



**Community
Grants Hub**
Improving your grant experience



Saluting Their Service Commemorative Grants Program 2024–25

Feedback for Applicants

The Department of Veterans' Affairs (the department) has provided the following general feedback for applicants of the Saluting Their Service Commemorative Grants Program grant opportunity.

Assessment of applications was in accordance with the procedure detailed in the grant opportunity guidelines (the guidelines) and outlined in the selection process below.

Overview

The objective of the Saluting Their Service Commemorative Grants Program is to commemorate the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations, and their families.

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

- promoted appreciation and understanding of the experiences of service and the roles that those who served had played
- preserved, added to the sum of knowledge on, or provided access to information about Australia's wartime heritage.

There were 2 categories of grants available:

1. Community Grants – grants of up to \$10,000 for community-based projects and activities.
2. Major Grants – grants of between \$10,001 and \$150,000 for major commemorative projects and activities that have a national, state, territory and/or regional significance.

The application submission period opened on 27 February 2024 and closed on 5 February 2025. Three separate batches were considered during the submission period for the 2024–25 grant opportunity.

Selection Process

The Community Grants Hub (the Hub) undertook the initial screening for applicant eligibility and compliance against the requirements outlined in the guidelines. This information was provided to the department's grant opportunity delegate for final decisions on whether an application met the eligibility and compliance criteria.

The department assessed eligible and compliant applications through an Open Competitive grant process.

The selection advisory panel (panel) established by the department was comprised of subject matter experts who assessed applications and provided advice to inform the funding recommendations to the Decision Maker (the Minister for Veterans' Affairs).

The panel's consideration of assessed applications was based on:

- the overall objectives to be achieved in providing the grant
- meeting the compliance and eligibility requirements outlined in the guidelines
- the extent to which the evidence in the application demonstrated that it would contribute to meeting the outcomes of the program
- the provision and appropriateness of the requested attachments
- how the grant activities would be promoted or distributed
- whether the project/activity demonstrated value with relevant money:
 - the relative value of the grant sought
 - identified risks and the proposed mitigation strategies for the department and the Commonwealth
- the volume of applications received and the extent to which applications compared against other applications
- the Commonwealth Grants Rules and Principles 2024.

Selection Results

There was a strong interest in the grant opportunity and applications were of a high standard. The preferred applicants demonstrated their ability to meet the grant requirements outlined in the guidelines based on the strength of their responses to the assessment criteria.

Where applications did not meet the eligibility or compliance requirements outlined in the guidelines, the Hub notified applicants of the outcome in writing. The department notified all other applicants of the outcome of their grant application in writing.

This feedback is provided to assist grant applicants to understand what comprised a strong application and what were quality responses to the assessment criteria.

General feedback

Read the supporting information before applying. It is important that applicants read all grant opportunity documentation carefully when applying for funding, especially the grant opportunity guidelines and any instructions on the application form. The grant opportunity documentation is specific to each round and contains important information about the purpose of the program, eligibility and compliance requirements, eligible items, timeframes and how to apply.

It is important to respond to all required criteria relating to the project/activity. Applicants should ensure they respond to each required criterion fully.

Applicants should include general information related to the entity undertaking the project/activity to demonstrate that the project/activity will be successfully delivered.

Applicants that would like to be considered for partial funding should indicate on the application form the minimum amount they could accept to proceed with the project. The minimum identified partial funding will be further reduced if ineligible expenses are included in the application.

The criterion feedback and examples provided below are based on successful applications in previous rounds and are intended to be a guide only.

