



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



## Grants-in-Aid

### Questions and Answers

#### 1. What is the closing time and date for applications?

The application form must be submitted by **11.00PM AEST on Wednesday, 01 May 2019**. It is recommended that you submit your application **well before the closing time and date**.

#### 2. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after **11.00PM AEST on Wednesday, 01 May 2019**, the [late application policy](#) available on the Community Grants Hub website will apply.

#### 3. What is the aim of the Grants-in-Aid (GIA) Program?

The objective of the program is to fund discrete projects or activities that address a specific problem or issue and will achieve a clear benefit to the ex-service and Defence community.

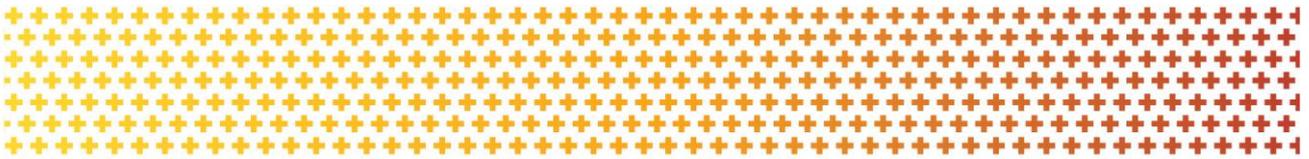
This may include projects that:

- encourage co-operation and communication between the ex-service community, Ex-Service Organisations (ESOs, see question 4 for a definition) and the Australian Government
- assist ESOs to:
  - support their branches, sub-branches and affiliated organisations in performing advocacy, pensions and welfare work
  - advance the objectives of all ESOs more generally, including improved co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters.

#### 4. Who can apply for the Grants-in-Aid Program?

To be eligible you must be a bona fide national incorporated ESO.

For the purposes of GIA grants, a bona fide national incorporated ESO is considered to be an organisation:



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- which has direct links to the ex-service community
  - whose membership consists primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants
  - which is established primarily to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants
  - which does not charge any fee for acting on behalf of the veterans, past and present members of the ADF and/or their dependants in the provision of claims or welfare services
  - which has objectives that aim to benefit the welfare of its members nationally
  - which is incorporated.

## **5. What can I use the Grants-in-Aid grant for?**

Grant funding is intended to fund discrete projects or activities that address a specific problem or issue, rather than everyday business-as-usual costs. Requested items should relate to the role of national ESOs as co-ordinating and representative bodies. Examples of discrete projects that address a specific issue could be a national conference to develop a five-year business plan, or training in representational skills for key spokespeople in the organisation.

Eligible items could include but are not limited to, costs associated with:

- accommodation expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences, etc.)
- travel expenses (interactions with local, state/territory and Commonwealth government bodies or attendance at conferences, etc.)
- venue hire (hosting AGMs or other meetings, etc)
- organisational improvements (e.g. training in representational skills for key spokespeople in the organisation etc)

## **6. How much funding is available for this program?**

There is \$145,000.00 (GST exclusive) available for the 2019-20 financial year.

## **7. How much funding can I apply for?**

The maximum grant to any national ESO is \$10,000 within the 2019-20 financial year. Grants are limited to one per organisation.

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**8. Can I seek reimbursement for projects that have already been paid for prior to submission of an application?**

You must incur the expenditure on your grant activities between 1 July 2019 and 30 June 2020.

Please note: If your grant application is unsuccessful, we are not responsible for any expenditure incurred. You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

**9. Can I apply for multiple projects?**

No, you can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

**10. Is the funding ongoing?**

No. The Grants-in-Aid program is a single annual grant offer for the 2019-20 financial year.

**11. Should I include GST in my requested funding amount?**

The Australian Taxation Office advises that DVA grants are considered a Financial Assistance Payment and so they are not subject to GST. In accordance with that advice:

**If your organisation is registered for GST you:**

- are required to calculate the GST exclusive component of the cost of any item or service purchased for your proposed project
- must provide the final total GST exclusive amount in your grant application
- can claim an input tax credit through your BAS Statement to the ATO, for the GST component of purchased items or services.

**If your organisation is NOT registered for GST you are:**

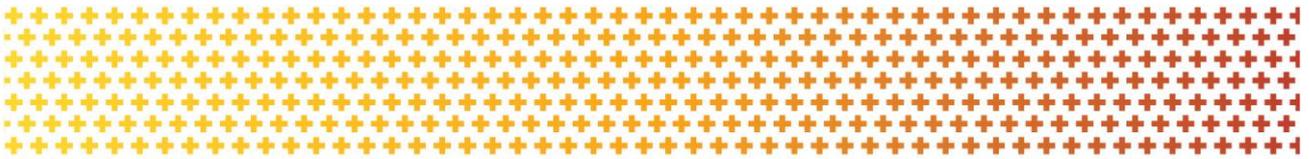
- not able to request an input tax credit from the ATO for the GST component of purchased items or services
- required to provide the final GST inclusive amount in your grant application.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under the GIA Program, you may wish to speak with the ATO or your financial advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website for more information.

**For example**

Your organisation is registered for GST

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- You are applying for venue hire in your Grants-in-Aid application.  
The cost of your venue hire is \$1,000 plus \$100.00 GST  
The total cost is \$1,100 (GST inclusive).
  - You will enter \$1,000 in your Grants-in-Aid application.
  - If your application is successful, you will receive a grant for your venue hire for \$1,000.
  - You may then claim an input tax credit through your BAS to the ATO for the \$100 GST component of the venue hire. More information about how to claim input tax credits is available at the [Australian Tax Office website](#).

