



Saluting Their Service

Commemorative Grants Program

Grant Opportunity Guidelines

Opening date:	9 February 2022
Closing date and time:	9:00 pm AEDT on 7 February 2023
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 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 31 January 2023
Date guidelines released:	9 February 2022
Type of grant opportunity:	Open competitive

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1 *Saluting Their Service* Commemorative Grants Program grant opportunity processes

The *Saluting Their Service* Commemorative Grants Program is designed to achieve Australian Government objectives.

This grant opportunity contributes to DVA's Program 3.2 – Commemorative Activities. DVA 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

The Community Grants Hub will assess applications against eligibility criteria and notify you if you are not eligible. If you are eligible, DVA will assess your application against the assessment criteria including an overall consideration of value with money and compare it to other applications in the same batch.



We make grant recommendations

The Commemorative Grants Advisory Committee provides advice to the Minister for Veterans' Affairs (the decision maker) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

DVA 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* Commemorative Grants Program

DVA evaluates your specific grant activity and the *Saluting Their Service* Commemorative Grants 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* Commemorative Grants Program.

This document sets out:

- the purpose of the grant program
- 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 processes will be administered jointly by the Community Grants Hub and the Department of Veterans' Affairs (DVA).

2 About the grant program

The *Saluting Their Service* Commemorative Grants Program (the program) forms part of DVA's Program 3.2 – Commemorative Activities Program of the Portfolio Budget Statement.

The objective of the program is to commemorate the service and sacrifice of Australia's service personnel in wars, conflicts and peacekeeping operations.

The intended outcome of the grant opportunity is to provide funding for projects and activities that:

- promote appreciation and understanding of the experiences of service and the roles that those who served have played
- preserve, add to the sum of knowledge on, or provide access to information about Australia's wartime heritage.

Projects and activities relating to all wars, conflicts and peacekeeping operations are eligible.

The program aims to provide funding for projects and activities that are ready to proceed and where the funding will ensure their completion. Projects must be able to be completed within 12 months of the funding agreement being executed.

If your project relates to restoring or changing a memorial or other commemorative artefact, there may be heritage and conservation considerations. Applicants are responsible for ensuring that all local heritage requirements are met. You may like to seek advice from your local council, RSL, the owner of the memorial, or your state or territory government heritage body.

The Community Grants Hub and DVA administer 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 up to \$3.5 million (GST exclusive) during the 2022–23 financial year for the program. The following grant categories are available:

Community grants (CG)

Grants to a maximum of \$10,000 are available for local, community-based projects and activities.

These small grants are for projects and activities that 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 CG projects and activities include:

- development of a digital honour roll
- restoration of an honour board
- purchase of a cabinet to display military memorabilia
- installation of a flagpole to display Australian National Flags on days of commemoration.

Major grants (MG)

Grants between \$10,001 and \$150,000 are available for major commemorative projects and activities that are significant from a national, state, territory and/or regional perspective. These projects may include the construction of new war or peace memorials, where none currently exist, as well as additions to existing memorials.

MG grants will have a much wider focus than CG category applications and must be commemorative of the service and sacrifice of service personnel beyond the local community, and/or consist of elements that are available to the whole nation, or residents of a state, territory, or regional area. A high monetary value project or activity does not necessarily mean that it is of national, state, territory and/or regional significance. Some examples of MG projects and activities include:

- construction of an interactive memorial walking track dedicated to Australian service personnel from the Vietnam War
- development of a digital honour roll and interpretive signage to commemorate the history of service personnel from a particular region
- publication of a book commemorating Australian service personnel from the Malayan Emergency
- development of a documentary commemorating Australian Prisoners of War.

3.2 Grant period

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

However, DVA recognises the potential impact COVID-19 may have on your organisation completing the project with public health measures in place. The grant offer will be available for the initial 12 month period only, however DVA will consider extending the length of the agreement at a later date if your project or suppliers are impacted by COVID-19. This flexibility will ensure projects can be completed within a reasonable timeframe.

4 Eligibility criteria

4.1 Who is eligible to apply for a grant?

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

- Company¹
- Cooperative
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- Local Government²
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Statutory Entity
- Unincorporated Association – grant activities up to \$10,000 only.

If you are applying as a Trustee on behalf of a Trust³, the Trustee must have an eligible entity type as listed above.

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 at the closing date and time of the batch in which you are applying (if applicable).

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner is an organisation, listed as non-compliant under the [Workplace Gender Equality Act 2012](#) (Cth) at the closing date and time of this grant opportunity
- Corporate Commonwealth Entity

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

² Includes New South Wales local governments created as Body Politics.

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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in 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 section 7.2.

- International Entity
- Non-corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Partnership
- Person⁵
- Sole Trader
- Unincorporated Association – grant activities over \$10,000.

