



CBF SmartyGrants Assessment Guide September 2023

This guide will help you with the process to assess grants online using *SmartyGrants*. You will receive an email from the Grants Support Team (Volunteer Manager) when applications assigned to you are ready to be assessed.

Step 1.

To begin assessing, go to <https://manage.smartygrants.com.au>, enter your email address and password and **Log In**. If you cannot login please contact the Grants Support Team. Please do not use anybody else's log in details.

A screenshot of the SmartyGrants login page. The page has a dark blue header with the text "SmartyGrants". Below the header is a white login form titled "SmartyGrants Login". The form contains two input fields: "Email Address:" and "Password:". Below the password field is a link that says "Forgotten your password?". There is a checkbox labeled "Keep me logged in". At the bottom of the form is a blue button labeled "Log In". A red arrow points to the "Log In" button.

Step 2.

Once you are logged in, click the Task List icon.

A screenshot of the SmartyGrants dashboard. At the top, there is a dark blue navigation bar with the text "Community Broadcasting Foundation" and three icons: a calendar, a checklist, and a gear. Below the navigation bar is a dark blue header with the text "Programs". A red arrow points to the checklist icon in the navigation bar. Below the "Programs" header is a section titled "Select a Program". This section has two tabs: "Current" (which is active) and "Archived". Below the tabs is a list of program names: "Program Name", "Content", and "Development & Operations".



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Step 3.
The list of Applications assigned to you will appear. To view an application assigned to you, click on the **App No.**

List of Tasks

Download ▾




Filter by: Programs | Task Name | Due Date | Status | Application Stage | Application Round | Application | Overdue Tasks | Started By Me

Active filter: Status = Not started or In progress Clear | Save | Load

2 items Columns

| Task Name | Program | Due Date | Status | Assignee/s | App No | Actions |
|-----------------|--------------------------|----------|---------------|-----------------|------------|-----------|
| Georgie Boucher | Development & Operations | | ● Not started | Georgie Boucher | 00001-TEST | Options ▾ |
| Georgie Boucher | Content | | ● Not started | Georgie Boucher | 00001-TEST | Options ▾ |

Step 4.
Click on the **Assessment tab.**

Community Broadcasting Foundation   

Development & Operations

Tasks

Application 00001-TEST

Application **Assessment**

Application Forms

| Form | Status | Added by | Last updated by | Versions |
|--|-----------|---------------------------------------|--|----------|
| Development & Operations Round 1 2019/20 | Submitted | Georgie Boucher (13 Feb 2019, 4:07pm) | Georgie Boucher (15 Feb 2019, 11:46am) | 1 of 1 ▾ |

Step 5.
Click **Add Assessment Form** and choose the assessment form from the dropdown list.

Development & Operations

Tasks

Application 00001-TEST

Application **Assessment**

Assessment Forms

Add Assessment Form ▾
D&O Assessment Form



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Step 6.
Click **Fill Out** to begin filling out your assessment form.

The screenshot shows the 'Assessment Forms' table with the following data:

| Form | Status | Added by | Last updated by | Versions |
|---------------------|--------|---------------------------------|---------------------------------|----------|
| D&O Assessment Form | Open | Georgie Boucher (Today, 1:36pm) | Georgie Boucher (Today, 1:36pm) | 1 of 1 |

Below the table, the 'D&O Assessment Form' details are shown, including a 'Fill Out' button highlighted with a red arrow.

