## Before you begin

Before applying for an Establishment Grant, ensure that you have read the Program Guidelines on the Community Languages Schools Program website.

**Prepare your application and gather required documents**

- Ensure you have all documentation ready before starting your application, e.g., Students' attendance records, updated insurance policy, updated worker's compensation details, etc.
- Documents must be in one of the following file formats: jpg, jpeg, png, doc, docx, or pdf.
- File names should be limited to 30 characters and include both the document name and the year, e.g., Public Liability Insurance 2025.

**Completing your application**

An **Establishment Grant** application can be submitted **once** per organisation unless a previous application was rejected, or an exception is granted by the Program.

**Important:** The **Organisation Information** and **Committee Details** sections are in **read-only format (cannot be edited)**. Each section includes a link to an online form where you can provide details outside the portal. These details will be added on the portal on behalf of your organisation during the application process.

- This form should be completed **as soon as possible**, as your grant application **cannot be submitted** until the updated details are verified by you.
- The **current Head of Organisation and licence holder** will be notified by email once the details have been updated.
- You can continue working on other sections of your grant application on the portal after completing the online form.
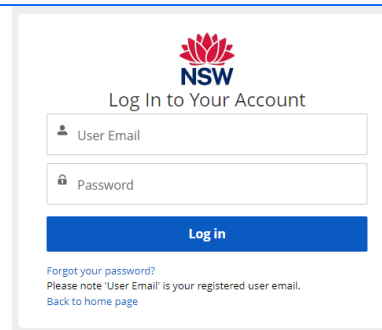
**Additional Information**

- You can **save and resume** a draft application.
- You can **unsubmit** an application at any time before the due date.
- All fields marked with a **red asterisk (*)** are **mandatory** and must be completed throughout the portal.
- It is recommended to use **Google Chrome** when accessing the portal for the best experience.

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E: commlang@det.nsw.edu.au

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| | |
|---|---|
| 1. Go to the Community Languages Schools Program portal page and click **Log in**.<br><br>On the **Log in to Your Account page**, enter your **User Email** and **Password**.<br><br>Click **Log in**. | NSW<br>Log In to Your Account<br>User Email<br>Password<br>**Log in**<br>Forgot your password?<br>Please note 'User Email' is your registered user email.<br>Back to home page |
| 2. To start the Establishment Grant application, click **Read more & Apply** in the Establishment Grant tile.<br><br>**Note:** If you have already started an application, go to 'My Draft Applications in Current Year' at the top right of the screen.<br><br>Click on the blue link under 'My Draft Applications in Current Year'. Then go to section 5 on page 3 of this user guide. | Accepting Applications<br>2025 Establishment Grant<br>This is a one-off grant of $2,500 for organisations that are setting up language classes for the first time.<br>Read more & Apply<br><br>**My Draft Applications in Current Year**<br>**2025 Establishment Grant Application**<br>2025 Establishment Grant |
| 3. Carefully review the **Establishment Grant Program Details.**<br><br>Click **Apply** to proceed. | **Program Description**<br>This is a one-off grant of $2,500 for organisations that are setting up language classes for the first time. The aim of the grant is to help new community language schools in their first year.<br><br>**Who Can Apply?**<br>You may receive an establishment grant if your community language school:<br>1. is located more than two kilometres away from any other community language school which teaches the same language<br>2. has been operating for at least two months using a teaching program<br>3. normally has a minimum of 20 school-aged students enrolled (schools outside a metropolitan area with less than 20 students may be eligible for funding in some circumstances)<br><br>**Program Details**<br>This is a one-off grant of $2,500 for organisations that are setting up language classes for the first time. The aim of the grant is to help new community language schools in their first year.<br><br>Current Program Status: Accepting Applications<br>Apply<br>**Important Dates** |