Your organisation is NOT registered for GST

- You are applying for venue hire in your Grants-in-Aid application.  
The cost of your venue hire is \$1,000 plus \$100.00 GST  
The total cost is \$1,100 (GST inclusive).
- You will enter \$1,100 in your Grants-in-Aid application.
- If your application is successful, you will receive a grant for your venue hire for \$1,100, comprising a \$1,000 grant and \$100 for GST.

## **12. How do I know if my organisation is GST registered?**

For further guidance, seek advice from your financial advisor.

If your details are up to date, you can find your GST registration status on the [Australian Business Register website](#) by using the ABN Lookup tool.

More information on GST can be found on the [ATO](#) website.

## **13. Is the grant available for projects on Christmas Island, the Cocos (Keeling) Islands, Norfolk Island and Jervis Bay Territory?**

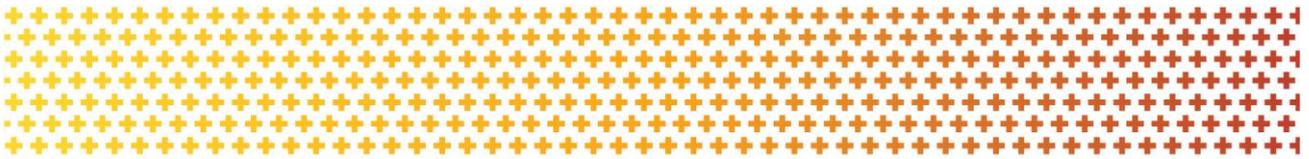
Yes. The Grant Opportunity Guidelines do not specify that activities need to be undertaken on the Australian mainland. Provided all other requirements are met, applications covering any of the seven external Australian Territories would be eligible for consideration.

## **14. Why is the Department of Veterans' Affairs (DVA) using the Hub to manage its grants?**

The Hub will provide a central and consistent application and management process for DVA's grant applicants and recipients.

It will also reduce duplication of effort and resources in common areas of services across Government, such as grants.

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**15. Is this part of a bigger move to merge DVA with another government department?**

No. The Australian Government is committed to a stand-alone DVA. This remains Government policy.

**16. How can I submit the Application Form?**

The form is an online Application Form that you must submit electronically.

The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents

You **must submit your grant application using the online application form**, which is available on the [GrantConnect](#) and [Community Grants Hub websites](#). The application form includes help information.

**17. Do word limits apply to the application form?**

Yes, the application form includes word limits. The application form will not accept characters beyond this limit.

Please note: character limits include any formatting used within the body of the response, this includes spaces.

**18. Can someone from the Community Grants Hub help me with my application?**

The Community Grants Hub and DVA can only provide general information and advice on completing your application. To maintain the fairness and integrity of the application process, applicants cannot be offered individual support or help with their applications.

**19. Who do I contact if I'm having trouble using or submitting an application form?**

If you require help or support in using and/or submitting an application form on the Community Grants Hub website, please call 1800 020 283 or TTY 1800 555 677.

**20. I'm not familiar with using technology, what do I do?**

If you or members of your organisation require digital training, support can be accessed through the Department of Social Services' initiative [Be Connected – improving digital literacy for older Australians](#) which provides training in both city and regional areas, Australia wide. Please visit: [Be Connected website](#).

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## 21. Will DVA still be involved in assessing the grants?

DVA staff working in the Hub will support DVA's grant programs. DVA as a Department will retain responsibility for:

- policy of its grants programs
- ensuring the work of the Hub meets DVA's quality standards
- briefing the Minister on recommended grants
- responding to any grants correspondence.

## 22. Who will be approving DVA grants?

The Minister for Veterans' Affairs (the decision maker) decides which grants to approve taking into account the recommendations made by the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

## 23. What is 'value for money'?

For the purpose of this grant round, 'value for money' is defined as: a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

All eligible and compliant applications will be assessed on merit and in comparison with other eligible applications.

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will also have regard to:

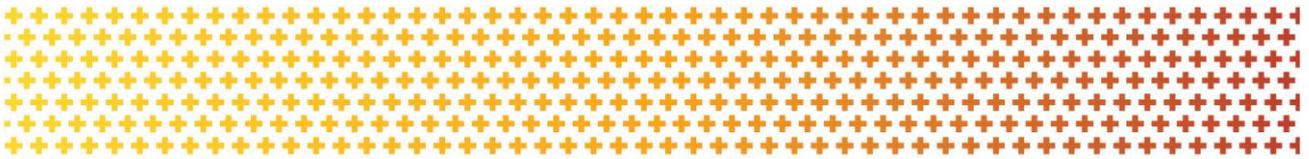
- the extent to which the proposed project will support the program outcomes and objectives
- the extent to which the project addresses identified need/s in the veteran community;
- its knowledge of any similar project/s which meet these need/s
- the value of the grant sought relative to the project's scope (including numbers of potential participants and beneficiaries) and activities
- the level of detail in the application being appropriate to the scale of the project
- the potential grantee's relevant experience and performance history.

## 24. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

Timeframes are indicated in the Grant Opportunity Guidelines, although in some instances due to volume and complexity of applications, timeframes may be modified.

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## **25. Can I appeal the decision in relation to the outcome of a selection process?**

There is no appeal mechanism for decisions to approve or not approve a grant.

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will also be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

## **26. Where should I go for further information?**

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

More information about this grant can be found in the Grant Opportunity Guidelines. If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 or email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days.

