

# How to: Submit a payment request using SmartyGrants

Early Childhood Teaching Scholarship Programs | Updated 2/10/24

## Introduction

You will use the [SmartyGrants](#) platform to submit payment requests for the duration of your scholarship, using a **Milestone and Practical Payment form**. You will also use this platform to upload documentation, including supporting evidence and an electronic funds transfer form.

You will only be able to edit and submit your Milestone and Practical Payment form in SmartyGrants for a limited time during each payment request round. This means whilst you may be able to view your form upon log in, typically you will only be able to fill this out during certain windows between February, July and November. The Scholarships Team will notify you by email when the form is available to edit, and when the submission function will close.

Due to the high volume of payment requests, extensions or late submissions are not permitted.

[Additional support](#) can be found at the end of this document.

## Confirm you are eligible to receive a payment

**Before submitting a payment request form via SmartyGrants, ensure that you have first checked if you are eligible to receive a payment.**

### Initial Payments

If you have not received your Initial Payment, you may be eligible to receive this if you are enrolled past census date in an approved course.

If you have not received your Initial Payment, you will also not have a **Funding Notice**. Your Funding Notice is generated once you provide full academic history and proof of enrolment past census date and is sent at the same time as your Initial Payment.

Eligible scholars in the 2022-23 and 2023-24 cohorts can apply for **Practical Unit Support Payments** at the same time as their Initial Payment, or when applying for Milestone Payments. Scholars can request up to two Practical Unit Support Payments and must provide proof they are enrolled in the relevant units after their award date.

### Milestone Payments

To confirm you're eligible for a Milestone Payment, refer to your Funding Notice and current academic transcript. Funding Notices are emailed to scholars, and outlines your total scholarship award, credits needed for each payment milestone, and the payment due at each milestone.

**To be eligible, your transcript must show that you have accumulated the required credit points to match the milestone or practical payment you wish to receive, as stated in your Funding Notice.**

An Unofficial Transcript is adequate for Milestone and Practical Unit Support Payments, with the exception of 100% Milestone Payments. For 100% Milestone Payments, a full Official Academic transcript is required.

# SmartyGrants form submission tips

- Your session in Smarty Grants expires every 10-15 minutes. It is important to save your progress as you go.
- You can save your progress at any time and resume your submission later.
- Please name your files using your full name and scholarship ID. For example, 'Transcript –ECEC Scholarships –2023SCHOL01628'.
- Supported files are PDF, JPG AND PNG files under 25MB.
- Scholars can combine multiple files to a PDF if needed and upload as one document.
- File uploads may take time. Navigating away from the form during an upload may cancel the upload.
- **Once you press SUBMIT, your payment request form closes and cannot be automatically edited or updated. Please ensure your request, including attachments, is complete and accurate before submitting.**

