



**Pyrenees**  
Shire Council

**Using The Community Funding Portal**

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# Register as a Client Portal User

1. Go to Funding Client Portal - [Client Portal \(enquire.cloud\)](https://pyrenees-cp.enquire.cloud/) – <https://pyrenees-cp.enquire.cloud/rounds>
2. Click log in / Sign up button

The screenshot displays the Pyrenees Shire Council Client Portal. The browser's address bar shows the URL <https://pyrenees-cp.enquire.cloud/rounds>. The page header includes the Pyrenees Shire Council logo and the text "Published Rounds". A "Login or Sign Up" button is located in the top right corner, circled in red. The main content area is titled "Published Rounds" and features three funding program cards, each with an "Open" status indicator and a "View Details" button.

- Biannual Funding Program (October 2022 & January 2023)**  
Closing Date/Time: 23/11/2022 9:00 AM  
Grants and Sponsorships are available for:
  - Programs, Projects & Activities - Up to \$2,000
  - Minor Capital works - Up to \$7,000
  - Equipment - Up to \$2,000
  - Shop Façade Improvement - Up to \$5,000
  - Event Sponsorship - Up to \$2,000Contact - It is important to discuss your application with a Council Officer before applying.  
Initial enquiries and guidance can be made through the Community Wellbeing and Funding Coordinator.

- Responsive Grant Program 2022 - 2023**  
Council provides limited small grants available to respond to an unexpected and or urgent community need.  
Financial support is for essential activities that require a quick response.  
Contact - It is important to discuss your application with a Council Officer before applying.  
Initial enquiries and support can be made through Council's Community Wellbeing and Grants Coordinator.  
Phone - 1300 797 363
- Event Signage Subsidy Program 2022 - 2023**  
Event Signage Subsidies are available up to \$250.  
Council provides subsidies for the installation of 'upcoming' event promotion signage.  
Sign frames are located on several road approaches into both Avoca and Beaufort.  
The frames allow event organisers to promote upcoming events and tourism attractions to traffic entering these townships.  
Contact - It is important to discuss your submission with a Council officer before applying.

# Register as a Client Portal User

1. Select Login Or Sign Up to begin the registration process.



Grants & Funding

Login or Sign Up

2. Complete your details on the Register tab and select Get Started.

LOGIN REGISTER X

First Name  
Peter

Last Name  
Power

Phone  
0455555555

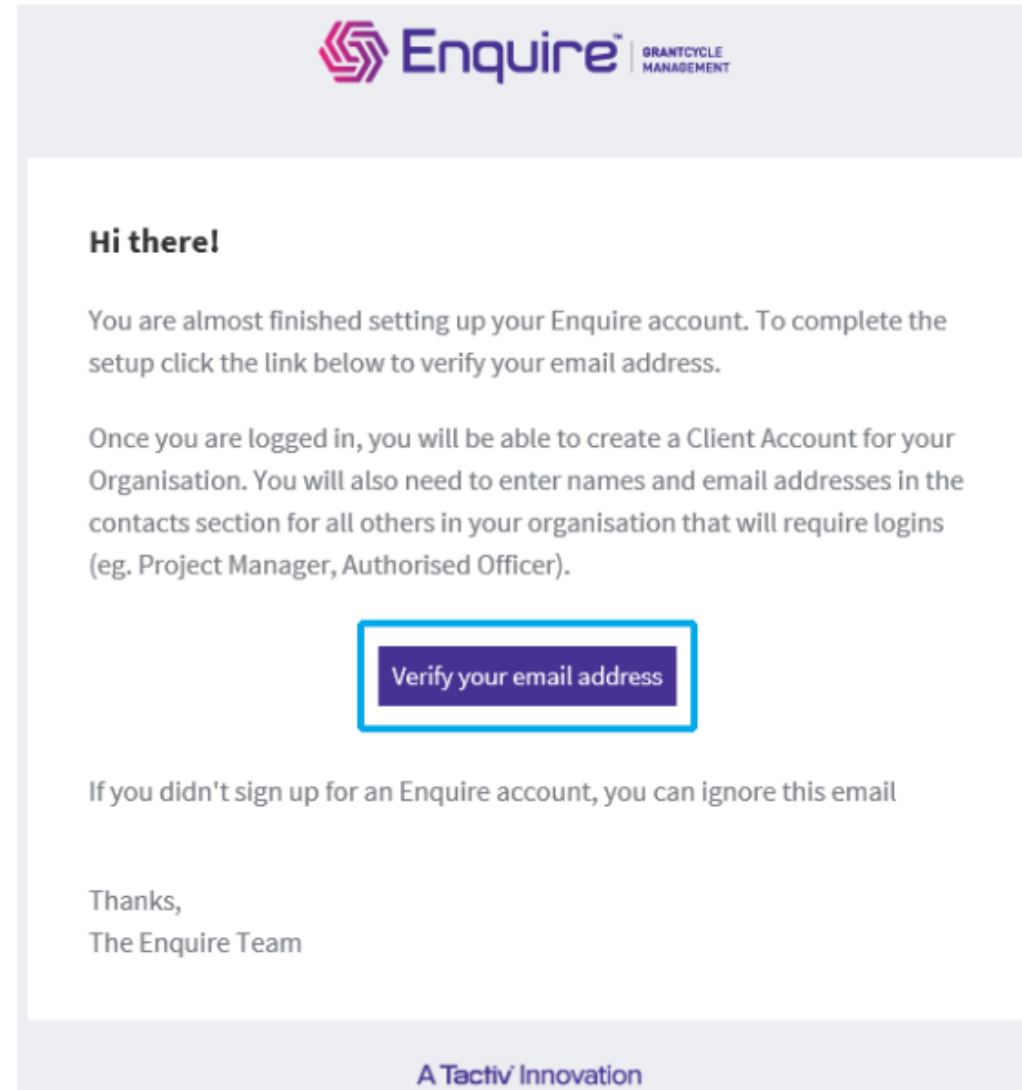
Email  
peter.power@example.com

Password  
.....

Confirm Password  
.....