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| | |
|---|---|
| 4. A **Start Application Process** message will display.<br><br>Click **Next** to proceed.<br><br>**Note:** If an error message is displayed, you will not be able to proceed. Please contact the Community Languages Schools Program for support if you see this message. | **Start Application Process**<br>Are you ready to begin the application process for the 2023 Establishment Grant? You will be able to save your progress for each section and resume completion at a later date.<br>**If you are ready, please click "Next".**<br><br>Cancel                                 [Next] |
| 5. **Complete Your Application**<br><br>This application requires you to complete six sections:<br>   i.    Organisation Information<br>   ii.   Committee Details<br>   iii.  School Locations<br>   iv.  Teacher Details<br>   v.   Student Details<br>   vi.  Upload Documents<br><br>Click **Get Started** to start completing each section.<br><br>The **Section Status** will display as **In Progress** if it has been started but not completed. If you review/update any section, you will need to **Submit** the section, or it will display as **In Progress**.<br><br>The **Section Status** for **ALL** sections must display as **Completed** before you can submit your application.<br><br>**Note:** The **School Locations** section should be completed before the **Teacher Details** and **Student Details** sections. | **Complete Your Application**<br>This is your workspace for preparing your application. Once all sections have been completed and saved, the Submit My Application button will display.<br><br>**Organisation Information**<br>In this section, verify that data about you and your Organisation is correct.<br>SECTION STATUS: Not Started  [Get Started]<br><br>**Committee Details**<br>In this section, verify that data about Committee Members is correct.<br>SECTION STATUS: Not Started  [Get Started]<br><br>**School Locations**<br>In this section, add all the details of all the schools operating under this Organisation.<br>SECTION STATUS: Not Started  [Get Started]<br><br>**Teacher Details**<br>In this section, add the details of all teachers in each School Location.<br>SECTION STATUS: Not Started  [Get Started]<br><br>**Student Details**<br>In this section, update/add the details of all students in each School Location.<br>SECTION STATUS: Not Started  [Get Started]<br><br>**IMPORTANT**: The School Locations section **must** be completed **before** the Student Details section can be attempted. The School Locations section status should first display as 'Completed'.<br><br>**Upload Documents**<br>In this section, upload the required documents needed to complete your application.<br>SECTION STATUS: Not Started  [Get Started] |

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6. **Organisation Information**

The Organisation Information section is provided in **Read only format (cannot be edited)** for review. The details shown have been pre-populated from your organisation's Expression of Interest application.

If these contact details are up to date and there are no missing fields, tick **The contact details for the Head of Organisation are current** and **I verify the information above is correct** checkboxes. Then Click **Submit** to proceed.

**OR**

If any fields are incorrect, out of date or incomplete, the Head of Organisation or licence holder should complete the **Head of Organisation update details online form** by using the online form link provided on this page.

Once the details are updated in the portal, the Head of Organisation and licence holder will receive an email notification. This process may take up to 48 hours.

After receiving the email, review the updated details in the portal. If all details are correct, tick **The contact details for the Head of Organisation are current** and **I verify the information above is correct** checkboxes.

Click **Submit** to proceed.

Organisation Information

Organisation Name

BOWEN & XY PTY LTD

˅ Head of Organisation

This section is in **Read Only** format. Please review all details below. If all information is correct, click verify and submit. If any information requires updating or if any fields are incomplete (highlighted in RED), you **must** complete this online form.

* Title

Ms

* First Name

Loyal

* Last Name

Sincere

* Email Address

wafasaboune@optusnet.com.au

* Contact Phone

(04) 2356 7486

* Mobile Phone

0423 567 486

☐ The contact details for the Head of Organisation is current

☐ I verify the information above is correct

Submit

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7. **Committee Member Details**

The Committee Member Details section is in **Read only format (cannot be edited)**.

The Head of Organisation or licence holder should complete the **Committee Members update details online form** by using the online form link provided on this page.

Once the details are updated in the portal, the Head of Organisation and licence holder will receive an email notification. This process may take up to 48 hours.

After receiving the email, review the updated details in the portal. If all details are correct, tick **I verify the information above is correct** checkboxes.

Click **Submit** to proceed.

You can continue to work on other sections of your grant application on the portal after completing this form.