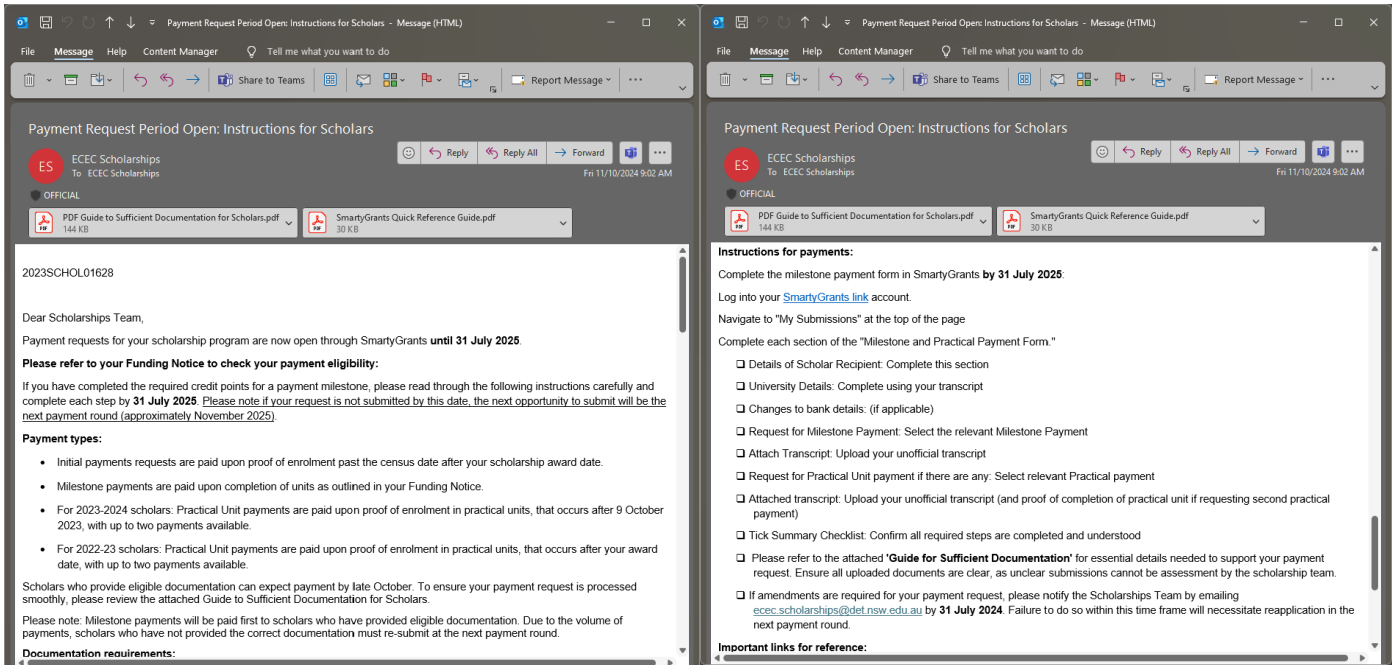
## Submitting a payment request

### Step 1 – Open Smarty Grants using the link sent to you via email

When the payment request period opens all scholars will receive an email notifying them. The email will include a link to SmartyGrants. The link to log-in to your SmartyGrants account differs depending on the year your scholarship was awarded.

For scholars awarded in 2023 or after please use this link: [SmartyGrants link](#)

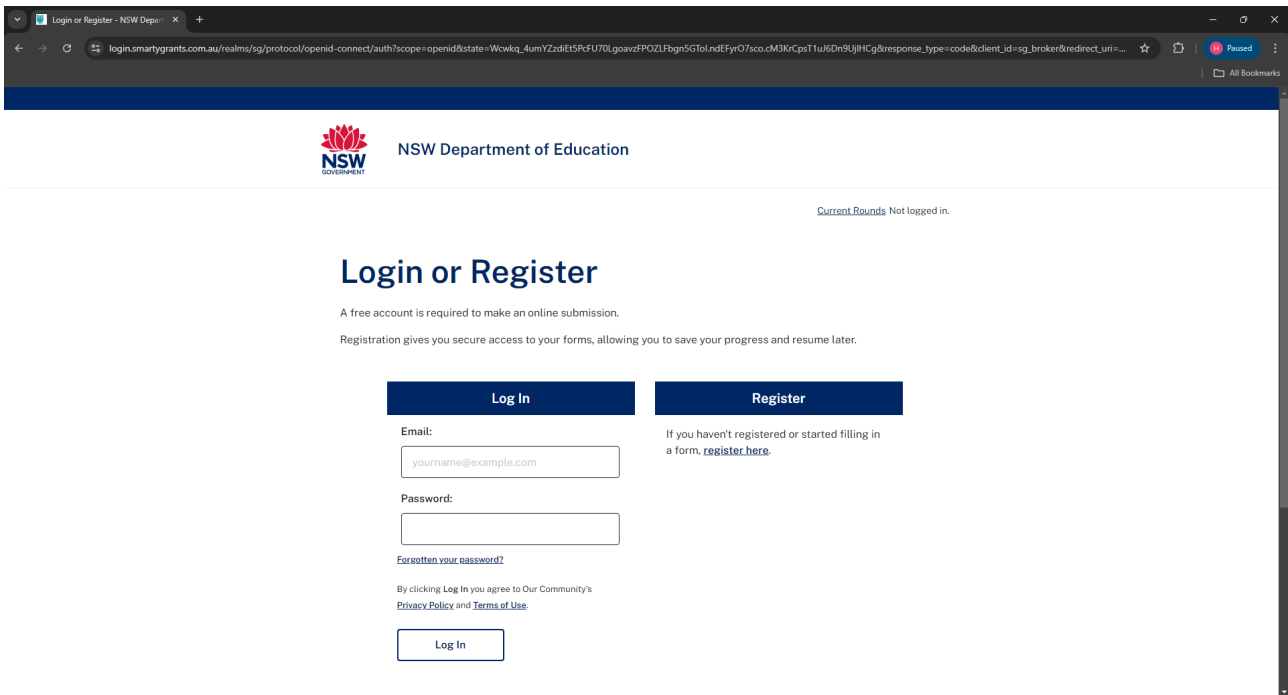
For scholars awarded prior to 2023 please use this link: [SmartyGrants Link](#)



