



Saluting Their Service Commemorations Program Grant Opportunity Guidelines

Opening date:	30 April 2019
Closing date and time:	11:00 PM AEDT on 6 November 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 5:00 PM AEDT on 30 October 2019
Date guidelines released:	30 April 2019
Type of grant opportunity:	Open competitive

Contents

1. <i>Saluting Their Service Commemorations Program</i> grant opportunity processes	4
1.1 Introduction	5
2. About the grant program.....	5
3. Grant amount and grant period	6
3.1 Grants available	6
3.2 Grant period	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?.....	6
4.2 Additional eligibility requirements	7
4.3 Who is not eligible to apply for a grant?.....	7
5. What the grant money can be used for	8
5.1 Eligible grant activities	8
5.2 Eligible expenditure.....	8
5.3 What the grant money cannot be used for.....	8
6. The assessment criteria	10
7. How to apply.....	11
7.1 Attachments to the application.....	12
7.2 Applications from consortia.....	12
7.3 Timing of grant opportunity processes.....	12
7.4 Questions during the application process.....	14
8. The grant selection process	14
8.1 Assessment of grant applications	14
8.2 Who will assess and select applications?.....	15
8.3 Who will approve grants?	15
9. Notification of application outcomes.....	15
9.1 Feedback on your application	15
10. Successful grant applications	15
10.1 The grant agreement	15
10.2 How we pay the grant	16
10.3 Grant payments and GST	16
11. Announcement of grants	17
12. How we monitor your grant activity	17
12.1 Reporting	17
12.2 Financial declaration or non-audited financial acquittal.....	18
12.3 Record keeping.....	18
12.4 Evaluation	18
12.5 Acknowledgement.....	18

13. Probity	19
13.1 Enquiries and feedback	19
13.2 Conflicts of interest	19
13.3 Privacy	20
13.4 Confidential Information	20
13.5 Freedom of information.....	21
14. Glossary	22
Appendix A. Eligible Expenditure	25

1. *Saluting Their Service* Commemorations Program grant opportunity processes

The *Saluting Their Service* Commemorations Program is designed to achieve Australian government objectives.

This grant opportunity is part of the above grant program which contributes to the Department of Veterans' Affairs' (DVA) Outcome 3.2 - Commemorative Activities. The Department of Veterans' Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [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 to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

The Commemorative Grants Advisory Committee 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 (the Minister for Veterans and Defence Personnel) decides which applications are successful.



We notify you of the outcome

We will 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

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



Delivery of grant

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



Evaluation of the *Saluting Their Service* Commemorations Program

DVA evaluate your specific grant activity and the *Saluting Their Service* Commemorations Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the *Saluting Their Service* Commemorations Program grants.

You must read these guidelines before filling out an application.

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 *Saluting Their Service* Commemorations Program is part of the Department of Veterans' Affairs Outcome 3.2 - Commemorative Activities 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 service personnel in wars, conflicts and peace operations, and promote appreciation and understanding of the role that those who served have played in shaping the nation.

The objective of the program is to acknowledge and commemorate those who served Australia and its allies in wars, conflicts and peace operations.

There are two categories of grants available under the program:

1. Community Commemorative Grants

Grants up to a maximum of \$4,000 available for local, community-based projects and activities

2. Major Commemorative Grants

Grants available for major commemorative projects and activities that are significant from a national or state/territory perspective

The intended outcomes of the grant opportunity are to:

- provide funding for local community-based commemorative projects and activities that directly commemorate the involvement, service and sacrifice of Australia's service personnel in wars, conflicts and peace operations, and
- involve people throughout the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations and promote appreciation and understanding of the roles that those who served have played in shaping the nation.

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

3. Grant amount and grant period

3.1 Grants available

The Australian Government is providing a total of \$1 million (GST exclusive) during 2019-20 for the *Saluting Their Service* Commemorations Program grants. The following grant categories are available:

- **Community Commemorative Grants (CCG)**

Grants up to a maximum of \$4,000 are available for local, community-based projects and activities.

These small grants are focused on the local community, commemorate the service and sacrifice of local community members, and are primarily accessed by the local community.

Some examples of CCG projects/activities include restoration of an honour board, purchase of a display cabinet for military memorabilia, and installation of a flagpole to display the Australian National Flag on days of commemoration.

- **Major Commemorative Grants (MCG)**

These are grants for major commemorative projects/activities that are significant, from a national or state/territory perspective.