4.4 What qualifications, skills or checks are required?

Qualifications and skills are determined by the activity/s outlined in your proposal, as well as risks associated with each proposal. It is the applicant’s responsibility to ensure they have the appropriate qualifications and skills to undertake the proposed activities.

It is also the responsibility of your organisation to ensure anyone working directly with children and/or vulnerable people complies with the relevant state or territory legislation, including:

- Working with Children checks
- Working with Vulnerable People registration
- Mandatory reporting.

5 What the grant money can be used for

5.1 Eligible grant activities

You can only spend grant funding on the following eligible grant project or activity types:

- additions to, or restoration of, existing war or peace memorials, honour boards/rolls or plaques
- commemorative events for significant anniversaries of wars, conflicts or peace operations (a significant anniversary is defined as ending in a ‘5’ or ‘0’)
- construction of a new war or peace memorial, honour board/roll or plaque where none currently exist
- digital content development (for example, documentary, podcast, website or application) where similar works are not already available
- display and/or restoration of wartime memorabilia
- flagpole supply and/or installation – maximum of \$2,000 per project
- immersive and interactive experiences
- publication (for example, unit histories, local wartime histories, the history of a national/state/territory-level ex-service organisation or veteran support organisation) where similar works are not already available
- public awareness and/or cultural activities
- school initiatives and/or educational activities – including memorial gardens (which must include a memorial item, such as a commemorative plaque or plinth).

⁵ A person is a natural person, an individual, a human being.

5.2 Eligible expenditure

Eligible expenditure categories are:

- digital project costs (for example, production costs for contract or labour hire staff such as screenwriters, cinematographers, editors or sound recordists, website development costs, equipment relating to the creation of digital projects such as honour rolls)
- display cabinet supply and/or installation
- commemorative entertainment (for example, band or bugler at event)
- equipment, venue and/or service hire for commemorative
- flagpole supply and/or installation - maximum of \$2,000 per project
Note: you cannot apply for funding to purchase flags (these can be obtained free of charge through the Constituents' Request Program by contacting the office of your local Senator or Member of the House of Representatives)
- landscaping – including school memorial gardens (for example, trees, shrubs, paving, fencing, and concrete slabs) – maximum of \$5,000
Note: must be within immediate surrounds of memorials only
- new memorial costs (for example, cenotaphs, plaques, plinths, honour boards/rolls, monuments and statues)
- publishing, printing and/or editing costs (for example, advertising, printing of commemorative booklets or orders of service and copying fees)
- purchase of eligible materials for commemorative projects (for example, CCTV, wreaths, unit banners, solar audio posts, lighting, military uniforms for educational purposes, military memorabilia which forms part of a broader project)
Note: maximum cost of wreaths and floral tributes must not exceed \$500
- production costs (for example, website development costs, contract or labour hire staff such as screenwriters, cinematographers, editors or sound recordists)
- research (for example, the services of an external researcher, writer or editor, purchase of photographs, collation of the history of an ex-service organisation)
Note: travel and accommodation costs for research purposes are ineligible
- restoration costs (for example, restoration of memorials, lettering, signage sandblasting, painting, regilding)
- supplier costs (for example, installation and delivery of eligible items, framing and mounting).

This is not a definitive list; other expenditure may be eligible.

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/activity.

Not all expenditure in 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.

Even if all your project expenditure is eligible, the delegate may choose to offer partial funding towards your project only, depending on the funding available, other applications in your batch, and value for money considerations.

5.3 What the grant money cannot be used for

You cannot use the grant for projects or activities that:

- are commemorative events for national commemorative days such as Anzac Day, Remembrance Day, Vietnam Veterans Day or National Service Day
- are exclusively for research which will not be made available to the public in some form
- are sporting events
- are undertaken outside of Australia
- commemorate training, enlistment or graduation of Australian service personnel
- commemorate the formation, anniversary or membership of associations, ex-service organisations or military units (with the exception of publishing the histories of national/state/territory-level ex-service and veteran support organisations)
- commemorate the post-war experiences or deaths of service personnel (for example soldier settlement schemes, post-service careers)
- exclusively commemorate animals
- exclusively commemorate individuals
- have already been completed (that is, you cannot request funding for reimbursement of costs associated with an eligible item that you have already purchased or ordered, or a particular service that has already been completed, before your application was made)
- involve changes/additions to, or the restoration of, war graves
Note: if your project involves war graves, you must consult with the Office of Australian War Graves before undertaking works. You can find out more on the DVA website, or email wargraves@dva.gov.au
- result in a profit (for example, publication of a book that would then be sold, with the profits being retained for personal gain).