## Step 2 – Log in to your SmartyGrants account

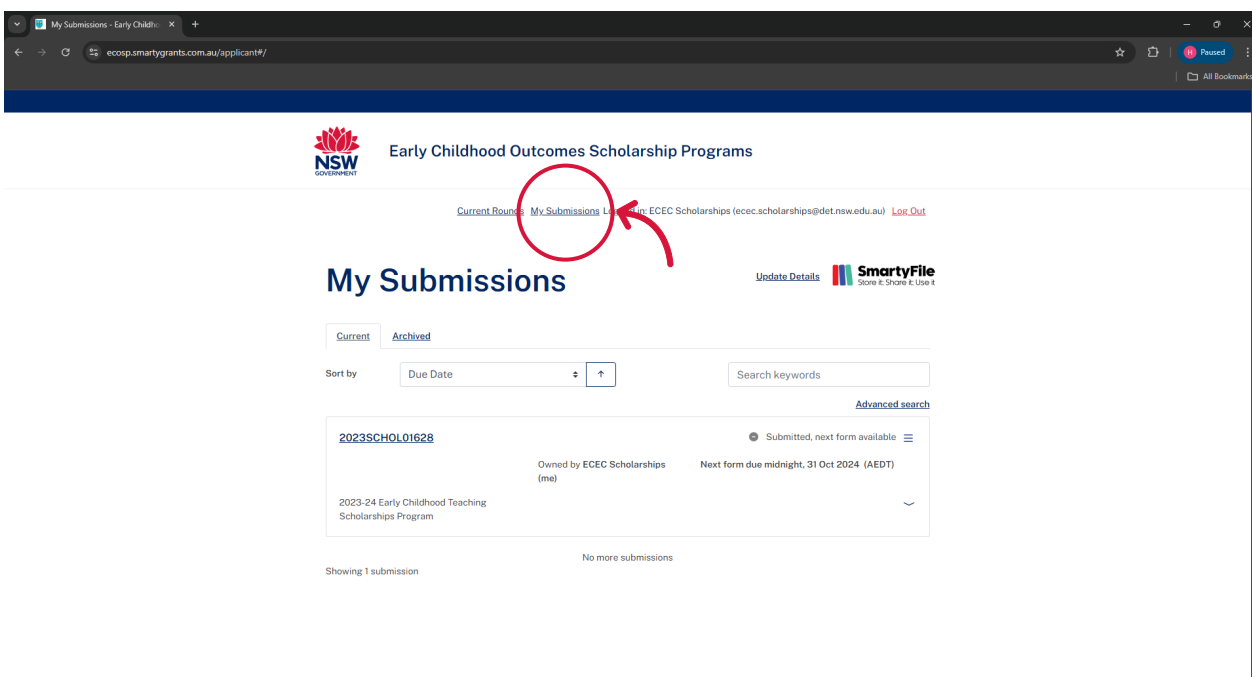
You must log-in using the same email address and password that was registered when you applied for your scholarship.

For assistance with logging in, **contact SmartyGrants support** or refer to the SmartyGrants support links under the **Additional support** section of this document.

