



## Create a project claim – Local Government Grants and Subsidies Program (LGGSP)

Under an approved project, you may receive a 'task' to create a 'project claim' to claim eligible subsidies.

1. Go to the eGrants Portal.
2. In the Portal, go to the 'projects' tab and any 'open' projects will be visible. Choose the project you want to make a claim against by clicking the project name or using the arrow on the far right of the project.

eGrant Portal

Home > Projects

Program Funding Round Project Status

Search

Open Projects - Search

Name ↑	Status	Approved Subsidy (excl. GST)	Project Complete %	Agreement Start Date	Agreement End Date	Funding Round	Program
<a href="#">TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance</a>	Open	\$700,000.00	0.00	06/10/2020	30/09/2021	2020 Local Government Grants and Subsidies Program	⌵
<a href="#">TropRC W4Q 2020 0001</a>	Open	\$1,000,000.00		06/10/2020	30/09/2021	2020 Test Works for Queensland	⌵

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3. Once the 'parent project' is displayed, you can check that the previous 'project report' has been approved by the Department of Local Government, Racing and Multicultural Affairs by clicking on the 'project claim' tab.

eGrant Portal

Home > Projects > Progress Report

Project - TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance

Summary Projects Project Schedule Agreement Progress Report Project Claim Variation Request Project Completion Report

Progress Report Create

Progress Report Name	Project	Start of Reporting Period	End of Reporting Period	% Complete ↑
<a href="#">TropRC LGGSP 2020 0001 : Progress Report-001</a>	TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance	06/10/2020	06/10/2020	Approved

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- Click on the 'create' button.

eGrant Portal

Home > Projects > Project Claim

Project - TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance

Summary | Projects | Project Schedule Agreement | Progress Report | **Project Claim** | Variation Request | Project Completion Report

Project Claim Create

Project Claim Name ↑	Maximum Approved Subsidy	Total Eligible Project cost	Subsidy Due - F=(D*E)/100	Subsidy due this Claim	Total Subsidy Paid To Date	Project Claim Portal Status	Modified On
There are no records to display.							

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- In the 'summary' tab under the subheading 'payment claim', select if the project is a 'second claim'. This step requires photo evidence of the project and acknowledgement signage. A 'final claim' requires a project completion report and supporting information.

eGrant Portal

Home > Projects > Project Claim > **Summary** | Return To Project Summary

Summary | Project Budget | Claim Forecasts | Documents | Declaration

General

**Funding Round \***  
2020 Local Government Grants and Subsidies Program

**Project Title**  
Sewage Treatment Plant - Augmentation to Improve Performance

**Primary Contact**  
New CEO

**Secondary Contact**  
Grant Officer

Payment Claim

**Is Second Claim ? \***  
No

**Is Final Claim ? \***  
No

**Project Work % Completed**  
0.00

Save and Next

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6. Click on 'save and next'.

eGrant Portal | User Management | Expression of Interest | Project | New CEO

Home > Projects > Project Claim > Summary | Return To Project Summary

Summary | Project Budget | Claim Forecasts | Documents | Declaration

**General**

**Funding Round \***  
2020 Local Government Grants and Subsidies Program

**Project Title**  
Sewage Treatment Plant - Augmentation to Improve Performance

**Primary Contact**  
New CEO

**Secondary Contact**  
Grant Officer

**Payment Claim**

**Is Second Claim ? \***  
Yes

**Project Work % Completed**  
0.00

**Is Final Claim ? \***  
No

**Save and Next**

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7. On the 'project budget' tab under 'expenditure to date' you will see 'project components'. The project components are linked to the progress phases you have already reported against in a progress report. To change the amount of expenditure which the Council has spent on each project component click on 'edit'.