Expenditure items that are not eligible are:

- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers, photocopiers, cameras or projectors
- costs incurred in the preparation of a grant application or related documentation
- costs related to events that are not significant anniversaries of wars, conflicts or peace operations (for example unveiling ceremonies, book launches) approval costs related to the project (for example, council approval costs, development application fees, licensing fees)
- catering and refreshments (including alcohol)
- contingencies or miscellaneous costs
- construction of, fit out, alterations and/or extensions to premises that are not considered to have a commemorative function (for example, cafes which form a part of a larger commemorative facility)
- resources or materials that DVA already produces or provides (for example, educational material)
- entertainment not of a commemorative nature
- fireworks
- flags (Australian flags can be obtained free of charge through the Constituents' Request Program by contacting the office of your local Senator or Member of the House of Representatives).

- general ongoing administration costs of an organisation (for example, electricity, phone and rent)
- general maintenance of memorial structures such as memorial halls and memorial pools (for example, roof repairs, painting or electrical upgrades), that are not commemorative in nature
- ongoing expenditure (for example, website hosting, memorial maintenance)
- salaries/wages of the applicant's employees
Note: salaries and wages are considered to be payments to someone employed by the applicant on an ongoing basis. For the purposes of the *Saluting Their Service* Commemorative Grants 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
- scholarships
- school trips/excursions
- subscriptions (for example, journals)
- travel – international and domestic
Note: includes hire of vehicles/buses, fuel and accommodation
- trophies, prizes, awards, gifts and medallions.

We cannot provide a grant if you receive funding from DVA or another Federal Government agency for the same item.

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 will accept up to 6,000 characters (approximately 900 words) per criterion. Please note that spaces are included in these limits.

MG applications should provide detailed responses to each of the points listed below the 3 criteria.

CG applications can provide more succinct responses to each of the points.

Criterion 1

Explain the importance of your project/activity and outline how it will commemorate the service and sacrifice of Australia's service personnel.

When addressing the criterion you should:

- outline how the project/activity is significant to the local community (CG) or to the nation, a state and/or territory and/or region (MG)
- outline how the project/activity will honour and promote understanding of the service, sacrifice and experiences of Australia's service personnel
- explain how the project/activity will contribute to Australia's understanding of its wartime heritage
- explain how the local community or intended target audience will be involved in and/or use the project/activity.

Criterion 2

Demonstrate how your project/activity is ready to proceed and how you will deliver it.

When addressing the criterion you should:

- explain how you will implement the project/activity
- outline how the project/activity is ready to proceed (this could be demonstrated via confirmation of the budget and financial contributions, demonstrating that there is no financial shortfall)
- outline or attach quotes received for items funding is sought for
- provide examples of your organisation's experience in delivering similar projects/activities
- explain the relevant experience and qualifications held by key personnel and their role in managing the project/activity.

Criterion 3

Demonstrate community/stakeholder support for your project/activity.

When addressing the criterion you should:

- identify how the project/activity will be promoted or distributed to the community
- describe what community consultation has taken place regarding the project/activity and how these stakeholders provided their support for the project/activity (that is, letter/s of support from your local community, Federal or State Member of Parliament, Council or Ex-Services organisation)
- outline confirmed financial or in-kind co-contributions toward the project
- demonstrate working relationships with stakeholders and explain how these will improve your organisation's delivery of the project/activity.

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 addenda⁶ will be published on GrantConnect. By registering on the GrantConnect website, you will automatically be notified of any changes. GrantConnect is the authoritative source for grants information.

Only one application per batch is to be made for each individual project or activity type listed in section 5.1. A separate application form must be submitted for each individual project or activity and can be across both the CG and MG categories. If more than one application is submitted for the same project or activity, the latest accepted application will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria

⁶ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

- include all necessary attachments
- submit your application/s to the Community Grants Hub by 9:00 pm AEDT on or before 7 February 2023.

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 Act 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 (option 1) 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 of each batch. Additional supporting information (such as letters of support) will not be accepted after the closing date and time of each batch.

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 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.

7.1 Attachments to the application

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

Applying as a Trustee on behalf of a Trust

- a signed Trust Deed and any subsequent variations – consolidated into one document (if applicable).

Applying in a consortium

- a completed Letter of Declaration (see section 7.2 below).

Applying for a Digital content development (e.g. documentary, podcast, website or application)

- a sample of previous works (for example, a show reel) and/or a content outline or sample of the proposed project - consolidated into one document where possible.

Applying for a Publication

- a content outline and a sample chapter of the proposed publication – consolidated into one document.

If you are applying under the MG category:

The following attachments are not mandatory, however will be taken into account during the assessment process:

- quantity surveyor costings or quotes for items that you are seeking funding for
- letter/s of support from key stakeholders
- quantum of financial or in-kind co-contributions received from other stakeholders.

