

# ANZAC DAY COMMEMORATION FUND GRANT GUIDELINES 2023-2024



**PLEASE READ THESE GUIDELINES CAREFULLY 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 commemorate and educate the community about the significance of Australia's military history or are of benefit to the veteran community.

A maximum of \$100,000 in grant funding is available for distribution in the 2023-24 financial year. There will be one funding round in this period.

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.

## 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 in 2023-24 may be used for:

- 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)
- projects with the purpose of educating the community about the significance of Australia's military history
- projects with the purpose of conducting services to commemorate Australia's military history.

RSL sub-branches are encouraged to apply to the RSL SA State Branch for funding to deliver ANZAC Day services.

Grants will not be distributed for:

- any projects which do not align with any of 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 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 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 Australia's military history or conducting services to commemorate Australia's military history.

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 will 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.

## GRANT AMOUNT & GRANT PERIOD

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### What amount of funding is available?

A maximum of \$100,000 (ex GST) in grant funding is available for distribution in the 2023-2024 financial year.

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

### How much can I apply for?

There is no minimum or maximum funding amount that can be applied for within the total \$100,000 that is available for distribution this grant round.

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

### When are applications due?

Applications for the 2023-24 funding round close at 5.00 pm on 31 October 2023.

Late applications will not be considered.

## ASSESSMENT PROCESS & CRITERIA

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### What is the grant assessment process?

After you submit an application you will receive a receipt 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 will not be progressed further
- the applicant does not have any outstanding obligations for previously awarded grants – applicants with outstanding obligations will 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 2023-2024.

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.

- |                                      |                                                                                                                                                                                                                                       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, 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 (ex GST) must include evidence that alternate funding sources have been explored. Co-contributions 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: [ANZACFundApplications@sa.gov.au](mailto:ANZACFundApplications@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 December 2023.

Unsuccessful applicants may contact the Veterans SA team at [ANZACFundApplications@sa.gov.au](mailto: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. 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 veteran specific grant funds available through the State and Commonwealth 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](#) offers a number of grants, including the Saluting Their Service Commemorative Grants Program.

## CONTACT

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For more information contact:

Clare Hennessy

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Phone: 08 8226 8541

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

## About 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 commemorative activities are supported and that occasions of military and historical significance are remembered and preserved for all South Australians.