If you need to create a new project component associated with costs, click on the 'create' button and add in the amount of expenditure which the Council has spent against the new project component.

eGrant Portal | User Management | Expression of Interest | Project | New CEO

Home > Projects > Project Claim > Project Budget | Return To Project Summary

Summary | Project Budget | Claim Forecasts | Documents | Declaration

**Expenditure to Date**

**Create**

Project Component ↑	Eligible Project Cost (ex GST)	Ineligible Project Cost (ex GST)	Modified On
Construction	\$1,500,000.00		09/10/2020 11:28 AM
Tender	\$7,500.00		09/10/2020 11:29 AM

**Edit**

**Third Party Contribution**

**Create**

Third Party Contributor ↑ | Contribution Description | Status | Amount | Modified On

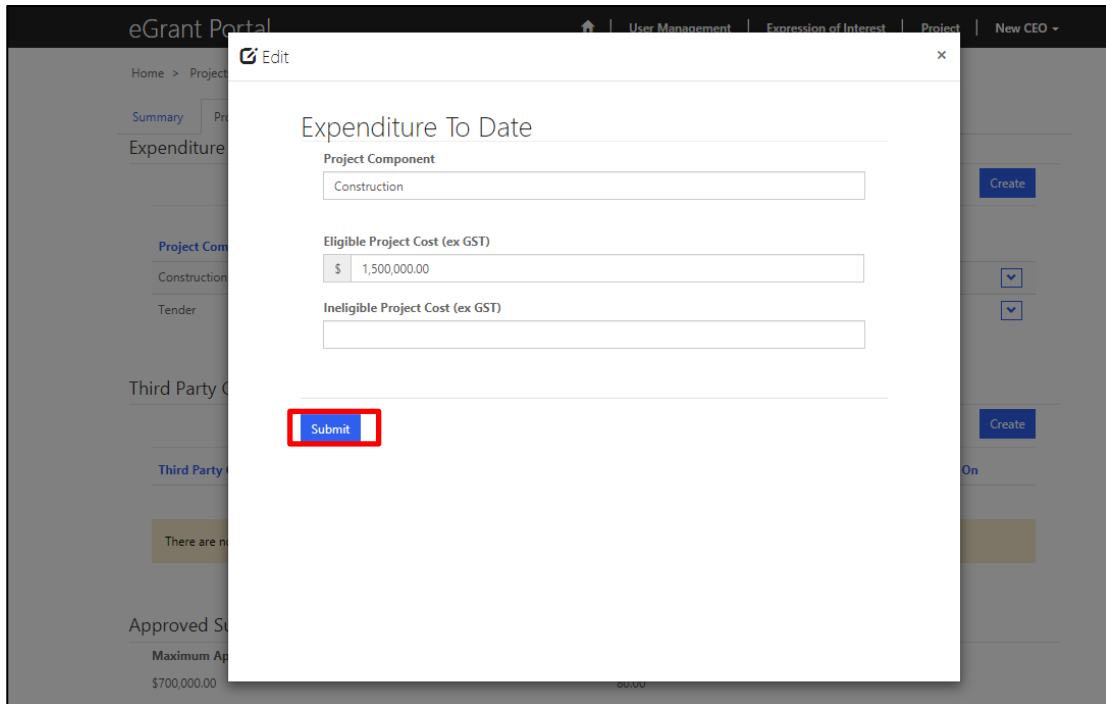
There are no records to display.