MCG grants have a much wider focus than the local CCG category, and must be of national/state/territory importance and relevance. MCG projects and activities are targeted at a national/state/territory audience, and have a broader impact than the local community.

MCG grants are usually over \$4,000, with no set maximum grant amount for this category. However, overall program funding is limited, and value for money is considered in the assessment process.

Some examples of eligible MCG projects/activities include installation of a State Memorial dedicated to all who served in the Royal Australian Navy, upgrading the State Avenue of Honour to commemorate the service and sacrifice of Australia's service personnel, or publishing a book documenting the military history of a military unit from the Boer War to the present day.

3.2 Grant period

The maximum grant period is one year after the start date of the grant agreement.

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria; however, they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

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

- Indigenous Corporation
- Company¹
- Local Government²

¹ Company is a company incorporated under the *Corporations Act 2001* (Cth)

² Includes New South Wales local governments created as Body Politics

- Cooperative
- Incorporated Association
- Statutory Entity
- Trustee on behalf of a Trust³
- Unincorporated Association – grant activities under \$10,000 only.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above⁴.

4.2 Additional eligibility requirements

We cannot fund applications from an organisation that has outstanding acquittals for any previous DVA funding (if applicable).

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a:

- 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
- International Entity
- Partnership⁵
- Person⁶
- Sole Trader
- Unincorporated Association – grant activities over \$10,000.

³ 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.

⁴ 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 (Consortia) Applications.'

⁵ 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.

⁶ A person is a natural person, an individual, a human being.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must:

- Be a local community-based project or activity to a maximum of \$4,000 that directly commemorates the involvement, service and sacrifice of Australia's service personnel.

OR

- Be a major project or activity that is significant from a national, state or territory perspective that will contribute to Australia's understanding of its wartime heritage.

For a project to be considered significant, its focus should be wider than the local community and be available to a larger audience.

5.2 Eligible expenditure

You can only spend grant funding on eligible grant activities, including:

- a commemorative event (significant anniversary or reunion)
- a flagpole
- a publication
- an honour board or commemorative plaque
- digital content development (website or application)
- public awareness, cultural and/or educational activity
- school initiative
- display or restoration of wartime memorabilia
- war/peace memorials (new where none currently exist or restoration of existing).

For further guidance on eligible expenditure, see [Appendix A](#).

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project/services.

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- projects of a commercial nature/projects for profit
- projects undertaken outside of Australia
- projects exclusively commemorating animals
- projects exclusively for research
- projects commemorating individuals
- projects commemorating the post war deaths of service personnel
- 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.

Expenditure items that are not eligible are:

- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- construction of or fit out, alterations and/or extensions to premises including museums, memorial halls and sporting facilities
- salaries/wages - salaries and wages are considered to be a payment to someone employed by the applicant on an ongoing basis. For the purposes of the *Saluting Their Service* Commemorations Program, paying a person other than a usual employee to deliver a one off service such as constructing a memorial, conducting research, designing or printing a program booklet is not considered to be a salary
- costs incurred in the preparation of a grant application or related documentation
- council approval costs
- educational materials where DVA already provides similar resources for schools
- entertainment not of a commemorative nature
- fireworks
- general ongoing administration costs of an organisation such as electricity, phone and rent
- ongoing expenditure (e.g. website hosting, memorial maintenance)
- catering and refreshments
- eligible items already purchased or ordered
- events to mark training, enlistment or graduation
- events to mark the formation or anniversaries of associations or ex-service organisations
- honour boards or plaques acknowledging membership or service of an ex-service organisation
- projects/signage acknowledging the membership or service to an ex-service organisation, i.e. honour boards
- memorabilia (purchase of)
- military hardware (purchase of)
- restoration of graves
- scholarships
- school trips/excursions
- seating – permanent
- subscriptions (e.g. journals)
- travel – international and domestic. **Note:** includes hire of vehicles, fuel and accommodation
- trophies, prizes, awards, gifts and medallions.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6. The assessment criteria

You must address all of the following assessment criteria in the application.

Each of the assessment criteria listed below will be assessed on an even weighting.

The application form includes character limits – up to 6000 characters (around 900 words) per criterion. The application form will not accept characters beyond this limit and additional attachments will not be considered.

Responses should be proportionate to the requested grant amount.

- Applications for major projects of national or state/territory significance (MCG category) should provide detailed responses.
- Applications for small community focused projects of \$4,000 or less (CCG category) can provide more succinct responses to the below assessment criteria.