Committee Member Details

This section is in **Read Only** format. Please review all details below. If all information is correct, click verify and submit. If any information requires updating or if any fields are incomplete (highlighted in RED), you **must** complete this online form.

∨ President

| * First Name | * Last Name | Position | * Mobile | * Email |
| --- | --- | --- | --- | --- |
| | | | | |

🚫 First Name, Last Name, Mobile and Email are required.

∨ Vice President

| * First Name | * Last Name | Position | * Mobile | * Email |
| --- | --- | --- | --- | --- |
| | | | | |

🚫 First Name, Last Name, Mobile and Email are required.

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8. **Community Language School Locations**

   Community Language School Locations information will be pre-populated from your organisation's Expression of Interest application.

   Click **Remove** if your organisation is no longer operating at a location.

   Click **Edit** for each school location to review/update all fields including updating the class details and schedule.

   **Note:** To add a new location - Click **Add Community Languages School Location** and go to section 10 on page 8 of this user guide.

   New community language school locations must meet the 2km eligibility rule.
   Please review the eligibility criteria found in the [Program Guidelines](#).

Community Language School Locations

Please review/update the details of the Community Language School Locations listed below.

| Location | Status | | |
|----------|--------|---|---|
| ✓ Burwood PS | Completed | Edit | Remove |

+ Add Community Language School Location

New Community Language School Locations must meet the 2km eligibility rule.

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9. **Review & Edit School Location details**

The Date Established is the only editable field on this page.

Click **Save & Next** to proceed.

**Community Language School Contact Person**

Click **Edit details for (name of school location contact person)** to review and update contact person details.

Complete/update required fields.

**Note**: The **FIRST NAME** and **LAST NAME** fields are **read only**. If there are any spelling errors, contact the Community Languages Schools Program for assistance. DO NOT create a new contact.

Tick the checkbox to indicate if the **School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed. Then go to section 13 on page 11 of this user guide.

**Or**

Click **Search for a different contact** if the listed Location Contact Person details are incorrect. Then go to section 11 on page 9 of this user guide.

---

**Steps**

○ **Location Details**

○ Contact Person

○ Class Details

○ Schedule

**Community Language School Location Details**

Community Language School Location Details

Location Name
Chatswood PS

*Date Established
27/07/2011

Community Language School Location Name
Artarmon

Cancel                                              Save & Next

**Community Language School Location Contact Person**

You can use your current contact or search for a different contact.

[ Edit details for Shereen Elsayed ]    [ Q Search for a different contact ]

**Community Language School Location Contact Person**

[ ↩ Cancel Changes ]

Community Language School Contact Person Information

**Review the following details and click next to save.**
The FIRST NAME and LAST NAME fields below are locked. If there are any spelling errors, contact the Community Languages Schools Program at commlang@det.nsw.edu.au for assistance. DO NOT create a new contact.

---

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10. **Add Community Language School location**

    To add a new location - Click **Add Community Language School Location.**

    Start typing the name of the location in the **Location Name** search bar and a drop-down list of school location names will appear. Select the correct location name.

    To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.

    **Note**: If a location is not listed, please contact the Community Languages Schools Program. New school locations will be reviewed by the Community Languages Schools Program before being approved and must meet the **2km eligibility rule.**

    Enter the **Date Established** using the calendar icon.

    Click **Save & Next** to proceed.

**Community Language School Location Information**

Community Language School Locations

Please review/update the details of the Community Language School Locations listed below.

| | Location | Status | | |
|---|---|---|---|---|
| ✓ | Burwood PS | Completed | Edit | Remove |

＋ Add Community Language School Location

New Community Language School Locations must meet the 2km eligibility rule.

☑ I verify the above information is correct.

✓ All details for each Community Language School Location must be reviewed/updated before proceeding to the next stage of the application.

Close                                    Verify & Save

**Community Language School Location Details**

Community Language School Location Details

* Location Name                                    * Date Established

p

Carlingford PS
Camden PS
Annangrove PS
Wheeler Heights PS
Albert Park PS
Brisbania PS

Save & Next

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**11. Search for a School Location Contact person**

Before adding a School Location Contact Person, always search first to check if the contact already exists in the system.

