Saluting Their Service (STS) Commemorative Grants Program

Questions and Answers

Application Timeframe

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

Assessment and notification of outcomes will be divided into 3 batches during the year. The table below identifies the cut-off dates for all 3 batches.

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by **11:00 PM AEST on 10 June 2021**.
2	All applications submitted to the grant opportunity by **11:00 PM AEDT on 7 October 2021**.
3	All applications submitted to the grant opportunity by **11:00 PM AEDT on 8 February 2022**.

It is recommended that you submit your application **well before the closing time and date for each batch**.

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 12 February 2021 to 11:00 PM AEDT on 8 February 2022 will be accepted. If you miss the deadline of the batch you wish to apply in, you can request approval to lodge a late application. If the Community Grants Hub is requested to approve an application lodged after 11:00 PM AEDT on 8 February 2022, the late application policy available on the Community Grants Hub website will apply.

Eligibility

3. What is the aim of the STS 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. Projects and activities should promote appreciation and understanding of the experiences of service and the roles that those who served have played in shaping the nation.

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

No, you must be an eligible entity type listed in the Grant Opportunity Guidelines (see section 4.1) to be eligible to apply for funding. Consortia are eligible to apply, see the relevant conditions for consortia in the Guidelines.

5. 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. You can also indicate if the project will still go ahead if you are offered less than the full amount of funding you have applied for – this means any items that are ineligible can be excluded from a potential grant offer.

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

Only one application per round is to be made for each individual project or activity type listed in section 5.1 of the Grant Opportunity Guidelines. A separate application form must be submitted for each individual project or activity. If more than one application is submitted for the same project or activity, the latest accepted application will progress.

7. 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 for projects or activities in any external Australian Territories would be eligible for consideration.

Funding

8. How much funding is available for this program?

Up to $3.5 million (GST exclusive) is available for the 2021-22 financial year.

9. Is the funding on-going?

No. Grants under the STS Program are meant as a one off financial contribution only.

Financial Information

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

Funding requested for projects and activities, including events, or purchases, orders or installation of assets and supplies, which have already been completed prior to the lodgement of an application is ineligible.

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.

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

The Australian Taxation Office (ATO) advises that Department of Veterans' Affairs (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 Business Activity Statement (BAS) 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 STS 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.
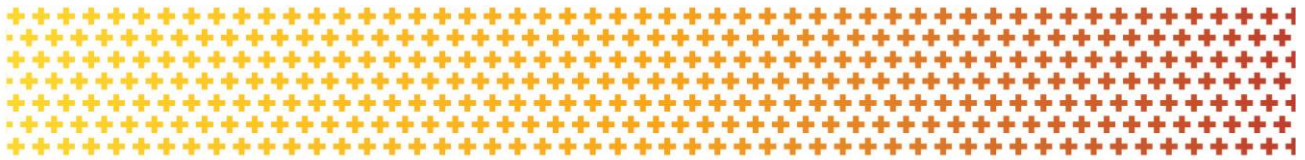
Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

For example:

Your organisation is registered for GST

- You are applying for a commemorative plaque in your STS application.
  The cost of your plaque is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

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

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

- You may then claim an input tax credit through your BAS to the ATO for the $100 GST component of the purchased commemorative plaque. More information about how to claim input tax credits is available on the ATO website.

Your organisation is NOT registered for GST

- You are applying for a commemorative plaque in your STS application.
  The cost of your plaque is $1,000 plus $100.00 GST
  The total cost is $1,100 (GST inclusive).

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

- If your application is successful, you will receive a grant for your commemorative plaque for $1,100.

12. 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.
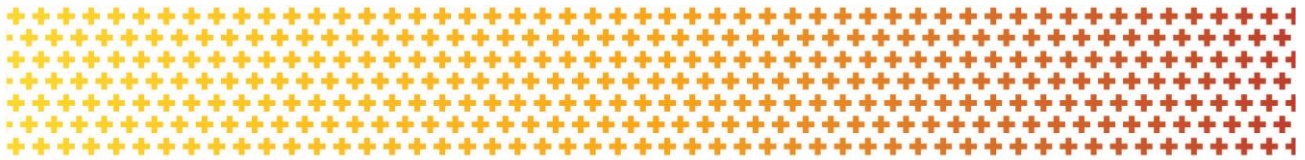
13. Do I need to provide quantity surveyor costings or quotes with my application?

If applying under the Community Grants category:

No, it is not necessary to include quantity surveyor costings or quotes with your application form.

If applying under the Major Grants category:

It is not mandatory to provide quantity surveyor costings or quotes with your application; however, these will be taken into account during the assessment process to determine the readiness of your project.

All applicants (Community and Major Grants categories) must complete the project budget table within the online application form, outlining your proposed expenditure (including nil expenditure where relevant) in each of the expenditure categories. These categories are explained in section 5.2 of the Grant Opportunity Guidelines.

14. Do I need to provide a Statement by Supplier?

If you do not have an Australian Business Number (ABN), you are required to provide a Statement by Supplier.

