Supporting Younger Veterans (SYV)

Questions and Answers

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

   The application form must be submitted by **11.00PM AEST on Tuesday, 1 October 2019**. It is recommended that you submit your application **well before the closing time and date**.

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

   Applications submitted from 20 August 2019 to 1 October 2019 will be accepted. Extensions will not be given for any applications submitted after 11:00PM AEST Tuesday 1 October 2019.

   If the Community Grants Hub is requested to approve a lodgement after 11:00PM AEST 1 October 2019 the late application policy available on the Community Grants Hub website will apply.

3. **What is the aim of the Supporting Younger Veterans program?**

   The SYV program aims to foster the ability of ex-service organisations (ESOs) and non-ex-service organisations to support the needs of younger veterans as they transition out of the Australian Defence Force (ADF), establish themselves into civilian life, and manage the challenges that their ADF service presents through different stages of their civilian life.

   The intended outcomes of the program are:

   - **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' community.

   - **Outcome 3** - fund organisations that can sustainably deliver services to the younger veterans' community.

   - **Outcome 4** - increase collaboration amongst organisations to expand services and harness existing expertise for the younger veterans' community.

   - **Outcome 5** - increase awareness of younger veterans' community issues and/or services, where doing so would benefit that community.

4. What is a Priority Outcome?

For the 2019-20 SYV funding round, **priority** will be given to applications addressing 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.

PLEASE NOTE: Applications addressing the Priority Outcome will be considered first, after which other applications will be considered if sufficient program funds remain available.

Activities addressing the Priority Outcome 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.

5. What does 'at risk' mean?

For the purposes of the 2019-20 SYV funding round, an 'at risk' veteran means:

Ex-serving ADF members who share one or more of the following characteristics:

- Male; and/or
- aged 18-29; and/or
- have been discharged involuntarily for medical reasons; and/or
- are not holding Commissioned Officer rank at discharge.

This definition is informed by findings from the Australian Institute of Health and Welfare (AIHW) report *National suicide monitoring of serving and ex-serving personnel: 2018 update* and the Transition and Wellbeing Research Programme*: Mental Health Prevalence.*

6. Who can apply for the Supporting Younger Veterans grant?

You can apply for an SYV grant if you are:

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
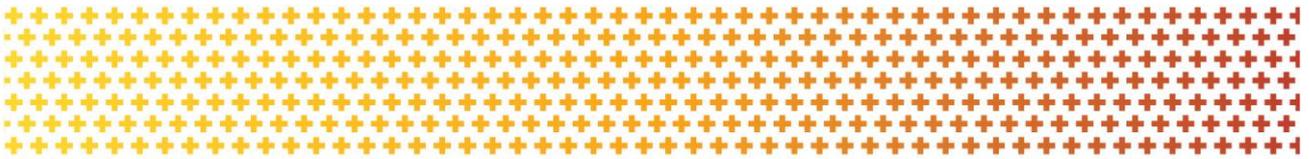
OR

- 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

In addition, to be eligible for an SYV grant you must be incorporated. Your incorporation documents must be attached to your application.

Further information about who can apply for an SYV grant are included in the Grant Opportunity Guidelines (see sections 4.1, 4.2 and 4.3).

7. If I am not an eligible entity type, can I apply under the sponsorship of an eligible entity?

Yes. You can apply if you are in a Trust relationship; in a partnership with an eligible ESO; or in a consortium with a membership that includes at least one eligible ESO. If applying as a Trustee that is outside a partnership or consortium arrangement, the Trust must include at least one ESO.

Further information about who can apply for an SYV grant are included in the Grant Opportunity Guidelines (see sections 4.1, 4.2 and 4.3).

If you apply in a partnership or consortium arrangement, you must include a signed 'Partnership/Consortium and Ex-Service Organisation Arrangement - Letter of Declaration' form using the mandatory template provided with the grant opportunity documentation.

If your application is submitted by a Trustee for a Trust, the Trust Deed must be attached to your application.