Start typing their name in the **Search for Community Language School Contact Person** search bar.

Once you have located an existing contact, click **Edit Details** to review their details.

Complete/update required fields.

Tick the checkbox to confirm if **the School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed. Then go to section 13 on page 11 of this Guide.

**Or**

If there are no results found for that contact person, go to section 12 on page 10 of this user guide to add a new School Location Contact Person.

---

Community Language School Location Contact Person

Search for an existing contact before creating a new contact.

**Search Contact**

\* Search for Community Language School Contact Person

Cancel                    Previous    Save & Next

Community Language School Location Contact Person

Search for an existing contact before creating a new contact.

✎ Edit Details

**Search Contact**

\* Search for Community Language School Contact Person

Sh____ Ha____

Community Language School Contact Person Information

You can use your current contact or search for a different contact.

Please update this School Contact's details with all required information.

Community Language School Location Contact Person

↩ Cancel Changes

Community Language School Contact Person Information

**Review the following details and click next to save.**
The FIRST NAME and LAST NAME fields below are locked. If there are any spelling errors, contact the Community Languages Schools Program at commlang@det.nsw.edu.au for assistance. DO NOT create a new contact.

\* Title
Mrs

\* First Name                          \* Last Name

\* Email                               \* Mobile Phone
sh____                                04____

Alternate Contact Phone               \* Address
(04)____
                                      Error: Address is required.

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12. **Add a new School Location Contact Person**

If a School Location Contact Person is not found, click **Create a new School Location Contact Person.**

Complete all fields in the **New School Contact Person Information.**

Tick the checkbox to confirm if **the School Location Contact Person details can be shared with the public.**

Click **Save & Next** to proceed.

Community Language School Location Contact Person

[↶ Cancel Changes]    [⊕ Create a new School Location Contact Person]

### Search Contact

* Search for Community Language School Contact Person

```
p
```

There are no results with your search criteria. Please try again or Create a new School Location Contact Person.

Cancel                                    [Previous]    [Save & Next]

Community Language School Location Contact Person

[↶ Cancel Changes]

New School Contact Person Information

* Title
[                                    ▼]

* First Name                          * Last Name
[                    ]                 [                    ]

* Email                               * Mobile Phone
[                    ]                 [                    ]

Alternate Contact Phone               * Address
[                    ]                 [                    ]

* City/Suburb                         * State
[                    ]                 [                    ▼]

* Postal Code                         ☐ Can the School Location Contact Person details be shared with the public?
[                    ]

Cancel                                    [Previous]    [Save & Next]

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| | |
|---|---|
| 13. **Class Details**<br><br>Complete required fields:<br>• Enter Class Start and End Dates for **current year** (using the calendar icon)<br>• Number of **Weeks** in each term<br>• Number of **Classrooms**<br>• Comments – provide further information if relevant.<br><br>Click **Save & Next** to proceed. |  |
| 14. **Schedule**<br><br>Enter the Start and End Times for all days that classes operate on. Class times **must be** outside of regular school hours.<br><br>Click **Save & Exit** to proceed. |  |
| 15. **Review School Locations**<br><br>Check that the **Status** for each **School Location** shows as **Completed**.<br><br>Tick the **I verify the above information is correct** checkbox.<br><br>Click **Verify & Save** to proceed. | ☑ I verify the above information is correct.<br><br>✅ All details for each Community Language School Location must be reviewed/updated before proceeding to the next stage of the application. |

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16. **Community Language School Teacher List**

Add your teachers. All teachers working at the community language schools must be added.

Click on the column headings to sort by **Status**, **First Name**, **Last Name** and **Email**.

**Note: Working With Children Check status**
Any organisation that has people who work or volunteer in child-related work in NSW must have a Working with Children Check (WWCC). Organisations must verify the WWCC details and keep records of anyone they have in child-related work.