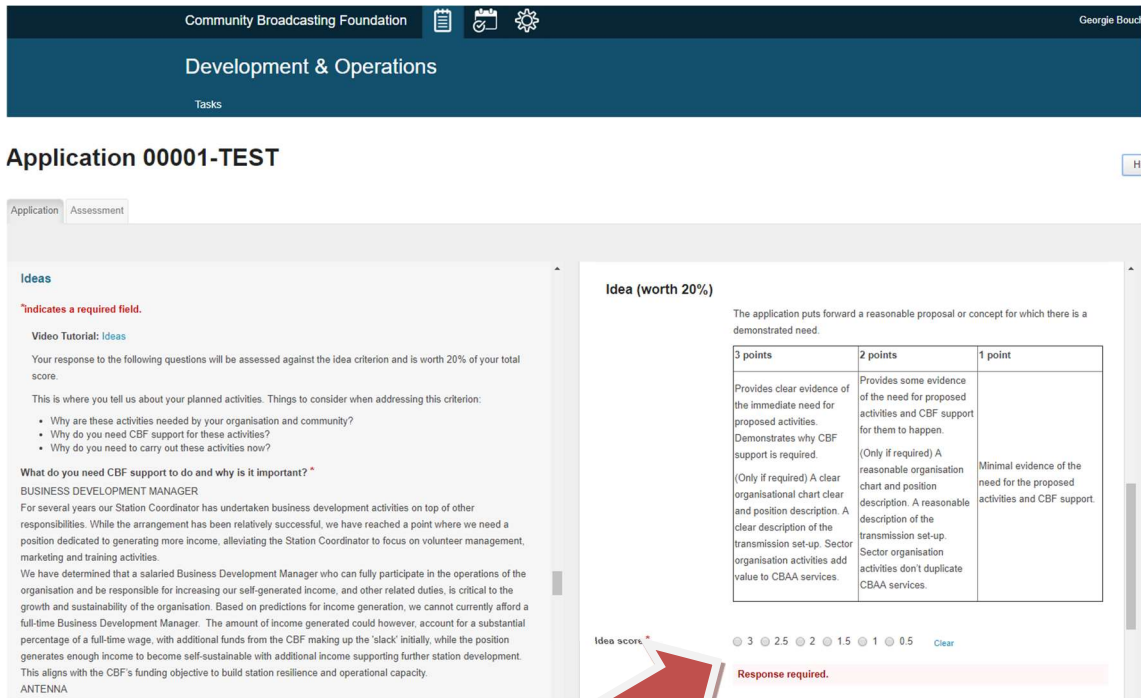
Step 7.
Click **Show Application** to open the Application Form beside the Assessment Form. You can now scroll through both forms to match the Application Form questions/responses with the Assessment Form assessment criteria scores.

The screenshot shows the 'D&O Assessment Form' page. A red arrow points to the 'Show Application' button in the top right corner. The page also displays a 'Form Navigation' sidebar with the following items:

- Page 1: D&O summary grant assessment form
- Review and Submit
- 00001-TEST

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Step 8.
Choose **Scores** against each criterion.

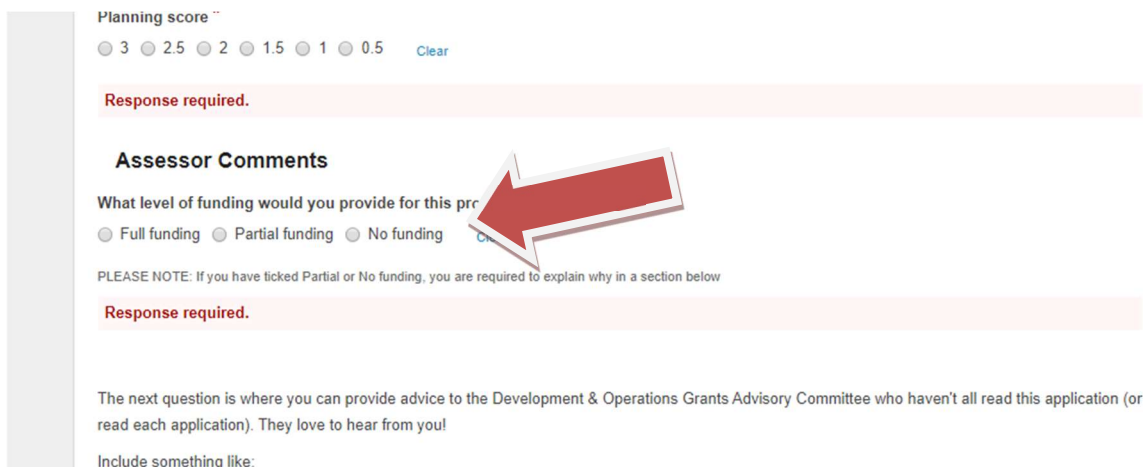


The screenshot shows the 'Idea (worth 20%)' assessment section. On the left, there is a text area with instructions and a sample response for a 'BUSINESS DEVELOPMENT MANAGER' position. On the right, a table defines the scoring criteria:

| 3 points | 2 points | 1 point |
|---|--|---|
| Provides clear evidence of the immediate need for proposed activities. Demonstrates why CBF support is required. (Only if required) A clear organisational chart and position description. A clear description of the transmission set-up. Sector organisation activities add value to CBAA services. | Provides some evidence of the need for proposed activities and CBF support for them to happen. (Only if required) A reasonable organisation chart and position description. A reasonable description of the transmission set-up. Sector organisation activities don't duplicate CBAA services. | Minimal evidence of the need for the proposed activities and CBF support. |

Below the table, there is a radio button selection for the score (3, 2.5, 2, 1.5, 1, 0.5) and a 'Clear' button. A red arrow points to the 'Idea score' label and the 'Response required.' message.

