



Grants-in-Aid

Questions and Answers

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

The application form must be submitted by **9:00 PM AEST on Thursday 6 May 2021**. It is recommended that you submit your application **well before the closing time and date**.

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

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after **9:00 PM AEST on Thursday 6 May 2021**, the [late application policy](#) available on the Community Grants Hub website will apply.

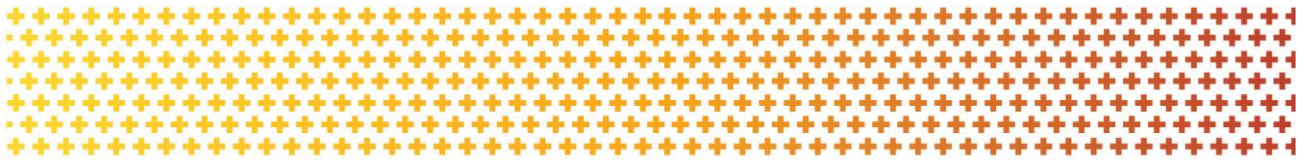
3. What is the aim of the Grants-in-Aid (GIA) program?

This program is open to national ESOs and provides funding to encourage cooperation and communication between the ex-service community, ESOs and the Australian Government. Funding for national ESOs aims to encourage the national advancement of the objectives of ESOs.

The objective of the grant opportunity is to fund discrete projects or activities that address a specific problem or issue and will achieve a clear national benefit to the Australian ex-service and Defence community.

Grant applications will be assessed against how they will meet one or more of the program outcomes and whether the funding will support discrete projects or activities including how the project or activity assists national ESOs to:

- support their branches, sub-branches and affiliated organisations in performing compensation or wellbeing advocacy or other welfare work
- advance the objectives of all ESOs more generally
- improve co-operation and communication between national bodies, branches, sub-branches and affiliated organisations on repatriation and military compensation matters
- encourage co-operation and communication between the ex-service community, ESOs and the Australian Government.



4. Who can apply for the Grants-in-Aid program?

ONLY national ESOs are eligible to apply.

For the purposes of Grants-in-Aid grants, a national ESO is considered to be an organisation:

- which has direct links to the ex-service community
- whose membership consists primarily of veterans, past and present members of the Australian Defence Force (ADF) and/or their dependants and has branches of offices in a majority of states and territories
- which is established primarily to represent the interests of members, to provide pensions, advocacy and/or welfare assistance to veterans, past and present members of the ADF and/or their dependants
- which does not operate as a business or 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
- which has objectives that aim to benefit the welfare of its members nationally
- which is incorporated in the states and territories in which it is established and/or acts, and is registered with the Australian Charities and Not-for-Profits Commission.

5. What can I use the Grants-in-Aid grant for?

Grant funding is intended to fund discrete projects or activities that address a specific problem or issue, rather than everyday business-as-usual costs.

Proposed projects or activities should relate to the role of national ESOs as co-ordinating and representative bodies. Examples of discrete projects that address a specific issue could be a national conference to develop a 5-year business plan, training in representational skills for key spokespeople in the organisation, or projects that help national ESOs further develop their capacity to support veterans and their families

6. How much funding is available for this program?

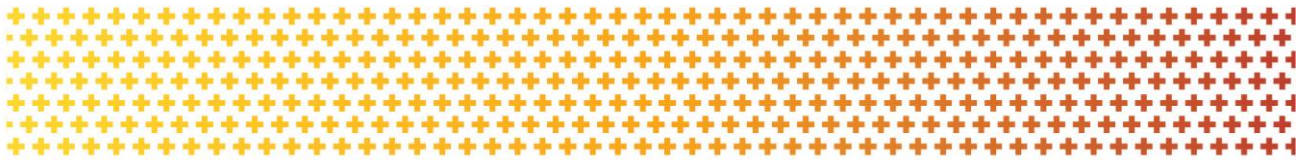
There is \$145,000 (GST exclusive) available for the 2021–22 financial year.

7. How much funding can I apply for?

The maximum grant to any national ESO is \$10,000 within the 2021–22 financial year. Grants are limited to one per organisation.

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

You must incur the expenditure on your grant activities between the Activity Start Date stipulated in your agreement and 30 June 2022.



Please note: if your grant application is unsuccessful, we are not responsible for any expenditure incurred. You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

9. Can I apply for multiple projects?

No, you can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

10. Is the funding ongoing?

No. The Grants-in-Aid program is a single annual grant offer for the 2021–22 financial year.

11. 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:

Organisations registered for GST:

- are required to calculate the GST exclusive component of the cost of any item or service purchased for their proposed activity
- provide the final total GST exclusive amount in their grant application
- can claim an input tax credit through their Business Activity Statements (BAS) to the ATO, for the GST component of purchased items or services.

