

Small Grant Applications 2020



Preview
the form



Download
preview form

Login and register

Not logged in.

[Current Rounds](#)

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email Address:

*

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

LOG IN

Register

If you haven't registered or started filling in a form, register here.

REGISTER

In order to enable you to fill out the form you must first have an account with SmartyGrants.

Your account details are used solely for the purpose of enabling you to complete your application form and in case the Dame Roma Mitchell Trust Fund needs to contact you.

Once you have registered an account, you will use the same username and password for any additional applications you may create in the future by any grant maker using SmartyGrants.



Handy Tip!

A handy tip is to take note of the web link (URL) / pathway you are using for your application.

This is a unique link to the Dame Roma Mitchell Trust Fund Online Grant Portal.

You might even like to "Bookmark" the link or add the link as a "Favourite" within your internet browser. This can be particularly helpful if you intend applying in future grant rounds!

For New Accounts

Registration

Fields marked with * must be completed.

Your Name: *

Organisation:

Email Address: *

Confirm Email Address: * Re-enter your email address to confirm it.

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Password: *

Confirm Password: * Re-enter your password to confirm it.

By clicking **Register** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

REGISTER

If you do not have an account you will need to provide your details here and create a password.

Passwords must be longer than 8 characters in length and must meet 2 of the following requirements:

- include letters
- include non-alphabetical characters
- include numbers

You will then need to enter your password twice to confirm your password and then click **Register**



Registration

Fields marked with * must be completed.

Your Name: *

Organisation:

Email Address: *

Confirm Email Address: * Re-enter your email address to confirm it.

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Password: *

Confirm Password: * Re-enter your password to confirm it.

By clicking **Register** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Once you have clicked Register an activation email will be sent to the registered email address.

Please go to that email's inbox, find the activation email from 'service@smartygrants.com.au' and click on the link to activate your account.

Not logged in. [Log in](#)

Thank you for registering.

An activation email will be sent to **douglasfarmer@example.com**.

Please follow the link in this email to complete your registration.

If you do not receive an email, please check your spam folder. If you require further assistance, please [contact SmartyGrants](#).



For Existing Accounts

Login

If you're already registered or have started an online form log in here.

Email Address:

*

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

LOG IN

Simply fill in your login details and you will be directed to the Dame Roma Mitchell Trust Fund Grant Portal. Here you will see any current or upcoming rounds.

Have you forgotten your password? Click on the 'forgotten your password?' link. This will ask you to insert what your username (email address) is, this will then send you an email with a reset password url link. Click on the link and you will be prompted to set a new password.

Step 3 - Fill out the application form

Save Progress

It is highly recommended that you click **Save Progress** every 10 to 15 minutes when you are filling out a form.

 PREVIOUS PAGE

 SAVE PROGRESS

 SAVE AND CLOSE

 NEXT PAGE 

For security reasons you will be logged out of your application if **60 minutes** has elapsed and you have not saved your progress or navigated between pages. When you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long time working on one page of the form.

Page Buttons

Using these buttons allows you to navigate between the different pages of a form. You can also Save your progress, or Save and Close your form, in order to return to it at a later time or date.

 PREVIOUS PAGE

 SAVE PROGRESS

 SAVE AND CLOSE

 NEXT PAGE 



Navigation Bar

You can quickly jump to various pages in the application form using the navigation bar.

Form Navigation

1. Contact Details

2. Organisation Details

3. Auspice Information

4. Project Details

5. Inputs (Budget)

6. Certification and Feedback

Review and Submit

Form Questions

Here you can provide your responses to the form questions. The below example is a Project title question along with an Anticipated start and end date question.

Project Details

Project title:

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date

If unknown, provide your best guess or leave blank

Anticipated end date

If unknown, provide your best guess or leave blank

Current Rounds Page

At any time you can return to the grant round homepage by clicking on the **'Current Rounds'** link on the top right hand side of the page.

Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#)

[Current Rounds](#)



Small Grant Applications 2020 — SG20200001

In progress, last saved today, 1:29pm (AEST)

PREVIOUS PAGE

SAVE PROGRESS

SAVE AND CLOSE

NEXT PAGE



Fill in the form

You can now complete the application form by providing the required responses.