**Approved Subsidy**

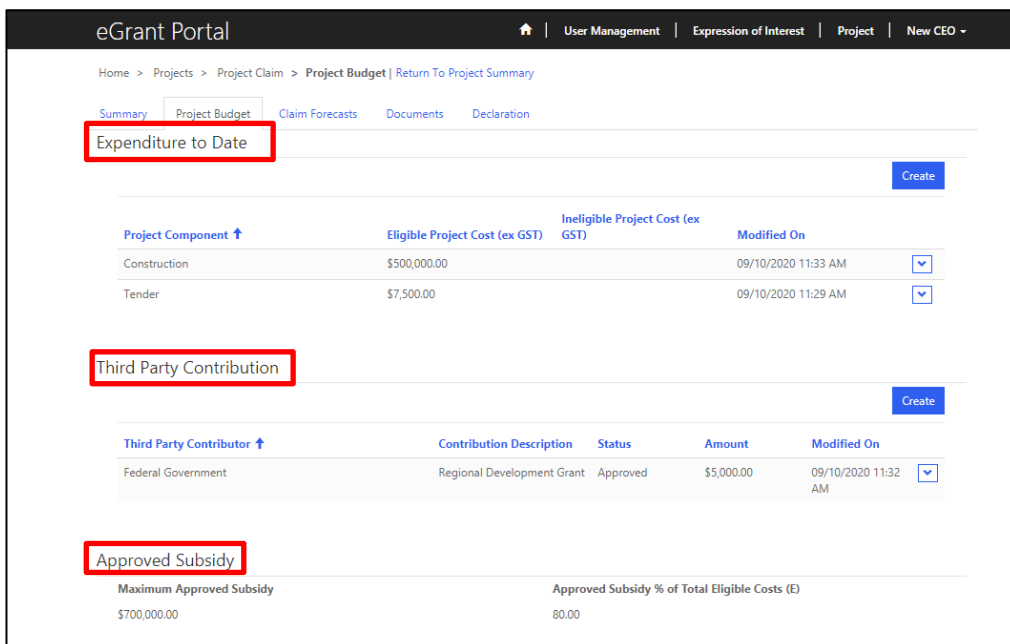
Maximum Approved Subsidy	Approved Subsidy % of Total Eligible Costs (E)
\$700,000.00	80.00

- Amending/entering expenditure in the 'expenditure to date' for a project component, a pop-out will open. Amend or enter the new project costs (excluding GST) as well as any 'ineligible project costs' which Council has expended to date. Click on 'submit'.

NB: the amount that has been entered will automatically calculate your subsidy due under this claim.



- Please add to the 'third party contribution' if you have received any. By adding 'third party contribution' this will reduce your eligible subsidy.



10. Click on the 'calculate' button to update 'breakdown of project cost'.

The screenshot shows a web interface with two main sections: 'Approved Subsidy' and 'Breakdown of Project Cost'. In the 'Approved Subsidy' section, 'Maximum Approved Subsidy' is \$700,000.00 and 'Approved Subsidy % of Total Eligible Costs (E)' is 80.00. The 'Breakdown of Project Cost' section contains a table with the following data:

Category	Value	Category	Value
Total Project Cost (A)	\$7,500.00	Total Ineligible Cost (B)	\$0.00
Total Third Party Contribution (C)	\$5,000.00	Total Eligible Project Cost (D=A-B-C)	\$2,500.00
Subsidy Due - $F=(D*E)/100$	\$2,000.00		
Total Subsidy Paid To Date	\$210,000.00	Eligible Vendor Cost (G=D-F)	\$500.00
Subsidy Due This Claim *	\$0.00	Total Vendor Cost (H=B+G)	\$500.00

At the bottom of the 'Breakdown of Project Cost' section, there is a blue 'Calculate' button with a refresh icon, which is highlighted with a red box. Below it is a 'Save and Next' button. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

11. After the 'calculate' button, the total project cost, subsidy due and subsidy due this claim will be updated.

The screenshot shows the same web interface as above, but after clicking the 'Calculate' button. The 'Calculate' button is now highlighted with a blue box. The data in the 'Breakdown of Project Cost' table has been updated:

Category	Value	Category	Value
Total Project Cost (A)	\$507,500.00	Total Ineligible Cost (B)	\$0.00
Total Third Party Contribution (C)	\$5,000.00	Total Eligible Project Cost (D=A-B-C)	\$502,500.00
Subsidy Due - $F=(D*E)/100$	\$402,000.00		
Total Subsidy Paid To Date	\$210,000.00	Eligible Vendor Cost (G=D-F)	\$100,500.00
Subsidy Due This Claim *	\$192,000.00	Total Vendor Cost (H=B+G)	\$100,500.00

The 'Calculate' button, 'Total Project Cost (A)', 'Subsidy Due -  $F=(D*E)/100$ ', and 'Subsidy Due This Claim \*' are all highlighted with red boxes. The 'Save and Next' button remains at the bottom. The footer is the same as in the previous screenshot.

