Saluting Their Service
Questions and Answers

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

The application form must be submitted by **11.00PM AEDT on Tuesday, 31 March 2020**. It is recommended that you submit your application **well before the closing time and date**.

The *Saluting Their Service* Commemorations Program accepts applications continuously throughout the year. The Community Grants Hub will divide assessment and notification of outcomes into three batches during the year.

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

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by 3 July 2019.
2	All applications submitted to the grant opportunity by 6 November 2019.
3	All applications submitted to the grant opportunity by 11:00PM AEDT on 31 March 2020.

You can submit an application at any time during the application period and the Hub will assess it in one of the three batches identified above. 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 3, which is the closing date and time of the overall application period for this grant opportunity.

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 30 April 2019 to 11:00PM AEDT on 31 March 2020 will be accepted. Extensions will not be given to any applications submitted after 11:00PM AEDT Tuesday 31 March 2020. If the Community Grants Hub is requested to approve an application lodged after 11:00PM AEDT Tuesday 31 March 2020, the late application policy available on the Community Grants Hub website will apply.

3. What is the aim of the *Saluting Their Service* Commemorations Program?

The program is designed to preserve Australia's wartime heritage and to involve people throughout the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia's servicemen and women in wars, conflicts and peace operations, and promote appreciation and understanding of the role that those who served have played in shaping the nation.

4. Who can apply for the *Saluting Their Service* Commemorations Program?

To satisfy eligibility requirements, applicants to the Saluting Their Service Commemorations Program 2019-20 must fall into one of the following categories:

- Indigenous Corporation
- Company[1]
- Local Government[2]
- Cooperative
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust[3]
- Unincorporated Association – grant activities under $10,000 only.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above[4].

5. Who is not eligible to apply for a grant?
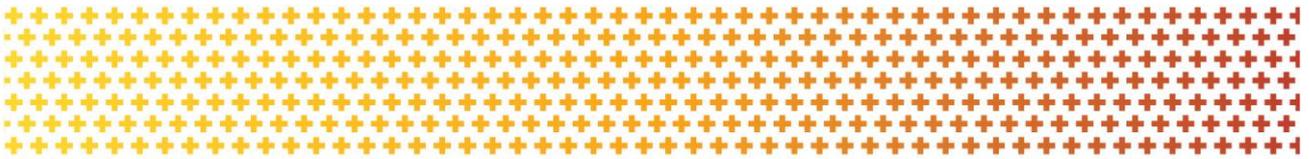
You are not eligible to apply if you are a:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company

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[1] Company is a company incorporated under the *Corporations Act 2001* (Cth).

[2] Includes New South Wales local governments created as Body Policies.

[3] 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.

[4] 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 (Consortia) Applications.'

- Corporate State or Territory Entity

- Non-corporate State or Territory Entity

- Non-corporate State or Territory Statutory Authority

- International Entity

- Partnership[5]

- Person[6]

- Sole Trader

- Unincorporated Association – grant activities over $10,000.

6. If I am not an eligible entity type, can I apply under the sponsorship of an eligible entity?

No, you must be an eligible entity type listed in the Grant Opportunity Guidelines (see section 4.1) to be eligible to apply for the *Saluting Their Service* grant opportunity.

7. What can I use the *Saluting Their Service* grant for?

To be eligible your project must be a:

- local community-based project or activity to a maximum of $4,000 that directly commemorates the involvement, service and sacrifice of Australia's service personnel.

OR

- major project or activity that is significant from a national, state or territory perspective that will contribute to Australia's understanding of its wartime heritage.

  For a project to be considered significant, its focus should be wider than the local community and be available to a larger audience.
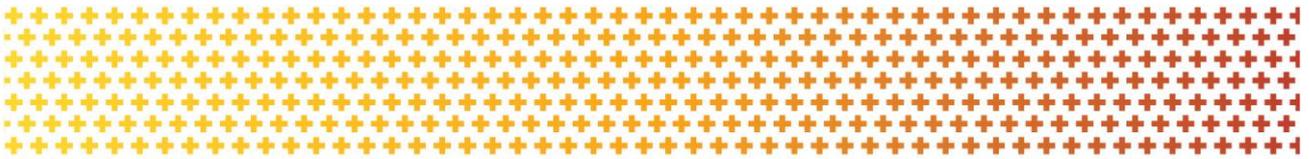
8. What can the grant money *not* be used for?