**Important:** A teacher's Working with Children Check (WWCC) expiry date must be later than the Grant closing date (30 April 2025).
If a teacher's **WWCC expires before this date**, their record will remain in **Draft status** until the expiry date is updated.

The option **Verify & Save** will only appear when the **Status** for all records shows as **Complete** and the **I verify the above information is correct** checkbox is ticked.

Click **Edit** to review and update teacher details.

Click **Remove** to delete a teacher.

Community Language School Teacher List

Please review/update details for the teachers listed below or add a new teacher.

Select a School Location to display teachers

All School Locations

Showing 2 of 2 Teachers.

| | | Status | First Name | Last Name | Mobile | Email | WWCC | WWCC Expiry Date | Location Name |
|---|---|---|---|---|---|---|---|---|---|
| Edit | Remove | Complete | Na | A | 0449 | | WWC1 | 31/05/2027 | Chatswood PS |
| Edit | Remove | Complete | Sa | Sl | 042 | | WWC0 | 06/02/2026 | Chatswood PS |

〈 1 〉

➕ Add Community Language School Teacher

☐ I verify the above information is correct.

Close                Community Language School Teacher List          Verify & Save

Please review/update details for the teachers listed below or add a new teacher.

Select a School Location to display teachers

All School Locations ▼

Showing 2 of 2 Teachers.

🔍 |

| | | Status | First Name | Last Name |
|---|---|---|---|---|
| Edit | Remove | Complete | Na | A |
| Edit | Remove | Complete | Sa | Sl |

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## 17. Edit Teacher Details

Click **Edit Details for this teacher** to review and update all required Teacher details fields including their current Working with Children Check (WWCC) number and expiry date.

**Important: Working With Children Check status**
Any organisation that has people who work or volunteer in child-related work in NSW must have a Working with Children Check (WWCC). Organisations must verify the WWCC details and keep records of anyone they have in child-related work.

A teacher's Working with Children Check (WWCC) expiry date must be later than the Grant closing date (30 April 2025).
If a teacher's **WWCC expires before this date**, their record will remain in **Draft status** until the expiry date is updated.

**Note**: The **FIRST NAME** and **LAST NAME** fields are **read only**. If there are any spelling errors, contact the Community Languages Schools Program for assistance. DO NOT create a new contact.

Select the school location(s) for this teacher. More than one location can be selected.

Select Teacher Language Skills.

Click **Save & Exit** to proceed.

## Community Language School Teacher Details

You can edit details of this teacher.

[ ✏ Edit details for this teacher ]

Select School Location/s for this teacher.

Teacher School Location(s)

| | Location Name |
|---|---|
| ✔ | Chatswood PS |
| ☐ | Camden PS |
| ☐ | Fairfield PS |
| ☐ | Carlingford PS |

Cancel                                    Save & Next

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18. **Add a teacher**

Click **Add Community Language School Teacher**.

**Note:** It is important to start typing in the **Search for Contact** bar for the blue **Create a New School Teacher** to appear.

Click **Create a New School Teacher**.

Complete required fields.

Select the school location(s) for this teacher. More than one location can be selected.

Select Teacher Language Skills.

Click **Save & Exit** to proceed.



➕ Add Community Language School Teacher

Community Language School Teacher Details

Search for an existing contact in your organisation before creating a new community language school teacher.

**Search**

*Search for Contact

Error: Search for Contact is required.

Cancel                                              Save & Next

Community Language School Teacher Details

Search for an existing contact in your organisation before creating a new community language school teacher.

➕ Create a New School Teacher

---

The option **Verify & Save** will only appear when the **Status** for all records shows as **Complete** and the **I verify the above information is correct** checkbox is ticked.

Click **Verify & Save** to proceed.



| | | Status | First Name | Last Name | Mobile | Email | WWCC | WWCC Expiry Date | Location Name |
|---|---|---|---|---|---|---|---|---|---|
| Edit | Remove | Complete | | | 044 | @gmail.com.invalid | WWC | 31/05/2027 | Chatswood PS |
| Edit | Remove | Complete | | | 0421 | @yahoo.com.invalid | WWC | 06/02/2026 | Chatswood PS |

< 1 >

➕ Add Community Language School Teacher

☑ I verify the above information is correct.

