



# Saluting Their Service Commemorative Grants Program

## Grant Opportunity Guidelines

<b>Opening date:</b>	1 April 2020
<b>Closing date and time:</b>	11:00 PM AEDT on 11 February 2021
<b>Commonwealth policy entity:</b>	Department of Veterans' Affairs (DVA)
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 PM AEDT on 4 February 2021
<b>Date guidelines released:</b>	1 April 2020
<b>Type of grant opportunity:</b>	Open competitive

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# 1. *Saluting Their Service* Commemorative Grants Program grant opportunity processes

**The *Saluting Their Service* Commemorative Grants Program is designed to achieve Australian Government objectives.**

This grant opportunity contributes to DVA's Program 3.2 - Commemorative Activities. DVA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



**The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



**You complete and submit a grant application**

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



**We assess all grant applications**

The Community Grants Hub will assess applications against eligibility criteria and notify you if you are not eligible. If you are eligible, DVA will assess your application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



**We make grant recommendations**

The Commemorative Grants Advisory Committee provides advice to the Minister for Veterans' Affairs (the decision maker) on the merits of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

DVA will advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the *Saluting Their Service* Commemorative Grants Program**

DVA evaluates your specific grant activity and the *Saluting Their Service* Commemorative Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the *Saluting Their Service* Commemorative Grants Program.

This document sets out:

- The purpose of the grant program/grant opportunity
- The eligibility and assessment criteria
- How grant applications are considered and selected
- How grantees are notified and receive grant payments
- How grantees will be monitored and evaluated
- Responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of DVA.

## 2. About the grant program

The *Saluting Their Service* Commemorative Grants Program (the program) forms part of DVA's Program 3.2 - Commemorative Activities Program of the Portfolio Budget Statement.

The objective of the program is 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 service personnel in wars, conflicts and peace operations. Projects and activities should promote appreciation and understanding of the experiences of service and the roles that those who served have played in shaping the nation.

Projects and activities relating to all wars, conflicts and peace operations are eligible. However, given the conclusion of the Anzac Centenary Period, projects and activities that commemorate the Second World War and later wars, conflicts and peace operations are now encouraged.

If your project relates to restoring or changing an existing memorial or other commemorative artefact, there may be heritage and conservation considerations. Applicants are responsible for ensuring that all local heritage requirements are met.

You may like to seek advice from your local council, RSL, the owner/custodian of the memorial, or your state or territory government heritage body.

The intended outcomes of the grant opportunity are to provide funding for commemorative projects and activities that:

- Directly commemorate the involvement, service and sacrifice of Australia's service personnel in wars, conflicts and peace operations
- Promote appreciation and understanding of the experiences of service and roles that those who served have played in shaping the nation
- Add to the sum of knowledge on a particular topic or provide access to information about Australia's wartime heritage.

The Community Grants Hub and DVA administer the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government is providing up to \$3,500,000 (GST exclusive) during the 2020-21 financial year for the program. The following grant categories are available:

#### **Community Grants (STS-CG)**

Grants to a maximum of \$10,000 are available for local, community-based projects and activities.

These small grants are for projects and activities, which are focused on the local community, commemorate the service and sacrifice of local community members, and are primarily accessed by the local community.

Some examples of STS-CG projects and activities include:

- Development of a digital honour roll
- Restoration of an honour board
- Purchase of a cabinet to display military memorabilia
- Installation of a flagpole to display Australian National Flags on days of commemoration.

#### **Major Grants (STS-MG)**

Grants between \$10,001 and \$150,000 are available for major commemorative projects and activities that are significant from a national, state, territory and/or regional perspective. These projects may include the construction of new war or peace memorials, where none currently exist, as well as additions to existing memorials.

STS-MG grants have a much wider focus than the STS-CG category and must be commemorative of the service and sacrifice of service personnel beyond the local community, and/or consist of elements that are available to the whole nation, or residents of a state, territory, or regional area. A high monetary value project or activity does not necessarily mean that it is of national, state, territory and/or regional significance.

Some examples of STS-MG projects and activities include:

- Construction of an interactive memorial walking track dedicated to Australian service personnel from the Vietnam war
- Development of a digital honour roll and interpretive signage to commemorate the history of service personnel from a particular region
- Publication of a book commemorating Australian service personnel from the Malayan Emergency
- Development of a documentary commemorating Australian Prisoners of War.