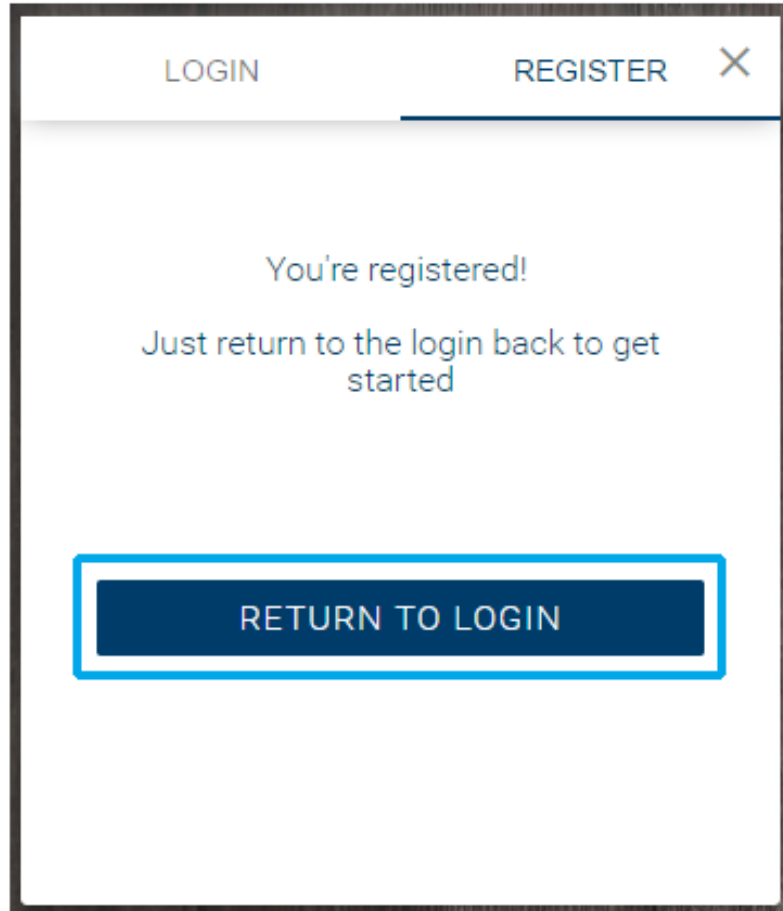
GET STARTED

3. You will now be sent an email to the email address you used to register which you will need to open and select **Verify your email address**.

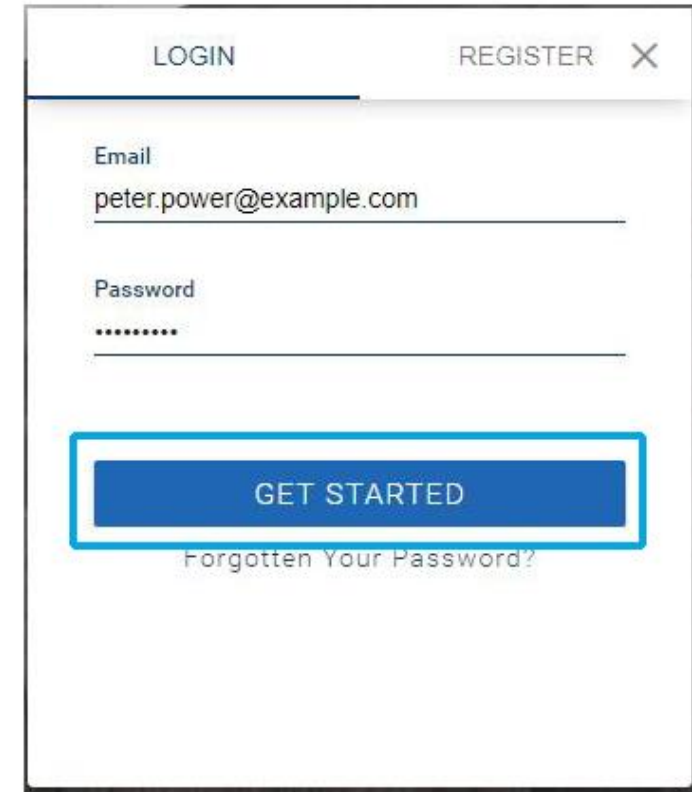


# Register as a Client Portal User

4. A new browser tab will open advising **You're Registered**, select **Return to Login** to login.



5. Enter your credentials and select **Get Started**.



6. Now you are logged into the Client Portal **your name** will display in the top right corner of the window.



Did you find it helpful? **Yes** – **No**

# Register your organisation/s

1. When logged in as an individual / client – press the drop down function on your account
2. Select 'Create Account'
3. Enter the organisation details and hit the save button

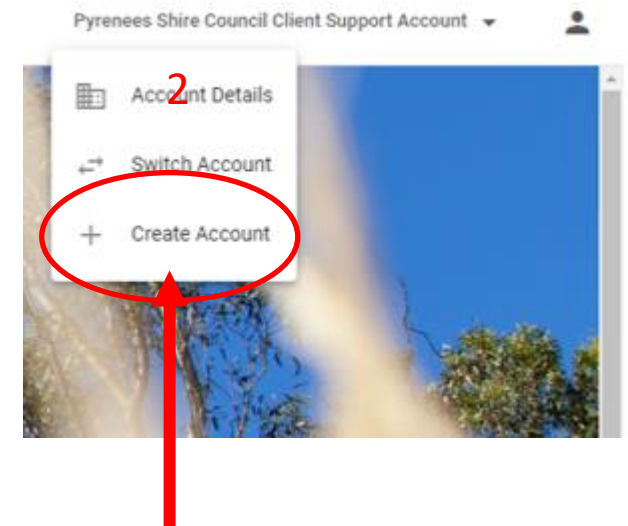
Organisation Account Registration

Organisation Name \* 0/255

Primary Email \* 0/255

Primary Phone \* 0/255


Enterprise \* ▼



# How the Funding Application Portal looks

Once registered, you will have access to the Grants Available page <https://pyrenees-cp.enquire.cloud/rounds> with information on different funds and link to applications. Click on 'View details' button for the relevant application and then 'Apply' button at the top.

## Published Rounds



**Open**

### Biannual Funding Program (October 2022 & January 2023)

**Biannual Funding Program**

Closing Date/Time 23/11/2022 9:00 AM

[View Details](#)

Grants and Sponsorships are available for:

- Programs, Projects & Activities - Up to \$2,000
- Minor Capital works - Up to \$7,000
- Equipment - Up to \$2,000
- Shop Façade Improvement - Up to \$5,000
- Event Sponsorship - Up to \$2,000

Contact - It is important to discuss your application with a Council Officer before applying.

Initial enquiries and guidance can be made through the Community Wellbeing and Funding Coordinator.

Phone - 1300 797 363

email - [communitydevelopment@pyrenees.vic.gov.au](mailto:communitydevelopment@pyrenees.vic.gov.au)



**Open**

### Responsive Grant Program 2022 - 2023



**Open**

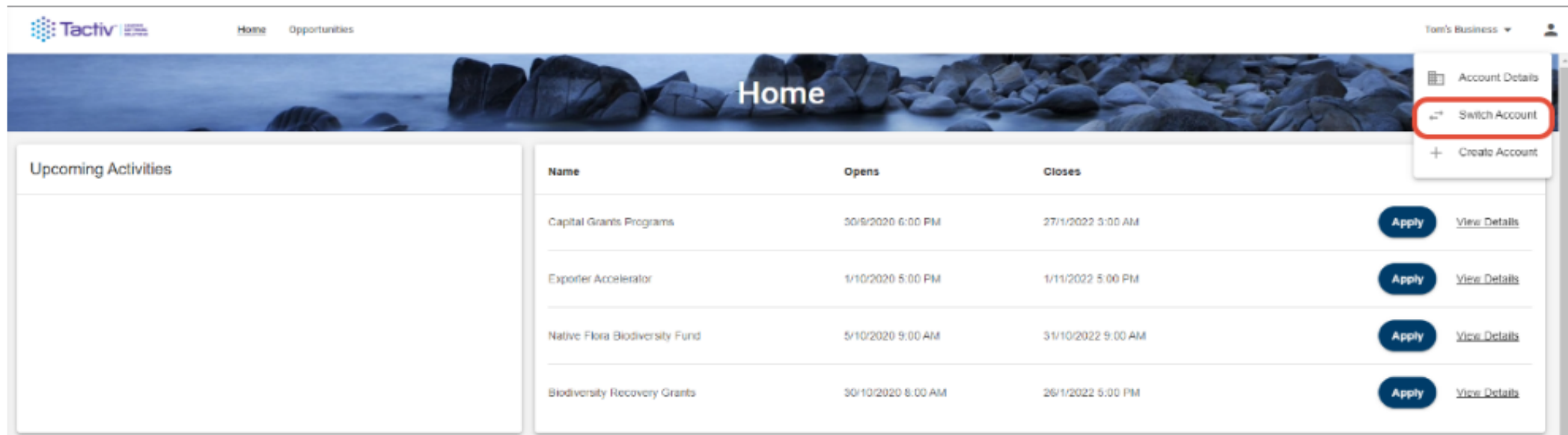
### Event Signage Subsidy 2022 - 2023

# Switch between accounts / organisations

You may need to submit applications as an individual or on behalf of multiple organisations. Instead of registering multiple accounts, you can simply switch between accounts as required.