There are limitations on what sort of activities or expenditure items the grant money can be used for, *some* examples are outlined below:

Examples of activities that are not eligible:

- sporting events

- recurring events/activities e.g. Anzac Day, Remembrance Day, Vietnam Veterans' Day, National Service Day except where the event relates to a significant anniversary

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[5] Partnership – the individual partners will enter into the Agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

[6] A person is a natural person, an individual, a human being.

Examples of expenditure items that are not eligible:

- salaries / wages

- catering and refreshments

- travel – international and domestic. Note: includes hire of vehicles, fuel and accommodation

- trophies, prizes, awards, gifts and medallions.

NOTE: For a full list of activities and expenditure items that are not eligible, please see the *Saluting Their Service* Grant Opportunity Guidelines available on the Community Grants Hub and GrantConnect websites.

9. Items that I would like to seek funding for are not on the list of eligible items in the Grant Opportunity Guidelines, can I still apply for these items?

It is not possible to provide an exhaustive list of items/projects that may be eligible for funding. Providing that the items you are seeking are directly connected to the delivery of the project, you should include them for consideration.

10. How do I apply for a Community Commemorative Grant (CCG)?

There are two categories of grants available under the *Saluting Their Service* Commemorations Program. They are:

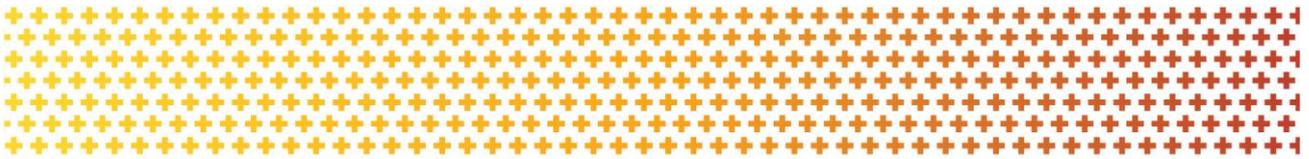1. **Community Commemorative Grants**
2. **Major Commemorative Grants**

You should only apply for the Community Commemorative Grants (CCG) category if your intended project/activity is focused on the local community, commemorate the service and sacrifice of local community members, and is primarily accessed by the local community. grants under the CCG category are available up to a maximum of $4,000.

To apply for a CCG you should complete the *Saluting Their Service* Commemorations Program 2019-20 Application Form, which is available on the [GrantConnect](#) and [Community Grants Hub websites](#).

11. How do I apply for a Major Commemorative Grant (MCG)?

There are two categories of grants available under the *Saluting Their Service* Commemorations Program. They are:

1. **Community Commemorative Grants**
2. **Major Commemorative Grants**

You should only apply for the Major Commemorative Grants (MCG) category if your intended project/activity is significant from a national or state/territory perspective, is targeted at a national/state/territory audience and has a broader impact than the local community.

To apply for a MCG you should complete the *Saluting Their Service* Commemorations Program 2019-20 Application Form, which is available on the [GrantConnect](#) and [Community Grants Hub websites](#).

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

You may submit more than one application form. 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.

13. How much funding is available for this program?

There is $1,000,000.00 (GST exclusive) available for the 2019-20 financial year.

14. How much can I apply for?

If you are applying for a local, community-based project under the Community Commemorative Grants category, you can apply for a maximum of $4,000.

If you are applying for a major commemorative project that is significant from a national or state/territory perspective under the Major Commemorative Grants category, there is no minimum or maximum grant amount.

15. 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.
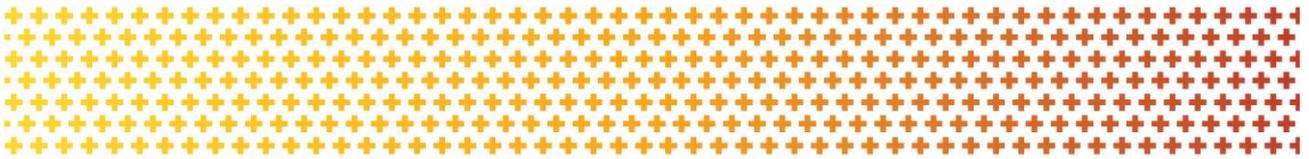
16. Is the funding on-going?

No. Funding under the *Saluting Their Service* Commemorations Program are meant as a one off financial contribution only.