### 3.2 Grant period

The maximum grant period is one year after the start date of the grant agreement.

## 4. Eligibility criteria

### 4.1 Who is eligible to apply for a grant?

To be eligible you must be one of the following entity types:

- Company<sup>1</sup>
- Cooperative
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- Local Government<sup>2</sup>
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Statutory Entity
- Unincorporated Association – grant activities up to \$10,000 only.

If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

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<sup>4</sup>.

### 4.2 Additional eligibility requirements

We cannot fund applications from an organisation that has outstanding acquittals for any previous DVA funding (if applicable).

### 4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a:

- Commonwealth Company
- Corporate Commonwealth Entity
- International Entity
- Non-corporate Commonwealth Entity

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

<sup>2</sup> Includes New South Wales local governments created as Body Politics.

<sup>3</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. Both the Trust's and Trustee's details will be collected in the application form.

<sup>4</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 'Applications from consortia.'

- Non-corporate Commonwealth Statutory Authority
- Partnership<sup>5</sup>
- Person<sup>6</sup>
- Sole Trader
- Unincorporated Association – grant activities over \$10,000.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

You can only spend grant funding on the following eligible grant project or activity types:

- Additions to, or restoration of, existing war or peace memorials, honour boards/rolls or plaques.
- Commemorative events for significant anniversaries of wars, conflicts or peace operations (a significant anniversary is defined as ending in a 5 or 0).
- Construction of a new war or peace memorial where none currently exist, honour board/roll or plaque.
- Digital content development (e.g. documentary, podcast, website or application).
- Display and/or restoration of wartime memorabilia.
- Flagpole supply and/or installation – maximum of \$2,000 per project.
- Immersive and interactive experiences (e.g. memorial walks).
- Publications (e.g. unit histories, local wartime histories and letters from service personnel) where similar works have not previously been published.
- Public awareness and/or cultural activities.
- School initiatives and/or educational activities – including memorial gardens (which must include a commemorative plaque or plinth).

### 5.2 Eligible expenditure

Eligible expenditure categories are:

- Digital project costs (e.g. production costs for contract or labour hire staff such as screenwriters, cinematographers, editors or sound recordists, website development costs, equipment relating to digital projects such as honour rolls)
- Display cabinets supply and/or installation
- Entertainment (e.g. band or bugler)
- Equipment, venue and/or service hire
- Flagpole supply and/or installation - maximum of \$2,000 per project

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<sup>5</sup> 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.

<sup>6</sup> A person is a natural person, an individual, a human being.

- Landscaping – including school memorial gardens (e.g. trees, shrubs, paving, fencing, and concrete slabs) - maximum of \$5,000  
**Note: Must be within immediate surrounds of memorials only**
- New memorial costs (e.g. cenotaphs, plaques, plinths, honour boards/rolls, monuments and statues)
- Publishing, printing and/or editing costs (e.g. advertising, printing of commemorative booklets or orders of service and copying fees)
- Purchase of eligible materials (e.g. CCTV, wreaths, unit banners, solar audio posts and lighting)  
**Note: Maximum cost of wreaths must not exceed \$500**
- Production costs (e.g. website development costs, contract or labour hire staff such as screenwriters, cinematographers, editors or sound recordists)
- Research (e.g. research assistant costs and purchase of photographs)  
**Note: Travel and accommodation costs for research purposes are ineligible.**
- Restoration costs (e.g. restoration of memorials, lettering, signage sandblasting, painting and/or regilding)
- Supplier costs (e.g. installation and delivery of eligible items, framing and mounting)

This is not a definitive list; other expenditure may be eligible.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project/activity.

