

ANZAC DAY COMMEMORATION FUND

GUIDELINES PAPER



OPEN: 10 September 2020

APPLICATIONS CLOSE:

5pm Thursday, 29 October 2020

PLEASE READ THIS GUIDELINES PAPER BEFORE COMPLETING THE APPLICATION FORM

The Anzac Day Commemoration Fund is managed under the *Anzac Day Commemoration Act 2005* and administered through Veterans SA.



Government of
South Australia

VeteransSA

IMPORTANT INFORMATION

Applicants are required to submit their applications online at:

<https://veteranssa.sa.gov.au/community/grants/>

Please contact Veterans SA (details below) should you experience difficulties with the online form or are unable to submit your application online.

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Applications must be authorised by an appropriate executive member of the organisation and must be accompanied by the required documentation. Late or incomplete applications cannot be accepted.

FOR FURTHER INFORMATION PLEASE CONTACT:

Clare Hennessy

T. 08 8226 8541

E: ANZACFundApplications@sa.gov.au

W: [www.veteranssa.sa.gov.au/community/grants/](https://veteranssa.sa.gov.au/community/grants/)

WHAT IS THE PURPOSE OF THE FUND?

The Anzac Day Commemoration Fund is an annual grant round in South Australia, enabled by the *Anzac Day Commemoration Act 2005* and administered through Veterans SA. The Act authorises that the fund may be applied by the Premier after consultation with the Veterans' Advisory Council.

WHAT TYPES OF PROJECTS MAY BE FUNDED?

Funding may be granted for a number of purposes but with a focus on projects which commemorate South Australia's men and women who have served in wars, conflicts and peacekeeping operations and the role they have played in shaping our nation. Previously funded projects may be viewed at www.veteranssa.sa.gov.au/community/grants/.

In the 2020/21 funding round this grants program will give priority to projects addressing the following –

Digital: projects which are accessible on-demand and benefit a wider community audience regardless of geography.

Regional: projects which are inclusive of storytelling or research focussing on regional SA communities and experiences.

Families: projects which show commitment and support to the lived experiences of veterans and their families.

The focus on the above priority areas will not be at the exclusion of other eligible projects.

WHAT WILL NOT BE FUNDED?

- ✘ Projects which are not based in South Australia
- ✘ Ongoing expenditure (such as electricity bills, wages for staff)
- ✘ Major capital works
- ✘ Annual events (Anzac Day and associated events) which are ongoing will receive 'seed funding' for one year only
- ✘ Catering
- ✘ Travel, accommodation or entrance fees

WHO CAN APPLY?

Ex-service organisations, local government authorities, community organisations, special interest groups, researchers, educational institutions, parent groups or other not for profit organisations are eligible to apply for funds, provided that the applicants are based in South Australia.

WHAT ARE THE ASSESSMENT CRITERIA?

Project purpose and outcomes	Does the application demonstrate the extent to which the project will educate the community about the significance of South Australia's military heritage?
Contribution to the community	Does the application clearly identify how the project will contribute to the community? Does it describe how a need will be addressed through delivery of the project? Does it describe clearly how the project will complement rather than duplicate what is already existing in the community.
Value for money	Is there evidence that the project has been costed realistically and provides value for money? Is there evidence the project will be sustainable after completion and will not create an ongoing need for funding?
Organisational capacity	Does the organisation have capacity to carry out the proposed project?

WHAT TO CONSIDER WHEN SUBMITTING A GRANT APPLICATION

- Make sure you include all attachments and essential documentation where requested – including current quotations for work and designs
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete the application in full, answer all the questions and ensure that all of the information to be submitted with your application is provided.
- Identify how your project will value-add and contribute to the community.
- Funding requests for commemorative publications should include a proposed distribution list to enable an informed decision to be made based on the anticipated community benefit of the project.
- Applications for projects over \$10,000 must include evidence that alternative sources of funding have been explored.
- Consortiums or partnerships will be considered favourably. Note that one organisation must be nominated as the lead agency for the project and will be responsible for the receipt and acquittal of grants funds.
- Files relating to oral histories and research must be in the following format – word files, pdf, jpeg images, Mpeg video, wav audio and DVD format files.

HOW DO I SUBMIT MY PROPOSAL?

- Applications must to be submitted via the online SmartyGrants portal. The link for the portal, as well as a user guide with instructions on how to submit an application are available on the Veterans SA website at <https://veteranssa.sa.gov.au/community/stategrants/>.
- Applications that are submitted outside of SmartyGrants, without prior approval from Veterans SA, will not be considered.
- A covering letter is not required.

ALTERNATIVE FUNDING OPTIONS

Annually the Anzac Day Commemoration Fund allocates \$100,000. When considering making an application alternate sources of funding should also be explored. An example would be the Australian Government Department of Veterans' Affairs *Saluting Their Service Commemorations Grant Program* which supports projects and activities which directly commemorate Australia's service men and women.

Further information for applicants is available at:

<https://www.dva.gov.au/about-us/overview/consultations-and-grants/grants-and-bursaries/saluting-their-service-commemorative>

HOW ARE APPLICATIONS ASSESSED?

Stage one – application screening

Once the round has closed, the applications are screened to check that:

- The applicant and project are eligible
- The application has been completed in full and all supporting documentation has been provided
- The applicant does not have any outstanding obligations for previously awarded grants.

Stage two – assessment against criteria

Applications that progress to stage two will be assessed by a panel of the Veterans' Advisory Council. The panel will assess all applications on merit based on -

- How well it meets the criteria
- How it compares to other applications
- Whether it provides value for money.

WHAT HAPPENS IF MY APPLICATION IS APPROVED?

Receipt of applications will be acknowledged by email. Applicants will be advised of the outcome of their application approximately six weeks after the closing date of the round.

The recipient of the grant must enter into a grant agreement with the Premier through Veterans SA that sets out the conditions of the grant, including acquittal and reporting requirements.

Grants must be expended within 12 months of receipt of funding unless approval has been granted by Veterans SA or the Premier for an extension of time.

Funds must be spent on the project as described in the application, and any unspent funds must be returned to Veterans SA, which administers the fund on behalf of the Premier.

No portion of the grant monies can be expended on items not listed in the grant agreement. Your organisation must seek approval in writing from Veterans SA for any alterations to the approved project.

Successful applicants are required to acknowledge support from the Government of South Australia. Receipt of the grant must be publicly acknowledged in any programs, correspondence or promotion of your organisation and its services to members of the community.

The grant must be acquitted in accordance with the requirements of the grant agreement by completing an evaluation report and an accountability statement provided by Veterans SA. Your organisation must also retain and provide to Veterans SA copies of receipts for the full grant amount.

FURTHER INFORMATION

IF YOU REQUIRE ANY ADDITIONAL INFORMATION PLEASE CONTACT:

Clare Hennessy

Telephone: (08) 8226 8541

E-mail: ANZACFundApplications@sa.gov.au

APPLICATIONS ARE DUE BY 5.00PM, THURSDAY 29 OCTOBER 2020