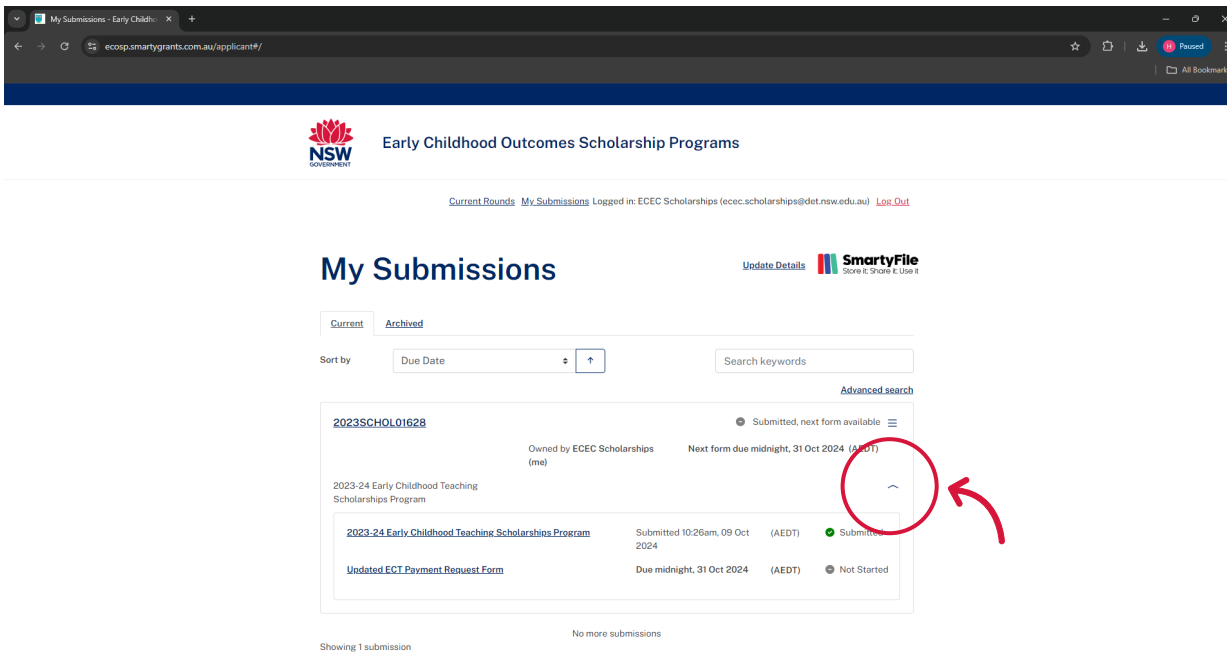


## Step 3 – Open your Milestone and Practical Payment form

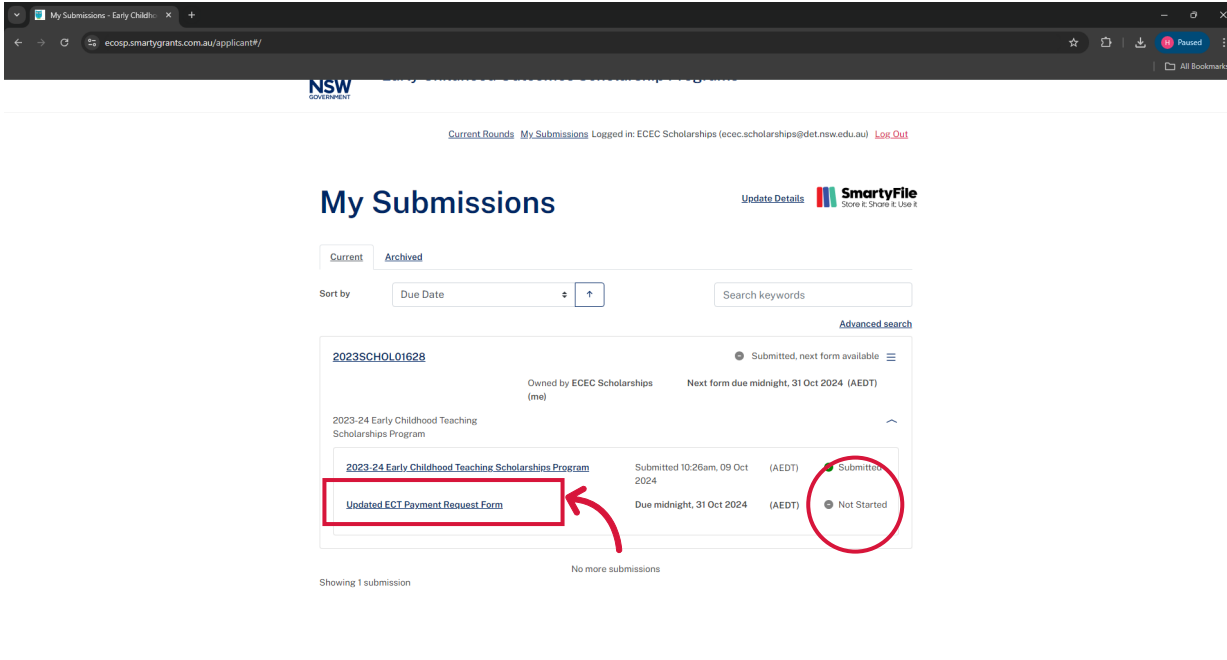
- Click on **My Submissions**.
- If you can't see any forms, confirm you are using the **correct link for your cohort** and **email address** to log-in to SmartyGrants. Also confirm that the payment request period is open.



- Click on the **Expand** button on the right of the screen to display all forms.



- Select the open/available **Milestone and Practical Payment form** displayed.
- Once your payment request form is submitted it can't be edited. If you need to change the details of your form, confirm that the payment request period is still open, and contact the Scholarships Team for support reopening the form.



## Step 4 – Complete the Payment request section of the form

- Confirm the form shows your correct Scholarship ID and note the information at the top of the form.

NSW GOVERNMENT Early Childhood Outcomes Scholarship Programs

Current Rounds My Submissions Logged in: ECEC Scholarships (ecoc.scholarships@det.nsw.edu.au) Log Out

SmartyFile  
Store to Cloud & Use it

### 2023-24 Early Childhood Teaching Scholarships Program — 2023SCHOL01628

In progress, last saved today, 10:29am (AEDT)

Save Progress Save and Close Next Page

#### 2023-24 Early Childhood Teaching Scholarship Payment Request Form

\* indicates a required field.

#### Scholarship Program - Milestone and/or Practical Unit Support Payment Form

This form is how scholars can submit a payment request form.

You must ensure all required documentation is fully submitted by the submission deadline stated in your notification email from the Scholarships Team. If you do not submit a request by this deadline, the next opportunity to do so will be at the next payment round (approximately November 2024).

The Scholarships Team assesses each individual payment request to determine if the submitted documentation meets the eligibility criteria for payment. All payment requests are processed after the submission period closes.

#### Form Navigation

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form
2. Milestone Payments
3. Practical Unit Support Payment (Not Applicable)
4. Scholar Declaration

Review and Submit

- Confirm your personal details, and your qualification details.

#### Details of scholar recipient

Name \*

First name Last name

Phone Number \*

Must be an Australian phone number.

Email \*

Must be an email address.

#### University Details

Please use your transcripts to complete this section

Name of Tertiary Institution (TAFE or University) \*

Qualification Level \*

Bachelor  
 Graduate Certificate  
 Graduate Diploma  
 Master

Clear

At least 1 choice must be selected.

Qualification name \*

- If your bank account details have changed, complete and upload the EFT form. **If your details have not changed, there is no need to complete this again.**

Page 1 - 2023-24 Early Childho...  
 ecosp.smartygrants.com.au/form/12501162/continue

Master  
[Clear](#)  
 At least 1 choice must be selected.