**Note:** You must have registered more than 1 business accounts or 1 business and 1 individual account to switch between accounts.

1. From the Client Portal home page, select your account's name and select **Switch Account**.



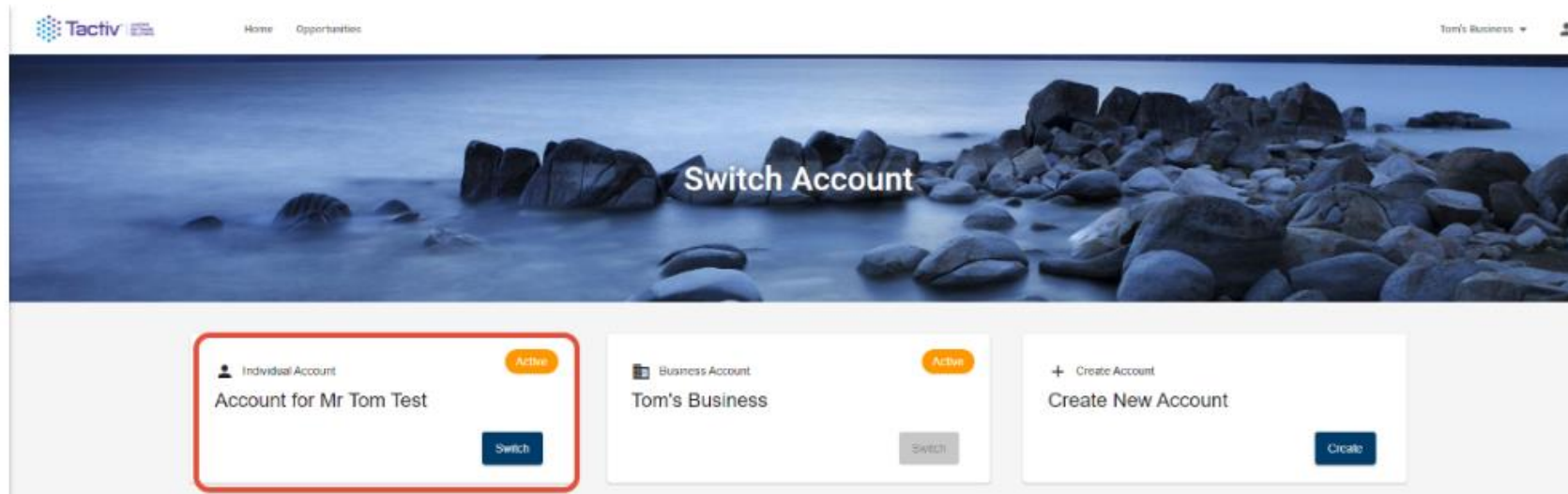
The screenshot shows the Tactiv Client Portal home page. The top navigation bar includes the Tactiv logo, 'Home', and 'Opportunities'. The main header features a background image of rocks and the word 'Home'. On the right side, there is a user profile dropdown menu for 'Tom's Business' with three options: 'Account Details', 'Switch Account' (highlighted with a red circle), and 'Create Account'. Below the header, there is a section for 'Upcoming Activities' and a table of activities.

Name	Opens	Closes	Apply	View Details
Capital Grants Programs	30/9/2020 6:00 PM	27/1/2022 3:00 AM	Apply	View Details
Exporter Accelerator	1/10/2020 5:00 PM	1/11/2022 5:00 PM	Apply	View Details
Native Flora Biodiversity Fund	5/10/2020 9:00 AM	31/10/2022 9:00 AM	Apply	View Details
Biodiversity Recovery Grants	30/10/2020 8:00 AM	26/1/2022 5:00 PM	Apply	View Details