Applicant Organisation Details

What is the applicant's name? *

☐ Individual ☒ Organisation [Clear](#)

Organisation Name

ABC Enviro

Title	First Name	Last Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Department / Branch / Faculty

Fremantle

Use this field only if relevant

Applicant Primary Address

South Ter, Fremantle, WA,
6160, Australia

Attaching files

If you are attaching files, you need to allow for sufficient times for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

Please Note: There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

For a full list of supported file types for upload [click here](#)

To attach a file simply follow these steps:

Simply select **Attach a file** choose the file you wish to upload and click **Choose Files**.

Attach a file: No file chosen

The file will begin to upload and the progress bar will be filled in as the file is upload

Please upload a completed Statement of Supplier form

No file chosen No file chosen

Uploading 100%

When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file.

Please upload a completed Statement of Supplier form

Attach a file: No file chosen

Filename ABC Enviro Supplier Statement.docx

File size 546.9 kB

Max 25mb



Navigate between pages

To navigate between pages you can either use the **Navigation Bar** or the **Next Page** and **Previous Page** buttons at the top and bottom of your current page.



Clicking on any these will take you to the appropriate page.

NOTE: Your application form is saved every time you navigate between pages

Save and Close

If at any stage you wish to save your application and close it you can do so by clicking **Save and Close**.



You can return to your application at any time prior to the close date of the grant round and continue your application, simply by logging back into your account per **Step 2**.

Once you log back in you can click on **"My Submissions"** - here you will find a listing of all applications you have begun to fill in and all that are completed.

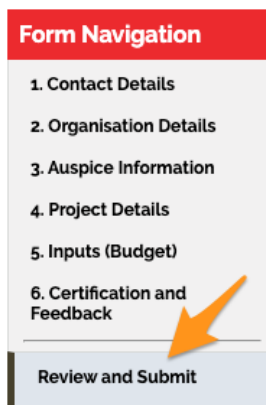
Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#)

[Current Rounds](#)

Step 4 - Review and Submit

Review and Submit

When you have completed the last page of the application form you can click **Review** in the navigation panel.



This will display your application in the way it will appear to the organisation you are submitting it to.



Small Grant Applications 2020 — SG20200002 — Reclaiming the highlands

Submissions are now being accepted. The round closes at 30 June 2020, 3:00pm Australian Eastern Standard Time

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before 30 June 2020, 3:00pm Australian Eastern Standard Time.

[PREVIOUS PAGE](#) [DOWNLOAD PDF](#) [SAVE AND CLOSE](#) [SUBMIT](#)

Contact Details

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to {{ Grantmakers: insert hyperlink to your privacy statement. }}

Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and

This is also a good time to **Save** or **Print** a copy of your application for your own records. Though you can log back into SmartyGrants at any time and view your completed application after having submitted it.

To print a copy of your form before submitting it, click on the "**Download PDF**".

Small Grant Applications 2020 — SG20200002 — Reclaiming the highlands

Submissions are now being accepted. The round closes at 30 June 2020, 3:00pm Australian Eastern Standard Time

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before 30 June 2020, 3:00pm Australian Eastern Standard Time.

[PREVIOUS PAGE](#) [DOWNLOAD PDF](#) [SAVE AND CLOSE](#) [SUBMIT](#)

Contact Details

Privacy Notice

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Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and

IMPORTANT

You will not be able to make any changes to your form after you have submitted it. Should you submit then need to make changes, you will need to contact the Dame Roma Mitchell Trust Fund and ask them to re-open your application.

Once you are satisfied with your application click **Submit**.

[PREVIOUS PAGE](#) [DOWNLOAD PDF](#) [SAVE AND CLOSE](#) [SUBMIT](#)



Problems with your form

If there are any problems with your application, it will not be able to be submitted and any issues will be highlighted (as illustrated below).

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the Submit button when you're ready to submit this form.

This form must be submitted before 30 June 2020, 3:00pm Australian Eastern Standard Time.

DOWNLOAD PDF

CLOSE

SUBMIT



Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

You will have the opportunity to correct the problem by clicking **Go to Page**.

application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Response required.

Go to page



Once you have made corrections, you can return to the **Review and Submit** page and click **Submit Application** again.