12. Click on 'save and next'.

**Approved Subsidy**

<b>Maximum Approved Subsidy</b>	<b>Approved Subsidy % of Total Eligible Costs (E)</b>
\$700,000.00	80.00

**Breakdown of Project Cost**

[Calculate](#)

<b>Total Project Cost (A)</b>	<b>Total Ineligible Cost (B)</b>
\$507,500.00	\$0.00
<b>Total Third Party Contribution (C)</b>	<b>Total Eligible Project Cost (D=A-B-C)</b>
\$5,000.00	\$502,500.00
<b>Subsidy Due - F=(D*E)/100</b>	
\$402,000.00	
<b>Total Subsidy Paid To Date</b>	<b>Eligible Vendor Cost (G=D-F)</b>
\$210,000.00	\$100,500.00
<b>Subsidy Due This Claim *</b>	<b>Total Vendor Cost (H=B+G)</b>
\$192,000.00	\$100,500.00

[Save and Next](#)

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13. In the 'claim forecast' tab, review each forecast. You can credit, edit and delete forecasts.

NB: the forecast will be carried over from the last 'progress report' submitted by Council and approved by the Department of Local Government, Racing and Multicultural Affairs. The forecasts will need to equal the remaining subsidy (excluding what is due this claim).

**eGrant Portal** User Management | Expression of Interest | Project | New CEO

Home > Projects > Project Claim > **Claim Forecasts** | [Return To Project Summary](#)

[Summary](#) | [Project Budget](#) | **Claim Forecasts** | [Documents](#) | [Declaration](#)

Project Claim Saved Successfully!

**Claim Forecasts** [Create](#)

Forecast Number	Future Claim Date ↑	Type	Claim Amount	Remarks	Modified On
Forecast-002	31/12/2020	Forecast	\$15,000.00		09/10/2020 11:40 AM
Forecast-003	24/02/2021	Forecast	\$35,000.00		09/10/2020 11:41 AM
Forecast-001	23/06/2021	Forecast	\$15,000.00		09/10/2020 11:40 AM

Edit  
 Delete

[Save and Next](#)

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14. To edit the forecast, a pop-out will appear, add in new forecast amount and click on 'submit'.

The screenshot shows an 'Edit' modal window overlaid on the eGrant Portal interface. The modal contains the following fields:

- Future Claim Date \***: 31/12/2020
- Type**: Forecast
- Claim Amount \***: \$ 15,000.00
- Remarks**: (empty text area)

A red rectangular box highlights the 'Submit' button located at the bottom left of the modal window.

15. Once all forecasts have been updated, click on 'save and next'.

The screenshot shows the 'Claim Forecasts' page in the eGrant Portal. A green message bar at the top indicates 'Project Claim Saved Successfully!'. Below this is a table listing the claim forecasts:

Forecast Number	Future Claim Date ↑	Type	Claim Amount	Remarks	Modified On
Forecast-002	17/12/2020	Forecast	\$15,000.00		09/10/2020 11:46 AM
Forecast-003	24/02/2021	Forecast	\$35,000.00		09/10/2020 11:41 AM
Forecast-001	23/06/2021	Forecast	\$15,000.00		09/10/2020 11:40 AM

A red rectangular box highlights the 'Save and Next' button located at the bottom left of the page.

16. On the 'documents' tab, for a second claim/payment photo/s of the project and acknowledgement signage must be attached. You may also want to provide additional supporting documentation which has not been provided or has been requested by the Department of Local Government, Racing and Multicultural Affairs.