Qualification name \*  
  
 E.g. Bachelor of Education (Birth to Five Years)

**Changes to bank account details**

Please only complete this section if your bank account details have changed

The link to access the blank EFT form is [here](#).

Please note: the field "Name of Scholar Bank Account" requires the full Legal Name of the scholar who owns it.

Once completed, upload the Electronic Funds Transfer (EFT) form here:

Attach a file:

We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

**Grant Information**  
 Early Childhood Outcomes Scholarship Programs  
 Phone: 1800 619 113  
 Email: [ecoc.scholarships@det.nsw.edu.au](mailto:ecoc.scholarships@det.nsw.edu.au)

**Technical Assistance**  
 Contact SmartyGrants  
 Phone: 03 9320 6888  
 Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)  
[Technical help guide for applicants](#)

[Go to NSW Grant Finder](#)  
[Go to SmartyFile](#)

- Tick the relevant milestone(s) you have reached and are requesting payment for (reference your Funding Notice to guide you) , including any practical units. You can select more than one payment type.
- Only 2022-23 and 2023-24 scholars are eligible for Practical Unit Support Payments.

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 ecosp.smartygrants.com.au/form/12501162/continue/2

**Request for Payment**

For milestone payments, refer to the email with your Funding Notice for a breakdown of your payment structure to determine which milestone you are up to. You can request multiple milestone payments by ticking multiple boxes.

If you are uncertain about which milestone payment you are eligible for, please refer to your Funding Notice and current transcript for guidance. You may need to make an assumption based on the information available to you.

**Payment request \***

Initial payment  
 12.5% milestone payment  
 25% milestone payment  
 37.5% milestone payment  
 50% milestone payment  
 62.5% milestone payment  
 75% milestone payment  
 87.5% milestone payment  
 100% milestone payment  
 Practical unit support payment  
[Clear](#)

At least 1 choice must be selected. If an error is made in the form, the scholarships team will reopen the form for correction provided the request to reopen the form is sent to [ecoc.scholarships@det.nsw.edu.au](mailto:ecoc.scholarships@det.nsw.edu.au) within a week of the payment request period closing.

**25% payment milestone**

**Checklist of documents to attach below \***

Unofficial/ Online transcript showing 25% of subjects completed  
[Clear](#)

At least 1 choice must be selected. Please refer to your Scholarship Deed or Funding Notice

Childhood Teaching  
 Scholarship Payment  
 Request Form

2. Milestone Payments

3. Practical Unit Support  
 Payment (Not  
 Applicable)

4. Scholar Declaration

Review and Submit

## Step 5 – Attach files to provide supporting evidence for relevant milestones

- Scroll down to the payment type(s) you ticked in the previous step.
- Tick the **Unofficial/Online transcript** box to indicate your intention to attach supporting evidence.
- Click on **Choose Files** or **Browse...**, depending on your browser option and select the file you wish to attach, and upload.

Funding Notice and current transcript for guidance. You may need to make an assumption based on the information available to you.

**Payment request \***

- Initial payment
- 12.5% milestone payment
- 25% milestone payment
- 37.5% milestone payment
- 50% milestone payment
- 62.5% milestone payment
- 75% milestone payment
- 87.5% milestone payment
- 100% milestone payment
- Practical unit support payment

[Clear](#)

At least 1 choice must be selected. If an error is made in the form, the scholarships team will request the form for correction provided the request to reopen the form is sent to [seec.scholarships@det.nsw.edu.au](mailto:seec.scholarships@det.nsw.edu.au) within a week of the payment request period closing.

**25% payment milestone**

**Checklist of documents to attach below \***

- Unofficial/ Online transcript showing 25% of subjects completed

[Clear](#)

At least 1 choice must be selected. Please refer to your Scholarship Deed or Funding Notice

**Upload unofficial/ online academic transcript here: \***

Attach a file:

Please upload in a PDF format.

## Step 6 – (Optional – only applicable to 2022-23 and 2023-24 Early Childhood Teaching scholars) If you indicated you are requesting a practical unit support payment, confirm the details required

- Press the Next Page button to complete the practical unit support payment section.
- Confirm the information provided.

**Practical Unit Support Payment**

\* indicates a required field.

**Request for payment**

Two payments of \$2,500 each will be available to eligible scholars who are enrolled in a practical unit.

These payments aim to support scholars while they complete a practical unit as part of their degree. Your university or TAFE may also refer to these as Professional Placements, Practical Sessions or Practical Experiences.

**Payment requirements**

- To receive a practical unit support payment of \$2,500 a scholar must provide unofficial/ online academic transcripts as:
  - proof of enrolment in a practical unit
  - proof of completion for a past practical unit (if applicable)
- A second practical unit support payment may be payable once the Department has received confirmation that the first practical unit has been successfully completed. This is confirmed via submission of an unofficial/online academic transcript.
- If a scholar withdraws from a practical unit after payment, they will not receive further practical unit payments until they complete that unit. Milestone payments for degree progress may continue.
- If a scholar fails a practical unit, they have received a payment for, they will not be eligible for a second payment for the same practical unit.