Step 5 – Confirmation

Confirmation of submission

When the application is submitted you receive a confirmation message that the application has been received. If you see this message you can be sure that the Dame Roma Mitchell Trust Fund has received your application.

You will also see your application number, which you can use should you need to contact the Dame Roma Mitchell Trust Fund about your application.

Logged in: Dave Bradley (davidb@ourcommunity.com.au) [My Submissions](#) [Log Out](#)

[Current Rounds](#)

Thank you, your submission has been received.

Submission Number: SG20200002

A copy of your submission has been sent to your email address. You can also return and log in to [this site](#) at any time to view or download your submission. If you have any questions please contact us directly.



Confirmation email and PDF attachment

You will also receive a confirmation email when your application is successfully submitted. Attached to the email will be a PDF copy of the form you just submitted.

Submission SG20200002 received

Thank you. Your submission has been received.

Submission Number: SG20200002

A copy of your submission is attached. You can also return to <https://training50.smartygrants.com.au> at any time to view your submission, but now that it is submitted it can not be changed.

Thank you,

The team at SmartyGrants

This is a system generated email relating to an application or registration powered by [SmartyGrants](#).

Viewing / Saving / Printing applications

Download PDF of your application

If you wish to save a copy of your application on your computer, you can download a PDF of your form.

Start by clicking on the **Review** link at the bottom of the navigation box.

Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and Feedback

Review and Submit



Then click the **Download PDF** button at the top of the page, your application will then download as a PDF file.

Small Grant Applications 2020 — SG20200002 — Reclaiming the highlands

Submissions are now being accepted. The round closes at 30 June 2020, 3:00pm Australian Eastern Standard Time

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before 30 June 2020, 3:00pm Australian Eastern Standard Time.

[PREVIOUS PAGE](#) [DOWNLOAD PDF](#) [SAVE AND CLOSE](#) [SUBMIT](#)

Contact Details

Privacy Notice

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Form Navigation

1. Contact Details
2. Organisation Details
3. Auspice Information
4. Project Details
5. Inputs (Budget)
6. Certification and

View submitted application

You must first be **Logged In** to your account in order to view your submitted applications.

Once you are logged in, you will see the **My Submissions** link near name of the person logged in at the top of the screen. Clicking this link will take you to a complete list of all of your submissions including those that are In Progress.

*Note that any submissions you create and/or submit can always be found in the **My Submissions** area (this includes finding any additional forms The Dame Roma Mitchell Trust Fund may ask you to complete).

Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#)

This will display all of your applications, both in progress and submitted.

Your Submissions

Forms In Progress

Small Grant Applications 2020 — SG20200001

[Small Grants Applications 2020](#)
In progress, created on 20 May 2020, due at 3:00PM 30 June 2020 (AEST)

[Start New Submission for Small Grant Applications 2020](#)

Submitted Forms

Test — 00004

[A Form with No Responses](#)
Submitted on 11 October 2019

Small Grant Applications 2018 — SG2018012 — Restore the Historic Greensworth Estate

[Small Grant Applications 2018](#)
Submitted on 18 May 2020



To view your application, simply click on the relevant link under **Submitted Forms**.

Submitted Forms

Test — 00004

 [A Form with No Responses](#)
Submitted on 11 October 2019

Small Grant Applications 2018 — SC 18012 — Restore the Historic Greensworth Estate

 [Small Grant Applications 2018](#)
Submitted on 18 May 2020

Print your application

Once you are viewing the relevant application you simply select the **Download PDF** link at the top of the page.

Your form has been submitted, so you cannot make changes to it.

If you need to notify us of changes to your submission, please contact us directly.



You will then be able to save this PDF locally for your records, print it out if you need a hard copy or so with however you see fit.

Accessing Additional Forms

Any additional forms that you may be asked to complete can be found in the My Submissions area.

The Dame Roma Mitchell Trust Fund will notify you of the need to complete any additional forms and will provide you with a link OR you can simply log into the grant page where you originally applied for funding.

You must first be Logged In to your account.

Once you are logged in, you will see the My Submissions link near the top of the screen, click on this link. Click on the relevant form to complete.

