



Supporting Younger Veterans Grant Opportunity Guidelines

| | |
|------------------------------------|--|
| Opening date: | 20 August 2019 |
| Closing date and time: | 11.00PM AEST on 1 October 2019 |
| Commonwealth policy entity: | Department of Veterans' Affairs |
| Administering entity | Community Grants Hub |
| Enquiries: | If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5:00PM AEST on 24 September 2019 |
| Date guidelines released: | 20 August 2019 |
| Type of grant opportunity: | Targeted Competitive |

Contents

| | |
|--|-----------|
| 1. Supporting Younger Veterans: grant opportunity processes | 4 |
| 1.1 Introduction | 5 |
| 2. About the grant program | 5 |
| 2.1 About the grant opportunity | 6 |
| 3. Grant amount and grant period | 6 |
| 3.1 Grants available | 6 |
| 3.2 Grant period | 7 |
| 4. Eligibility criteria | 7 |
| 4.1 Who is eligible to apply for a grant? | 7 |
| 4.1.1 Ex-Service Organisation definition | 7 |
| 4.1.2 Eligible legal entity types | 8 |
| 4.2 Additional eligibility requirements | 8 |
| 4.3 Who is not eligible to apply for a grant? | 9 |
| 4.4 What qualifications, skills or checks are required? | 9 |
| 5. What the grant money can be used for | 9 |
| 5.1 Eligible grant projects | 9 |
| 5.2 Eligible expenditure | 10 |
| 5.3 What the grant money cannot be used for | 11 |
| 6. The assessment criteria | 11 |
| 7. How to apply | 14 |
| 7.1 Attachments to the application | 15 |
| 7.2 Joint applications | 16 |
| 7.3 Trustee applications | 16 |
| 7.4 Timing of grant opportunity processes | 16 |
| 7.5 Questions during the application process | 17 |
| 8. The grant selection process | 17 |
| 8.1 Assessment of grant applications | 17 |
| 8.2 Financial viability | 17 |
| 8.3 Who will select applications? | 18 |
| 8.4 Who will approve grants? | 18 |
| 9. Notification of application outcomes | 18 |
| 9.1 Feedback on your application | 18 |
| 10. Successful grant applications | 19 |
| 10.1 The grant agreement | 19 |
| 10.2 How we pay the grant | 19 |
| 10.3 Grant payments and GST | 19 |
| 11. Announcement of grants | 20 |

| | |
|---|-----------|
| 12. How we monitor your grant activity | 20 |
| 12.1 Keeping us informed | 20 |
| 12.2 Reporting | 20 |
| 12.3 Non-audited financial acquittal | 21 |
| 12.4 Compliance visits | 21 |
| 12.5 Record keeping | 21 |
| 12.6 Evaluation | 22 |
| 12.7 Acknowledgement..... | 22 |
| 12.8 Probity..... | 22 |
| 12.9 Enquiries and feedback | 22 |
| 12.10 Conflicts of interest | 23 |
| 12.11 Privacy | 23 |
| 12.12 Confidential information | 24 |
| 12.13 Freedom of information..... | 24 |
| 13. Glossary..... | 26 |

1. Supporting Younger Veterans: grant opportunity processes

The Supporting Younger Veterans program is designed to achieve Australian Government objectives.

This grant opportunity is part of the above grant program that contributes to the Department of Veterans' Affairs (DVA) Outcome 2.4 Veterans' Community Care and Support. 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

The Hub publishes the grant guidelines on the [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 required to be considered for a grant.



We assess all grant applications

The Hub and DVA will assess the applications against the 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 the other eligible applications.



We make grant recommendations

The Selection Advisory Panel provides advice to the Minister for Veterans and Defence Personnel (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

We 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

If successful, we enter into a grant agreement with you. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



Delivery of grant

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



Evaluation of the Supporting Younger Veterans program

We evaluate your specific grant project and the Supporting Younger Veterans program as a whole. We base this on information you provide to us and that we collect from various other sources.

1.1 Introduction

These guidelines contain information detailing the Supporting Younger Veterans (SYV) Grants Program for 2019-20.

IMPORTANT: Please read these guidelines carefully before filling out an application as there have been a number of changes made to the program focus, financial and reporting requirements.