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

### 5.3 What the grant money cannot be used for

**You cannot use the grant for projects or activities that:**

- Are commemorative events on national commemorative days, such as Anzac Day, Remembrance Day, Vietnam Veterans Day or National Service Day (except where the event relates to a significant anniversary which is defined as ending in a 5 or 0).
- Are exclusively for research
- Are of a commercial nature or are for profit
- Are sporting events
- Are undertaken outside of Australia
- Commemorate individuals
- Commemorate training, enlistment or graduation of Australian service personnel
- Commemorate the formation, anniversary or membership of associations, ex-service organisations or military units
- Commemorate the post war deaths of service personnel
- Exclusively commemorate animals
- Involve the restoration of war graves

### **Expenditure items that are not eligible are:**

- Capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers, photocopiers, cameras or projectors
- Approval costs related to the project (e.g. council approval costs, development application fees, licensing fees)
- Catering and refreshments
- Contingencies or miscellaneous costs
- Construction of or fit out, alterations and/or extensions to premises that are not considered commemorative (e.g. cafes which form a part of a larger commemorative facility)
- Costs incurred in the preparation of a grant application or related documentation
- Resources or materials that DVA already produces or provides (e.g. educational material or oral histories)
- Eligible items already purchased or ordered
- Entertainment not of a commemorative nature
- Fireworks
- General ongoing administration costs of an organisation (e.g. electricity, phone and rent)
- Ongoing expenditure (e.g. website hosting, memorial maintenance)
- Purchase of memorabilia or military hardware
- Salaries/wages  
Salaries and wages are considered to be payments to someone employed by the applicant on an ongoing basis. For the purposes of the *Saluting Their Service* Commemorative Grants Program, paying a person other than a usual employee to deliver a one off service such as constructing a memorial, conducting research, designing or printing a program booklet is not considered to be a salary
- Scholarships
- School trips/excursions
- Subscriptions (e.g. journals)
- Travel – international and domestic  
**Note: includes hire of vehicles, fuel and accommodation**
- Trophies, prizes, awards, gifts and medallions.

We cannot provide a grant if you receive funding from another Federal Government agency for the same activity.

## **6. The assessment criteria**

You must address all of the following assessment criteria in the application.

Each of the assessment criteria listed below will be assessed on an even weighting.

The application form includes character limits – up to 6000 characters (around 900 words) per criterion. The application form will not accept characters beyond this limit and additional attachments will not be considered. Please note spaces are included in the character limit.

Responses should be proportionate to the requested grant amount.

- Applications for major projects of national, state, territory and/or regional significance (STS-MG category) should provide detailed responses, including how stakeholders have been engaged as well as evidence of the amount and status of financial co-contributions toward the project.
- Applications for small community focused projects of \$10,000 or less (STS-CG category) can provide more succinct responses to the below assessment criteria.

### **Criterion 1**

**Demonstrate the importance of your project or activity and outline how it will contribute to Australia's understanding of its wartime heritage and honour the service and sacrifice of its service personnel.**

When addressing the criterion strong applicants will:

- Outline the significance of the project or activity from a national, state, territory and/or regional perspective (STS-MG) OR from a local community perspective (STS-CG)
- Explain how the project or activity will contribute to Australia's understanding of its wartime heritage
- Outline how the project or activity will honour the service and sacrifice of Australia's service personnel.

### **Criterion 2**

**Demonstrate your capability to successfully deliver the project or activity on time and within budget.**

When addressing the criterion strong applicants will:

- Outline the project or activity plan
- Describe how ready the project or activity is to proceed
- Use examples to describe your experience with developing and implementing the proposed (or similar) project or activity
- Explain the relevant experience and qualifications held by key personnel and their role in managing the project or activity.

### **Criterion 3**

**Demonstrate stakeholder engagement**

When addressing the criterion strong applicants will:

- Identify and describe the involvement of key stakeholders in the proposed project or activity
- Demonstrate community and/or stakeholder support for the project or activity – such as consultation with your local Federal Member of Parliament, Council or Ex-Services organisation
- Demonstrate working relationships with local community organisations and explain how these working relationships will improve your organisation's delivery of the project or activity.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and questions and answers.

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>7</sup> will be published on GrantConnect. By registering on the GrantConnect website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Only one application per round is to be made for each individual project or activity type listed in 5.1. A separate application form must be submitted for each individual project or activity. If more than one application is submitted for the same project or activity the latest, accepted application will progress.

To apply you must:

- Complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- Provide all the information requested
- Address all eligibility criteria and assessment criteria
- Include all necessary attachments
- Submit your application/s to the Community Grants Hub by 11:00 PM AEDT on or before 11 February 2021.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help around the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

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<sup>7</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answer documents.