Please note, your eligibility for practical unit support payments applies only to practical units undertaken after your scholarship award date. Your individual circumstances are outlined in your Funding Notice.

**Payment request - please nominate which support payment you are requesting to receive \***

- First practical unit support payment
- Second practical unit support payment

**Form Navigation**

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form
2. Milestone Payments
3. Practical Unit Support Payment
4. Scholar Declaration

[Review and Submit](#)

- Tick First and/or Second practical unit support payment if applicable, or tick Not Applicable.
- If you selected a first and/or second practical unit support payment, continue to the next step.
- If you selected Not Applicable, scroll down to Step 7.

The screenshot shows a web browser window with the URL `ecosmartygrants.com.au/form/12501162/continue/3`. The page title is "Page 3 - 2023-24 Early Childh...". The form content is as follows:

**Payment request - please nominate which support payment you are requesting to receive \***

- First practical unit support payment
- Second practical unit support payment

[Clear](#)

At least 1 choice must be selected. If an error is made in the form, the scholarships team will reopen the form for correction provided the request to reopen the form is sent to [ecosm.scholarships@det.nsw.edu.au](mailto:ecosm.scholarships@det.nsw.edu.au) within a week of the payment request period closing.

**First practical unit support payment**

This payment is made to support a practical unit commenced after your scholarship award date.

**Unit of study name \***

Found in your transcript, for example "Professional Experience (0 to 2 years)"

**Unit of study code \***

Found in your transcript, for example "PRAC1234"

**Checklist of documents to attach below \***

- Proof of enrolment in a practical unit, e.g. transcript

[Clear](#)

Proof or enrolment past the census date may be provided through an unofficial transcript

**Upload unofficial/online academic transcript here \***

Attach a file:

Please upload in a PDF format.

Navigation buttons:



## Step 7 – (Optional – only applicable to 2022-23 and 2023-24 Early Childhood Teaching scholars) Confirm the details of the practical unit(s) and attach supporting evidence

- Enter the practical unit of study name and code, as displayed on your transcript. Your transcript must clearly display either enrolled prac or a completed prac.
- Tick the **Proof of enrolment in a practical unit** box to indicate your intention to attach supporting evidence.

**Clear**

At least 1 choice must be selected. If an error is made in the form, the scholarships team will reopen the form for correction provided the request to reopen the form is sent to [ecoc.scholarships@det.nsw.edu.au](mailto:ecoc.scholarships@det.nsw.edu.au) within a week of the payment request period closing.

### First practical unit support payment

This payment is made to support a practical unit commenced after your scholarship award date.

**Unit of study name \***  
Professional Experience (0 to 2 years)  
Found in your transcript, for example "Professional Experience (0 to 2 years)"

**Unit of study code \***  
PRAC1234  
Found in your transcript, for example "PRAC1234"

**Checklist of documents to attach below \***

- Proof of enrolment in a practical unit, e.g. transcript

**Clear**

Proof of enrolment past the census date may be provided through an unofficial transcript

**Upload unofficial/online academic transcript here \***

Attach a file: [Upload new file](#) [Select stored file](#)

Please upload in a PDF format.

[Previous Page](#) [Save Progress](#) [Save and Close](#) [Next Page](#)

We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

- Click on **Choose Files or Browse...**, depending on your browser option and select the file you wish to attach, and upload. It will display as a link.
- Click Next Page to proceed to the **Scholar Declaration**.

## Step 8 – Complete the scholar declaration and confirm the information provided, including any projected timeframes

[Previous Page](#) [Save Progress](#) [Save and Close](#) [Next Page](#)

### Scholar Declaration

\* indicates a required field.

#### Scholar Declaration

I understand and agree to the following:

- Up to two Practical Unit Support Payments will be provided to eligible 2023-2024 scholars as per my Funding Notice, at \$2,500 each for a maximum total of \$5,000
- If I withdraw from a practical unit after payment, I will not receive further practical unit support payments until I complete that unit. Milestone payments for degree progress may continue.
- If I fail a practical unit that I have received a payment for, I will not be eligible for a second payment for the same practical unit.

I confirm the below: \*

- All required documentation has been submitted by the deadline
- Scholars who provide eligible documentation can expect payment by late October 2024
- Scholars with incomplete documentation will be notified to resubmit during the next payment request period, approximately November 2024
- Scholars will be notified of any clarifications needed, after the payment round closes and the assessment period has ended
- I have reviewed my Funding Notice and Transcript to confirm eligibility for payment

**Clear**

At least 5 choices must be selected.

#### What to expect after you have submitted

After the payment request round closes, the department will assess all individual submissions. Please bear with us as we work through this process for all scholars.