These changes include:

- Priority will be given to applications that support the development of well-researched and tailored services for the younger veterans' community with a particular focus on services supporting those 'at risk' of experiencing poor mental health. More information is at Section 6.
- Grantees may be asked whether they agree, and have the capacity, to collect and report performance information through the Data Exchange. More information is at Section 12.2.

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 the Department of Veterans' Affairs.

2. About the grant program

The SYV grants program will provide a total \$1.001 million (GST exclusive) in 2019-20 for grants under an annual funding round.

Program outcomes

- Outcome 1: support the development of well researched and tailored services for the younger veterans' community, with a particular focus on services supporting those at risk of experiencing poor mental health.
- Outcome 2: develop capability within the Veteran community that services the unique needs of the younger veterans' community¹.
- Outcome 3: fund organisations that can sustainably deliver services to the younger veterans' community now and into the future.
- Outcome 4: increase collaboration amongst organisations to expand services and harness existing expertise for the benefit of the younger veterans' community.
- Outcome 5: increase awareness of younger veterans' community issues and/or services within the Australian and Veteran communities, where doing so would benefit the younger veterans' community.

¹ The 'younger veteran community consists of Australian veterans with post-1999 military service and their families

SYV program funding forms part of Outcome 2.4 Veterans' Community Care and Support of the Portfolio Budget Statement (PBS).

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

2.1 About the grant opportunity

Applications addressing any of the program outcomes listed above will be considered in the 2019-20 funding round.

2019-20 Priority Outcome

Please note: in the 2019-20 funding round, **priority will be given to** applications that support the development of well-researched and tailored services for the younger veterans' community with a particular focus on services supporting those 'at risk'² of experiencing poor mental health (Outcome 1).

These priority activities must:

- be based on research into a particular aspect of mental health and social well-being issue/s experienced by younger veterans, as they transition to civilian life
- develop and implement service delivery model/s to address the identified issue/s
- include measureable outcomes around the extent to which the funded activity addressed the identified issue/s and include assessment of why it was successful/unsuccessful
- provide DVA with a report of those outcomes at the conclusion of the activity.

Overall, the SYV program objectives are to:

- deliver services to the younger veterans' community that are innovative, sustainable, build community capacity for the future and complement services already provided by the Commonwealth
- expand on existing or well established services offered to the younger veterans' community to new regions within Australia or in development of new services that will be offered in more than one location
- raise awareness of the important issues faced by the younger veterans' community.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$1.001 million (GST exclusive) for the 2019-20 financial year for the SYV program.

There is no minimum or maximum grant amount for this grant opportunity.

The project commencement date must be after the application lodgement date.

Funding is not available as a reimbursement for costs incurred prior to the project commencement date.

² Please refer to the Glossary included in these guidelines for the definition of 'at risk' that applies for this funding round

Please note: It is strongly recommended that applicants avoid expenditure on project related items before a grant agreement is executed. We are not responsible for any expenditure incurred until a grant agreement is executed.

If you are unsuccessful, we are not responsible for any expenditure incurred.

3.2 Grant period

The maximum grant period is one year.

4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must be:

EITHER:

- an Ex-Service Organisation (ESO) that specifically provides support and services to members of the younger veterans' community; and/or are adapting their business model to focus on this cohort

OR

- a non-ESO (an organisation external to the ESO community) operating as a Trustee on behalf of a Trust that includes an ESO

OR

- a non-ESO in a partnership or consortia arrangement with at least one ESO that directly provides support and services to members of the younger veterans' community

AND

- one of the legal entity types listed at Section 4.1.2 below
- incorporated.

The following provides relevant definitions for the above eligibility test.

4.1.1 Ex-Service Organisation definition

For the purposes of SYV grants, an ESO is considered to be an organisation which:

- has direct links to the ex-service community
- has membership consisting primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants
- is established primarily to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants
- does not charge any fee for acting on behalf of the veterans, past and present members of the ADF and/or their dependants in the provision of claims or welfare services
- has objectives that aim to benefit the welfare of its members
- specifically provides support and services to veterans with military service post 1999 or is adapting its business model to focus on this cohort
- is incorporated.

4.1.2 Eligible legal entity types

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

- Indigenous Corporation
- Company³
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership⁴
- Trustee on behalf of a Trust⁵.