Organisations NOT registered for GST:

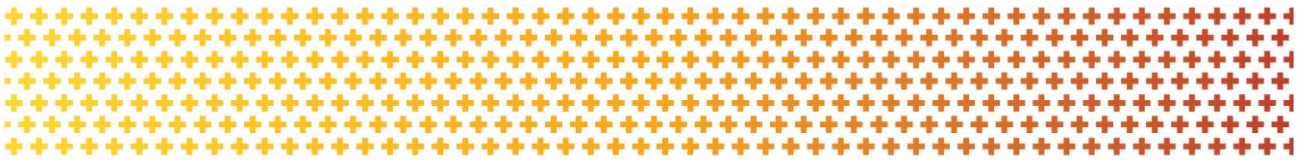
- are not able to request an input tax credit from the ATO for the GST component of purchased items or services
- are required to provide the final GST inclusive amount in their grant application.

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 Grants-in-Aid 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 Grants-in-Aid application
The cost of your venue hire is \$1,000 plus \$100 GST
The total cost is \$1,100 (GST inclusive)
- You will enter \$1,000 in your Grants-in-Aid application
- If your application is successful, you will receive a grant for your venue hire for \$1,000



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- 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 Grants-in-Aid 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 Grants-in-Aid 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.

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. 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.

14. Why is the Department of Veterans' Affairs (DVA) using the Community Grants Hub (the Hub) to manage its grants?

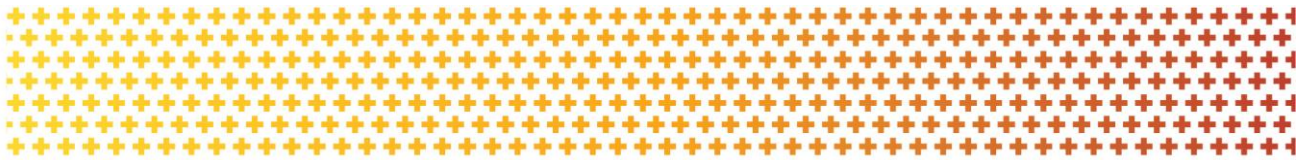
The Hub will provide a central and consistent application and management process for DVA's grant applicants and recipients.

It will also reduce duplication of effort and resources in common areas of services across government, such as grants.

15. How can I submit the application form?

The form is an online application form that you must submit electronically. The 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.



16. Do word limits apply to the application form?

Yes, the application form includes word limits. The application form will not accept characters beyond this limit.

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

17. Can someone from the 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.

18. 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.

19. 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 the [Be Connected website](#).

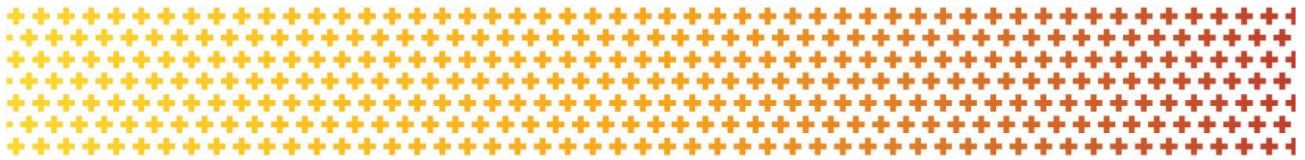
20. Will DVA still be involved in assessing the grants?

DVA as a department will retain responsibility for:

- policy of its grants programs
- ensuring the work of the Hub meets DVA's quality standards
- assessment and ranking of applications
- briefing the Minister for Veterans' Affairs (the decision maker) on recommended grants
- responding to any grants correspondence.

21. 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.



22. 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.

All eligible and compliant applications will be assessed on merit and in comparison with other eligible applications.

When assessing the extent to which the application represents value with relevant money, the DVA Grants Advisory Committee will take into consideration 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.

23. 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.

24. 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.

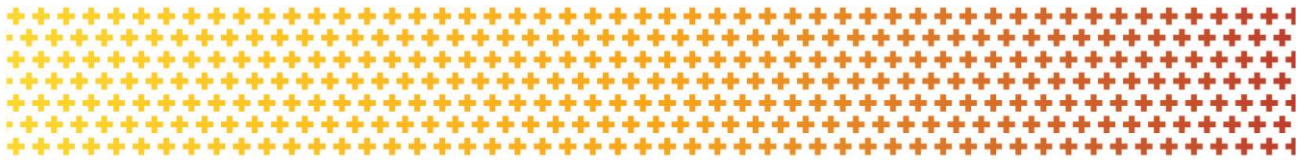
A feedback summary will be published on the Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

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.

25. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au.

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.