



# Veteran and Community Grants 2019-20

## Questions and Answers

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

The Application Form must be submitted by **11.00PM AEDT on Thursday, 27 February 2020**. It is recommended that you submit your application **well before the closing time and date**.

The Veteran and Community Grants Program accepts applications continuously throughout the year. The Community Grants Hub (the Hub) will divide assessment and notification of outcomes into four batches during the year.

The table below identifies the cut-off dates for all four batches.

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by 6 June 2019
2	All applications submitted to the grant opportunity by 29 August 2019
3	All applications submitted to the grant opportunity by 28 November 2019
4	All applications submitted to the grant opportunity by 11:00 PM AEDT on 27 February 2020

Please note that the cut-off date for each batch only affects the time at which the Hub will assess your application. It does not affect the time at which you must submit your application. The only exception to this rule is the cut-off date for Batch 4, which is the closing date and time of the overall application period for this grant opportunity. Other than this exception, you can submit an application at any time during the application period and the Hub will assess it in one of the four batches identified above.

In the event that an eligible application is submitted, but funding is not available, your application may be considered for funding in the next financial year. We will notify you in writing if this occurs.

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

Applications submitted from 8 March 2019 to 27 February 2020 will be accepted. Extensions will not be given for any applications submitted after 11:00PM AEDT Thursday 27 February 2020.



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If the Community Grants Hub is requested to approve an application lodged after 11:00PM AEDT Thursday 27 February 2020 the [late application policy](#), available on the Community Grants Hub website, will apply.

### **3. What is the aim of the Veteran and Community Grants Program?**

The objective of the program is to maintain and improve the independence and quality of life for members of the Australian veteran community by providing funding for projects that sustain or enhance health and wellbeing.

The intended outcomes of the program are to:

- Deliver projects that are sustainable, financially viable and have an ongoing benefit for members of the Australian veteran community; and
- Deliver projects that increase opportunities for members of the Australian veteran community, associated with social activity and community participation and/or improve health behaviours and support healthy places.

### **4. Who can apply for the Veterans and Community Grants Program?**

To satisfy eligibility requirements, applicants to the Veterans and Community Grants Program 2019-20 must fall into one of the following categories:

- Indigenous Corporation
- Company<sup>1</sup>
- Cooperative
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust<sup>2</sup>
- Unincorporated Association

Joint applications (from partnerships/consortia/subcontractors) are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities.

Trustees and lead organisations for a joint application must also be an eligible entity as per the list above<sup>3</sup>.

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth)

<sup>2</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the Application Form

<sup>3</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (partnership/consortia/subcontractor) Applications' of the Grant Opportunity Guidelines

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## 5. What can I use the Veteran and Community grant for?

To be eligible your project must deliver one or more of the following, for the benefit of Australian veterans and/or their families:

- promote and enhance healthy lifestyles, particularly physical activity and mental wellbeing
- support quality independent living at home
- encourage involvement in community activities
- reduce social isolation
- encourage supportive and safe communities
- increase access to community services
- address gaps in local services
- support carers
- improved nutrition
- increase social connectedness
- increase mental wellness.

## 6. How much funding is available for this Program?

There is \$2,360,000.00 (GST exclusive) available for the 2019-20 financial year.

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

There is no minimum or maximum grant amount. The amount of funding you apply for should be proportionate to the grant project you are proposing.

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

We are not responsible for any expenditure incurred until a grant agreement is executed. If your application is unsuccessful, we are not responsible for any expenditure incurred.

## 9. Is the funding on-going?

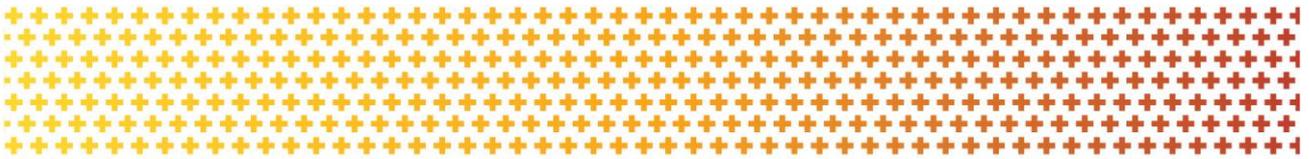
No. Funding is for discrete projects or activities (excluding one-off events such as expos or conferences).

If your project or activity is expected to continue past the grant period you must include information about how you will sustain the activity in future.

