



Australian Government

**Community
Grants Hub**
Improving your grant experience



Supporting Younger Veterans (SYV) Grants Program

Questions and Answers

1. When can I apply and what is the closing time and date for applications?

For the Supporting Younger Veterans (SYV) Grants Program 2020–21 grant opportunity, applicants will be able to apply from Monday 30 November 2020 to 11:00 PM AEDT on Friday 5 February 2021.

2. It is recommended that you submit your application well before the closing time and date. If I am not able to submit my application by the due time and date, can I be granted an extension?

Applications submitted from 30 November 2020 to 11:00 PM AEDT on 5 February 2021 will be accepted. Extensions for applications submitted after 11:00 PM AEDT on 5 February 2021 will only be considered in exceptional circumstances, as outlined in the SYV Grant Opportunity Guidelines (see section 7.3).

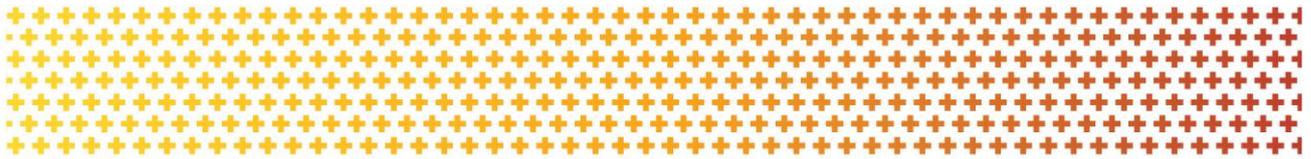
Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

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

3. Has the SYV Grants Program changed from previous funding rounds?

Yes, the SYV Grants Program has changed in a number of key areas including:

- Unlike in previous years, there is no Priority Outcome for 2020–21. Your application must align with one or more of the objectives and outcomes described above, noting that good mental health and wellbeing are an important focus of this grant program. DVA's [Veteran Mental Health and Wellbeing Strategy 2020–2023](#) describes how good mental health and wellbeing are supported by a broader approach to whole of life wellbeing.
- The grant opportunity will consider applications under 2 grant categories: Small Grants (up to a maximum of \$50,000 per grant) or Large Grants (from \$50,001 to a maximum of \$150,000).
- Under this grant opportunity, local, community-based activities and projects are encouraged.



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- Projects that are strongly focused on delivering primarily medical, clinical or research services are not eligible.
 - You may only apply for one grant in this grant opportunity (one Small Grant application, or one Large Grant application), to maximise the number of organisations and communities benefiting from the program.
 - The guidelines on eligible and ineligible expenditure have changed from previous years.

4. What are the objectives and intended outcomes of the SYV Grants Program?

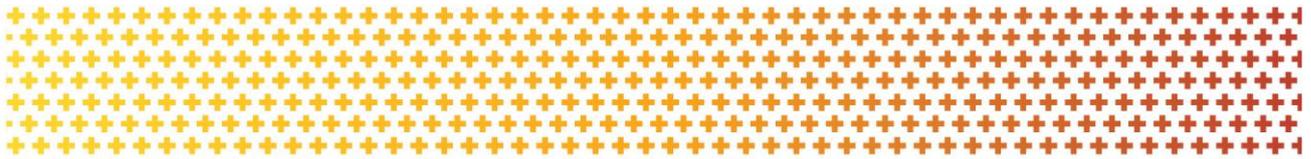
The objectives of the program are to:

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

The intended outcomes of the program are to:

- 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.
- Develop capability within the veteran community that services the unique needs of the younger veterans' community.
- Fund organisations that can sustainably deliver services to the younger veterans' community now and into the future.
- Increase collaboration amongst organisations to expand services and harness existing expertise for the benefit of the younger veterans' community.
- Increase awareness of younger veterans' community issues and/or services within the Australian and veteran communities, where doing so would benefit the younger veterans' community.

In your application, you will be asked to select the SYV outcome(s) your project aligns with.



5. Who can apply for an SYV grant?

To satisfy eligibility requirements, applicants to the SYV Grants Program 2020–21 **must be**:

EITHER:

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

OR

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

OR

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

AND

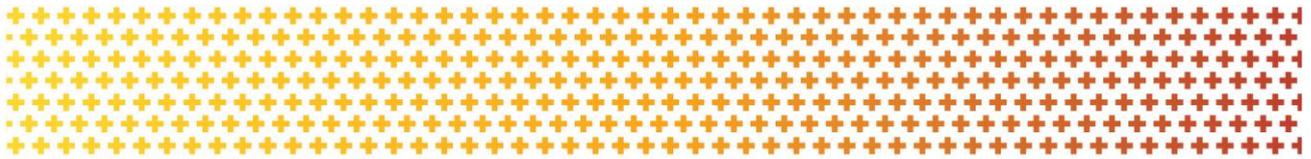
- one of the legal entity types listed in section 4.1.2 of the Grant Opportunity Guidelines; and
- incorporated.