If you are unsure about the applicant's legal entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

If you believe your organisation is subject to legislation that means the organisation is one of the legal entity types listed above, please contact the Community Grants Hub.

- Phone 1800 020 283
- Email to support@communitygrants.gov.au

Applications from Trusts, partnerships and consortia are acceptable, as long as the Trustee or the identified lead applicant for the partnership or consortia is solely accountable to the Commonwealth for the delivery of grant activities, is incorporated, and is an eligible entity as per the list above⁶.

The responsibilities of a Trustee or the lead organisation in a partnership or consortia arrangement are to:

- bear executive management responsibility and be accountable to DVA for the appropriate use of grant funds by the members of the partnership arrangement, in accordance with the terms of the grant
- provide the Trust Deed
- take responsibility for the receipt and distribution of grant funds
- take responsibility for the collection, collation and provision of all audit, reporting and acquittal documentation for the grant.

4.2 Additional eligibility requirements

We cannot fund applications from an organisation (including the lead organisation in a partnership or consortium) that has outstanding acquittals for any previous DVA grant funding (if applicable).

³ Company is a company incorporated under the *Corporations Act 2001* (Cth)

⁴ 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.

⁵ 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.

⁶ 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 Applications'.

We also cannot provide a grant if you receive funding from another government source for the full cost of the proposed activity.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are one of the following:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government⁷
- International Entity
- Sole Trader
- Person⁸
- Unincorporated Association
- an organisation that has any outstanding acquittal(s) for previous DVA grant funding.

Please Note: The above list is not definitive. If your entity type is not listed in Section 4.1 above, you are not eligible to apply and your application will not be assessed.

4.4 What qualifications, skills or checks are required?

Qualifications and skills are determined by the activity/s outlined in your proposal, as well as risks associated with each proposal. It is the applicant's responsibility to ensure that they have the appropriate qualifications and skills to undertake the proposed activities.

It is also the responsibility of your organisation to ensure that anyone working directly with vulnerable people has the appropriate registrations under relevant state or territory legislation.

5. What the grant money can be used for

5.1 Eligible grant projects

Funding must be used to deliver projects that meet the objectives and outcomes of the SYV program.

You must incur the expenditure on your project/services over the term of the project.

The term of the project is considered to be the period between the activity start date and completion date outlined in your grant agreement.

⁷ Includes New South Wales local governments created as Body Politics

⁸ A person is a natural person, an individual, a human being.

Eligible activities must directly relate to the project. Examples of eligible activities supported in previous SYV funding rounds include:

- developing a program of local activities to address stigma and raise awareness of mental health issues faced by younger veterans
- developing and delivering a program to support younger veterans seeking to enter tertiary institutions
- train the trainer programs that provided sustainable capability to train veteran-led disaster response teams.

5.2 Eligible expenditure

You can only spend grant funds on eligible project activities as defined in the details of your grant agreement with DVA.

All costs related to your grant application should be detailed clearly in your project budget. You will be required to attach this to the application form using the template provided with the grant opportunity documents.

Eligible expenditure items are:

1. Staff salary(ies) and on-costs for the set-up of the project (Superannuation, Payroll Tax, Workers Compensation if applicable).

Although funding for salary and administration costs will be considered, it should be noted that wages/salaries and/or administration costs must relate to the set-up of the project. These costs cannot relate to ongoing program or service delivery.

2. Operational and administration expenses related to the proposed project

Examples:

- purchase of materials and equipment
- equipment hire and/or venue hire
- Information and Communication Technology (ICT)
- travel (for project staff)
- marketing/communication
- administration/project management
- workshops and training
- catering
- office consumables.

3. Other project related expenses

Examples:

- website development
- evaluation.

We may update the guidelines on eligible and ineligible expenditure from time to time. The guidelines in place when you submitted your application applies to your project.

Please note: it is strongly recommended that applicants avoid expenditure on project related items before a grant agreement is executed. We are not responsible for any expenditure incurred until a grant agreement is executed.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages or salary for **ongoing** program or service delivery
- major construction/capital expenditure
- to reimburse retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

You are unable to obtain a grant if your proposed project is entirely funded from another government source for the same purpose.

6. The assessment criteria

You will need to address the assessment criteria described below in your application. The level of detail provided in your application should be proportionate to the amount of funding requested.