## 7.1 Attachments to the application

For your application to be considered compliant and to proceed to assessment, the following documents must be included if:

### Applying as a Trustee on behalf of a Trust

- A signed Trust Deed and any subsequent variations – consolidated into one document (if applicable).

### Applying for a Digital content development (e.g. documentary, podcast, website or application)

- A sample of previous works and/or a content outline or sample of the proposed project - consolidated into one document (if applicable).

### Applying for a Publication

- A content outline and a sample chapter of the proposed publication - consolidated into one document.

### If you are applying under the STS-MG category:

The following attachments are not mandatory, however will be taken into account during the assessment process to determine the readiness of your project. The assessment will inform the recommendation to the decision maker.

- Quantity surveyor costings or quotes for items that you are seeking funding for.
- A letter of support from key local stakeholders for the following project/activity types only:
  - Additions to, or restoration of, existing war or peace memorials, honour board/roll or plaque
  - Construction of a new war or peace memorial, honour board/roll or plaque
  - Immersive and interactive experiences (e.g. memorial walks).

You must attach supporting documentation to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

**Please note:** There is a 2mb limit for each attachment.

## 7.2 Applications from consortia

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- Reasonably unforeseeable
- Beyond the applicant's control
- Unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Requests for a late application must be made within three days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The delegate or their appointed representative<sup>8</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process. Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

### Expected timing for this grant opportunity

Assessment and notification of outcomes will be divided into three batches during the year. Each batch will contain applications that have been submitted to the grant opportunity over the preceding period. For example, the first batch will contain all applications submitted to the grant opportunity between the opening date of the application period and 15 July 2020.

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 <b>11:00PM AEST on 15 July 2020</b> .
2	All applications submitted to the grant opportunity by <b>11:00PM AEDT on 29 October 2020</b> .
3	All applications submitted to the grant opportunity by <b>11:00PM AEDT on 11 February 2021</b> .

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 1 April 2020 Close 11:00 PM AEDT on 11 February 2021.
Assessment of applications	Within 4 weeks from date of close
Notification of outcome	12 weeks from date of close
Negotiations and award of grant agreements	4 weeks from approval

<sup>8</sup> This may be the delegate or nominated staff member from the Department of Veterans' Affairs at the EL2 level or above.

Activity	Timeframe
Earliest start date of grant activity	In batches between July 2020 and May 2021
End date of grant activity	As stated in your grant agreement, if successful.

## 7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 PM AEDT on 4 February 2021. Following this time, only questions relating to using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, DVA will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on:

- How well it meets the criteria
- How it compares to other applications
- Whether it provides value with relevant money<sup>9</sup>.

### 8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- Establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- Assessment of the financial health of an entity.

### 8.3 Who will assess and select applications?

Following the assessment (see Section 8.1 above) the Commemorative Grants Advisory Committee (CGAC) will consider each eligible and compliant application.

The CGAC is chaired by the Repatriation Commissioner of the DVA and comprises of representatives from the Returned Services League of Australia, the Australian Local Government Association, the Australian War Memorial and policy staff within the DVA.

The CGAC will consider whether your application provides value with relevant money.

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<sup>9</sup> See glossary for an explanation of 'value with money'.

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

- The overall objective/s to be achieved in providing the grant
- The relative value of the grant sought
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- How the grant activities will target groups or individuals.

The CGAC may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The CGAC may also consider information about you or your application that is available through the normal course of business.

A strategy for any potential conflict of interest that could be identified between CGAC members and applicants is in place.

The CGAC recommends to the decision maker which applications to approve for a grant.

#### **8.4 Who will approve grants?**

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

The decision maker's decision is final in all matters, including the:

- Approval of the grant
- Grant funding amount to be awarded
- Terms and conditions of the grant.

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

## **9. Notification of application outcomes**

We will write to you about the outcome of your application. If you are successful, you will be advised of any specific conditions attached to the grant.

#### **9.1 Feedback on your application**

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 be provided by DVA and will be included in the letter advising of the outcome of your application.