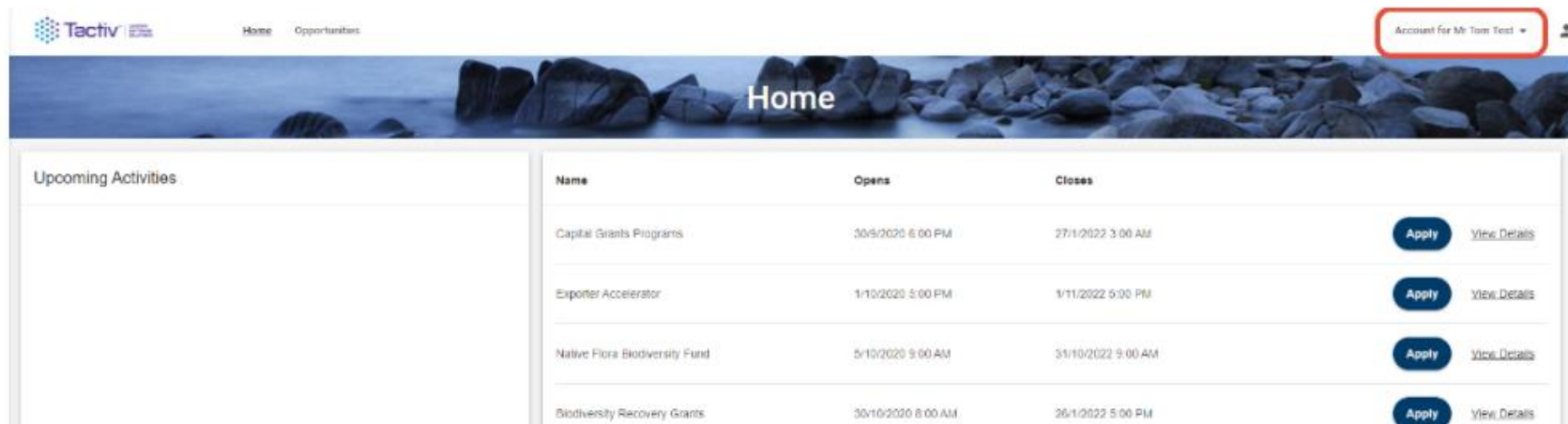


# Switch between accounts / organisations

2. Select the **account** you want to switch to.



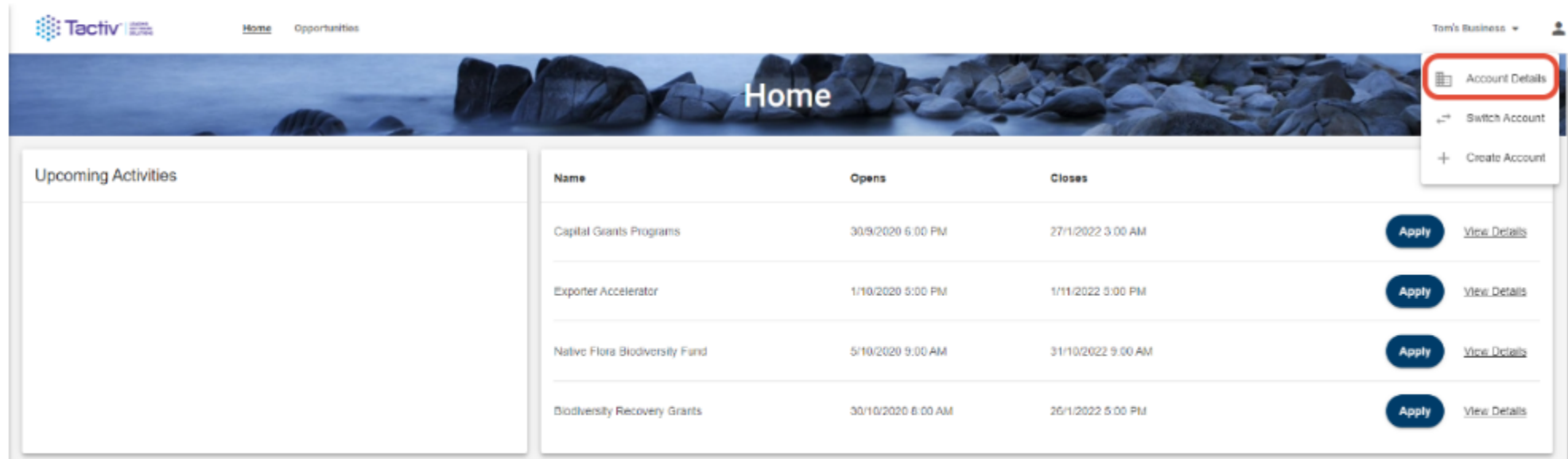
You will now have switched to the selected account:



# Invite other organisation members to your application / account

You may need to invite an existing contact to the Client Portal to make applications on behalf of your organisation. You must be an **Account Administrator** to invite contacts to your Business Account.

1. From the Client Portal home page, click on your **account name** and select **Account Details**.

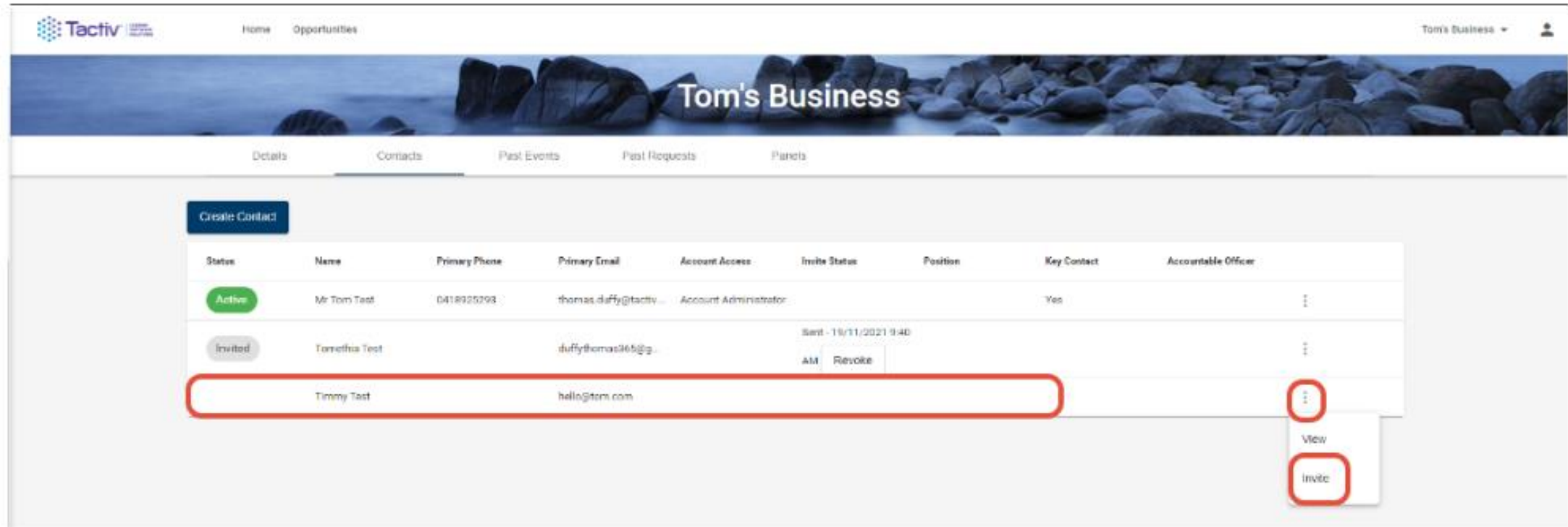


The screenshot displays the Tactiv Client Portal interface. At the top left is the Tactiv logo. The navigation bar includes 'Home' and 'Opportunities' links. On the right, the user's account name 'Tom's Business' is shown with a dropdown menu. The dropdown menu contains three options: 'Account Details' (highlighted with a red box), 'Switch Account', and 'Create Account'. Below the navigation bar is a banner with the word 'Home' and a background image of rocks. The main content area is divided into two sections: 'Upcoming Activities' on the left and a table of activities on the right.

Name	Opens	Closes	Apply	View Details
Capital Grants Programs	30/9/2020 6:00 PM	27/1/2022 3:00 AM	Apply	View Details
Exporter Accelerator	1/10/2020 5:00 PM	1/11/2022 3:00 PM	Apply	View Details
Native Flora Biodiversity Fund	5/10/2020 9:00 AM	31/10/2022 9:00 AM	Apply	View Details
Biodiversity Recovery Grants	30/10/2020 8:00 AM	26/1/2022 5:00 PM	Apply	View Details

# Invite other organisation members to your application / account

2. Navigate to the **Contacts** tab, and select the invite option to send an invitation to an existing contact.



The screenshot shows the Tactiv web application interface. The top navigation bar includes the Tactiv logo, 'Home', 'Opportunities', and 'Tom's Business' with a dropdown arrow. Below the navigation bar is a banner image with the text 'Tom's Business'. The main content area has a 'Create Contact' button and a table of contacts. The table has columns for Status, Name, Primary Phone, Primary Email, Account Access, Invite Status, Position, Key Contact, and Accountable Officer. The contact 'Timmy Test' is highlighted with a red box, and its 'Invite' option is also highlighted with a red box.

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Mr Tom Test	0418925293	thomas.duffy@tactiv...	Account Administrator			Yes	⋮
Invited	Tomelha Test		duffythomas365@g...		Sent - 19/11/2021 9:40 AM	Revoke		⋮
	Timmy Test		hello@toms.com					⋮ View Invite

# Invite other organisation members to your application / account

3. Fill out the relevant details, and choose whether the invitee should have an Account Administrator or Standard User role.