#### Form Navigation

- 2023-24 Early Childhood Teaching Scholarship Payment Request Form
- Milestone Payments
- Practical Unit Support Payment
- Scholar Declaration**
- Review and Submit

## Step 9 – Check your form for completeness before submitting

- Review your form to ensure you have completed all required fields and uploaded evidence where prompted.

**Review Form**

Your form has not been submitted yet. Please review and correct any errors you find.  
Click the Submit button when you're ready to submit this form.  
This form must be submitted before 31 October 2024, midnight (end of day) Australian Eastern Daylight Time.

[Previous Page](#) [Download PDF](#) [Save and Close](#) [Submit](#)

**2023-24 Early Childhood Teaching Scholarship Payment Request Form**

**Scholarship Program - Milestone and/or Practical Unit Support Payment Form**

This form is how scholars can submit a payment request form.

You must ensure all required documentation is fully submitted by the submission deadline stated in your notification email from the Scholarships Team. If you do not submit a request by this deadline, the next opportunity to do so will be at the next payment round (approximately November 2024).

The Scholarships Team assesses each individual payment request to determine if the submitted documentation meets the eligibility criteria for payment. All payment requests are processed after the submission period closes.

Scholars who provide eligible documentation can expect payment by late October.

Please note: Milestone payments will be paid first to scholars who have provided eligible documentation. Due to the volume of payments, scholars who have not provided the correct documentation must re-submit at the next payment round.

[Refer to your Funding Notice for the number of completed units required for each milestone payment.](#)

**Details of scholar recipient**

\*\*\*\*\*

**Form Navigation**

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form
2. Milestone Payments
3. Practical Unit Support Payment
4. Scholar Declaration

[Review and Submit](#)

- Where indicated, attach a valid, legible Unofficial Transcript, or an Official Transcript if you are claiming a 100% milestone payment.
- To be valid, a transcript must display:
  - Your full name
  - University or TAFE name on an official letterhead
  - Document date
  - Degree/qualification name or code
  - When the subjects were completed and session
  - All subject codes
  - All subject credit points
  - All subject results
  - Any recognised prior learning/advanced standing
  - Completion and enrolment status
- If applicable, for a practical unit support payment, your transcript needs to provide proof of enrolment in a practical unit that occurs after your scholarship award date. Your university or TAFE may refer to this unit as a professional placement, practical session or practical experience.
- You can submit more than one document to satisfy the above criteria.
- Refer to the [Payment Request Evidence Guide](#) to view an example of a valid transcript and confirm your transcript displays all of the essential information.

**Important:** uploading insufficient evidence will deem you ineligible to receive a payment this round and you will have to wait until the next payment request round to submit a new request.

## Step 10–Submit your form

second payment for the same practical unit.

I confirm the below: \*

- All required documentation has been submitted by the deadline
- Scholars who provide eligible documentation can expect payment by late October 2024
- Scholars with incomplete documentation will be notified to resubmit during the next payment request period, approximately November 2024
- Scholars will be notified of any clarifications needed, after the payment round closes and the assessment period has ended
- I have reviewed my Funding Notice and Transcript to confirm eligibility for payment

At least 5 choices must be selected.

**What to expect after you have submitted**

After the payment request round closes, the department will assess all individual submissions. Please bear with us as we work through this process for all scholars.

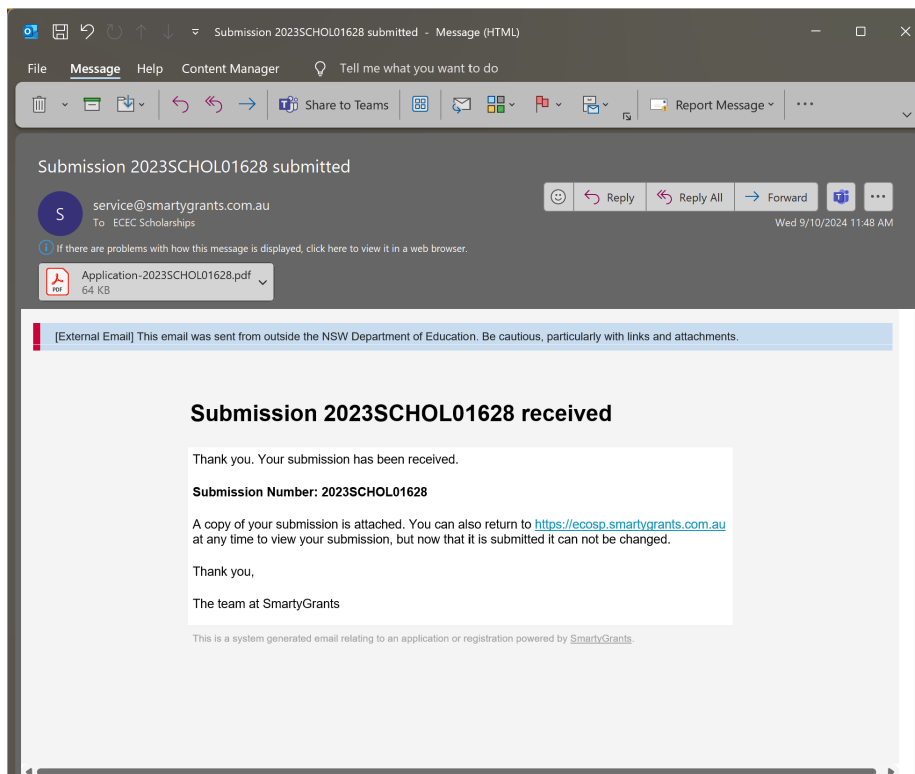
Once assessments have been completed, eligible payments will be made to the account nominated by scholars in their EFT form. Payment request outcome notifications will be sent at this time, expected to be late October 2024. The Scholarships Team thanks all scholars for their patience as this work is completed.

