



Scouts NSW

**SmartyGrants /
SmartyFile -
Process Guide**

SmartyFile and SmartyGrants – Scouts NSW

The Scouts NSW Grants Team is inviting Groups who are applying for grants via the SmartyGrants platform to sign up to SmartyFile. SmartyFile is a central repository that permits access to all applications on one website. The benefits are:

1. Store key organisational files, contact details, and compliance documents in one central hub
2. Pre-fill grant applications on SmartyGrants in just a few clicks
3. Share and collaborate safely with unlimited team members
4. Track, search, and manage all your submissions in one spot

Once a **Grant Reference Number (GRN) approval** has been obtained for a grant using the SmartyGrants platform, **add your profile** to The Scouts Association of Australia NSW Branch - SmartyFile Organisation Profile by following these steps:

1. Go to: <https://app.smartyfile.com.au/>
2. Log in using your SmartyGrants account and your account password.
3. Click on your SmartyFile organisation.
4. Click 'Users' at the top of the page.
5. Click 'Add User' at the bottom of the page.
6. Specify their email address, role and any other required information.
7. Click 'Add'.

To assign your applications to The Scout Association of Australia NSW Branch SmartyFile Profile:

1. Click 'My Submissions' at the top of the page to access your application(s).
2. Click the hamburger icon (three horizontal lines) next to your application(s).
3. Click 'Assign to org'.
4. Select an organisation from the drop-down menu.
5. Click 'Assign'.



To share or transfer your application(s):

1. Click the hamburger icon (three horizontal lines) next to your application(s).
2. To share your application(s): click 'Share'.
3. Alternatively, to transfer your application(s): click 'Change owner'.

Please contact the Grants Team on 02 9735 9045 is you have any questions.

