

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 AEDT on 10 January 2019**. 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.

3. What Projects may be considered for Major Commemorative Grants

Before continuing with a Major Commemorative Grant application, you should consider whether your project is eligible for a Major Commemorative Grant. In essence:

- Your project must be commemorative of the service and sacrifice of service personnel **beyond the local community**
- You must be able to demonstrate in your application how your project is relevant to the whole State/Territory or to the Nation
- the subject matter must be significant to the whole of the State/Territory or Nation - the project must deal with matters or events which have a broader impact than local community interests.

The monetary value of the project has no bearing on the eligibility for this grant. A high-value project does not mean it is of National, State or Territory significance.

For projects that do not meet these criteria you could consider applying for a Community Commemorative Grant.

Examples of previous projects that have been successful for an MCG are listed below. You may wish to use this list as a guide to determine whether your project may be eligible:

Grant Recipient	Purpose	Value
RSL WA Branch	Create a Remembrance Walk App for use by visitors to the WA State War memorial Precinct in Kings Park WA	\$30,510
ACT Jewish Community Inc	Install a National Jewish War Memorial in the grounds of the National Jewish Memorial Centre in Forrest ACT	\$94,845
Surfers Paradise RSL Sub-branch	Complete Stage 3 of the Queensland Korean War Memorial at Broadbeach QLD	\$24,212

Grant Recipient	Purpose	Value
National Boer War Memorial Association	Hold a dedication ceremony for the National Boer War Memorial In Canberra	\$21,750
AFC and RAAF Association National Council	Publish a book entitled 'Australian Flying Corps in the Great War 1914-18	\$10,455
Vietnam Veterans Association of Australia Victorian Branch	Record and distribute 'Echoes of Conflict' – a symphonic work by Vietnam Veterans and composer Lachlan Wilson	\$24,449
Naval Association of Australia Queensland Section	Install a memorial in South Brisbane dedicated to all Queenslanders who have served or are serving in the Royal Australian Navy	\$55,620
Shrine of Remembrance (Victoria)	Hold an exhibition entitled 'Seeds of Sacrifice' in Melbourne to commemorate the 100th anniversary of Pozieres	\$22,203

Projects that **do not** meet the criteria for a Major Commemorative Grant are those that:

- are of primary benefit to the local community
- are supported by and centred on the local community only
- are commemorative of the service and sacrifice of local community members
- duplicate memorials/publications/events that are already available within the State/Territory or Nation
- are accessible primarily only by the local community.

4. 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 in their own right 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

5. 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.

6. 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 comprehensive details on how your figures were calculated.

7. 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.

8. What can the grant money *not* be used for?

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

Examples of activities 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.

9. 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

10. 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.

11. 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

12. Who will be approving DVA grants?

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

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

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.

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

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

The Community Grants Hub 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 Hotline via support@communitygrants.gov.au.

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.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative^[1] 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.

15. 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.

16. 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.

17. 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.

18. 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.

^[1] This may be the Hub Assessment Controller or nominated staff member of the client agency at the EL2 level or above.

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.

19. Is the funding on-going?

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

20. 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.

21. How can I submit the Application Form?

You must submit your grant application using the online application form, which is available on the [GrantConnect](#) and [Community Grants Hub](#) websites. The website and application form include 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, mail or in person.

22. 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.

23. 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.

24. 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.

25. 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](#).

26. 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.

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.

28. 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.

29. Are Letters of Support required for this round?

Letters of support are not required and will not be considered. You should only attach documents you have been asked to include.