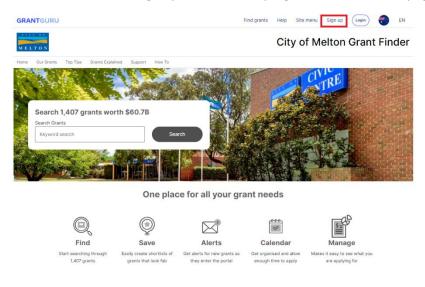


How to guide: Grant Guru

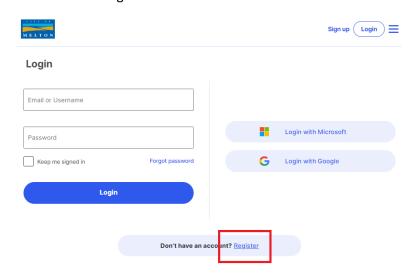
Part 1: Registration

Before you can access GrantGuru, all users must create an account. To do so, use these 4 easy steps.

- 1 Go to the GrantGuru website: https://grantguru.com/au/melton
- 2 Click on the 'Sign up' tab on the top right-hand side of the page.

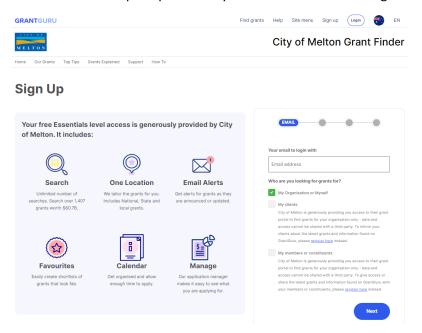


3 Select register



(03 9747 7200

4 Follow the prompts to add your relevant details and agree to the terms of use.

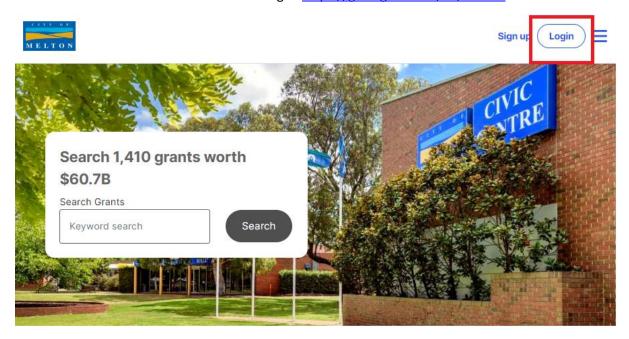


Well done! You now are registered and logged into Grant Guru.

Part 2: Using GrantGuru

GrantGuru can help you search and filter for grants that are available for your individual circumstance. To do so, use these 7 easy steps.

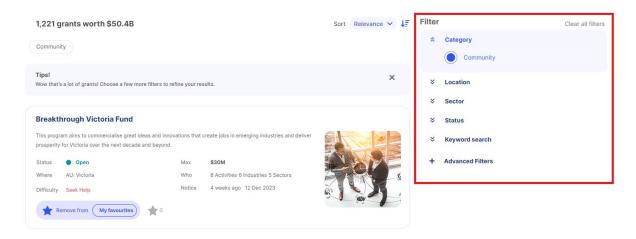
1 Go to the GrantGuru website and login: https://grantguru.com/au/melton



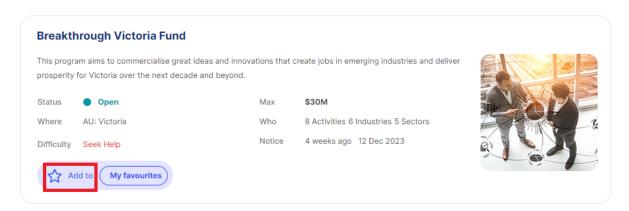
2 Once logged in, select 'Find Grants' on the top panel.



3 Filter the list of grant options by using the panel on the right-hand side.



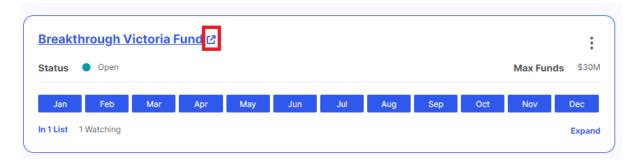
4 View the list of grants available and shortlist which grants are most appropriate by selecting the Add to My Favourites button.



View your list of favourites by selecting MyGrantSpace and click on Favourites in the dropdown.



6 For more information on a grant, use the icon.



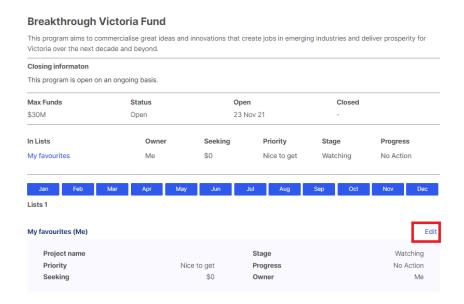
7 To apply for the grant, scroll down on the grant information page and select the link to the program website. You will need to follow the prompts of the grant provider to apply.

Part 3: Helpful Tips!

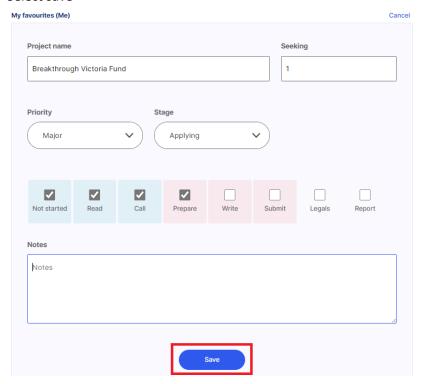
- ✓ We suggest that you do not use the keyword search as it will only show grant options that have that keyword included in the description.
- ✓ To change the language from English, use the icon in the top right hand corner EN
- ✓ You can use GrantGuru to help keep track of which grants you have applied for, won and prioritise. To do so, follow these 3 steps:
 - 1. Go to favourites and select the three dots on the grant you would like to update, and choose edit from the drop down



2. On the next page, select edit and complete the tracking prompts.



3. Select save



Part 4: Further training

For a more comprehensive training on GrantGuru visit:

 $\underline{\text{https://www.melton.vic.gov.au/Online-Forms/Community-Training-online-registration-form}}$

Select from the drop-down 'Training for GrantGuru'.