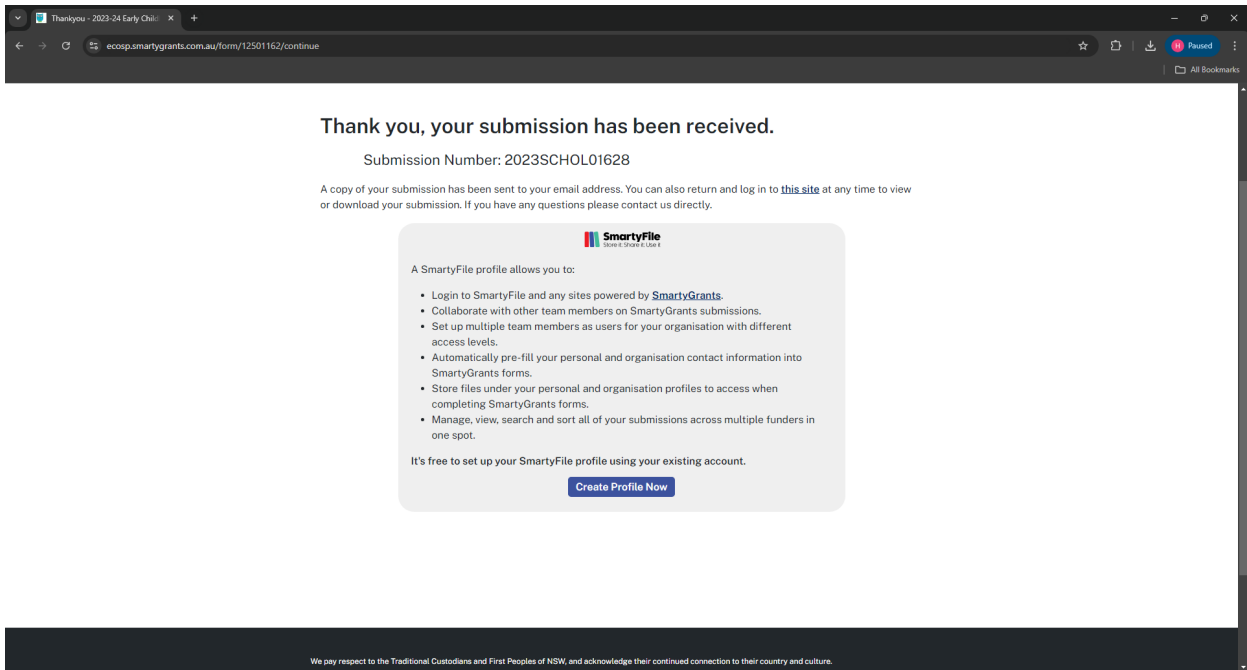
[Previous Page](#) [Download PDF](#) [Save and Close](#) [Submit](#)

We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

<b>Grant Information</b> Early Childhood Outcomes Scholarship Programs Phone: 1800 619 113 Email: <a href="mailto:ecoc.scholarships@det.nsw.edu.au">ecoc.scholarships@det.nsw.edu.au</a>	<b>Technical Assistance</b> Contact SmartyGrants Phone: 03 9320 8888 Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a> <a href="#">Technical help guide for applicants</a>	<a href="#">Go to NSW Grant Finder</a> <a href="#">Go to SmartyFile</a>
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- After carefully reviewing your form, click **Submit**.
- After submitting your form, a confirmation like the one shown below will be displayed.
- You will also receive an email from SmartyGrants confirming your form has been successfully submitted.





## Additional support

### For SmartyGrants access or technical assistance:

- **Visit:** [SmartyGrants Help Guide for Applicants](#)
- **Visit:** [SmartyGrants Applicant FAQs](#)
- **Phone:** +61 3 9320 6888
- **Email:** [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

### For payment request process assistance:

- **Visit:** [Early Childhood Teaching Scholarships Program – Information for 2023-2024 scholarship recipients](#)
- **Email:** [ecec.scholarships@education.nsw.edu.au](mailto:ecec.scholarships@education.nsw.edu.au)

### Resources:

- [Payment Request Evidence Guide](#)
- [Glossary of Terms](#)
- [How to: Submit a payment request guide](#)
- [How to: Submit a payment request recording](#)