17. Once completed (or if there are no documents to attach), click on 'save and next'.

The screenshot shows the 'Documents' tab in the eGrant Portal. At the top, there is a navigation bar with 'Home > Projects > Project Claim > Documents | Return To Project Summary'. Below this, there are tabs for 'Summary', 'Project Budget', 'Claim Forecasts', 'Documents', and 'Declaration'. A green message bar says 'Project Claim Saved Successfully!'. Under the 'Upload Documents' section, there is a table with columns: Name, File Name, Type, and Notes. One document is listed: 'Signage erected with Mayor' with file name 'W4Q Sign-River Bank Rock Protection (1).JPG' and type 'Signage'. Below the table, there is a note: 'Please Save, if the document link doesn't appear.' and a blue button labeled 'Save and Next' which is highlighted with a red box. At the bottom, there is a footer with 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

18. On the 'declaration' tab, select a response via the drop down for 'is signage attached?' and 'supporting document attached?'.

The screenshot shows the 'Declaration' tab in the eGrant Portal. At the top, there is a navigation bar with 'Home > Projects > Project Claim > Declaration | Return To Project Summary'. Below this, there are tabs for 'Summary', 'Project Budget', 'Claim Forecasts', 'Documents', and 'Declaration'. A green message bar says 'Project Claim Saved Successfully!'. Under the 'Declaration' section, there are two dropdown menus. The first is labeled 'Is Signage attached? \*' and has 'No' selected. The second is labeled 'Supporting Document Attached? \*' and also has 'No' selected. These two dropdown menus are highlighted with a red box. Below them is a text area labeled 'Other Supporting Document'.

19. If required, you can enter additional information under 'other supporting document'.

The screenshot shows the 'Declaration' tab in the eGrant Portal. At the top, there is a navigation bar with 'Home > Projects > Project Claim > Declaration | Return To Project Summary'. Below this, there are tabs for 'Summary', 'Project Budget', 'Claim Forecasts', 'Documents', and 'Declaration'. A green message bar says 'Project Claim Saved Successfully!'. Under the 'Declaration' section, there are two dropdown menus. The first is labeled 'Is Signage attached? \*' and has 'No' selected. The second is labeled 'Supporting Document Attached? \*' and also has 'No' selected. Below these is a text area labeled 'Other Supporting Document' which is highlighted with a red box.



20. To 'authorise' the 'project claim'

- select 'yes' for authorisation required
- click on the magnifying glass icon to look up the 'delegated officer' who will approve the submission of the payment claim.

Authorisation required

Yes

Delegate Officer

Position

Authorisation

To be signed by Chief Executive Officer or an appropriately authorised delegate.

By submitting this project claim, the Vendor acknowledges, and I certify that:

- I have the appropriate authorisation to submit this claim to the State;
- The information contained in the claim is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State;
- I have met the claim requirements detailed in the Project Funding Agreements.

Acceptance

I understand and accept these terms and conditions.\*

Save

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21. 'Choose' the delegate from the list. Only delegates will show and the first option is always preselected. Click in the 'white space' to the left of the delegate's name.

Full Name	Email	Business Phone	Parent Vendor
Iam Delegate	idelegate@troprc.qld.gov.au	07 3333 3333	Tropical Regional Council
New CEO	ceo@troprc.qld.gov.au	07 3333 3333	Tropical Regional Council

Select Cancel Remove value

22. Click 'select'.

✓	Full Name ↑	Email	Business Phone	Parent Vendor
✓	Iam Delegate	idelegate@troprc.qld.gov.au	07 3333 3333	Tropical Regional Council
	New CEO	ceo@troprc.qld.gov.au	07 3333 3333	Tropical Regional Council

Buttons: Select, Cancel, Remove value

The 'delegate officer' and 'position' fields will update. NB: If you are not a 'delegate officer', you **do not** have the permissions to authorise the 'project claim'.

23. Click on 'save'.

Authorisation required: Yes

Delegate Officer: New CEO

Position: CEO

Authorisation

To be signed by Chief Executive Officer or an appropriately authorised delegate.