Please note: The application form includes character limits – up to 3,500 characters (approx. 500 words) per criterion. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Please refer to Section 8.1 of these guidelines for information about how applications will be assessed.

ONLY applications for a grant to support the 2019-20 Priority Outcome should address criteria 1 AND 2.

You have indicated your project will address the priority program outcome: support the development of well researched and tailored services for the younger veterans' community with a particular focus on services supporting those at risk of experiencing poor mental health.

Criterion 1. What research into mental health issues affecting younger veterans informs the proposed activity?

A strong response will describe:

- the mental health and/or social well-being issue/s you are proposing to address
- the 'at risk' cohort impacted by these issues
- other features of the particular veteran cohort impacted by these issues, for example:
 - younger veterans who have transitioned to civilian life in the past 12 months
 - younger veterans seeking to return to employment or education
 - dependants of currently serving younger veterans

- younger veterans living in geographically remote locations
- what services currently exist to address these issues for the 'at risk' veteran cohort, and how you know there are gaps
- what the source/s of research or information you used was in developing your proposal, for example:
 - formal, scientific study with results published in a peer reviewed journal
 - informal publications or "grey literature" (e.g. annual reports, working papers, government department reports, etc.)
 - data and information collected by your organisation over a period of time
- how representative of your intended target veteran population the research or information that you used is.

Criterion 2. What tailored service/s will be provided to meet the needs of veterans at risk of poor mental health?

A strong response will describe:

- the type of service to be delivered: what it is; when it will be available; where it will be located; what relevant qualifications/experience will support staff offer
- how the identified at risk cohort/s will be made aware of the project
- how the identified at risk cohort/s will be able to access the project
- how this project is unique and/or offers a different service to similar services available to the identified at risk cohort/s
- how the project uses the research or information described in response to Criterion 1 to make sure it is as tailored and relevant as possible for the identified at risk cohort/s.

ALL APPLICANTS MUST address each of the following criteria:

Criterion 3. What skills or capability will be developed to meet the needs of the younger veterans' community?

A strong response will describe:

- the type of capability to be developed: what it is; when it will be available; where it will be located; what qualifications/experience support staff will offer
- what the unique needs of the younger veterans' community are that this capability will support
- how this project differs from similar support currently available to the younger veterans' community.

Criterion 4. How will the activity be sustained and available to the younger veterans' community into the future?

A strong response will describe:

- the type of service/s the funded organisation will deliver: what the service/s are; when they will be available; where they will be located; what qualifications/experience support staff will offer
- why this organisation needs DVA funding to deliver these services
- how the organisation will sustain and continue to deliver these services after the grant funding is exhausted.

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

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

Criterion 5. How will the activity increase collaboration to expand services and harness existing expertise?

A strong response will describe:

- how the increased collaboration will expand services to benefit the younger veterans' community
- what services will be expanded
- which organisations will collaborate; what barriers to collaboration between these organisations currently exist; and how the funding will address those barriers.

Criterion 6. How will the project increase awareness of younger veterans' community issues?

A strong response will describe:

- what issue/s or service/s the project will promote/support
- how the project will raise awareness of the identified issue/s or service/s
- what evidence supports the proposal that increasing awareness of this service/issue will benefit the younger veterans' community.

Criterion 7. How will your organisation assess its success in reaching all the identified grant outcome/s?

A strong response will describe:

- what evidence you will seek to determine if the project has achieved its goals
- what method you will use and how often you will gather this evidence
- how you propose to provide this information to DVA.

Criterion 8. What are the risks associated with the proposed activities and how will they be managed?

A strong response will describe both the potential risks associated with the project, and how you propose to reduce or manage each risk.

Criterion 9. Value for Money

The amount of detail you provide in your application should be relative to the activity size and complexity, and grant amount requested.

For the purpose of the 2019-20 SYV 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.

All eligible and compliant applications will be assessed on merit and in comparison with other eligible applications.

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

- the extent to which the proposed project will support the program outcomes and objectives
- the extent to which the project addresses identified need/s in the veteran community
- its knowledge of any similar project/s which meet these need/s
- the value of the grant sought relative to the project's scope (including numbers of potential participants and beneficiaries) and activities
- the level of detail in the application being appropriate to the scale of the project
- the potential grantee's relevant experience and performance history.