## 10. How can I show that a project or activity is sustainable?

There is a variety of information you can provide to show that your activity or project is sustainable beyond the grant period. For example, you may like to include information about:

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- how your local community, including volunteers, intends to continue to support or participate in the activity;
  - education products or training developed by the project, that will continue to benefit veterans and their families after the grant period;
  - future financial or in-kind contributions expected from organisation members, activity participants and/or other sources;
  - future events and/or activities that will continue to support beneficiaries of the project or activity;
  - the capacity of your organisation to fund the ongoing project after initial establishment costs have been met.

## 11. What does 'business-as-usual' mean?

Veteran and Community Grants funding cannot support activities or expenses that are 'business as usual'.

Costs associated with general ongoing administration of an organisation such as, electricity, phone, rent, consumables, maintenance and repairs, and employee costs, are all examples of 'business as usual' costs. Only administration costs that are integral and specific to the project alone may be eligible.

Another example of 'business as usual' costs.

If a commercial fitness centre proposes to offer a course specifically for veterans or their families, their application would need to provide more information to explain how the proposed project is not part of their 'usual business'. Any additional information provided must address the particular activity involved.

For the example given above, appropriate additional information might include:

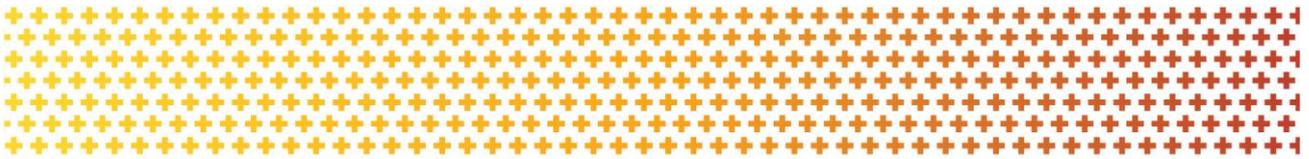
- how the idea of the veteran specific course came about;
- how it is specific to the veteran community;
- whether the request came from the veteran community;
- if the idea was developed in collaboration with the veteran community;
- whether veterans identified the reasons the course was needed; and/or
- how many veterans have committed to participate in the course.

## 12. 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.

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

- Extent to which the proposed project will support the program outcomes and objectives
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- Extent to which the project addresses identified need/s in the veteran community
  - It's knowledge of any similar project/s in the region which exists to meet these need/s
  - Value of the grant sought relative to the project's scope (including numbers of potential participants and beneficiaries) and activities
  - Level of detail in the application is appropriate to the scale of the project
  - Potential grantee's relevant experience and performance history.

### **13. What is a 'Project Officer' and what project officer costs are eligible for funding?**

A project officer is mainly responsible for the planning, development and coordination of activities related to specified project/s. This role would be responsible for the development of project plans and policies and the review and evaluation of project/s. It would also likely be expected to report to governance structures with oversight of the project/s (e.g. management boards). They may also contribute to implementing or delivering project activities, however this is not expected to be the main function of a Project Officer. Project officer costs must directly relate to the project described in your application.

Funding for a project officer will be considered for a 12 month period to establish a project and to coordinate delivery of its associated program of health and well-being activities.

Under the circumstances described above, eligible Project Officer expenditure may include salary and travel allowance costs (e.g. mileage, meals and accommodation). Mileage is to be calculated using the current DVA rate of treatment travel, (currently 35.5c per kilometre). This information is available on DVA's website.

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

The Australian Taxation Office (ATO) 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;
- you must provide the final total GST exclusive amount in your grant application;
- you can claim an input tax credit through your Business Activity Statement (BAS) 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;
- you are 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 V&CG Program, you may wish to speak with the ATO or

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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 (ATO) website for more information.

**For example**

Your organisation is registered for GST

- You are applying for equipment and furnishings in your V&CG application. The cost of your equipment and furnishings is \$1,000 plus \$100.00 GST. The total cost is \$1,100 (GST inclusive).
- You will enter \$1,000 in your V&CG application.
- If your application is successful you will receive a grant for your equipment and furnishings for \$1,000.
- You may then claim an input tax credit through your BAS to the ATO for the \$100 GST component of the purchased equipment and furnishings. More information about how to claim input tax credits is available on the [ATO website](#).

Your organisation is NOT registered for GST

- You are applying for equipment and furnishings in your V&CG application. The cost of your equipment and furnishings is \$1,000 plus \$100.00 GST. The total cost is \$1,100 (GST inclusive).
- You will enter \$1,100 in your V&CG application.
- If your application is successful you will receive a grant for your equipment and furnishings for \$1,100.

