

80TH ANNIVERSARY OF THE END OF WORLD WAR II GRANT PROGRAM GUIDELINES



PLEASE READ THESE GUIDELINES BEFORE COMPLETING THE ONLINE APPLICATION



Government of
South Australia

VeteransSA

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INTRODUCTION

What is the 80TH Anniversary of the End of World War II Grant Program?

The 80th Anniversary of the End of World War II Grant Program has been established to support projects or activities that recognise the end of World War II – which will be marked in 2025 – and raise awareness about the history of South Australia's involvement in the confrontation.

Applicants can seek funding for eligible projects that commemorate the end of World War II and educate the community about the impact of the war on the South Australian community.

A maximum of \$132,000 in grant funding is available for distribution in the 2024-2025 financial year. There will be one funding round in this period.

The 80th Anniversary of the End of World War II Grant Program is administered through Veterans SA.

ELIGIBILITY CRITERIA

What type of projects can the grant be used for?

The Fund can only be used for specific purposes related to South Australian projects or activities that commemorate the 80th anniversary of the end of World War II.

Grants can be used for projects and activities that:

- honour and recognise WWII veterans
- deliver WWII related commemorative services or community events
- communicate WWII stories
- identify WWII sites of historical significance or conserve WWII wartime heritage
- educate the community about the significance of WWII to the South Australian community.

Grants will not be distributed for:

- applicant organisations (or projects) which are not based in South Australia
- ongoing expenditure (such as electricity bills or wages)
- major capital works
- 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.

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 (unless submitting as an auspice organisation). Should an applicant submit two or more applications, all those applications may be deemed ineligible.

GRANT AMOUNT & GRANT PERIOD

How much can I apply for?

There is no minimum or maximum amount that individual applications can apply 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 \$132,000 in grant funding is available for distribution in the 2024-2025 financial year.

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

When are applications due?

Applications for the 2024-25 funding round close at 5.00 pm ACST 30 June 2024.

Late applications will not be considered.

ASSESSMENT PROCESS & CRITERIA

What is the grant assessment process?

After you submit an application, you will receive an acknowledgement that your application has been received 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 may not be progressed further.

Stage two – Assessment against criteria

Applications will be assessed on merit using the following 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 government funding? 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 the 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?

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.

A quote must be provided for any 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 quotes for items valued over \$1,000 (ex GST).
- 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.
- 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 <WEBSITE>

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

Please contact 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 of the outcome of their application in writing in August 2024.

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. 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, publications or promotion of an activity/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.

CONTACT

For more information contact:

Veterans SA

Phone: 08 8226 8541

Email: veteranssa@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 community groups that provide support to members of the veteran 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.