When a payer makes payments to suppliers for goods or services to the business, those suppliers generally need to quote an ABN. If a supplier does not provide an ABN, the payer may need to withhold an amount from the payment for that supply – this is referred to as 'withholding tax'.

To avoid withholding tax, suppliers can use the [Statement by a supplier](#) form to provide a reason for not quoting an ABN. For more information, please see the [ATO website](#).

15. What is 'value for money'?

For the purpose of this 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.

When assessing the extent to which the application represents value with relevant money, the Commemorative Grants Advisory Committee (CGAC) 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.

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 DVA.

Stakeholder Engagement

16. Do I need to provide a letter of support from key stakeholders with my application?

If applying under the Community Grants category:

No, it is not necessary to provide a letter of support with your application form.

If applying under the Major Grants category:

It is not mandatory to provide a letter of support from key stakeholders with your application; however, it will be taken into account during the assessment process to help determine to what extent community/stakeholder consultation and engagement has been conducted.

17. What is a national or state/territory level ex-service or veteran support organisation for the purposes of funding for writing their history?

For example, organisations such as the Naval Association of Australia, Returned and Services League of Australia NSW State Branch or Legacy Tasmania Branch, where the organisation represents member sub-branches, or has effect across the nation or state/territory, would be eligible. However local Sub-Branches or Divisions, such as the Cairns RSL Sub-Branch, would not be eligible.

Project and Activity Information

18. What type of projects or activities can I complete to commemorate the history of my ex-service or veteran support organisation?

You may complete a project or activity to research, collate and publish the history of a national or state/territory ex-service or veteran support organisation. Eligible expenditure might include things such as paying a third party consultant or contractor to research the history, or printing costs to enable publication of the final product. These projects or activities do not have to relate to a significant anniversary of the organisation to be eligible for funding.

Examples of ineligible projects and activities would include events commemorating the 100th anniversary of the formation of an ex-service organisation, or the construction of a memorial (including plaques and honour rolls) to commemorate the formation, anniversary or membership of an ex-service organisation.

19. What is meant by a significant anniversary of a war, conflict or peace operation ending in a '0' or a '5'?

Commemorative events for the anniversaries of wars, conflicts and peace operations are eligible for funding, however the event must align with an anniversary ending in a '5' or a '0'. For example, the Battle of Long Tan was fought on 18 August 1966 and the 55th anniversary of this battle will be commemorated on 18 August 2021. The 56th anniversary in 2022 would not be eligible for funding. This requirement does not mean that the battle, war, peace operation or conflict must have occurred in a year ending in a '5' or a '0'.

20. What is classified as a 'post war' death?

Projects and activities that exclusively commemorate individuals are not eligible for funding. This extends to commemorating individuals who may have died after their service in a war, conflict or peace operation, from related or unrelated causes. For example, a project to commission a commemorative plaque for one person who served in the Second World War, but later died in 1960 from unrelated causes, would not be eligible for funding.

21. What is considered military memorabilia?

DVA has published an educational resource entitled Memories & Memorabilia on the Anzac Portal. Available from page 33, this resource outlines broad categories of military memorabilia. Please note that to be eligible under the STS Program, memorabilia must not commemorate an individual, must be related to active service (rather than training, or the experience on the homefront), and should enhance or form part of a project to share the memorabilia and its heritage with the broader community.

22. Do I need to meet local heritage requirements?

Yes, if your proposed project or activity involves changing or restoring an existing memorial or other commemorative artefact you are responsible for ensuring that all local heritage requirements are met. For more information, please contact your state or territory government heritage body or see the [Department of Veterans' Affairs website](#).

23. Where do I seek permission to use Defence emblems such as the Rising Sun Badge?

The protection of Defence emblems and flags under the *Defence Act 1903 (Cth)* is administered by the Brand Managers at the Department of Defence. This includes the Rising Sun Badge which is an official emblem of the Australian Army. Contact information for each of the services is located below:

Australian Army Brand Manager: army.brandmanager@defence.gov.au

Royal Australian Navy Brand Manager: navy.brand@defence.gov.au

Royal Australian Air Force Brand Manager: raaf.brandmanager@defence.gov.au

Joint and Tri-Service Emblems: adf.emblems@defence.gov.au

Application Process

24. Why is the DVA using the Community Grants Hub to manage its grants?

The Community Grants Hub provides a central 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.

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 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 selection criteria?

Yes, there is a word limit of around 900 words (6,000 characters) per selection criterion.

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 (option 1) or TTY 1800 555 677.

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*.

Assessment Process

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

Yes, DVA staff will assess all eligible and compliant applications against the assessment criteria and against other applications. Following the assessment, the CGAC will consider each eligible and compliant application and will recommend to the Minister for Veterans' Affairs (the decision maker) which applications to approve for a grant.

For more information on the grant selection process please see section 8 of the Grant Opportunity Guidelines.

31. 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 CGAC 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 assessment 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 provided in the letter advising of the outcome of your application.

Further information

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 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 5 working days.