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 2 MB 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 lead organisation must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the proposed group. Organisations will not be eligible to be members of a consortium arrangement if they are:

- included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- listed as non-compliant under the [Workplace Gender Equality Act 2012](#) (Cth) at the closing date and time of this grant opportunity.

You must have a formal arrangement in place with all parties prior to execution of the agreement and you must attach a Letter of Declaration (on the mandatory template provided) signed by all parties and identifying the lead organisation.

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:

- 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 3 days of each batch closing. The delegate or a representative⁷ will determine whether a late application will be accepted. The decision 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.

If you submit after the closing time of the batch, and do not lodge a late application request, your application will be considered in the next batch if there are more in that financial year. If it is the final batch for the financial year, you need to lodge a late application form to be considered in that financial year's batches. Batch timings are below.

Expected timing for this grant opportunity

Assessment and notification of outcomes will be divided into 3 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 9 June 2022.

Table 1: Cut-off dates for all 3 batches.

Batch	Applications included in batch
1	All applications submitted to the grant opportunity by 9:00 pm AEST on 9 June 2022.
2	All applications submitted to the grant opportunity by 9:00 pm AEDT on 11 October 2022.
3	All applications submitted to the grant opportunity by 9:00 pm AEDT on 7 February 2023.

Table 2: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 9 February 2022 Close 9:00 pm AEDT on 7 February 2023.
Assessment of applications	Within 7 weeks from the closing date
Notification of outcomes	Within 12 weeks from the closing date
Negotiations and award of grant agreements	Within 16 weeks from the closing date
Earliest start date of grant activity	In batches between September 2022 and May 2023
End date of grant activity	As stated in your grant agreement, if successful.

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

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

⁷ This may be the Department of Veterans' Affairs delegate or nominated staff member at the EL2 level or above.

The question period will close at 5:00 pm AEDT on 31 January 2023. 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, DVA will then assess your application against the assessment criteria (see section 6) and against other applications. We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications in the same batch
- whether it provides value with relevant money⁸.

8.2 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example, current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 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.

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

Non-Commonwealth officials are still expected to perform their duties in accordance with the GGRGs.

CGAC will consider whether your application provides value with relevant money.

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

- the overall objectives 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 of the program
- how the grant activities will be promoted or distributed to reach target groups.

⁸ See glossary for an explanation of 'value with money'.

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 you do not nominate the sources as referees. CGAC may also consider information about you or your application that is available publicly or through the normal course of business.

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

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

8.4 Who will approve grants?

The Minister for Veterans' Affairs (the decision maker) decides which grants to approve, taking into account the recommendations of CGAC and the availability of grant funds.

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 provided by DVA and will be included in the written advice about 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. Our selection will depend on the associated risks, value and complexity of your grant activity.

1. Letter of Agreement

We may send you a Letter of Agreement providing you with an offer. You will have 15 business days from the date of a written offer to sign and return the letter of offer. 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.

2. Commonwealth Simple Grant Agreement

Alternatively, we may use a Commonwealth Simple Grant Agreement. You will have 15 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.

Each agreement has general 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 Letter of Agreement or a Commonwealth Simple 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.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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.

10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it comes into contact with – the [Commonwealth Child Safe Framework](#) (CCSF).

The Australian Government has also put in place measures to promote the protection of children in services and activities they fund, such as grants. A child safety clause that requires certain child safety obligations be met will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause will also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with state and territory legislative requirements for working with children and mandatory reporting.

10.3 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 pay 100% of the grant at the start date of the grant agreement. You may be required to report how you spent the grant funds at the completion of the activity.

10.4 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
- provide the final total GST exclusive amount in their grant application
- can claim an input tax credit through their Business Activity Statement (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
- 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* Commemorative 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.

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 [ATO](#). 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 no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12 How we monitor your grant activity

12.1 Keeping us informed

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.

12.2 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.

Final report

When you complete the grant project, you must submit a final report, if requested.

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.

12.3 Financial declaration

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.

Unspent funding must be returned to the department.

12.4 Record keeping

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

12.5 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 contact you, or ask you for more information, to help us understand how the grant process impacted you and to evaluate how effective the program was in achieving its outcomes.

12.6 Acknowledgement

The grantee may acknowledge, if practicable, that the activity was funded under the Commonwealth Government's *Saluting Their Service* Commemorative Grants Program.

Further, the grantee must 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 DVA. 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 use the [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: 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 DVA 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 DVA.

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 DVA 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 DVA 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 ATO 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 DVA 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 3 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.
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.
completion date	the expected date that the grant activity must be completed and the grant funding spent.
co-sponsoring entity	when 2 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.
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> <ol style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth 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 agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
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 DVA Portfolio Budget Statement Program.
grant project/activity	refers to the project/tasks/services that the grantee is required to undertake.
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.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 .
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.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection criteria	comprise eligibility criteria and assessment criteria.
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.
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.