8. Do I need to complete the Partnership/Consortium and ESO Arrangement Letter of Declaration template?

If your organisation is included in a partnership, consortium or is the eligible ESO in one of these arrangements, you must complete the *Partnership/Consortium and ESO Arrangement Letter of Declaration* on the mandatory template provided with the grant opportunity documents. It is the responsibility of the lead applicant to attach the completed *Partnership/Consortium and ESO Arrangement Letter of Declaration template(s)* to the online application form.

If you are an ESO applying in your own right, you do not need to complete the *Partnership/Consortium and ESO Arrangement Letter of Declaration*.

9. What can I use the Supporting Younger Veterans grant for?

Funding can be used to deliver activities that meet the objectives and outcomes of the SYV program.

<u>PLEASE NOTE:</u> if you are applying for funding under the 2019-20 Priority Outcome your activity must:

- be based on research into 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 a report of those outcomes at the conclusion of the activity.

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 activity, and cannot be claimed for ongoing program or service delivery. Set-up costs should be detailed clearly in your project budget.

You can only spend grant funds on eligible activities as defined in the details of your grant agreement with the Department of Veterans' Affairs (DVA).

10. How much funding is available for this program?

There is $1,001,000.00 (GST exclusive) available for the 2019-20 financial year.

11. How much funding can I apply for?

There is no minimum or maximum grant amount. The amount of funding you apply for should be proportionate to the grant project you are proposing.

12. Is the funding on-going?

No. Grants are provided as one-off funding in the 2019-20 financial year to support a specific activity. However, it should be noted that a criterion for assessment of grants is the sustainability of the proposed activity beyond the life of the grant (please see assessment criterion 4 under question 13 below).

13. What does a strong response to each assessment criterion look like?

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

A strong response will describe:
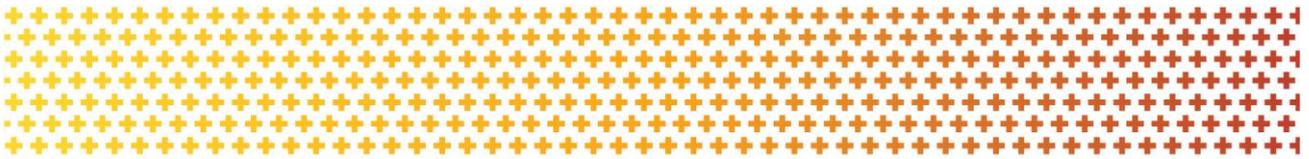
- the mental health and/or social well-being issue/s you are proposing to address

- 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.

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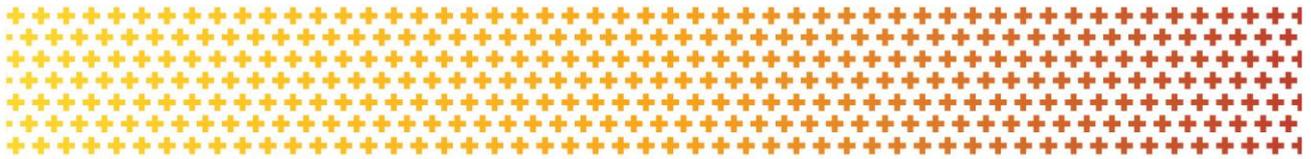
Criterion 6. How will the project increase awareness of younger veterans' community issues?

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, 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
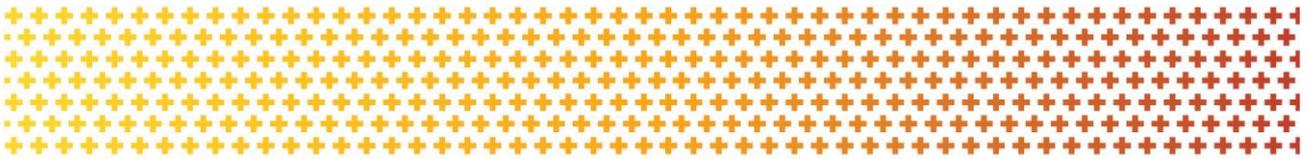
- the value of the grant sought relative to the project's scope (including numbers of potential participants and beneficiaries) and activities
- the level of detail in the application being appropriate to the scale of the project
- the potential grantee's relevant experience and performance history.