Criterion 1

Demonstrate the importance of the organisation's project and outline how the project will contribute to Australia's understanding of its wartime heritage and honour the service and sacrifice of its service personnel.

When addressing the criterion strong applicants will:

- Outline the significance of the organisation's project from a national, state/territory perspective or importance of the organisation's project from a local/community perspective
- Explain how the project will contribute to Australia's understanding of its wartime heritage
- Outline how the organisation's project will honour the service and sacrifice of Australia's service personnel.

Criterion 2

Demonstrate the organisation's capability to successfully deliver the project on time and within budget.

When addressing the criterion strong applicants will:

- Use examples to describe your organisation's experience with developing and implementing the proposed (or similar) project
- Explain the relevant experience and qualifications held by key personnel and their role in managing the project.

Criterion 3

Demonstrate stakeholder engagement

When addressing the criterion strong applicants will:

- Identify and describe the involvement of key stakeholders in the proposed project
- Demonstrate community and/or stakeholder support for your project
- Demonstrate the organisation's working relationships with local community organisations and resources, and explain how these working relationships will improve your organisation's delivery of the project.

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 are published on both sites and addenda⁷ will be published on GrantConnect. By registering on the GrantConnect website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one application for each grant activity/project. A separate application form must be submitted for each grant activity/project. If more than one application is submitted for the same grant activity/project the latest, accepted application form will progress.

To apply you must:

- complete the online application form
- 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 11:00 PM AEDT on 6 November 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 under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help around 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 does not have to accept any additional information, or requests from you to correct your application after the closing time.

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

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

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

7.1 Attachments to the application

For your application to be considered compliant and to proceed to assessment, the following documents must be included if:

- **applying for an honour board, plaque or website:**
 - content outline
- **applying for a publication**
 - content outline and sample chapter – consolidated into one document
- **applying as a Trustee on behalf of a Trust**
 - a signed Trust Deed and any subsequent variations – consolidated into one document

You must attach supporting documentation to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

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

7.2 Applications from consortia

We recognise that some organisations may want to join together as a group to deliver a grant activity.

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 group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 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. 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.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Requests for a late application must be made within three days of the grant opportunity closing, unless otherwise specified in the Grant Opportunity Guidelines.

The delegate or their appointed representative⁸ 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.

Expected timing for this grant opportunity

We will divide the assessment and notification of outcomes into two batches during the year. Each batch will contain applications that have been submitted to the grant opportunity over the preceding period. For example, the first batch will contain all applications submitted to the grant opportunity between the opening date of the application period and 3 July 2019. The second batch will contain all applications submitted to the grant opportunity over the next four months, ending 6 November 2019.

Applications submitted before 11:00PM AEST on 3 July 2019 will be assessed by the Community Grants Hub. Applications submitted after 11:00PM AEST 3 July 2019 up to 11:00PM AEDT on 6 November 2019 will be assessed by DVA. For more information on the grant selection process, please see section 8 below.

The table below identifies the cut-off dates for all three batches.

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by 3 July 2019 .
2	All applications submitted to the grant opportunity by 11:00PM AEDT on 6 November 2019 .

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 30 April 2019 Close 11:00 PM AEDT on 6 November 2019.
Assessment of applications	Within 4 weeks from date of batch close
Approval of outcomes of selection process	12 weeks from date of batch close
Negotiations and award of grant agreements	1-3 weeks from approval
Notification to unsuccessful applicants	4 weeks from approval
Grant activity commences	In batches from September 2019
End date of grant activity	As stated in your grant agreement, if successful.

⁸ This may be the Community Grants Hub delegate or nominated DVA staff member at the EL2 level or above.

7.4 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 are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 PM AEDT on 30 October 2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. Depending on the timing of your application submission, DVA or the Community Grants Hub will assess your application (for more information on the timing, see section 7.3 above). We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

A Selection Advisory Panel (SAP) may consider whether it provides value with relevant money.⁹

The SAP will be established by the Department of Veterans' Affairs and may include a mix of employees of the Department of Veterans' Affairs, experts from the sector, other Commonwealth officers with relevant specialist expertise.

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

The Community Grants Hub may provide secretariat support to the SAP, but will not participate in deliberations or decision-making.

When assessing the extent to which the application represents value with relevant money, the SAP will have regard to:

- the overall objective/s to be achieved in providing the grant
- 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.
- how the grant activities will target groups or individuals.

⁹ See glossary for an explanation of 'value with money'.