Close                                              Verify & Save

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### 19. Student Details Section

The student details page shows the number of students enrolled within each listed school location.

To add student details, click on the **Student List** for each location.

**Community Language School Student Details**

Community Language School Locations

Click on Student List to Add/Update Student Details

| | Location Name | Number of Students | |
|---|---|---|---|
| ✓ | Queanbeyan HS | 3 | Student List |
| ✓ | Queanbeyan South PS | 0 | Student List |
| ✓ | Chatswood HS | 0 | Student List |

☐ I verify the above information is correct.

✓ Details for every student in all Community Language School Locations must be completed before saving.

Close                                                    Verify & Save

### 20. Students at School Location Name

There are two ways you can add students to a School Location:

**Add Individual Student** – If you choose this option, you can add details for each student individually on the portal.

**Add Multiple Students** – Please refer to the Add Multiple Students user guide on our website.

Students at Chatswood PS

Please review Student Details below or add New Students.

No students have been added to this School Location yet.

You can add students individually or add multiple students. It is important to refer to the User Guides on the Community Languages Schools Program website for detailed instructions.

[ + Add Individual Student ]    [ + Add Multiple Students ]

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| | |
|---|---|
| 21. **Add new Individual Student**<br><br>**Note:** Students must turn 5 on or before 31 July this year.<br><br>**Note:** It is important to start typing in the **Student Search** bar for the blue **Create a New Student** to appear.<br><br>Click **Create a New Student**. | Community Language School Student Details<br><br>Search for a student before creating a new student.<br><br>⊕ Create a New Student<br><br>Student Search<br>*Search by first name, last name or both names<br>Alma<br>There are no results with your search criteria. Please try again or Create a New Student.<br><br>Cancel |
| 22. **New Student Details**<br><br>Complete required fields.<br><br>To add the student's mainstream school, start typing the official name of the student's mainstream school in the **Mainstream School** search bar.<br>To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.<br><br>Ensure all entered fields are correct and that spelling is accurate.<br><br>Click **Save & Exit** to proceed.<br><br>Complete this process for each new student. | Community Language School Student Details<br><br>↩ Cancel Changes<br><br>New Student Details<br>*First Name         *Last Name<br>*Date of Birth       *Gender<br>*Term 1 Attendance   *Parent / Carer Contact Number<br>*Mainstream School   *Mainstream Year Level<br><br>Cancel                Save & Exit |

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## 23. Student List

The students will now show in your school location list.

Click on the column headings to sort by **First Name**, **Last Name** and **Mainstream School**. You can also type in the search bar to search by first name and last name.

Ensure that all student records are correct, and **Status** shows as **Complete**.

If any student record shows as **Draft** you will need to edit and update all required fields before you can proceed to verify this information.

Please review Student Details below or add New Students.

**1 Students**

| | | Status | First Name | Last Name | Date of Birth | Term 1 Attendance | Mainstream School |
|---|---|---|---|---|---|---|---|
| Edit | Remove | Complete | Be⬚ | Y⬚ | 18/11/20⬚ | 10 | Fort Street PS |

⟨ **1** ⟩

➕ Add Individual Student    ➕ Add Multiple Students

Close

## 24. Repeat sections 21 – 22 of this user guide for each School Location.

Tick the **I verify the above information is correct** checkbox.

If a green tick appears next to **Details for every student in all Community Language School Locations must be completed before saving**, click **Verify & Save**.

The **Student Details** section status will now show as **Completed**.

Community Language School Locations

Click on Student List to Add/Update Student Details

| Location Name | Number of Students | |
|---|---|---|
| ✓ Burwood PS | 2 | Student List |

☐ I verify the above information is correct.

✓ Details for every student in all Community Language School Locations must be completed before saving.

Close                                    Verify & Save

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## 25. Upload Documents

Upload any **Renewed Documents** by clicking the **Upload files** button and selecting the file from your device or by dragging and dropping the file to the **drop files** field.

