

ANZAC DAY COMMEMORATION GRANT GUIDELINES 2021-2022



APPLICATIONS OPEN:

Tuesday, 5 October 2021

APPLICATIONS CLOSE:

5pm, Wednesday 3 November 2021

**PLEASE READ THESE GUIDELINES
BEFORE COMPLETING THE ONLINE
APPLICATION**

**FOR FURTHER INFORMATION,
PLEASE CONTACT:**

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IMPORTANT INFORMATION

Applications must be submitted online at: <https://veteranssa.sa.gov.au/community/grants/>

What is the ANZAC Day Commemoration Fund?

The ANZAC Day Commemoration Fund was established by the *ANZAC Day Commemoration Act 2005*. The Act states that the Fund may be applied by the Premier after consultation with the Veterans' Advisory Council.

The ANZAC Day Commemoration Fund is administered through Veterans SA, which provides the administrative support for an annual competitive grants process to distribute payments from the Fund.

What Sort of Projects Can the Grant Be Used For?

Under the *ANZAC Day Commemoration Act 2005*, the Fund may only be applied for specific purposes. Grants from the Fund in 2021-22 will be used for:

1. Projects conducted by an organisation established for the purpose of helping or supporting, or having a membership consisting of or including, veterans or the spouses, domestic partners, children or other dependants of veterans (such as an ex-service organisation);
2. Projects with for the purpose of **educating the community about the significance of ANZAC Day**
3. Projects with the purpose of **conducting commemoration services on ANZAC Day**.

Grants will not be distributed for:

- ✗ Any projects which do not align with the three purposes listed above from the *ANZAC Day Commemoration Act 2005*
- ✗ Applicant organisations which are not based in South Australia
- ✗ Ongoing expenditure (such as electricity bills or wages)
- ✗ Major capital works
- ✗ Annual events beyond their first year. Note applicants may apply for seed funding for the first year of an event planned to become annual
- ✗ Food or catering
- ✗ Costs relating to existing staff salaries
- ✗ Travel, accommodation or entrance fees
- ✗ Retrospective funding for projects already completed.

Who Is Eligible To Apply?

Organisations are eligible to apply if they are:

- An incorporated organisation established for the purpose of helping or supporting, or having a membership consisting of or including, veterans or dependants of veterans. This includes ex-service organisations.

- A local government authority, a school, or an incorporated not for profit organisation, provided that the applicant's project has the purpose of educating the community about the significance of ANZAC Day or conducting commemoration services on ANZAC Day.

In addition, applicant organisations must:

- Have an ABN
- Have met requirements for any previous grants received from Veterans SA, such as acquitting or reporting on grants.

Organisations not meeting these requirements, such as unincorporated organisations, may partner with a lead applicant which meets eligibility requirements.

Applications must be authorised by an appropriate executive member of the organisation. Incomplete applications may not be accepted.

An applicant may only submit one application. Should an applicant submit two or more applications, all those applications may be deemed ineligible.

How Much Can I Apply For?

There is no minimum amount required for an application. The grant process is competitive and applications may be funded in full, be partially-funded or not be funded at all.

How Much Funding Is Available?

There will be a maximum of \$100,000 in grant funding available for distribution in 2021-22. The Government of South Australia reserves the right to not distribute the full amount.

When are Applications Due?

Applications are due by 5.00pm in Adelaide on Wednesday, 3 November 2021. Late applications will not be accepted.

What Is the Grant Assessment Process?

Applications will be accepted until 5.00pm in Adelaide on Wednesday, 3 November 2021. After you submit an application, Veterans SA will acknowledge receipt of your application by automated email.

Stage One – Application Screening

Once the round has closed, Veterans SA will screen all applications to check that:

- The applicant and project are eligible. Ineligible applicants or projects will not be progressed to assessment.

- The application has been completed in full and all supporting documentation has been provided. Incomplete applications may not be progressed further.
- The applicant does not have any outstanding obligations for previously awarded grants. Applicants with outstanding obligations may not be progressed further.

Stage Two – Assessment against Criteria

Applications that progress to stage two will be assessed by a Sub-Committee of the Veterans' Advisory Council. The Sub-Committee will assess each application on merit, based on how well it meets the evaluation criteria and how it compares to other applications. The Sub-Committee will seek endorsement from the Veterans' Advisory Council to progress recommendations to the Premier.

The Veterans' Advisory Council will then make recommendations to the Premier on each application. The Veterans' Advisory Council may recommend an application be funded in full, be partially-funded or not be funded at all.

The Premier will consider the recommendations of the Veterans' Advisory Council. The Premier will approve how the Fund will be applied for 2021-22.