8.2 Who will assess and select applications?

Following the assessment (see section 8.1 above), the Commemorative Grants Advisory Committee (CGAC) will consider each eligible and compliant application.

The CGAC is chaired by the Repatriation Commissioner of the DVA and comprises of representatives from the Returned Services League of Australia, the Australian Local Government Association, the Australian War Memorial and policy staff within the DVA.

The CGAC will inform the final recommendations for funding by confirming your application meets the eligibility criteria, eligible grant projects and activities (refer to Sections 4.1 and 5.1), and that your application provides value with relevant money.

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

A strategy for any potential conflict of interest that could be identified between CGAC members and applicants is in place.

The CGAC recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Minister for Veterans and Defence Personnel (the decision maker) decides which grants to approve taking into account the recommendations of the CGAC 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

We will write to you about the outcome of your application. If you are successful, you will be advised of any specific conditions attached to the grant.

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. Individual feedback or 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 or a Letter of Agreement for this grant opportunity.

We use two types of grant agreements for this grant opportunity. Our selection will depend on the associated risks and complexity of your grant activity.

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 or if grant funding is unspent at completion of the grant agreement.

Letter of Agreement

We may send you a Letter of Agreement providing you with an offer. You accept the offer by signing and returning the Letter of Agreement to us by the date stipulated in the Letter of Agreement. We consider the agreement to be executed from the date the grant agreement has been signed by both parties.

Commonwealth Simple Grant Agreement

Alternatively, we may 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 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 will either pay 100 per cent of the grant on execution of the grant agreement, or we will make payments according to an agreed schedule set out in the grant agreement. You will be required to report how you spent the grant funds at the completion of the project/services.

If paid per an agreed schedule, payments are 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 and so 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 *Saluting Their Service* Commemorations 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.

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

12. How we monitor your grant activity

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

We need to know of any key 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.

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.

12.1 Reporting

When we use a Commonwealth Simple Grant Agreement, you must submit reports in line with the grant agreement. You may be required to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

Other Reports - Expenditure Report

An expenditure report must include evidence that the amount previously paid has been spent in accordance with the grant activity. Where payments are made on an agreed schedule, we will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays with us as soon as you become aware of them.

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 specified in the grant agreement of completion.

12.2 Financial declaration or non-audited financial acquittal

Depending on the grant agreement in place, we may ask you to provide a financial declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

Alternatively, we may ask you 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 and to report on any underspends of the grant money.

Unspent funding must be returned to the department.

12.3 Record keeping

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

12.4 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 reports for this purpose. We may also interview you, or 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.

12.5 Acknowledgement

The grantee will appropriately acknowledge, if practicable, that the activity was funded under the Commonwealth Government's *Saluting Their Service* Commemorations Program.

Further, the grantee agrees to insert the following disclaimer into any publication or material relating to the activity:

The Commonwealth has not participated in the research, production or exercised editorial control over the Activity or its contents. The views expressed and conclusions reached herein do not necessarily represent those of the Commonwealth, which expressly disclaims any responsibility for the content or accuracy of the Activity.

13. 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 the Department of Veterans' Affairs. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The [Department of Veterans' Affairs Feedback Management Policy](#) applies to complaints about the grant program. Complaints about the program, including grant decisions, must be provided in writing.

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

Complaints about the grant opportunity selection process

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can lodge complaints using the complaints form on the Department of Social Services website, by phone or mail.

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 the Department of Veterans' Affairs 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

13.2 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 or member of an external panel

- 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 identify 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.

13.3 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.

13.4 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:

- the committee and other 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.

13.5 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 is to give 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 in respect of whom 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

14. 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.
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 funding spent.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.
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.
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.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
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 money¹⁰ or other Consolidated Revenue Fund (CRF) money¹¹ 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.
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 criteria	comprise eligibility criteria and assessment criteria.

¹⁰ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹¹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel (SAP)	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved • the potential grantee's relevant experience and performance history.

Appendix A. Eligible Expenditure

The below table provides a guide for applicants on eligible expenditure items and general funding amounts, it is not a definitive list.

