

Questions and Answers

Saluting Their Service Commemorations Program Community Commemorative Grants (CCG)

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

The Application Form must be submitted by **2.00pm AEDT on Tuesday 26 March 2019**. It is recommended that you submit your application **well before the closing time and date**.

The Saluting Their Service Commemorations Program Community Commemorative Grants accepts applications continuously throughout the year. The Community Grants Hub (the Hub) will divide the 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 2018 .
2	All applications submitted to the grant opportunity by 27 November 2018 .
3	All applications submitted to the grant opportunity by 2:00 PM AEDT on 26 March 2019 .

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. What is the aim of the Community Commemorative Grants?

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.

Under the Community Commemorative Grants category, grants up to a maximum of \$4,000 are available for community-based commemorative projects and activities.

Note: Some projects may not be eligible under the Guidelines for a Community Commemorative Grant (CCG) but may be eligible under the Major Commemorative Grant (MCG) guidelines. MCG's are significant projects / activities and **must** be focussed on, and accessible to, a National, State or Territory audience and are usually over \$4,000.

3. How much can I apply for?

Grants up to a maximum of \$4,000 are available for community based commemorative activities. The following limits apply depending on the type of project being undertaken:

- \$4,000 - Community War Memorials, Commemorative Plaques and Honour Boards (restoration, upgrading and new)
- \$3,000 - Commemorative Events (Significant Anniversaries or Reunions)

- \$3,000 - Public Awareness Activity.
- \$3,000 - Restoration, Preservation and/or Display of wartime memorabilia
- \$3,000 - Schools Initiative / Projects
- \$1,500 - Flag pole, supply and installation
- \$1,000 - Flag pole, supply only
- \$100 per wreath (maximum of two), for commemorative events / ceremonies

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

Yes. Quotes should be provided with your application for all items that you are seeking funding for. It is recognised that a quote may not always be obtainable, in this case you must provide details on how your figures were calculated.

5. 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.

6. 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 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 (significant anniversaries end in a 0 or 5, e.g. 40 year or 65 year).

Examples of expenditure items 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 not eligible, please see the *Saluting Their Service Commemorations Program Community Commemorative Grants Grant Opportunity Guidelines* on [GrantConnect](#).

7. Who is eligible to apply for a grant?

Applicants can choose to apply as one of three applicant types:

- an entity applying for funding in its own right;
- an entity applying as a sponsor on behalf of an individual or ineligible organisation; or

- an entity applying as the lead agency of a consortium

8. What is an eligible entity type?

To be eligible, an applicant must be one of the following entity types as stated in the online application form dropdown list:

- Company
- Cooperative
- Indigenous corporation
- Incorporated association
- Local government
- Sole Trader
- State/Territory Government entity
- Statutory entity
- Trustee on behalf of a Trust
- Unincorporated association

Note: If you are not sure about the organisation's legal entity status, please consult the treasurer or financial officer, or refer to the Australian Business Register [website](#) for further information. For further clarification see the Grant Opportunity Documents.

9. Who is not eligible for a grant?

You are not eligible for a grant if you are:

- an organisation that has not acquitted all previous DVA grants (if applicable)
- an overseas resident
- an individual applying in your own right
- a political party

Please note: The above list is not definitive. If your entity type is not listed in the Grant Opportunity Guidelines at 3.2 you are not eligible to apply and your application will not be assessed.

10. Who will be approving DVA grants?

The Minister for Veterans' Affairs will approve grants for DVA.

11. Will DVA still be involved in assessing the grants?

DVA has staff working in the Hub. DVA as a Department will retain responsibility for:

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

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

For batches other than the final batch, if a grant application is not received by the due time and date the application will be considered in the next batch.

The late application policy will apply after the closing date of the final batch. Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

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

No. Project items that have already been paid for or ordered are not eligible for funding. Applications that include tax invoices, purchase orders or receipts will be considered as expenditure already incurred and therefore ineligible.

14. Can I start my project / order project items after I submit my grant application?

Yes. Project items that are ordered or paid for **after** an application has been submitted but prior to approval, will still be eligible for consideration. There is, however, no guarantee that an application will be approved for funding. As such, each applicant must weigh the risk of payment for any project components prior to the outcome of an application.

15. If I am a sponsoring applicant can I enter more than one sponsored applicant's details in the application form?

No. A sponsoring applicant must submit a separate grant application for each sponsored organisation.

16. Will GST be paid on top of my approved grant amount?

Grants provided by the DVA under the CCGs are financial assistance payments. As such, CCGs are provided on a GST exclusive basis and there is no GST liability arising for successful applicants in receipt of a CCG because there is no taxable supply made by the Grantee to the DVA. This means that, if your organisation is registered for GST, your organisation does not need to remit any GST to the Australian Tax Office (ATO) as the CCG you receive from the DVA is not a consideration for a taxable supply.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under CCG, 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.

17. Is the funding on-going?

No. Funding under Saluting Their Service Commemorative Community Grant's are meant as a one off financial contribution only.

18. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the assessment process for each batch of applications. There are three batches processed each round / year and each batch contains applications received over a four month period.

19. How can I submit the Application Form?

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.

This is an online application form that you must submit electronically. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

The Department of Veterans' Affairs/Community Grants Hub will not provide application forms or accept applications for this grant opportunity by fax or mail.

20. 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.

21. 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.

22. 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](#).

23. 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.

24. Can I get help to submit my application form?

You can contact the Hub to get support in submitting your application by contacting support@communitygrants.gov.au or calling 1800 020 283.

25. 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.

26. Where should I go for further information?

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.

27. 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 change simply involves improving the processing of grant applications.