14. How will my application be assessed against other applications?

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

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

Every application will be assessed 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.

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

No, we are not responsible for any expenditure incurred until a grant agreement is executed. If your application is unsuccessful, we are not responsible for any expenditure incurred.

16. Do I need to complete the Activity Budget template?

Yes, you must complete the Activity Budget on the mandatory template outlining your proposed expenditure with a description of individual items (including Nil expenditure where relevant) in each of the expenditure categories. These categories are explained in section 5.2 of the Grant Opportunity Guidelines.

The Activity Budget template is provided with the grant opportunity documents.

17. Do I need to provide quotes for individual expenditure items?

No, it is no longer necessary to include quotes for individual expenditure items.

Instead, you must complete the Activity Budget on the mandatory template provided with the grant opportunity documents.
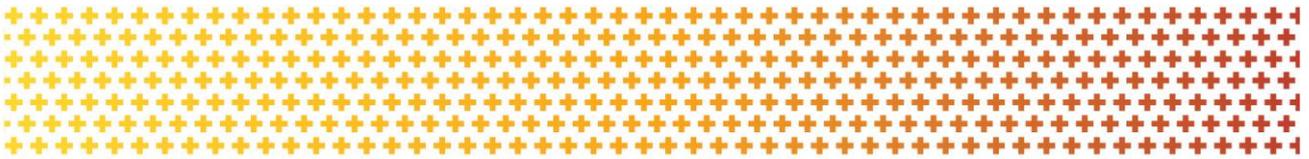
18. Items that I would like to seek funding for are not on the list of eligible items in the Grant Opportunity Guidelines, can I still apply for these items?

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.

19. Can I apply for multiple projects? For example, can I submit two applications for two different project in two different states? If so, could we be successful in both?

You may apply for multiple separate projects. If you do so, a separate application form must be submitted for each project.

You may also submit more than one application for the same project/services in the same location(s). However, if you do so only the latest accepted application form will progress.

Each application will be assessed on its merits.

20. Should I include GST in my requested funding amount?

The Australian Taxation Office (ATO) advises that DVA grants are considered a Financial Assistance Payment and so they are not subject to GST. In accordance with that advice:

If your organisation is registered for GST you:

- are required to calculate the GST exclusive component of the cost of any item or service purchased for your proposed project

- must provide the final total GST exclusive amount in your grant application

- can claim an input tax credit through your BAS Statement to the ATO, for the GST component of purchased items or services.

If your organisation is NOT registered for GST you 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 your 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. You can also visit the Australian Taxation Office website for more information.

For example

Your organisation is registered for GST
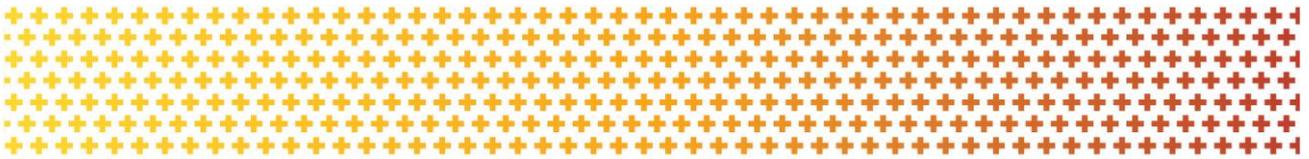
- You are applying for venue hire in your SYV application.
  The cost of your venue hire is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

- You will enter $1,000 in your SYV application.

- If your application is successful, you will receive a grant for your venue hire for $1,000.

- You may then claim an input tax credit through your BAS to the ATO for the $100 GST component of the venue hire. More information about how to claim input tax credits is available at the [Australian Tax Office website](#).

Your organisation is NOT registered for GST

- You are applying for venue hire in your SYV application.
  The cost of your venue hire is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

- You will enter $1,100 in your SYV application.

- If your application is successful, you will receive a grant for your venue hire for $1,100, comprising a $1,000 grant and $100 for GST.

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.

More information on GST can be found on the [ATO](#) website.