Applicants that satisfy the above eligibility criteria are eligible to apply for either a Small or Large Grant.

6. What is the definition of an ex-service organisation (ESO)?

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

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



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 a Trustee on behalf of a Trust that includes an ESO; in a partnership with an eligible ESO; or in a consortium with a membership that includes at least one eligible ESO. You will be asked to provide the details of the ESO(s) in your application.

If you apply as a Trustee on behalf of a Trust, or in a partnership or consortium arrangement, you must provide a signed 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 signed Trust Deed must also be attached to your application.

8. Do I need to complete the 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 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 Letter of Declaration template(s) to the application.

If you are an ESO applying in your own right, you do not need to complete the Letter of Declaration.

9. How much funding is available for this program?

There is \$1,000,000 (GST exclusive) available for the 2020–21 financial year.

10. How much funding can I apply for?

The grant opportunity will consider applications under 2 grant categories: Small Grants (up to a maximum of \$50,000 per grant) or Large Grants (from \$50,001 to a maximum of \$150,000).

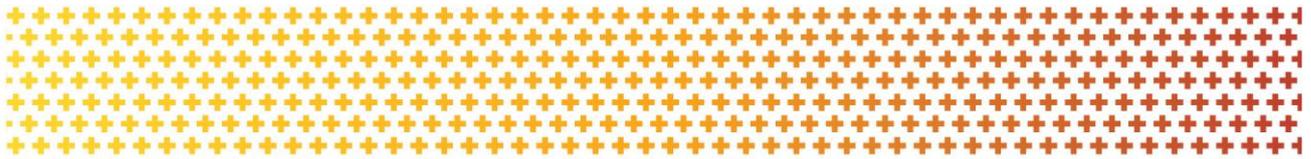
You may only apply for one grant (one Small Grant application, or one Large Grant application), to maximise the number of organisations and communities benefiting from the program.

Small Grants

Small Grants of up to \$50,000 are available for local, community-based projects and activities. These grants are for practical projects and activities that support the needs of younger veterans (military service post-1999) as they leave the Australian Defence Force and integrate back into civilian life. The vast majority of grants offered under the 2020–21 grant opportunity will be for Small Grants.

Large Grants

At the discretion of the decision maker, a small number of Large Grants of up to \$150,000 are available for projects that deliver wellbeing support services and activities of broad scale benefit to the younger veteran community.



Partial funding

Both Small and Large Grants may be used to partially fund projects, where the applicant has, or intends to seek, funding from other sources.

If there are insufficient funds under the grant opportunity to fully fund your application, it may be considered for partial funding. If you do not wish to be considered for partial funding, please mark the appropriate box on the application form.

11. Can I apply for multiple projects? For example, can I submit 2 applications for 2 different project in 2 different states? If so, could I be successful in both?

You may only apply for one grant (small or large) to maximise the number of organisations and communities benefiting from the program.

If more than one application is submitted, the latest accepted application received will be assessed. The earlier application(s) will be deemed ineligible and will not be considered for funding.

Each application will be assessed on its individual merits against the eligibility and assessment criteria.

12. How can I check or verify my legal entity status?

The [Community Grants Hub website](#) provides tools to assist in verifying legal entity status. To maintain a fair and equitable process for all applicants, the Community Grants Hub is unable to provide assistance in, or undertake on behalf of an applicant, the determination if an applicant's legal entity status meets the eligibility requirements. Applicants are required to self-determine their organisation's legal entity's eligibility in reference to the grant's eligibility requirements.

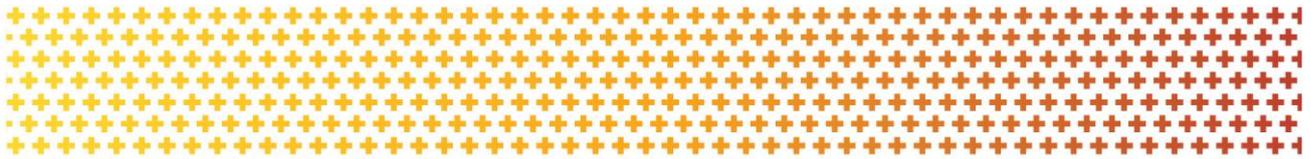
13. Are there any COVID-19 considerations I need to make for my application?