Please **only upload renewed documents**, for example renewed **Public Liability Insurance** and renewed **Workers Compensation documents**.
A **minimum of one document upload** is required to complete this section.
All documents can only be uploaded using the Teacher's Qualifications Document Type option.

Tick the **I verify the information above is correct** checkbox.

Click **Submit** to proceed.

**Note:** You can only upload these file types: jpg, jpeg, png, doc, docx, pdf. You can upload multiple files.

If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.

Required Documents

These file types are compatible for upload: jpg, jpeg, png, doc, docx, pdf.

⌄ Upload the Required Documents

* Document Type
Teacher's Qualifications

* Upload File
⬆ Upload Files | Or drop files

☐ I verify the information above is correct

Submit

**Enquiries and support**
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

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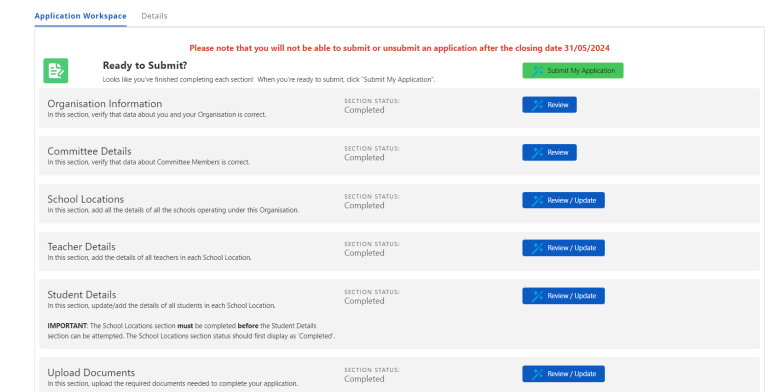
| | |
|---|---|
| 26. **Submit your Application**<br><br>Once all six sections have been completed, the **Section Status** for each section will display as **Completed** and the green <mark>**Submit My Application**</mark> button will appear at the top right side of the page. Click to proceed to certify your application.<br><br>**Note:** Applications cannot be submitted after the Grant application closing date. |  |
| 27. **Ready to Submit?**<br><br>Review the **Declaration** and **Certification**.<br><br>Tick the **Please confirm that you are applying for an Establishment Grant** checkbox.<br><br>Tick the **I confirm that I have read and understood the above declarations/statements** checkbox.<br><br>Complete the **Details of person responsible for management of grant.**<br><br>Click **Submit** to proceed.<br><br>Once the application has been successfully submitted, a **Your Application has been submitted** message will display.<br><br>Click **Finished**. |  |

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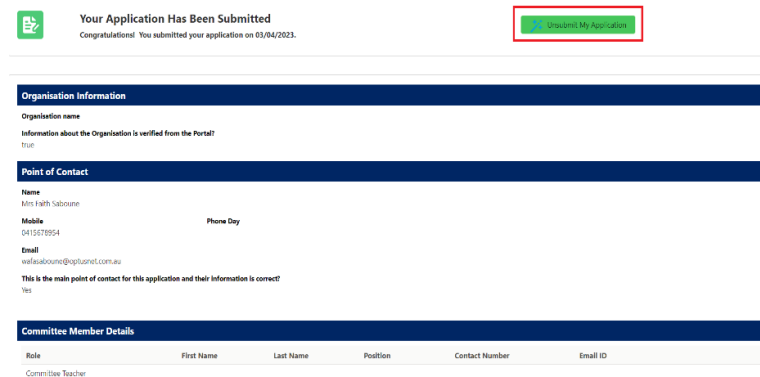E: commlang@det.nsw.edu.au

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28. The submitted application details can be reviewed under the **Application Workspace > Details** tab.

To update/withdraw your application, click <mark>Unsubmit My Application</mark>.

To resubmit the application, click <mark>Submit My Application</mark>.

**Note**: You will not be able to unsubmit your application after the Grant application closing date.

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