By submitting this project claim, the Vendor acknowledges, and I certify that:

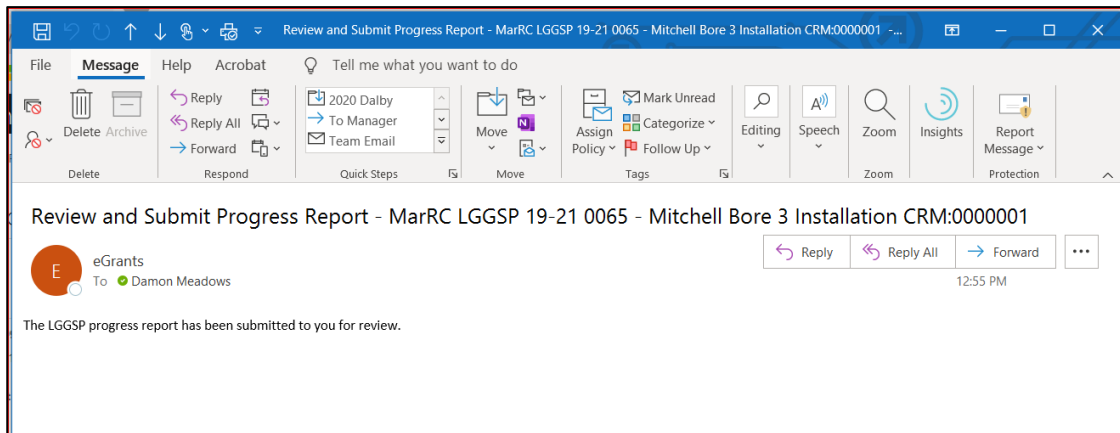
- I have the appropriate authorisation to submit this claim to the State;
- The information contained in the claim is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State;
- I have met the claim requirements detailed in the Project Funding Agreements.

Acceptance

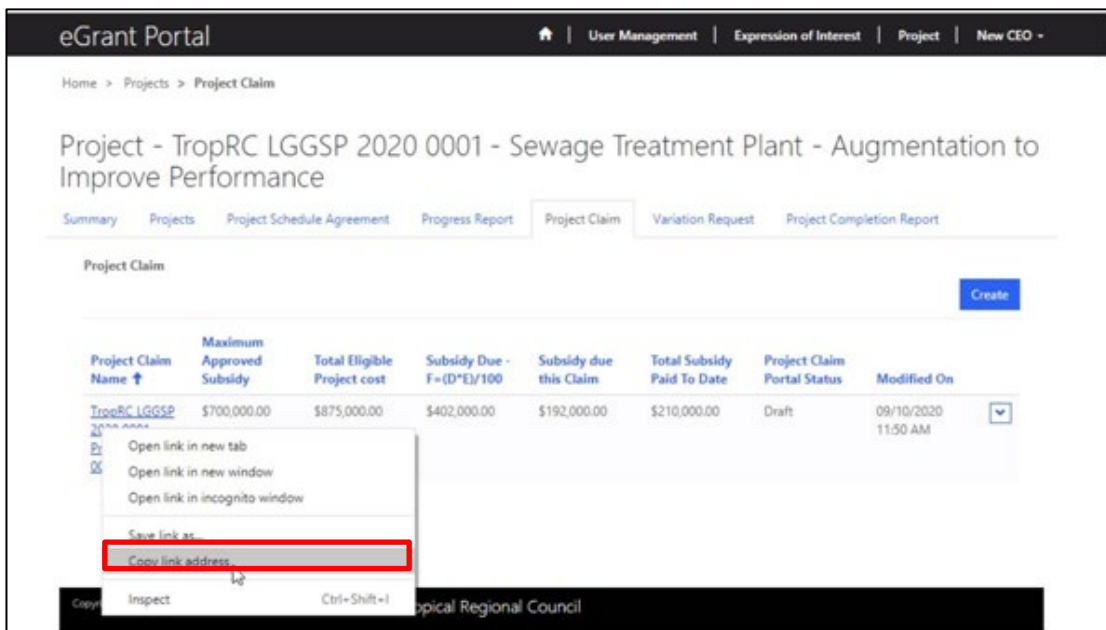
I understand and accept these terms and conditions.\*

Buttons: Save

24. You should now advise the delegate that a 'project claim' is ready for review and approval. The system will automatically send an email, informing the delegate officer that a project claim is ready for review and approval.