At any stage during the process, applicants may be contacted for clarification on their application.

How Will Applications Be Assessed?

The panel from the Veterans' Advisory Council will assess eligible applications against the following evaluation criteria.

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| 1. Project planning and impact (25%) | Does the application clearly define the project's outcomes? Does the application describe how the impact of the project would be measured? Are there realistic project plans and milestones? |
| 2. Value for money (25%) | Would the project provide value for the South Australian community from government money? Would the project be sustainable after completion and not create an ongoing need for funding from government? Are there commitments of co-contributions from the applicant or another organisation where appropriate? |
| 3. Contribution to the Community (20%) | Does the application clearly identify how the project will contribute to the community? Would it complement rather than duplicate what is already existing in the community? |
| 4. Addressing an Identified Need (15%) | Does the application identify a need and describe how the project would address the identified need? |

5. Organisational capacity (15%)

Does the application include evidence that the applicant organisation has capacity to deliver the proposed project and achieve the stated outcomes? Does the applicant have the necessary skills, knowledge and experience to deliver the project?

Please note only evidence presented in the application will be assessed.

What Documents are Required?

If you are an organisation established for the purpose of helping or supporting, or having a membership consisting of or including, veterans or dependants of veterans, evidence is required, such as a copy of your constitution.

Quotes are required for items requested for funding with a value over \$1,000 (ex GST).

A covering letter or references are not required.

What Should I Consider When Preparing an Application?

- Make sure you include all attachments and essential documentation where requested, including quotations for items valued over \$1,000 (ex GST).
- Putting together a strong application takes time and energy, so please read the guidelines carefully, complete the application in full and answer all questions.
- Read the evaluation criteria carefully. Ensure your application identifies how your project meets the criteria and will add value 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. Co-contribution from the applying organisation may be considered favourably.
- Consortiums or partnerships may 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.

How Do I Submit My Application?

Applications must to be submitted via the online SmartyGrants portal. The link for the portal and a user guide with instructions on how to submit an application are available on the Veterans SA website at veteranssa.sa.gov.au/community/stategrants/.

Applications that are submitted outside of SmartyGrants without prior approval from Veterans SA may not be considered. Please contact Clare Hennessy at Veterans SA by email at ANZACFundApplications@sa.gov.au or phone 8226 8541 before the closing date and time should you experience difficulties with the online form or are unable to submit your application online.

How Will I Be Notified of the Outcome of My Application?

Veterans SA will advise applicants of the outcome of their application before the end of December 2021. Unsuccessful applicants are encouraged to contact the Veterans SA team on ANZACFundApplications@sa.gov.au to receive feedback on their application.

What Happens If My Application Is Successful?

If your application is successful, you will be notified by email, with a grant agreement with Veterans SA for your consideration attached. The grant agreement will set out the conditions of the grant, including the outcomes your application said would be achieved by the project, acquittal and reporting requirements. An appropriate officer at your organisation must sign and return the grant agreement to receive the grant funds.

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.

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. 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.

Any unspent funds must be returned to Veterans SA, which administers the fund on behalf of the Premier.

The grant must be acquitted in accordance with the requirements of the grant agreement. Your organisation must also retain and provide to Veterans SA copies of receipts for all expenditure for the grant. You must maintain records of expenditure for at least five years.

What Other Funding Options Are Available?

The ANZAC Day Commemoration Fund is only one funding option. Check with your local council to see if your project aligns with any of its grant programs.

The Government of South Australia has a number of grant opportunities, with many listed on www.grantassist.sa.gov.au.

The Department for Veterans' Affairs manages a number of grants, including the *Saluting Their Service Commemorations Grant Program*. See www.dva.gov.au/about-us/overview/consultations-and-grants/grants-and-bursaries.

What is Veterans SA?

In 2008, the South Australian Government was the first state jurisdiction to recognise the importance of a state-based Veterans' Affairs portfolio and as a result Veterans SA was established.

We envisage a strong, vibrant, well-supported and represented veteran community, inclusive of all generations that is understood and acknowledged by all South Australians.

As the lead advocate across the Government of South Australia on matters relating to veterans and their families, Veterans SA works with ex-service organisations and civic groups that provide support to members of the community when and where it is needed most.

The agency also plays a role in sharing information about services, programs and opportunities across South Australia that are available to families and those who have served in the Australian Defence Force.

Veterans SA works with the veteran community to ensure commemoration activities are supported and that occasions of military and historical significance are remembered and preserved for all South Australians.

I Have More Questions. Who Can I Contact?

Please contact Clare Hennessy at Veterans SA by email at ANZACFundApplications@sa.gov.au or phone 8226 8541 should you have any other questions.