

# ANZAC DAY COMMEMORATION FUND GRANT GUIDELINES 2022-2023



PLEASE READ THESE GUIDELINES BEFORE COMPLETING THE ONLINE APPLICATION



Government of  
South Australia

**VeteransSA**

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## INTRODUCTION

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### 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 Minister for Veterans' Affairs after consultation with the Veterans' Advisory Council.

Applicants can seek funding for eligible projects that educate the South Australian community about the significance of Australia's military history, support commemorative activities for all conflicts and assist those who have served our country.

This is the second round of funding for distribution in the 2022-23 financial year. A maximum of \$48,516 in grant funding is available for distribution in this funding round.

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

## ELIGIBILITY CRITERIA

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### What type 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 may be used for:

- projects with the purpose of educating the community about the significance of South Australia's military history,
- projects with the purpose of conducting commemorative activities for any conflict.
- projects conducted by an organisation established for the purpose of helping or supporting, or have a membership consisting of or including, veterans or the spouses, domestic partners, children or other dependants of veterans (such as an ex-service organisation),

Grants will not be distributed for:

- any projects which do not align with any of the three purposes listed above,
- 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 (however applicants may apply for seed funding for the first year of an event planned to become an annual occurrence),
- food or catering,
- costs relating to existing staff salaries,
- travel, accommodation or entrance fees,
- retrospective funding for projects already completed.

## Which organisations are eligible to apply?

Organisations are eligible to apply if they are:

- an incorporated organisation established for the purpose of helping or supporting, or have 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 Australia's military history or conducting commemoration services for any conflict.

In addition, applicant organisations must:

- have an ABN, and
- 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 the 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 submitted applications may be deemed ineligible.

## GRANT AMOUNT & GRANT PERIOD

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### How much can I apply for?

There is no minimum amount required for an application. There is no maximum amount that can be applied for.

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?

A maximum of \$100,000 in grant funding was available for distribution in the 2022-2023 financial year. \$51,484 was distributed in the first round of the fund and \$48,516 is remaining for distribution in this round.

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

### When are applications due?

Applications for the second round of funding for the 2022-23 financial year close at 5:00 pm ACDT on Monday 13 March 2023.

Late applications will not be considered.

## ASSESSMENT PROCESS & CRITERIA

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### What is the grant assessment process?

After your application is submitted, 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 that progress to stage two will be assessed by a sub-committee of the Veterans' Advisory Council (VAC).

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 VAC.

The VAC will review the sub-committee's assessment and make recommendations to the Minister for Veterans' Affairs for each application. The VAC may recommend an application be funded in full, partially funded or not funded at all.

The Minister will consider the recommendations of the VAC and will approve how the Fund will be applied for 2022-2023.

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

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 using 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.

## HOW TO APPLY

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### What documentation is 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 to 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 reach and benefit of the project.

- Applications for projects over \$10,000 must include evidence that alternate funding sources 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 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/programs-events/grants-programs/anzac-day-commemoration-fund/>.

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](mailto:VeteransSA@sa.gov.au)

## NOTIFICATION OF APPLICATION OUTCOMES

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

Veterans SA will notify applicants of the outcome of their application in writing before 31 May 2023.

Unsuccessful applicants may contact the Veterans SA team at [VeteransSA@sa.gov.au](mailto: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. A grant agreement from Veterans SA will be attached for your consideration. 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.

## 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 for all grant expenditure. 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.

The [Veterans SA](#) website links information about several grant fund available through the State and Federal government.

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 for communities, clubs and individuals.

The [Department of Veterans' Affairs](#) manages a number of grants, including the Saluting Their Service Commemorative Grants Program.

## CONTACT

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For more information contact:

Clare Hennessy

Project Officer, Veterans SA

Phone: 08 8226 8541

Email: [VeteransSA@sa.gov.au](mailto:VeteransSA@sa.gov.au)

## Who 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.