Step 9.
Tick whether you suggest **Full, Partial or No funding** for the proposal. If you select partial or no funding please provide explanation within the **Comments** box below.



The screenshot shows the 'Assessor Comments' section. At the top, there is a 'Planning score' section with radio buttons for 3, 2.5, 2, 1.5, 1, and 0.5, and a 'Clear' button. Below this is a 'Response required.' message. The 'Assessor Comments' section has a heading and a question: 'What level of funding would you provide for this proposal?'. There are three radio button options: 'Full funding', 'Partial funding', and 'No funding'. A red arrow points to the 'No funding' option. Below the question is a 'PLEASE NOTE' message: 'If you have ticked Partial or No funding, you are required to explain why in a section below'. This is followed by another 'Response required.' message. At the bottom, there is a text area for providing advice to the Development & Operations Grants Advisory Committee.

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Step 10.

Fill out any comments that you have for the Grants Advisory Committee.
If you have any feedback for the applicant select Yes.

The next question is where you can provide advice to the Development & Operations Grants Advisory Committee who haven't all read this application (only two members read each application). They love to hear from you!

Include something like:

- Why you think the application deserves full/partial/no funding
- Comments about the project idea, budget, supporting documentation, etc.
- Areas of concern that you have regarding the application
- Anything the Committee need to know about before deciding whether to fund this application or not

What do the Grants Advisory Committee need to know about this application?

Please aim to keep your comments less than 150 words.

Finally, we're looking for feedback for applicants. What could the applicant do better in their next application? Your feedback here will help the Grants Support Team prepare feedback to the applicant if this application is partially or not funded.

Do you have any feedback for the applicant on how they can improve next time they apply? *

Yes No [Clear](#)

Step 11.

If you selected Yes you can choose from the list of drop-down options for feedback (select all that apply) and/or you can write your own feedback in the comments box below.

Finally, we're looking for feedback for applicants. What could the applicant do better in their next application? Your feedback here will help the Grants Support Team prepare feedback to the applicant if this application is partially or not funded.

Do you have any feedback for the applicant on how they can improve next time they apply? *

Yes No [Clear](#)

What is the most important thing the applicant can improve on next time they apply?

You did not provide detailed supporting information

Your funding outcomes do not align with your organisation's strategic priorities for the funding period.

You need to explain how funding for transmission costs frees up your resources to achieve your organisation's outcomes.

Your application for a salary did not demonstrate a plan to build financial sustainability.

Providing photographs of damaged and aging equipment would better demonstrate the need for replacement.

Description: You did not provide detailed supporting information

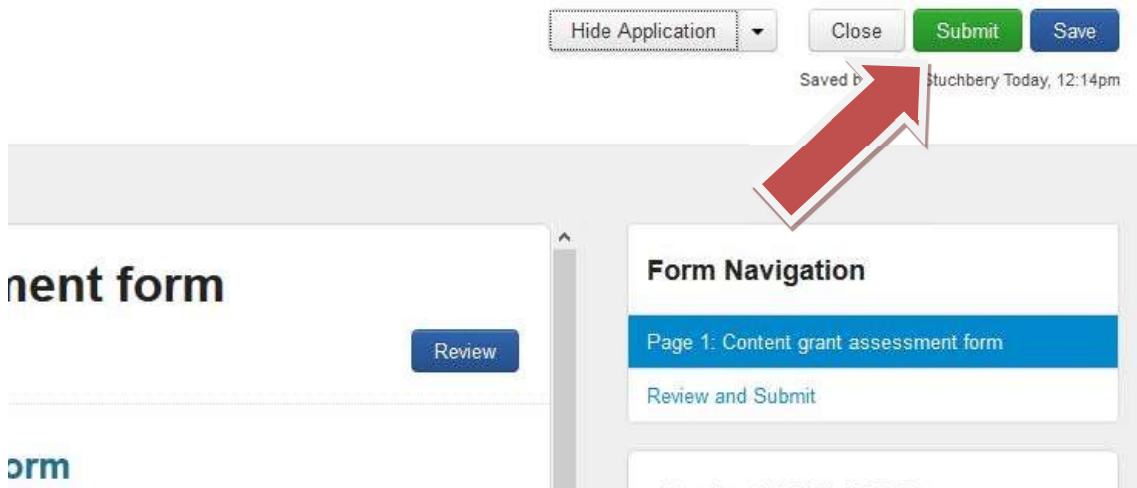
[Review](#)



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Step 12.

When completed, click **Submit**. If you have missed any required Scores you will be asked to fix this before allowing you to Submit.



Step 13.

Click the **Task list icon** again to go to the next application and repeat Steps 4-12.