25. Alternatively, you can send a link to the delegate officer by email. To do this, right-click on the 'Project Claim' name link and select 'copy link address'. This can be 'pasted' into an email.



26. The delegate can open the link and then open the 'project claim' to review all details.

The screenshot shows the 'Project Claim' page in the eGrant Portal. The breadcrumb trail is 'Home > Projects > Project Claim'. The page title is 'Project - TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance'. There are several tabs: 'Summary', 'Projects', 'Project Schedule Agreement', 'Progress Report', 'Project Claim' (selected), 'Variation Request', and 'Project Completion Report'. A 'Create' button is visible in the top right. Below the tabs is a table with the following columns: 'Project Claim Name', 'Maximum Approved Subsidy', 'Total Eligible Project cost', 'Subsidy Due - F=(D\*E)/100', 'Subsidy due this Claim', 'Total Subsidy Paid To Date', 'Project Claim Portal Status', and 'Modified On'. The table contains one row with the following data: 'TropRC LGGSP 2020 0001 : Project Claim-001', '\$700,000.00', '\$875,000.00', '\$402,000.00', '\$192,000.00', '\$210,000.00', 'Draft', and '09/10/2020 11:50 AM'. The 'Project Claim Name' column is highlighted with a red box. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

Project Claim Name	Maximum Approved Subsidy	Total Eligible Project cost	Subsidy Due - F=(D*E)/100	Subsidy due this Claim	Total Subsidy Paid To Date	Project Claim Portal Status	Modified On
TropRC LGGSP 2020 0001 : Project Claim-001	\$700,000.00	\$875,000.00	\$402,000.00	\$192,000.00	\$210,000.00	Draft	09/10/2020 11:50 AM

27. The delegate is the authorised officer to submit the project claim and should review the claim before submitting (note the details of the authorisation). Navigate using the 'tabs'.

The screenshot shows the 'Summary' page in the eGrant Portal. The breadcrumb trail is 'Home > Projects > Project Claim > Summary | Return To Project Summary'. There are several tabs: 'Summary' (selected), 'Project Budget', 'Claim Forecasts', 'Documents', and 'Declaration'. The 'Summary' tab is highlighted with a red box. Below the tabs is the 'General' section with the following fields: 'Funding Round \*' (2020 Local Government Grants and Subsidies Program), 'Project Title' (Sewage Treatment Plant - Augmentation to Improve Performance), 'Primary Contact' (New CEO), and 'Secondary Contact' (Grant Officer). Below the 'General' section is the 'Payment Claim' section with the following fields: 'Is Second Claim ? \*' (Yes), 'Project Work % Completed' (0.00), and 'Is Final Claim ? \*' (No). A 'Save and Next' button is visible at the bottom. The footer contains 'Copyright © 2020. All rights reserved.' and 'Tropical Regional Council'.

28. After the delegate has reviewed the project claim, go to the 'Declaration' tab and tick the 'acceptance' box. The button will then change from 'save' to 'submit'. Click on 'submit'.

Authorisation required  
Yes

Delegate Officer  
Iam Delegate

Position  
Finance Manager

**Authorisation**

To be signed by Chief Executive Officer or an appropriately authorised delegate.

By submitting this project claim, the Vendor acknowledges, and I certify that:

- I have the appropriate authorisation to submit this claim to the State;
- The information contained in the claim is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State;
- I have met the claim requirements detailed in the Project Funding Agreements.

Acceptance  
 I understand and accept these terms and conditions.\*

**Submit**

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