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 will be published on both the [GrantConnect](#) and [Community Grants Hub](#) sites and addenda⁹ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one application form for each project, however, if you do submit more than one application for the same project, the latest accepted application form will progress.

You may also apply for funding for more than one project, however, you must submit a separate application form for each specific project.

To apply for a grant, 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 11.00PM AEST on 1 October 2019.

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

⁹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

under the [Criminal Code 1995](#) and we will investigate any false or misleading information that may exclude your application from further consideration.

If you need more help with 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 or email support@communitygrants.gov.au.

The Community Grants Hub are not obliged to accept any additional information, or requests from you to correct your application.

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

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

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

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

7.1 Attachments to the application

All of the following documents should be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Activity Budget. It is mandatory to complete the Activity Budget template provided.
- Evidence of Incorporation. It is mandatory to attach documentary evidence of your incorporation. For example, Certificate of Registration, Certificate of Incorporation, Government Gazette, Letters Patent or founding legislation where Letters Patent are not applicable.
- If applying as a partnership, consortium or ESO arrangement, it is mandatory to complete the 'Partnership/Consortium and Ex-Service Organisation Arrangement - Letter of Declaration' template provided.
- If applying as a Trustee on behalf of a Trust it is mandatory to provide the Trust Deed.
- If applying for over \$25,000, it is mandatory to provide your two most recent sets of financial statements, inclusive of income and expenditure statement and balance sheet. If a charity, this would equate to the two most recent annual information statements demonstrating your financial circumstances.

If you are unable to provide financial statements, please complete and attach the 'Unable to Provide Financial Statements' template provided.

If a mandatory template is NOT used, your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents, as information on any further attachments will not be considered.

If the selection process identifies errors in your attachment, you may be contacted to correct or explain the information.

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

7.2 Joint applications

We recognise that some separate organisations may want to apply together as a partnership or consortia to deliver project/services. 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 partnership or consortia which must also include an ESO.

You must have a formal arrangement in place with all parties and the signed Partnership/Consortium Arrangement Letter of Declaration (on the mandatory template) must be attached to your application.

7.3 Trustee applications

If applying as a Trustee that is outside a joint arrangement, the Trust must include at least one ESO and the signed Trust Deed must be attached to your application.

7.4 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 via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances preventing the application from being submitted prior to the closing time. Where appropriate, supporting evidence may be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days of the grant opportunity closing.

The Delegate or their appointed representative¹⁰ will determine whether a late application will be accepted. The decision of the delegate will be final and not 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.

¹⁰ This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|--|--|
| Application period | 20 August 2019 to 11:00PM AEST on 1 October 2019 |
| Assessment of applications | 4-6 weeks |
| Approval of outcomes of selection process | 8 - 10 weeks from completed assessment weeks |
| Negotiations and award of grant agreements | Up to 6 weeks following approval |
| Notification to unsuccessful applicants | 2 weeks from approval |
| Earliest start date of grant activity | April 2020 |
| End date of grant activity | As stated in your grant agreement, if successful |

7.5 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

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

The question period will close at 5:00PM AEST on 24 September 2019. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

Your application will be reviewed against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a targeted competitive grant process.

If eligible, your application will then be assessed against the assessment criteria (see Section 6) and against other applications.

Eligible applications addressing the 2019-20 Priority Outcome will be considered for funding first.

Eligible applications that only address one or more of the remaining SYV Outcomes will be considered if sufficient funding remains.

Your application will be considered on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether it provides value with relevant money.

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 select applications?

Following the preliminary assessment (see Section 8.1 above) the Selection Advisory Panel will consider each eligible and compliant application on its merit and compare it to other eligible applications. The panel will comprise Department of Veterans' Affairs staff.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Selection Advisory Panel 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 Selection Advisory Panel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

8.4 Who will approve grants?

The Minister for Veterans and Defence Personnel (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel 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

You will receive written advice about the outcome of your application. If you are successful, you will be advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

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 available if requested by the applicant. The process for requesting individual feedback 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 for this grant opportunity.

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.

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant 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.

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 may pay 100 percent of the grant on execution of the grant agreement. You may be required to report how you spent the grant funds at the completion of the project/services.

Alternatively, we may make payments according to an agreed schedule set out in the grant agreement. Payments may be subject to satisfactory progress on the project/services.