**15. 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.

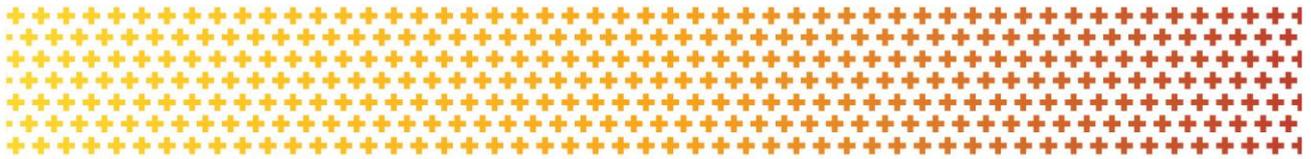
More information on GST can be found on the [ATO](#) website.

**16. Do I need to provide quotes for individual expenditure items?**

No. It is no longer necessary to include quotes for individual expenditure items.

Instead, you must complete the project budget table within the online application form, outlining your **proposed expenditure (including Nil expenditure where relevant) in each of the expenditure categories**. These categories are explained in section 5.2 of the Grant Opportunity Guidelines.

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**17. Can I apply for multiple projects? For example, can I submit two applications for two different project in two different states?  
If so, could I be successful in both?**

You may submit more than one application form. However, a separate application form must be submitted for each project. If more than one application is submitted for the same project/services, only the latest accepted application form will progress. Each application will be assessed on its individual merits against the eligibility criteria.

**18. Can I apply for similar projects in successive V&CG Batches?**

If your initial application is not successful, you may apply for funding for a similar project in subsequent batches. It is strongly recommended you seek feedback from the Community Grants Hub ([support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)) about why your application did not succeed, before you consider re-applying.

If your initial application is successful, you may apply for further funding for a significant new direction or enhancement of the previous project.

**19. 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.

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

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

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

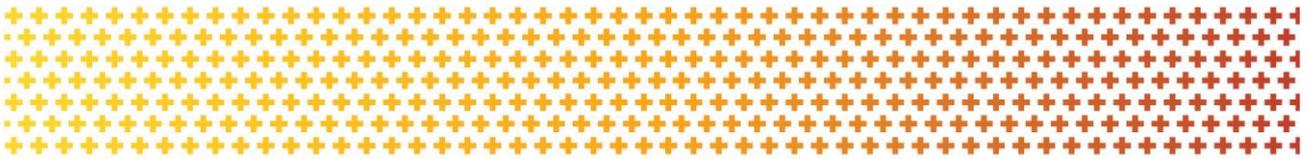
**21. Is this part of a bigger move to merge DVA with another government department?**

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

**22. Completing the grant application**

You should read the grant opportunity guidelines, the questions and answers, and the grant agreement terms and conditions carefully before you commence your application.

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When framing your grant application you must consider the objectives of the program and clearly specify the target group and project outcomes. The project must address an identified need within the veteran community and you should be able to demonstrate how you identified this need. Other considerations are the contribution by your organisation and the project's value for money (see paragraph 12 above).

Please note that a lack of information in your application may impact its overall assessment. However, the information you do include must be succinct and directly related to the project.

Please see Section 8 of the Grant Opportunity Guidelines for further information on how grants are assessed.

### **23. 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 application form**, which is available on the [GrantConnect](#) and [Community Grants Hub websites](#). The application form includes help information.

### **24. Do word limits apply to the application form?**

Yes, the application form includes character 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.

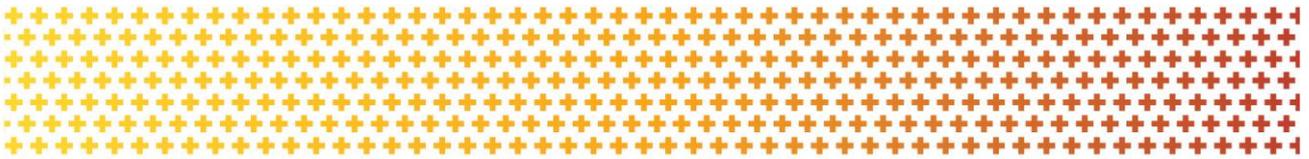
### **25. Can someone from the Community Grants Hub help me with my application?**

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.

### **26. 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.

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## 27. 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](#).

## 28. 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.

## 29. 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.

## 30. 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.

## 31. 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.

## 32. 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.

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