Some members of the veteran community may be particularly vulnerable to COVID-19. For this reason, applicants should carefully consider the activities that funding is being sought for, to ensure that they can be safely delivered, including adhering to COVID-19 social distancing or other public health measures.

Australian Government information and advice for limiting the spread of COVID-19 is available on the [Department of Health website](#).

Successful projects will need to comply with the relevant social distancing or other public health measures in place at the time the activity is delivered (this includes national, state and/or local government requirements).

You are strongly encouraged to adapt proposed activities in your application to allow for social distancing and ensure the safety of participants, for example, by undertaking virtual (online) activities rather than face-to-face events.



Your application should include information about how your proposed activity will comply with COVID-19 requirements. This is particularly important for activities that place participants in close physical proximity, such as bus trips, or group activities and social events in confined spaces.

14. What type of activities can I use the SYV grant for?

Applications should only be submitted for activities that can be safely undertaken in accordance with COVID-19 social distancing or other public health measures.

Funding must be used to deliver activities that meet the objectives and outcomes of the SYV Grants Program.

Under this grant opportunity, **smaller scale community level projects that support younger veterans are encouraged**. Examples include (but are not limited to):

- providing opportunities where younger veterans can engage with each other, and with their local community, and learn new skills
- social inclusion and connectedness activities, for example, sporting or recreational projects for younger veterans and their families
- local job readiness projects, especially those that focus on social or cultural preparation to assist younger veterans to transition into civilian life
- mentoring or other support for veterans to assist with their transition to civilian employment
- local projects that promote good mental health and wellbeing amongst the younger veteran community
- online activities that address stigma and raise awareness of mental health issues faced by younger veterans
- collaboration between ex-service organisations and homelessness services to address and reduce veteran homelessness in a specific geographic location
- local projects that support the introduction and development of ongoing life skills in a post-service context to support effective transition
- partnering with local community service providers to improve their understanding of the younger veteran experience, their needs, and referral pathways to veteran services.

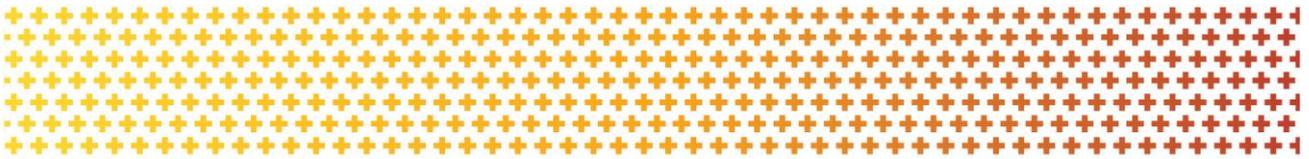
Please see section 5 of the Grant Opportunity Guidelines for guidance on what the grant can and cannot be used for.

15. What can I spend SYV grant funding on (eligible expenditure)?

Please see section 5.2 of the Grant Opportunity Guidelines for more information on eligible expenditure.

You can only spend the grant on eligible expenditure that is integral to the project and that was incurred for agreed project costs. Eligible expenditure may include, but is not limited to:

- staff salaries and on-costs that can be directly attributed to the provision of the project
 - operating and administration expenses directly related to the project
 - evaluation costs
-



- meals
- items that directly support project delivery including minor renovations
- volunteer expenses
- trainer/facilitator/presenter costs
- project participant accommodation costs.

Note: Evaluation costs are only eligible for Large Grants. Such costs must not exceed 10% of the grant amount sought through the SYV Grants Program. A detailed quote must be provided in your application.

It is not possible to provide an exhaustive list of budget items 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 in your application.

In the Budget Table question in the application form, please enter the:

- eligible budget item(s) that you are seeking funding for as listed above in the first column
- requested funding amount per budget item in the second column.

If you are seeking funding for a budget item that is not listed above, please enter “Other” in the 'Budget Item' column and include more detail – for example, "Other - *insert budget item description here*".

