

SmartyGrants Guide

Introduction

The Ministry of Youth Development (MYD) – Te Manatū Whakahiato is using an online application service, powered by SmartyGrants, for its F23 Open Tender Funding Round.

Each funding stream Request for Proposal (RFP) has a unique SmartyGrants link where Respondents can submit Proposals. You can access MYD's SmartyGrants landing page by clicking on the following link: <https://myd.smartygrants.com.au/>.

Once you click the link, it will take you to the specific Landing Page for each funding stream which includes some information about how to use SmartyGrants, and where you can "Start a submission", "Preview the form" and "Download preview form", as in illustration below.



The online submission form has been designed to work alongside the RFPs and Frequently Asked Questions provided on the Government Electronic Tenders Service (GETS) website.

Important things to note

You must register before you can make an online Proposal

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. **Registration is free and no subscription is required.**

It only takes a moment to register, and you can get started on your Proposal straight after registering.

If you are already registered, then you just need to log in to make an online Proposal

If you need more help using this form, download the [SmartyGrants Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#).

Saving your application

Please ensure you save as you go.

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any Proposals you have started or submitted. You can reopen your draft application and start where you left off.

You can also download your Proposal, whether draft or completed, as a PDF. Click on the 'Download' button located at the bottom of the last page of the application form.

Submitting your Proposal

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your Proposal before you can submit it.

Once you have reviewed your Proposal you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your Proposal until all the compulsory questions are completed.

Once you have submitted your Proposal, no further editing or uploading of support materials is possible.

When you submit your Proposal, you will receive an automated confirmation email with a copy of your submitted Proposal attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email, then you should presume that your Proposal has NOT been submitted.

Privacy and Security

Until you submit your response, the contents of the response belong to you. MYD has no right to view the contents of an unsubmitted response. Once a response to a form is submitted, it becomes official information managed by MYD.

Under the Privacy Act 1993, you have the right to access and to request correction of any of your personal information provided to us in connection with your use of this site. If you would like to see the personal information relating to you that we have stored, or to request correction of such personal information, or if you have any concerns regarding your privacy, please contact the MSD Privacy Officer:

PO Box 1556

Wellington 6140

Fax: 64 4 918 0099

Email: information@msd.govt.nz

We may require proof of your identity before being able to provide you with any personal information.

If you are not satisfied with our response to any privacy-related concern you may have, you can contact the Privacy Commissioner:

Office of the Privacy Commissioner

PO Box 10-094

Wellington, New Zealand

Phone: +64-4-474 7590

Enquiries Line (from Auckland): 302 8655

Enquiries Line (from outside Auckland): 0800 803 909

Fax: +64-4-474 7595

Email: enquires@privacy.org.nz