17. 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 *Saluting Their Service* 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.
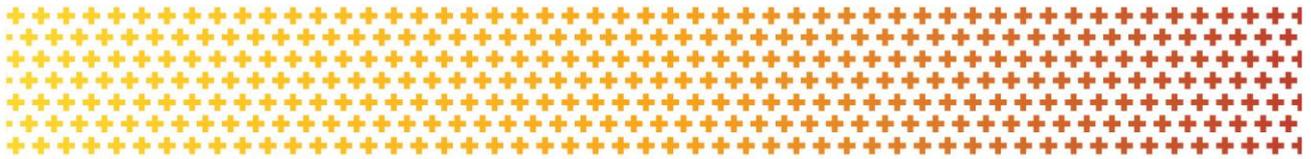
For example

Your organisation is registered for GST

- You are applying for a commemorative plaque in your *Saluting Their Service* application.
  The cost of your plaque is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

- You will enter $1,000 in your *Saluting Their Service* application.

- If your application is successful you will receive a grant for your commemorative plaque 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 commemorative plaque. 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 a commemorative plaque in your *Saluting Their Service* application.
  The cost of your plaque is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

- You will enter $1,100 in your *Saluting Their Service* application.

- If your application is successful you will receive a grant for your commemorative plaque for $1,100.

18. 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.

19. Do I need to provide quotes with my application?

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.

20. Do I need to provide a Statement by Supplier?

If you do not have an ABN, you are required to provide a Statement by Supplier.

When a payer makes payments to suppliers for goods or services to the business, those suppliers generally need to quote an Australian Business Number (ABN). If a supplier does not provide an ABN, the payer may need to withhold an amount from the payment for that supply – this is referred to as 'withholding tax'.
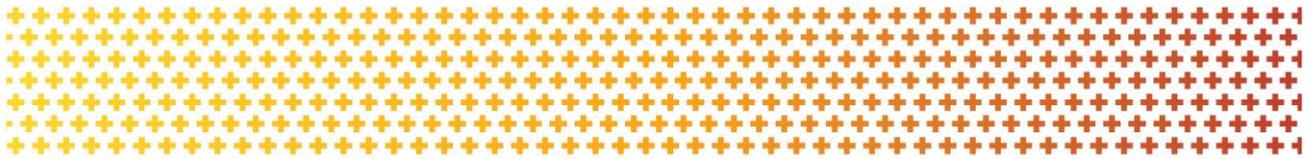
To avoid withholding tax, suppliers can use the [Statement by a supplier](#) form to provide a reason for not quoting an ABN. For more information, please see the [ATO website](#).

21. 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
- extent to which the project addresses identified need/s in the veteran community
- its 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 and activities (including numbers of potential participants and beneficiaries)
- level of detail in the application is appropriate to the scale of the project
- potential grantee's relevant experience and performance history.

22. 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.

23. 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.

24. 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.

25. 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.
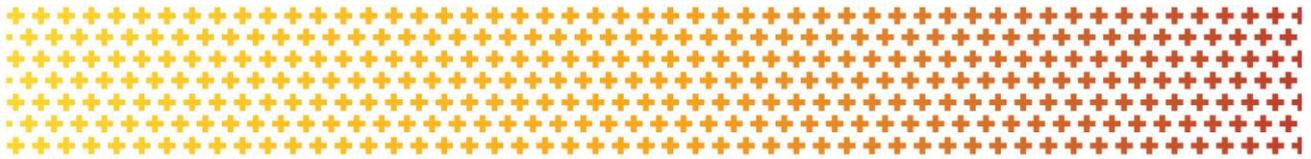
26. Do word limits apply to selection criteria?

Yes, there is a word limit of 900 words (6000 characters) per selection criteria.

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

27. 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.

28. 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.

29. 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.*

30. 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.

31. 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.

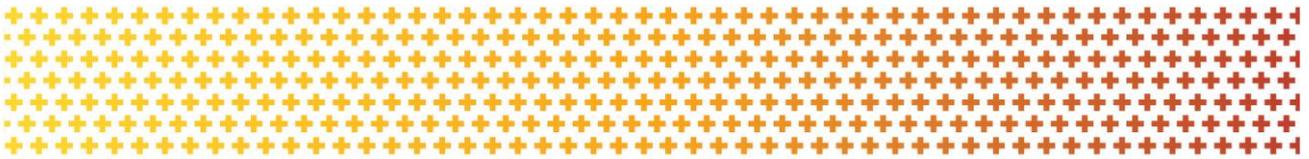### 32. When will I know the outcome of my application?

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.

33. 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.

34. Where should I go for further information?

Please email your enquiries to 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.

The Community Grants Hub will respond to emailed questions within five working days.