Then, select **Invite**.

The screenshot displays the Tactiv web application interface. At the top, there is a navigation bar with the Tactiv logo, 'Home', 'Opportunities', and 'Tom's Business' (with a dropdown arrow and a user icon). Below the navigation bar is a header image with the text 'Tom's Business'. A secondary navigation bar contains 'Details', 'Contacts', 'Past Events', 'Past Requests', and 'Policies'. The main content area features a 'Create Contact' button and a table of contacts. A modal dialog box titled 'Invite Timmy Test' is open in the center, prompting the user to 'Select a role for the new contact'. The dialog lists two roles: 'Account Administrator' and 'Standard User'. The 'Account Administrator' role is highlighted with a red border. Below the role selection, there is a field for the email address, which contains 'hello@tom.com'. At the bottom right of the dialog, there are 'Cancel' and 'Invite' buttons, with the 'Invite' button also highlighted with a red border.

Tactiv

Home Opportunities

Tom's Business

Details Contacts Past Events Past Requests Policies

Create Contact

Status	Name	Primary Phone
Active	Mr Tom Test	0412925299
Invited	Timmy Test	
	Timmy Test	

Invite Timmy Test

Select a role for the new contact

- Standard User has access to view Business Account details, and can submit forms and claims
- Account Administrator has full access to manage this Business Accounts details, Users and submit forms

Send invite to this email address  
hello@tom.com

Account Administrator

Standard User

Cancel Invite

# Invite other organisation members to your application / account

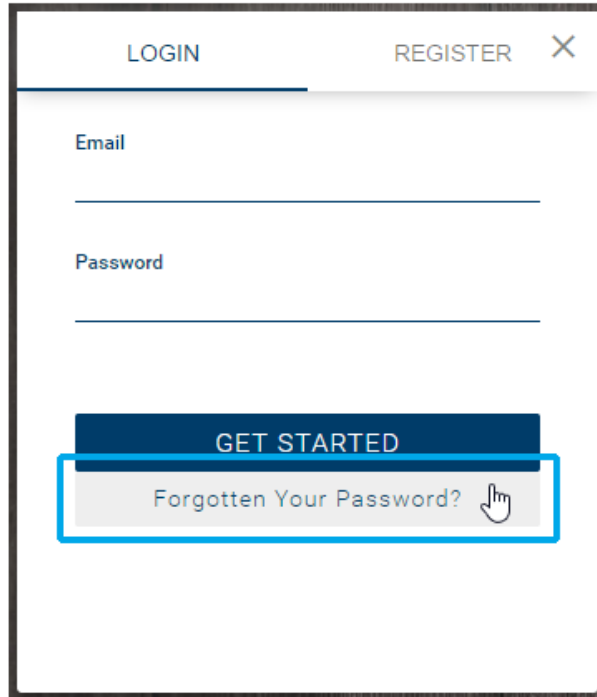
The relevant Contact will now be invited to become a Client Portal User.

The screenshot shows the Tactiv application interface for 'Tom's Business'. The page has a navigation bar with 'Home' and 'Opportunities' links. Below the navigation bar is a header with 'Tom's Business' and a user profile icon. The main content area has a 'Create Contact' button and a table of contacts. The table has columns for Status, Name, Primary Phone, Primary Email, Account Access, Invite Status, Position, Key Contact, and Accountable Officer. The contact 'Tomethis Test' is highlighted with a red box.

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Mr Tom Test	0418925295	thomas.duffy@tactiv...	Account Administrator			Yes	⋮
Invited	Timmy Test		hello@tton.com		Sent - 19/11/2021 11:25 AM			⋮
Invited	Tomethis Test		duffythomas365@g...		Sent - 19/11/2021 9:40 AM	Revoke		⋮

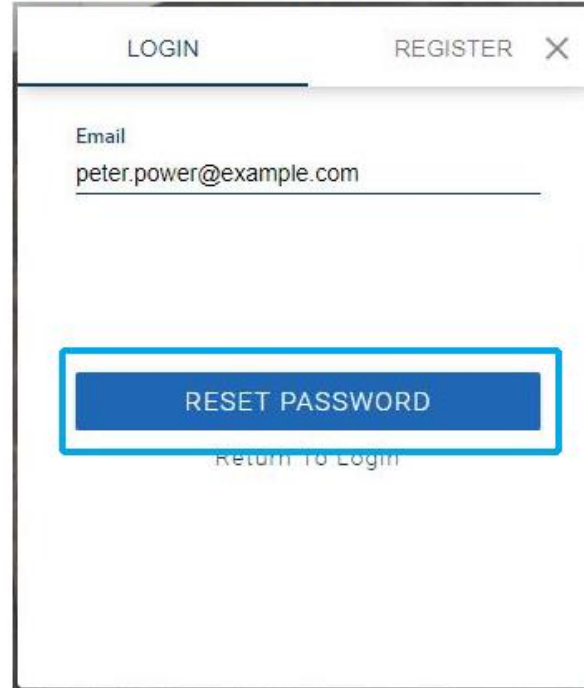
# What if i forget my password?

1. To reset your password go to the Login tab and select **Forgotten Your Password?**



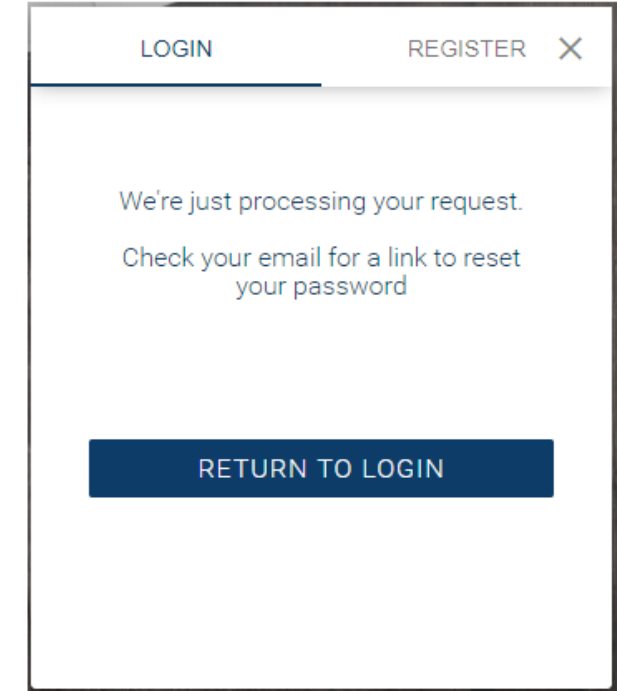
The screenshot shows a web browser window with tabs for 'LOGIN' and 'REGISTER'. Below the tabs are two input fields labeled 'Email' and 'Password'. At the bottom, there is a dark blue button labeled 'GET STARTED' and a light grey button labeled 'Forgotten Your Password?' with a hand cursor icon. A blue rectangular box highlights the 'Forgotten Your Password?' button.

2. Enter your accounts **Email** and select **Reset Password**.



The screenshot shows the same web browser window. The 'Email' input field now contains the text 'peter.power@example.com'. Below the input fields is a dark blue button labeled 'RESET PASSWORD' and a smaller link labeled 'Return to Login'. A blue rectangular box highlights the 'RESET PASSWORD' button.