Eligible grant activity/project	Guide to eligible expenditure
<p>A commemorative event (significant anniversary or reunion)</p>	<p>Significant military unit reunions, i.e. 40th or 65th anniversary or the commemoration of significant military anniversaries, e.g. 50th Anniversary of the Battle of Long Tan.</p> <p>Only one anniversary should be commemorated as it is considered that events to commemorate multiple anniversaries have the potential to diminish the significance of each anniversary.</p> <p>The event should be held within one month of the anniversary being commemorated.</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • advertising • entertainment, including: band, bugler • equipment, venue, and/or service hire, including: chair hire, audio visual hire, first aid, and security • publishing and printing, including: postage of invitations, printing of commemorative program, booklets/orders of service, and unit banner • purchase of eligible materials, including: wreath/s.
<p>A flagpole</p>	<p>Flagpole to fly the Australian National Flag on days of commemoration. The Australian National Flag can be obtained from your Local Council.</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • landscaping, including: trees, shrubs, paving, fencing, and concrete slabs • purchase of eligible materials, including: flagpole/s, and plaque/s • supplier costs, including: installation, and delivery.
<p>A publication</p>	<p>The publication of wartime histories where similar works have not previously been published (e.g. unit histories, local wartime histories and letters from service personnel).</p> <p>Eligible expenditure can include:</p> <ul style="list-style-type: none"> • printing and Publishing, including: postage • research (providing that the research expenses are not the majority of costs for the project), including: purchase of photographs • supplier costs, including: research assistant costs, editorial costs.
<p>An honour board or commemorative plaque</p>	<p>New honour boards or plaques</p> <p>Restoration of existing plaques and honour boards/rolls</p> <p>Expenditure can include:</p>

Eligible grant activity/project	Guide to eligible expenditure
	<ul style="list-style-type: none"> • purchase of eligible materials, including: honour boards/rolls, lettering, and wreath/s • restoration costs, including: restoration of memorials, lettering, signage sandblasting, pointing, and regilding • supplier costs, including: framing, mounting, installation, and delivery • website development, including: equipment relating to digital projects digital honour boards/rolls.
Digital content development (website or application)	<p>Digital content which contributes to Australia’s understanding of its wartime heritage, and which honours the service and sacrifice of service personnel where similar works have not previously been completed.</p> <p>Eligible expenditure can include:</p> <ul style="list-style-type: none"> • research (providing that the research expenses are not the majority of costs for the project), including: purchase of photographs • supplier costs, including: research assistant costs, editorial costs, and web developer • website and application development.
Public awareness, cultural and/or educational activity	<p>Significant cultural and educational projects (e.g. an exhibition) with a military focus and that add to the sum knowledge on a particular topic or which provide access to information about Australia’s wartime heritage.</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • advertising • equipment, venue, and/or service hire, including: chair hire, audio visual hire, first aid, and security • publishing and printing • research (providing that the research expenses are not the majority of costs for the project), including: purchase of photographs • supplier costs, including: research assistant costs, editorial costs.
School initiative	<p>School initiatives/projects undertaken by students which focus on military involvement and social impacts relevant to the community/nationally.</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • landscaping, including: trees, shrubs, paving, fencing, and concrete slabs • memorial garden (must include a commemorative plaque or plinth) • supplier costs, including: installation, and delivery • purchase of eligible materials, including: monuments, statues, plinths, plaque/s, interpretive signage, sandstone blocks, signage • research (providing that the research expenses are not the majority of costs for the project), including: purchase of photographs

Eligible grant activity/project	Guide to eligible expenditure
	<ul style="list-style-type: none"> • publishing and printing.
<p>Display or restoration of wartime memorabilia</p>	<p>Restoration/preservation or display of Wartime Memorabilia.</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • purchase of eligible materials, including: display cabinet/s, lighting, interpretive signage, unit banner, mannequin/s • supplier costs, including: installation, and delivery.
<p>War/peace memorials (new where none currently exist or restoration of existing)</p>	<p>New community war memorials, where none exists and where the new memorial will be the focus of commemoration</p> <p>Restoration of existing community war memorials</p> <p>New national / state / territory or otherwise significant war memorials where none exists and where the new memorial will be the focus of commemoration.</p> <p>Restoration of existing national / state / territory or otherwise significant war memorials</p> <p>Expenditure can include:</p> <ul style="list-style-type: none"> • advertising • landscaping, including: trees, shrubs, paving, fencing, and concrete slabs • purchase of eligible materials, including: monuments, statues, plinths, plaque/s, cenotaphs, interpretive signage, sandstone blocks, unit banner, wreaths, CCTV, lighting, flagpole/s • restoration costs, including: restoration of memorials, lettering, signage sandblasting, pointing, and regilding • supplier costs, including: installation, and delivery.