## **10. Successful grant applications**

#### **10.1 The grant agreement**

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement or a Letter of Agreement for this grant opportunity. Our selection will depend on the associated risks, value and complexity of your grant activity.

## **1. Letter of Agreement**

We may send you a Letter of Agreement providing you with an offer. You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties.

## **2. Commonwealth Simple Grant Agreement**

Alternatively, we may use a Commonwealth Simple Grant Agreement.

You will have fifteen (15) business days from the date of a written offer to sign and return this grant agreement. The agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These will be identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement or if grant funding is unspent at completion of the grant agreement.

## **10.2 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

The grant agreement will state the timing of the payment.

We will either pay 100 per cent of the grant on execution of the grant agreement, or we will make payments according to an agreed schedule set out in the grant agreement. You may be required to report how you spent the grant funds at the completion of the project/services.

## **10.3 Grant payments and GST**

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:

### Organisations registered for GST:

- Are required to calculate the GST exclusive component of the cost of any item or service purchased for their proposed project
- Provide the final total GST exclusive amount in their grant application
- Can claim an input tax credit through their Business Activity Statement (BAS) to the ATO, for the GST component of purchased items or services.

Organisations NOT registered for GST 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 their 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* Commemorative Grants 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.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website within 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

## 12. How we monitor your grant activity

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- Name
- Addresses
- Nominated contact details
- Bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

### 12.1 Reporting

When we use a Commonwealth Simple Grant Agreement, you must submit reports in line with the grant agreement. You may be required to report on:

- Progress against agreed grant activity milestones and outcomes
- Expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

#### Final report

When you complete the grant project, you must submit a final report, if requested.

Final reports must:

- Identify if and how outcomes have been achieved

- Include the agreed evidence as specified in the grant agreement
- Identify the total eligible expenditure incurred
- Be submitted by the due date specified in the grant agreement of completion.

## 12.2 Financial declaration or non-audited financial acquittal

Depending on the grant agreement in place, we may ask you to provide a financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

Alternatively, we may ask you to provide a non-audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement and to report on any underspends of the grant money.

Unspent funding must be returned to the department.

## 12.3 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## 12.4 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

## 12.5 Acknowledgement

The grantee will appropriately acknowledge, if practicable, that the activity was funded under the Commonwealth Government's *Saluting Their Service* Commemorative Grants Program.

Further, the grantee agrees to insert the following disclaimer into any publication or material relating to the activity:

*The Commonwealth has not participated in the research, production or exercised editorial control over the Activity or its contents. The views expressed and conclusions reached herein do not necessarily represent those of the Commonwealth, which expressly disclaims any responsibility for the content or accuracy of the Activity.*

# 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

These guidelines may be changed by the DVA. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 13.1 Enquiries and feedback

### Complaints about this grant opportunity

The [Department of Veterans' Affairs Feedback Management Policy](#) applies to complaints about the grant program. Complaints about the program, including grant decisions, must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### **Complaints about the grant opportunity selection process**

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the grant opportunity selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) (DSS) website, or contact the DSS Complaints line.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: DSS Feedback, Complaints  
GPO Box 9820  
Canberra ACT 2601

### **Complaints to the Ombudsman**

If you do not agree with the way the Community Grants Hub or the DVA has handled your complaint, you may complain to the [Commonwealth Ombudsman](#).

The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the DVA.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## **13.2 Conflicts of interest**

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the DVA and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- Professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- Relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- Relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the DVA and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- What personal information we collect
- Why we collect your personal information
- Who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the DVA would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- The committee and other Commonwealth employees and contractors to help us manage the program effectively
- Employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities

- Employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- Other Commonwealth, state, territory or local government agencies in program reports and consultations
- The Auditor-General, Ombudsman or Privacy Commissioner
- The responsible Minister or Parliamentary Secretary
- A House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### **13.5 Freedom of information**

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons in respect of whom the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:           Freedom of Information Team  
                           Government and Executive Services Branch  
                           Department of Social Services (DSS)  
                           GPO Box 9820  
                           Canberra ACT 2601

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant funding spent.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>10</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>11</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<a href="#">GrantConnect</a>	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
Portfolio Budget Statement (PBS) Program	described within the entity’s <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS Program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>10</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>11</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is 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.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>