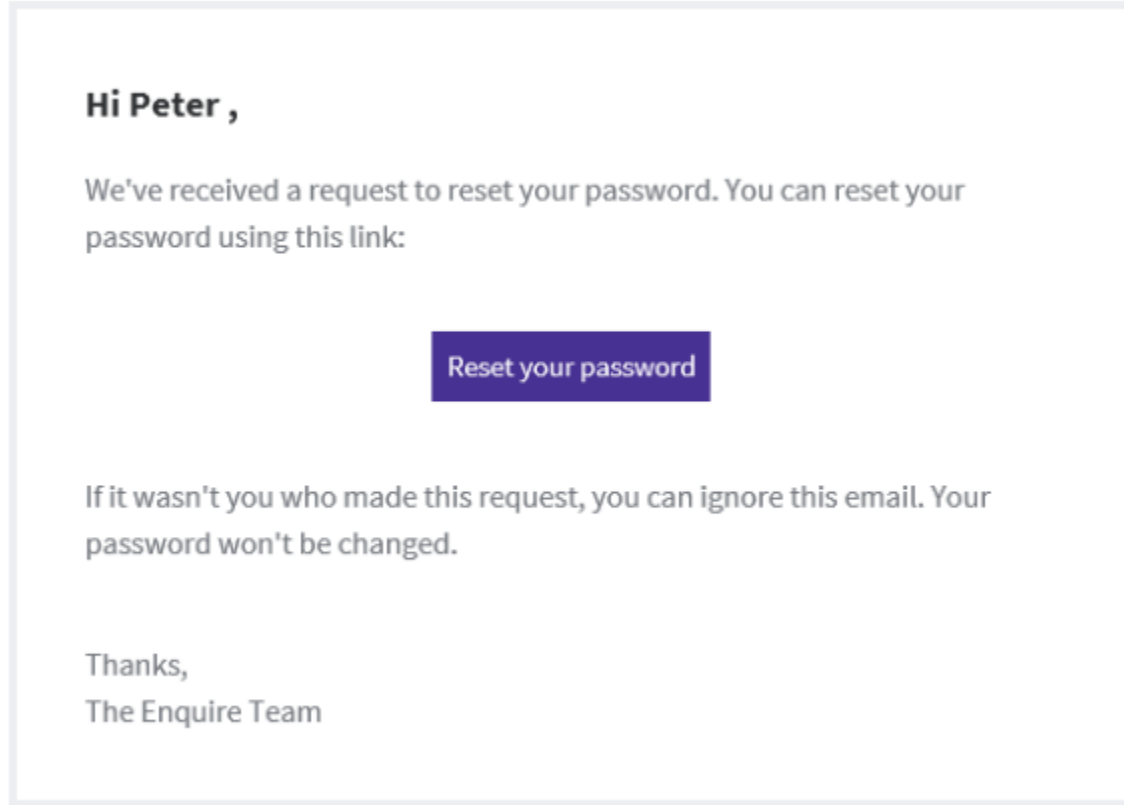
3. Check email for a link to reset your password.



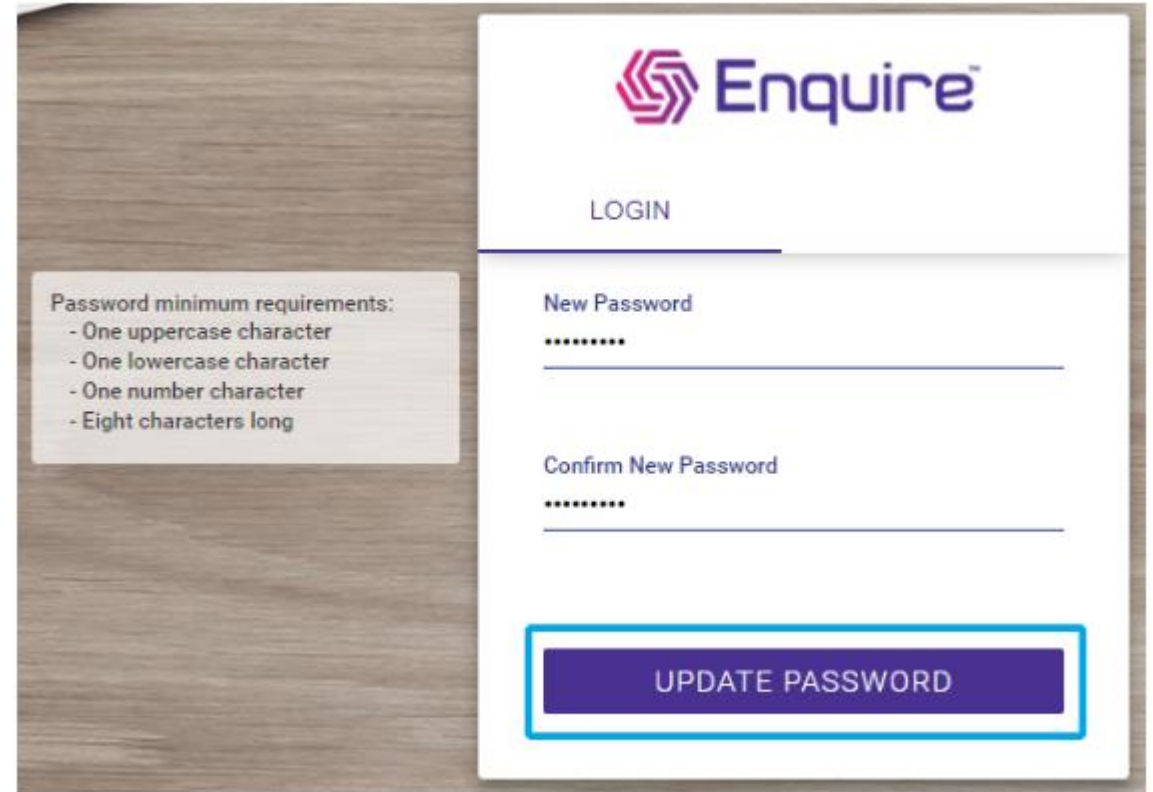
The screenshot shows a confirmation page with the text 'We're just processing your request. Check your email for a link to reset your password'. At the bottom, there is a dark blue button labeled 'RETURN TO LOGIN'.