For example:

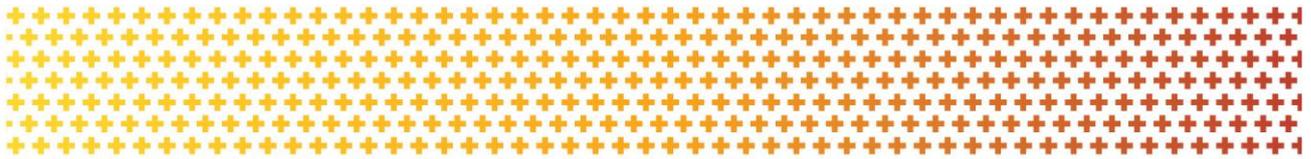
Budget Item	Amount
Staff salaries and on-costs that can be directly attributed to the provision of the project	\$xxx
Items that directly support project delivery including minor renovations (<i>please specify</i>)	\$xxx
Other – website development	\$xxx

The total amount for all the budget items must be equal to the amount entered under the question "Total amount of funding requested" in the application form.

Not all the proposed expenditure on your project may be eligible for grant funding. The decision maker makes the final decision to approve a grant and the amount of funding to be awarded.

16. Are there specific locations where my project must be delivered?

No, as long as your project is conducted within Australia. Consideration will be given to geographic distribution of funds when awarding grants, to take into account the distribution of veterans across Australia and those communities most in need.



17. Is the funding on-going?

No. Funding is for discrete projects or activities. The maximum grant period is generally one year after the start date of the grant agreement.

If your project or activity is expected to continue past the grant period you must include information about how you will sustain the activity in future.

18. How can I show that a project or activity is sustainable?

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
- the capacity of your organisation to fund the ongoing project after initial establishment costs have been met.

19. What does 'business as usual' mean?

SYV funding cannot support activities or expenses that are 'business as usual'.

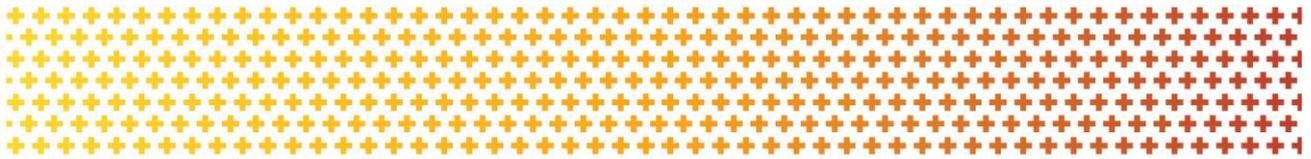
Costs associated with general ongoing administration of an organisation such as electricity, phone, rent, consumables, maintenance and repairs, and employee costs, are all examples of 'business as usual' costs. Only administration costs that are integral and specific to the project alone may be eligible.

Example of 'business as usual' costs.

If a commercial fitness centre proposes to offer a course specifically for veterans or their families, their application would need to provide more information to explain how the proposed project is not part of their 'usual business'. Any additional information provided must address the particular activity involved.

For the example given above, appropriate additional information might include:

- how the idea of the veteran specific course came about
- how it is specific to the veteran community
- whether the request came from the veteran community
- if the idea was developed in collaboration with the veteran community
- whether veterans identified the reasons the course was needed
- how many veterans have committed to participate in the course.



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

Every application will be assessed on its merits, based on:

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

For the purpose of this grant opportunity, '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. Assessing value with relevant money includes consideration of the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:

- the quality of the project proposal and activities
- if the proposal is fit for purpose in contributing to government objectives
- whether 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.

21. What staff salaries and on-costs are eligible for funding?

The salary of a project officer, or equivalent, which can be directly attributed to the provision of the project may be eligible for funding.

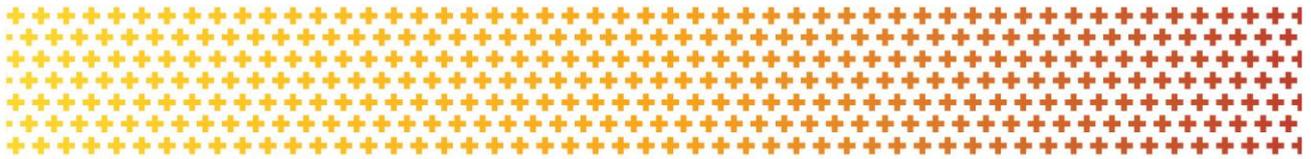
A project officer is mainly responsible for the planning, development and coordination of activities related to specified project(s). This role would be responsible for the development of project plans and policies and the review and evaluation of project(s). It would also likely be expected to report to governance structures with oversight of the project(s) (for example, management boards). They may also contribute to implementing or delivering project activities, however this is not expected to be the main function of a Project Officer. Project officer costs must directly relate to the project described in your application.

