

COMMEMORATIVE SERVICES GRANT FUND 2021-2022



PLEASE READ THESE GUIDELINES BEFORE COMPLETING THE ONLINE APPLICATION

TABLE OF CONTENTS

INTRODUCTION	3
What is the Veterans SA Commemorative Services Grant Fund?	3
ELIGIBILITY CRITERIA	3
What type of projects can the grant be used for?	3
Which organisations are eligible to apply?	4
GRANT AMOUNT & GRANT PERIOD	4
How much can I apply for?	4
What amount of funding is available?	5
When are applications due?	5
ASSESSMENT PROCESS & CRITERIA	5
What is the grant assessment process?	5
HOW TO APPLY	6
What documentation is required?	6
What should I consider when preparing an application?	6
How do I submit my application?	7
NOTIFICATION OF APPLICATION OUTCOMES	7
How will I be notified of the outcome of my application?	7
What happens if my application is successful?	7
What are my obligations?	8
CONTACT	8

INTRODUCTION

What is the Veterans SA Commemorative Services Grant Fund?

The Veterans SA Commemorative Services Grant Fund offers support to eligible ex-service organisations to assist in hosting commemorative events held between 1 January 2022 and 30 June 2022.

Applicants can seek funding of up to \$1,000 that can be used for eligible expenses that directly relate to the coordination, management and delivery of commemorative services within South Australia.

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

ELIGIBILITY CRITERIA

What type of projects can the grant be used for?

Funding can be used for eligible expenses that directly relate to the coordination, management, and delivery of commemorative services within South Australia.

Examples of eligible expenses are:

- venue (hire fees)
- equipment hire (lighting, sound, audio visual)
- staging hire
- marquee/stall/table/chair hire
- security
- advertising and marketing such as flyers, booklets and posters

Grants will not be distributed for:

- applicant organisations which are not based in South Australia
- ongoing expenditure (such as electricity bills or wages)
- catering including food, beverages and consumables
- costs relating to existing staff salaries
- travel, accommodation or entrance fees
- supplementation of recurrent or ongoing costs of an existing organisation

- interstate or overseas speakers
- sponsorships or donations
- purchase of capital equipment (e.g. computers, photocopiers, fridges, vehicles)

Which organisations are eligible to apply?

Organisations are eligible to apply if they are:

- Non-government, not-for-profit and
 - incorporated under the *Associations Incorporation Act 1985*; or
 - a Statutory Authority established through an Act or
 - registered with the Australian Charities and Not-for-Profit Commission.

In addition, applicant organisations must:

- have a registered Australian Business Number (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.

GRANT AMOUNT & GRANT PERIOD

How much can I apply for?

There is no minimum amount required for an application. The maximum amount available per application is \$1,000 (ex GST).

The grant process is competitive and applications may be funded in full, partially funded or not funded at all.

What amount of funding is available?

There will be a maximum of \$15,000 in grant funding available for distribution in the 2021-2022 financial year.

The Government of South Australia reserves the right to not distribute the full amount.

When are applications due?

Applications for the 2021-22 funding round close at 5:00 pm ACST on 29 April 2022.

Late applications will not be considered.

ASSESSMENT PROCESS & CRITERIA

What is the grant assessment process?

After you submit an application you will receive a receipt of your application via 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 will be assessed on merit using the following criteria:

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?

Value for money (25%)

- Will the project provide value for the South Australian community from government money?
- Will the project be sustainable after completion and not create an ongoing need for funding from government?

	<ul style="list-style-type: none">• Are there commitments of co-contributions from the applicant or another organisation where appropriate?
Contribution to the community (20%)	<ul style="list-style-type: none">• Does the application clearly identify how the project will contribute to the organisation or community?
Addressing an identified need (15%)	<ul style="list-style-type: none">• Does the application identify a need and describe how the project will address the identified need?
Organisational capacity (15%)	<ul style="list-style-type: none">• 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.

HOW TO APPLY

What documentation is required?

The following documentation is required to support your application:

- copy of your organisation's **Constitution**
- quotes for items with a value over \$500 (ex GST)
- support letters from partnering South Australian incorporated not for profit agencies, if applicable

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 \$500 (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 to ensure your application identifies how your project meets the criteria and will add value and contribute to the community.
- 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 be submitted via the online SmartyGrants portal. The link to the application portal is available on the Veterans SA website at <https://veteranssa.sa.gov.au/commemorative-services-grant/>

Applications that are submitted outside of SmartyGrants without prior approval from Veterans SA will not be considered.

Please contact Clare Hennessy at Veterans SA should you experience difficulties with the online form or are unable to submit your application online.

Phone: 08 8226 8541

Email: veteranssa@sa.gov.au

NOTIFICATION OF APPLICATION OUTCOMES

How will I be notified of the outcome of my application?

Veterans SA will notify applicants the outcome of their application in writing before 30 April 2022.

Unsuccessful applicants may contact the Veterans SA team at veteranssa@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 and a grant agreement with Veterans SA for your consideration will be attached. The grant agreement will set out the conditions of the grant, including the outcomes proposed in your application as well as the acquittal and reporting requirements.

An authorised officer at your organisation must sign and return the grant agreement to receive the grant funds.

In addition to the signed grant agreement, you will be required to also provide the following documents

- SA Health COVID-Safe Plan or COVID Management Plan. Further information about how to create a COVID-Safe Plan or COVID Management Plan can be found at www.covid-19.sa.gov.au/recovery

- Risk Management Plan – providing an overview of the main risks associated with delivering your event, and how you plan to mitigate them. The Risk Management Plan will also need to address the implementation of the key areas outlined in the COVID-Safe Plan.

What are my obligations?

- 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 the event.
- Grants must be expended within 12 months of receipt of funding unless approval has been granted by Veterans SA for an extension of time.
- Funds must be spent on the project as described in the application. No portion of the grant funding 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, the administrators of the fund.
- The grant must be acquitted in accordance with the requirements of the grant agreement.
- Your organisation must retain and provide to Veterans SA copies of receipts to Veterans SA for all grant expenditure. You must maintain records of expenditure for at least five years.

CONTACT

For more information contact:

Clare Hennessy

Project Officer, Veterans SA

Phone: 08 8226 8541

Email: veteranssa@sa.gov.au