# What if i forget my password?

4. Select **Reset your password** in the email received.



5. Enter in **New Password**, **Confirm New Password**, then select **Update Password** to finish.



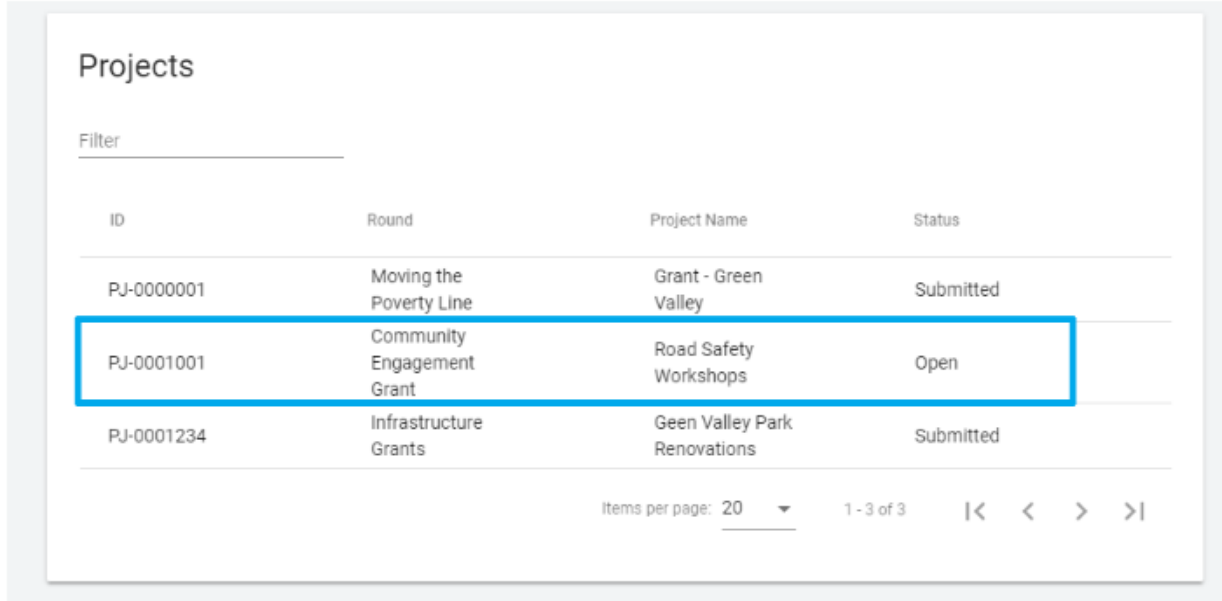
# Find an existing application

Applications you've started and submitted will be listed under the Projects section of the Home screen. You can resume unsubmitted applications.

1. Select the **Home** option to return to the Home screen.



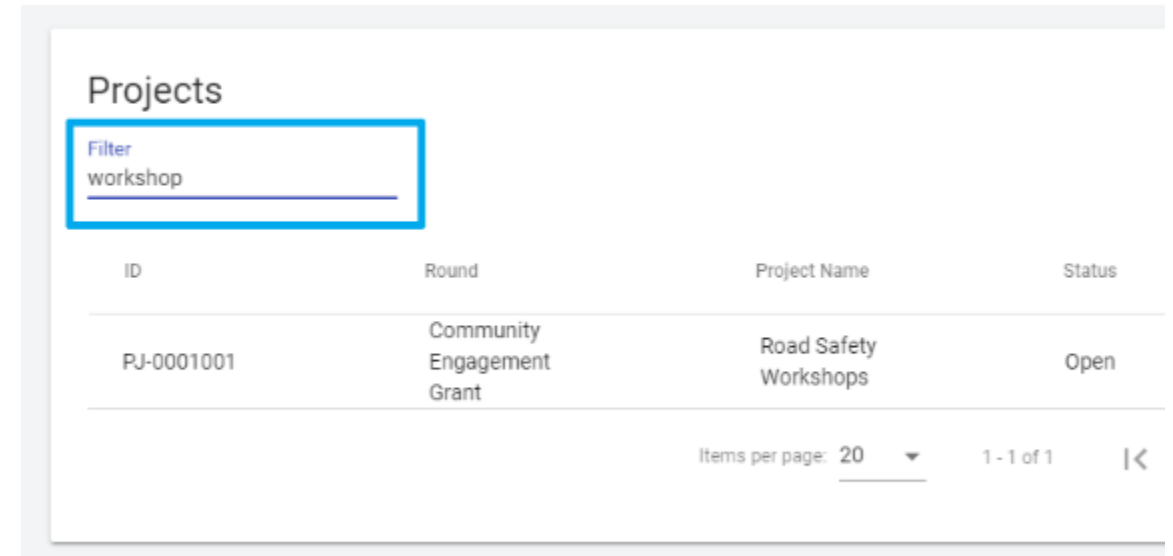
2. Select the unsubmitted or **open** application to resume filling it in.



The screenshot shows a table titled "Projects" with a search filter set to "workshop". The table has four columns: ID, Round, Project Name, and Status. The row for project ID PJ-0001001 is highlighted with a blue border. This row shows the project is in the "Community Engagement Grant" round and has a status of "Open".

ID	Round	Project Name	Status
PJ-0000001	Moving the Poverty Line	Grant - Green Valley	Submitted
PJ-0001001	Community Engagement Grant	Road Safety Workshops	Open
PJ-0001234	Infrastructure Grants	Geen Valley Park Renovations	Submitted

3. Alternatively, enter the ID or Project Name to locate an application.



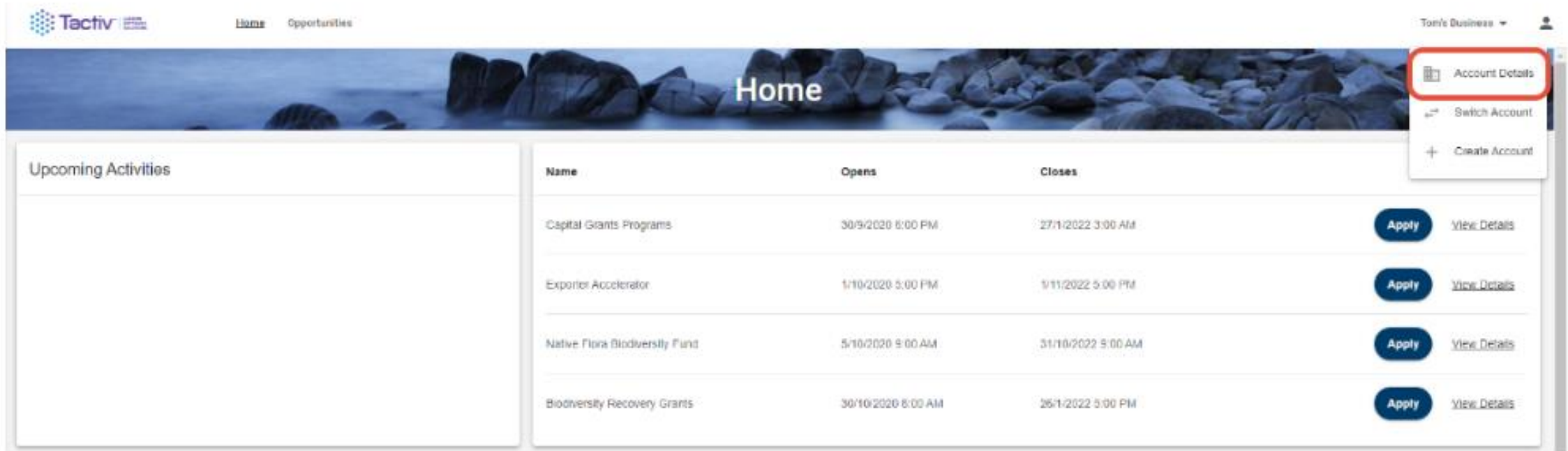
The screenshot shows the same "Projects" table as in the previous image. The search filter "workshop" is highlighted with a blue box. The table content is identical to the previous screenshot.