***Note that any submissions you create and/or submit can always be found in the My Submissions area.**



Optional - Update your account details or password

My submissions

To change your account details go to the **My Submissions** page and click on **Update My Details**

ourcommunity.com.au
Where not-for-profits go for help

Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#) [Current Rounds](#)

All your current and past submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password [Update My Details](#)

Your Submissions

Submitted Forms

Update account details

You can change the **Name** and **Organisation** details associated with your account by entering them in the relevant boxes and clicking **Save Changes**

Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#)

Edit Details

Your account

Changes will be visible next time you log in.

Name:

Organisation:

Email address:
clive@example.com

If you need to change your email address, contact service@smartygrants.com.au

[SAVE CHANGES](#)

Your password

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Old password:

New password:

Confirm new password:

[UPDATE PASSWORD](#)



Change your password

To change your password you will need to first enter your old password and then enter your new password twice.

Please note the password must be at least 8 characters long.

Change your email address

To change the email address associated with your account you will need to email service@smartygrants.com.au. **We will need any request to change an email address to be sent from the originally registered email address.** If you are unable to access the originally registered email address, please contact The Dame Roma Mitchell Trust Fund directly as they will be able to change the user of an application submitted to them.

Optional (for support workers only) - Submitting multiple applications

Start another application

To start another application you must return to the grant program page. You can return to the round by clicking on the current rounds link near the top right corner of the form.

Logged in: Dave Bradley (davidb@ourcommunity.com.au) [My Submissions](#) [Log Out](#)

[Current Rounds](#)

Then clicking on the round link within the current rounds page.

David's Environment

Current Rounds

[Small Grant Applications 2020](#)

Submissions are now open.
Submissions close 3:00PM 30 June 2020 (AEST).
[Find out more about Small Grant Applications 2020...](#)

Upcoming Rounds

[A Greener Future - Sustainability Grants 2020](#)

Submissions for the A Greener Future - Sustainability Grants 2020 will open at 4:00AM 1 July 2020 (AEST).
Submissions close midnight 30 September 2020 (AEST)
[Find out more...](#)

You will then be notified that you have already made a submission and be given the option to View Your Submission, Start New Submission, review the form or Download preview form. Click on **Start New Submission** to begin the next application.

Small Grant Applications 2020

You have already made a submission. Click the View your submission icon to review what you submitted.



View Your
Submission



Start New
Submission



Preview
the form



Download
preview form



Multiple applications

To view all of your applications for a grant program and to switch between them you first need to be logged into your account and then click on **My Submissions**.

Logged in: Clive Farmer (clive@example.com) **My Submissions** [Log Out](#)

You can then choose which application you wish to continue, by clicking on the appropriate link.

Logged in: Clive Farmer (clive@example.com) [My Submissions](#) [Log Out](#)

[Current Rounds](#)

All your current and past submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

Your Submissions

Forms In Progress

Small Grant Applications 2020 — SG20200001



Small Grants Applications 2020

In progress, created on 20 May 2020, due at 3:00PM 30 June 2020 ([AEST](#))

[Start New Submission for Small Grant Applications 2020](#)

Submitted Forms

Test — 00001



FAQ's

[Q: I have forgotten my password, how do I reset my password?](#)

[Q: Change my account details or password](#)

[Q: I tried to use the reset password and....](#)

[Q: How often should I save my application form? Is there a timeout limit?](#)

[Q: What file types can I upload into my application or acquittal forms?](#)

[Q: Unable to submit?](#)

[Q: The round has closed, and I can't submit my applications for reason xxxxxx?](#)

[Q: When I log in I do not see my application.](#)

[Q: The date I am trying to enter is not being accepted?](#)

[Q: When registering for an account I don't have an organisation name?](#)

[Q: How does Browser Spellcheck Work?](#)

[Q: How do I download a PDF of my application?](#)

[Q: I was logged out and when I tried to submit my application form. SmartyGrants said the round is now closed but there is still time until the deadline has expired.](#)

And of course, “we” are here to support you!

We understand that guidelines and forms can be complicated. If you need any support, please reach out to us!



1300 650 971



dcpdrtrust@sa.gov.au



Dame Roma Mitchell Grants
Department for Child Protection
Financial Systems & Compliance
GPO Box 1072, ADELAIDE SA 5001