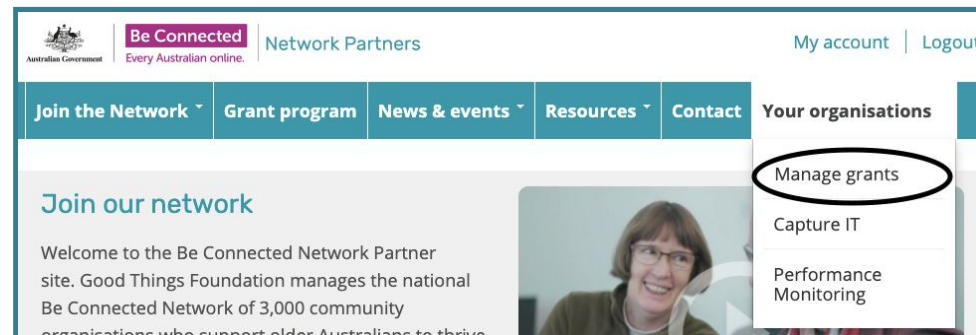


How to accept a contract and finalise grant payment

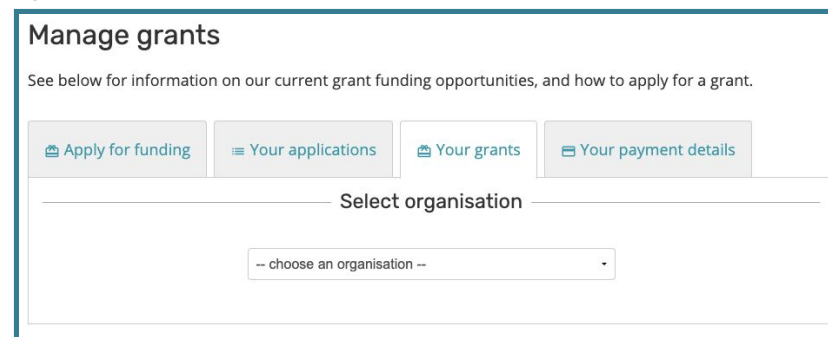
Congratulations, you have been awarded a grant with Good Things Foundation! You should have now received an email confirming your application was successful, and an email with the contract details. You now need to complete the following steps to accept your contract and invoice for the payment to be finalised.

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

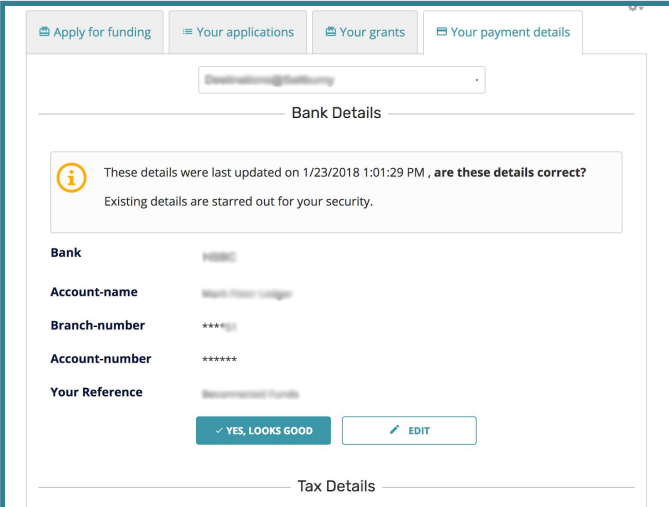
1. Log into the [Be Connected Network Partner website](#)
2. Hover over the **'Your organisations'** tab, and click through to **'Manage grants'**. This will load the grants page where you can view grant history, previous applications, view open applications and access your payment details.



Four tabs will appear to manage grants:



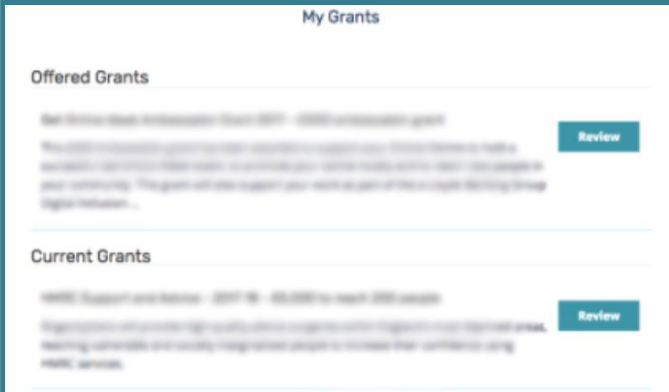
3. Add or check your bank details by clicking on the **'Your payment details'** tab, and select the relevant organisation from the drop-down menu
4. Fill out all required bank details, and click **'Update'**. Details will immediately show and a confirmation message will appear.
5. Answer the tax details 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.*



Section 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 to be accepted will be in the 'Offered Grants' section - Click **'Review'** to view more details and accept



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

3. 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:
connect@goodthingsfoundation.org
(02) 9051 9292

Once you agree to the terms of the grant, tick that you agree to the grant terms, and click '**Confirm**'. You will now see the message change to confirm when the contract was accepted.



Please note, the contract will not automatically move to 'Current Grants' and will only move there once the contract period has commenced.

Section 3. Invoicing Good Things Foundation

1. Once you have accepted the contract, you will need to invoice Good Things Foundation before payment can be made. Create an invoice through your organisation's processes, or by using our [invoice template](#).
2. On the invoice, be sure to include the correct funding amount (including GST in the final amount if your organisation is GST registered), and Good Things Foundation's correct billing details, including our ABN, as below:

Good Things Foundation Ltd
223 Liverpool Street
Darlinghurst
NSW, 2010

ABN: 92618363974

3. Email the invoice to connect@goodthingsfoundation.org. In the subject line please include your **organisation name**, eight digit **organisation ID** (starting with 800...), as well as the **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. Once we receive a correct invoice, 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.

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

connect@goodthingsfoundation.org

(02) 9051 9292