21. How do I know if my organisation is GST registered?

For further guidance, seek advice from your financial advisor.
If your details are up to date, you can find your GST registration status on the [Australian Business Register website](#) by using the ABN Lookup tool. More information on GST can be found on the [ATO](#) website.

22. Is the grant available for projects on Christmas Island, the Cocos (Keeling) Islands, Norfolk Island and Jervis Bay Territory?

Yes. The Grant Opportunity Guidelines do not specify that activities need to be undertaken on the Australian mainland. Provided all other requirements are met, applications covering any of the seven external Australian Territories would be eligible for consideration.
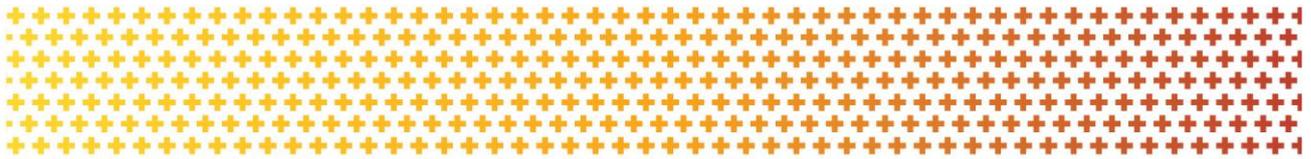
23. Why is the Department of Veterans' Affairs (DVA) using the Hub to manage its grants?

The Hub provides a central and consistent application and management process for DVA's grant applicants and recipients.

It also reduces duplication of effort and resources in common areas of services across Government, such as grants.

24. 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 remains Government policy.

25. How can I submit the application form?

The form is an online application form that you must submit electronically.
The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents

You must submit your grant application using the online application form, which is available on the GrantConnect and Community Grants Hub websites. The application form includes help information.

26. Do word limits apply to assessment criteria/application form?

Yes, there is a word limit of approximately 500 words (3,500 characters) per assessment criteria.

The application form will not accept characters beyond this limit.

Please note: character limits include any formatting used within the body of the response - this includes spaces.

27. 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.

28. 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 or email support@communitygrants.gov.au.
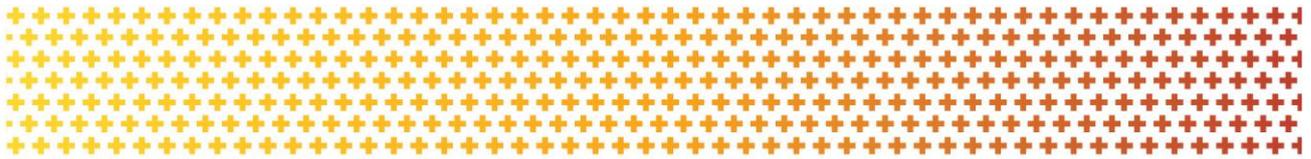
29. I'm not familiar with using technology, what do I do?

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.

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

Yes, the Selection Advisory Panel is comprised of DVA staff. DVA as a department also retains responsibility for:

- policy of its grants programs

- ensuring the work of the Hub meets DVA's quality standards

- briefing the Minister on recommended grants

- responding to any grants correspondence.

31. Who will be approving DVA grants?

The Minister for Veterans and Defence Personnel (the decision maker) decides which grants to approve taking into account the recommendations made by the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the selection process.

Timeframes are indicated in the Grant Opportunity Guidelines, although in some instances due to volume and complexity of applications, timeframes may be modified.

33. 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.

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 also be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.
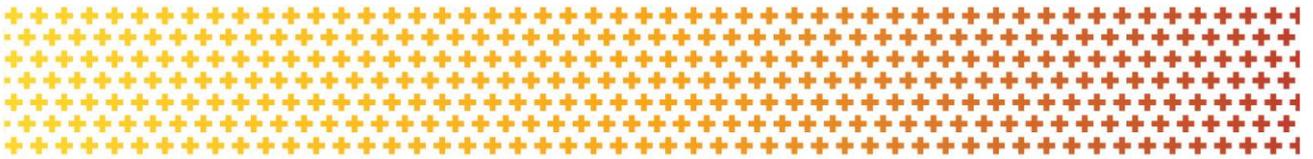
34. Where should I go for further information?

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.