ID	Round	Project Name	Status
PJ-0001001	Community Engagement Grant	Road Safety Workshops	Open



# Update your account details

1. From the Client Portal home page, click on your **account name** and then select **Account Details**.

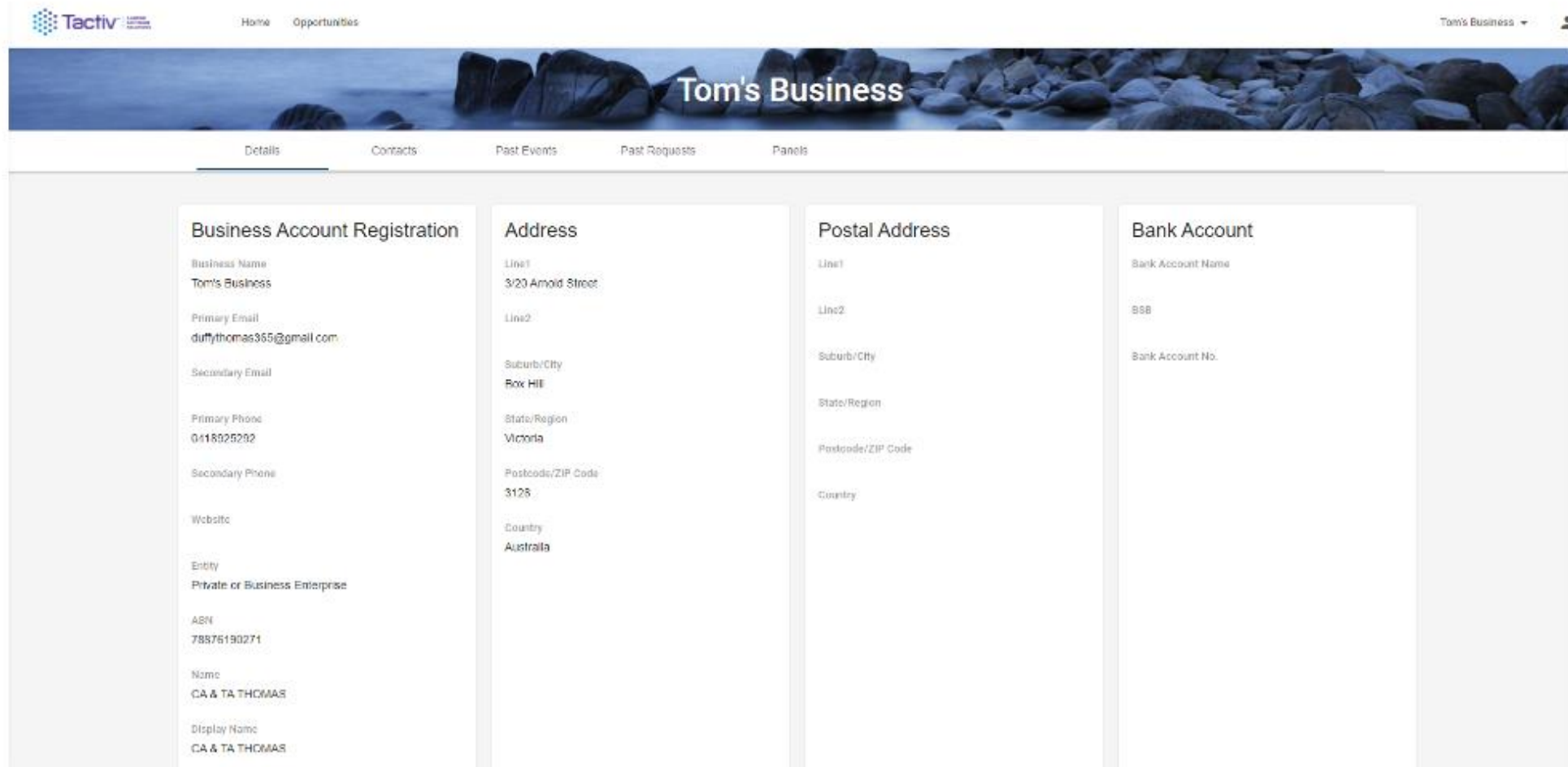


The screenshot shows the Tactiv Client Portal home page. The header includes the Tactiv logo, navigation links for 'Home' and 'Opportunities', and a user profile dropdown for 'Tom's Business'. A dropdown menu is open, showing 'Account Details', 'Switch Account', and 'Create Account' options. The main content area includes an 'Upcoming Activities' section and a table of activities with columns for Name, Opens, and Closes, along with 'Apply' and 'View Details' buttons for each row.

Name	Opens	Closes	Apply	View Details
Capital Grants Programs	30/9/2020 8:00 PM	27/1/2022 3:00 AM	Apply	View Details
Exporter Accelerator	1/10/2020 3:00 PM	9/11/2022 5:00 PM	Apply	View Details
Native Flora Biodiversity Fund	5/10/2020 9:00 AM	31/10/2022 9:00 AM	Apply	View Details
Biodiversity Recovery Grants	30/10/2020 8:00 AM	26/1/2022 5:00 PM	Apply	View Details

# Update your account details

## 2. Review your information and make any necessary edits:



The screenshot shows a web application interface for 'Tom's Business'. The header includes the 'Tactiv' logo, navigation links for 'Home' and 'Opportunities', and a user profile dropdown for 'Tom's Business'. Below the header is a navigation bar with tabs for 'Details', 'Contacts', 'Past Events', 'Past Requests', and 'Panels'. The main content area is divided into four columns, each representing a different section of the business account details:

- Business Account Registration:** Fields include Business Name (Tom's Business), Primary Email (duffythomas365@gmail.com), Secondary Email, Primary Phone (0418025292), Secondary Phone, Website, Entity (Private or Business Enterprise), ABN (78876190271), Name (CA & TA THOMAS), and Display Name (CA & TA THOMAS).
- Address:** Fields include Line1 (3/20 Arnold Street), Line2, Suburb/City (Box Hill), State/Region (Victoria), Postcode/ZIP Code (3128), and Country (Australia).
- Postal Address:** Fields include Line1, Line2, Suburb/City, State/Region, Postcode/ZIP Code, and Country.
- Bank Account:** Fields include Bank Account Name, BSB, and Bank Account No.

# Update your account details

Select the Edit button on the relevant card you want to update.  
Make the necessary changes and hit the save button.  
The updates made will be reflected on the relevant card.

### Organisation Account Registration

Organisation Name  
Pyrenees Shire Council Client Support Account

Primary Email  
communitydevelopment@pyrenees.vic.gov.au

Primary Phone  
0459840717

Website or social media site of organisation  
www.pyrenees.vic.gov.au

Entity  
Other (please specify below)

ABN  
94924356468

Registered for GST  
Yes

Incorporation Number  
000000000000

**Edit**

### Organisation Account Registration

Organisation Name \*  
Pyrenees Shire Council Client Support Account 45/255

Primary Email  
communitydevelopment@pyrenees.vic.gov.au 40/255

Website or social media site of organisation \*  
www.pyrenees.vic.gov.au 23/255

Entity \*  
Other (please specify below)

ABN \*  
94924356468 11/255

Registered for GST \*  
Yes

Incorporation Number \*  
000000000000 12/255

**Cancel** **Save**