10.3 Grant payments and GST

The Australian Taxation Office (ATO) advises that DVA grants are considered a Financial Assistance Payment, therefore, 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
- must provide the final total GST exclusive amount in their grant application
- can claim an input tax credit through their BAS Statement 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 SYV 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.

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 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

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

We need to know of any 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 because of these changes.

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.

12.2 Reporting

The agreed reporting format will be outlined in your grant agreement. Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

Data Exchange reporting format

Grantees may be asked whether they agree, and have the capacity, to collect and report performance information (e.g. client characteristics and service delivery information) at the client level and to enter data directly into the performance reporting solution, the Data Exchange.

The performance information reported through the Data Exchange includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)

- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

The Data Exchange has two standardised six monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30 day close off period after each of these. Once the close-off period is completed, no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

For this activity, participation in the “partnership approach” is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

Alternative reporting format

You must submit reports in line with your grant agreement. You may be required to report on:

- progress against agreed project.

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.

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 outlined in the grant agreement (you may submit reports ahead of time if you have completed the relevant activities).

12.3 Non-audited financial acquittal

You will be required 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.

12.4 Compliance visits

We may visit you during, or at the completion of your grant activity, to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5 Record keeping

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

12.6 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 project reports for this purpose. We may also 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.

12.7 Acknowledgement

If you make a public statement about a project funded under the program, we require you to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

12.8 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 DVA. If this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

All applications will be assessed against the guidelines in place at the time the application was submitted.

12.9 Enquiries and feedback

Complaints about this grant opportunity

All complaints about this grant opportunity, including grant decisions, must be made in writing as per [DVA's Feedback Management Policy](#).

Any questions you have about grant decisions should be sent to support@communitygrants.gov.au

Complaints about the selection process

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub by phone or by mail.

Complaints may be submitted by email or by using the complaints form on the Department of Social Services website.

Phone: 1800 634 035

Email: 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 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 Department of Veterans' Affairs.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

12.10 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 Department of Veterans' Affairs 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
- 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 you think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Veterans' Affairs 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.

12.11 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 Department of Veterans' Affairs would breach an Australian Privacy Principle as defined in the Act.

12.12 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:

- 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.

12.13 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 gives 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 who 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

13. Glossary

| Term | Definition |
|-----------------------|---|
| accountable authority | See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 . |
| 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. |
| 'at risk' veterans | <p>For the purposes of this funding round, the definition of an 'at risk' veteran is :</p> <p>Ex-serving ADF members who share one or more of the following characteristics:</p> <ul style="list-style-type: none"> • male • aged 18-29 • have been discharged involuntarily for medical reasons • are not holding Commissioned Officer rank at discharge. <p>This definition is informed by findings from the Australian Institute of Health and Welfare (AIHW) report <i>National suicide monitoring of serving and ex-serving personnel: 2018 update</i> and the Transition and Wellbeing Research Programme: <i>Mental Health Prevalence</i>.</p> |
| commencement date | The expected start date for the grant activity. |
| completion date | The expected date that the grant activity must be completed and the grant spent by. |
| co-sponsoring entity | When two or more entities are responsible for the policy and the appropriation for outcomes associated with it. |
| 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. |

| Term | Definition |
|--|---|
| Commonwealth Grants Rules and Guidelines (CGRGs) | 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. |
| 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. |
| 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"> a. under which relevant money¹¹ or other Consolidated Revenue Fund (CRF) money¹² is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives. |
| 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. |
| GrantConnect | 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. |

¹¹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹² Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term | Definition |
|--|---|
| 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 Portfolio Budget Statement , 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 Advisory Panel | comprises DVA staff and provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives. |
| selection criteria | comprise eligibility criteria and assessment criteria. |
| selection process | The method used to select potential grantees. This process involves comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria. |
| sustainability | <p>The ability for the project be financially viable and sustainable beyond the life of the grant; and to create long-term benefits for the younger veteran community that will continue beyond the life of the grant.</p> <p>Note: For the purposes of this grant opportunity, when referring to sustainability this definition applies and should not be confused with environmental sustainability.</p> |

| Term | Definition |
|-------------------------------------|--|
| 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 the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities including the overall objective/s to be achieved in providing the grant • fit for purpose of the proposal in contributing to government objectives • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history • 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. |
| younger veterans' community members | Australian veterans with post-1999 military service and their families. |