

Questions and Answers

***Saluting Their Service* Commemorations Program**

Major Commemorative Grants (MCG)

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

The Application Form must be submitted by **2.00pm AEST on Tuesday 3 July 2018**. It is recommended that you submit your application **well before the closing time and date**.

2. What is the aim of the Major Commemorative Grants 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.

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

3. How much can I apply for?

Grants provided under the MCG Guidelines have no minimum or maximum, however the following limits apply:

- Unincorporated entities can only apply for grants **under \$10,000**
- \$1,500 - Flag pole, supply and installation
- \$1,000 - Flag pole, supply only
- \$100 per wreath (maximum of two), for commemorative events / ceremonies

4. What is the maximum amount available for a Major Commemorative Grant?

There is no maximum, however applicants should be aware that there are limited funds available and that applications are ranked against the criteria and prioritised against other eligible applications in the same round.

5. 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.

6. 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.

7. 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 list of activities and expenditure items not eligible, please see 4.2 in the Grant Opportunity Guidelines.

8. 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

9. 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
- State/Territory Government entity
- Statutory entity
- Trustee on behalf of a Trust
- Unincorporated entity – **if applying for under \$10,000**

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.

10. Who is not eligible for a grant?

You are not eligible for a grant if you are:

- Partnership
- Sole Trader
- a person applying in their own right
- International Entity
- an organisation that has not acquitted all previous DVA grants
- an overseas resident
- a political party

11. Who will be approving DVA grants?

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

12. 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.

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

Late applications will not be accepted. If an application is late or the Hub is requested to approve a lodgement after the closing date, the Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline.

Examples of exceptional circumstances could include, but are not limited to:

- Community Grants Hub infrastructure failures,
- natural disasters,
- power outages affecting the ability of the applicant to submit their application by the deadline, and
- death or disability of key personnel

Information on the Community Grants Hub [late application policy](#) is available on the Community Grants Hub website.

14. 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.

15. 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 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.

16. 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 individual or ineligible organisation.

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

Grants provided by DVA under the Major Commemorative Grants (MCG) are financial assistance payments. As such, MCGs are provided on a GST exclusive basis and there is no GST liability arising for successful applicants in receipt of a MCG because there is no taxable supply made by the Grantee to 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 MCG you receive from 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 MCG, 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.

18. Is the funding on-going?

No. Funding under *Saluting Their Service* Major Commemorative Grants are meant as a one-off financial contribution only.

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

You will be advised of the outcome of your application in writing, following the decision by the Minister. If you are successful, you will also be advised about any specific conditions attached to the grant.

20. 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.

21. 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.

22. 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.

23. Can I appeal the decision in relation to the outcome of a selection process?

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

24. 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](#).

25. Why is 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.