Criterion 1 feedback

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

When addressing this criterion, a strong response outlined how the project/activity would honour and promote understanding and awareness of the service, sacrifice and experiences of Australia's service personnel. For example:

- *The Memorial will serve to tell the history of the largest and most protracted battle fought by Australians in the Vietnam War.*
- *The exhibition will focus on war memorabilia relating to Australians who served, and local organisations associated with wars and conflicts from the Sudan War through to the Vietnam War.*

For Community Grants, a strong response outlined how the project/activity was significant to the local community. For example:

- *The flagpole will be used by students and families during Remembrance Day and commemorative services on school grounds.*
- *Many of the artefacts on display are related to the service of local veteran men and women.*

For Major Grants, a strong response outlined how the project/activity was significant to a broader region, the nation, a state and/or territory. For example:

- *The Museum is a regionally significant cultural and tourist destination. This exhibit will be displayed as part of the semi-permanent exhibition, which showcases significant local wartime history to national and international events.*
- *The memorial will be an asset to the region, state and nation. Its location will maximise the opportunity for Australians and visitors to view the memorial.*

Strong applications outlined explained how the project/activity would contribute to Australia's understanding of its wartime heritage. For example:

- *Highlighting this collection within the Museum will help to shed light on the broader aspects of loss and distance that were a central feature of the Australian experience during the First World War.*
- *Participants being able to see and touch artefacts and see volunteers in service uniforms makes the sacrifice and service significantly more real.*

Strong applications explained how the intended target audience would be involved in and/or use the project/activity. For example:

- *By putting on the equipment and feeling its weight, the public can better understand how difficult it was to carry this equipment for hundreds of miles.*
- *The local community will play a central role in the project through consultation, participation in events, and ongoing engagement with the display. Local schools, veterans' groups, and historical societies will be invited to contribute by taking part in commemorative activities and sharing personal stories or memorabilia that provide additional context to the installation.*

Criterion 2 feedback

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

When addressing this criterion, a strong response:

- outlined how the project/activity was ready to proceed, how it would be implemented and be completed within a 12-month period. For example, by:
 - *providing written quotes from relevant tradespeople which outlined the resources needed and the timeline planned for implementation*
 - *confirming a dedicated space for the installation available in the museum*
 - *confirming that the text for display objects had been written, the display objects had been checked by a conservator and the exhibition was ready to be installed once funding was secured.*
- provided examples of the organisation's experience in delivering similar projects/activities. For example, by:
 - *noting successful delivery of a previous grant which involved adding names to an existing memorial*
 - *outlining the successful delivery of a recent project which involved curating and displaying historical photographs.*
- explained the relevant experience and qualifications held by key personnel and their role in managing the project/activity. For example, by:
 - *highlighting the contractors' qualifications, tenure within their industry and previous experience in completing similar work*
 - *confirming the contractor has extensive experience in curating historical exhibitions, having delivered previous projects at the Museum.*

Criterion 3 feedback

Demonstrate community/stakeholder support for your project/activity.

When addressing this criterion, a strong response:

- identified how the project/activity would be promoted or distributed to the community. For example, through:
 - *an active Facebook page and a social media campaign which currently has a view rate of 120,000 people. This will be supported with fliers and posters distributed to local schools, Cadets, Cubs, Scouts and other youth groups. We will also ask local businesses to display posters and fliers*
 - *a community publicity campaign delivered in collaboration with the local newspaper. We have developed a detailed public relations and communications plan which will be implemented by our Communications team.*
- described what community consultation had taken place regarding the project/activity and whether support had been received for the project/activity: For example, the application included:
 - *letters of support from prominent community members, ex-service organisations, State or Federal Members of Parliament or local Council members*
 - *consultation with the school board, students and local representatives*

- *consultation with local veterans and service personnel to ensure the event would be sympathetic and relevant and consideration of public feedback from last year's event.*
- outlined confirmed financial or in-kind co-contributions toward the project. For example, the application:
 - *described which organisations were providing financial contributions, how much funding would be provided and any other details relevant to receiving the funding*
 - *provided details about the in-kind contribution arrangements, including volunteer hours offered, and products and/or services that would be provided.*
- demonstrated working relationships with stakeholders and explained how these would support delivery of the project/activity. For example, the application:
 - *outlined a relationship with the local council and local businesses that had supported similar projects in previous years*
 - *noted the local tradesperson who would be delivering the project had completed similar activities for the club in the past.*

Individual feedback

The department provided applicants with written individual feedback when notifying them of the outcome of their application.