Funding for a project officer will be considered for a 12 month period to establish a project and to coordinate delivery of its associated program of activities.

Under the circumstances described above, eligible Project Officer expenditure may include salary and travel allowance costs (for example, mileage, meals and accommodation). Mileage is to be calculated using the current DVA rate of treatment travel. This information is available on [DVA's website](#).

22. 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.



23. 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 Grants 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.

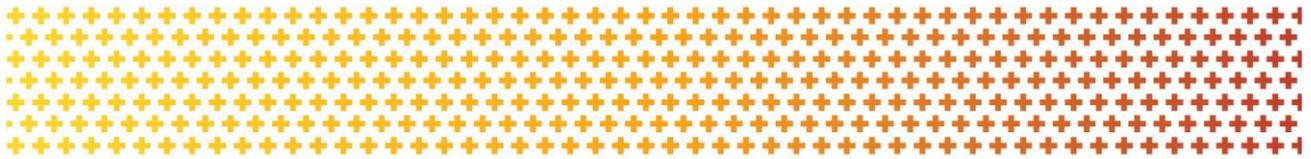
For example

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.

24. 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.

25. 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 7 external Australian Territories would be eligible for consideration.

26. Completing the grant application

You should read this document, Grant Opportunity Guidelines, sample grant agreement and the terms and conditions carefully before you commence your application.

When framing your grant application you must consider the objectives of the program and clearly specify the target group and project outcomes. The project must address an identified need within the veteran community and you should be able to demonstrate how you identified this need. Other considerations are the contribution by your organisation and the project's value for money (see question 20 above).

Please note that a lack of information in your application may impact its overall assessment. However, the information you do include must be succinct and directly related to the project.

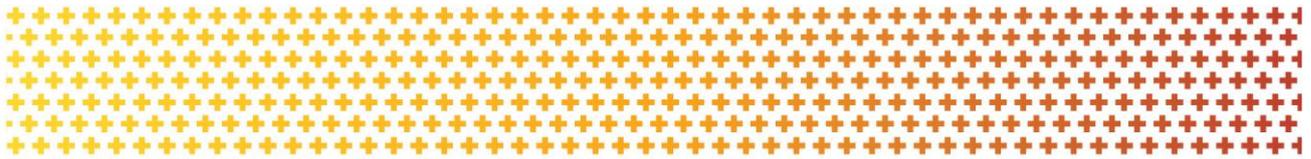
Please see section 8 of the Grant Opportunity Guidelines for further information on how grants are assessed.

27. 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.



28. Do word limits apply to the application form?

Yes, the online application form includes character limits. The application form will not accept characters beyond these limits.

When addressing the assessment criteria:

- applications for Large Grants should provide detailed responses – up to 2,000 characters (approx. 300 words) per criterion
- applications for Small Grants can provide more succinct responses – up to 1,000 characters (approx. 150 words) per criterion is sufficient.

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

29. 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.

30. 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 (option 1) or TTY 1800 555 677 or email support@communitygrants.gov.au.

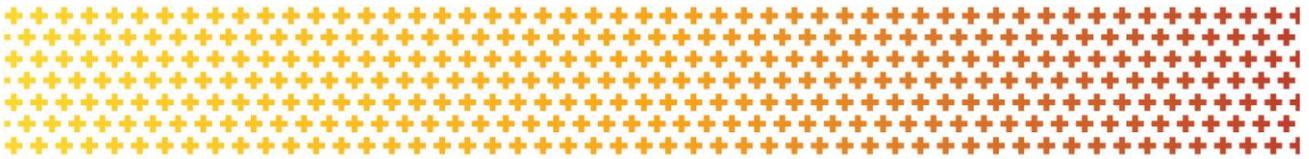
31. I'm not familiar with using technology, what do I do?

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](#).

32. 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 Community Grants Hub meets DVA's quality standards
- assessing grant applications
- briefing the Minister for Veterans' Affairs (the decision maker) on recommended grants
- responding to any grants correspondence.



33. Who will be approving DVA grants?

The Minister for Veterans' Affairs (the decision maker) decides which grants to approve, taking into account the recommendations made by the DVA Grants Advisory Committee and the availability of grant funds for the purposes of the grant program.

34. 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.

35. 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 if requested by the applicant. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

36. 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 (option 1) or email to support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within 5 working days.