

CAPACITY BUILDING GRANT FUND GRANT GUIDELINES 2025-2026



PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION



Government of
South Australia

VeteransSA

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INTRODUCTION

What is the Veterans SA Capacity Building Grant Fund?

The Veterans SA Capacity Building Grant Fund offers support to eligible organisations to improve governance, strengthen capacity building skills and enhance their ability to lead, support and advocate for veteran communities across South Australia.

Applicants can seek funding of up to \$7,000 for eligible projects.

There will be one funding round in the 2025-2026 financial year. Funds will be allocated prior to 30 June 2026, and projects must be delivered within 12 months of receipt of funding.

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 a project within South Australia. Examples of eligible projects include:

- leadership and governance training for board or committee members
- temporary salaries for project staff or consultant costs to assist in developing a plan or strategy (e.g. strategic plan, communication/social media strategy)
- training and skills development such as:
 - grant writing
 - volunteer management
 - financial management
 - first aid (e.g. mental health, suicide prevention)
 - military or service cultural awareness
- development of digital tools, such as a website or app, to improve the service accessibility to the community
- professional mediation services for members
- purchase of equipment that supports service delivery or community engagement (e.g. portable marquees, audio-visual equipment, tools for community projects).

Grants will not be distributed to applicant organisations which are not operating in South Australia, or for:

- services not delivered in South Australia

- ongoing operational costs (e.g. electricity bills, rent, wages)
- catering (food, beverages, or consumables)
- costs related to existing staff salaries
- travel or accommodation
- supplementation of recurrent or ongoing costs
- costs associated with speakers from interstate or overseas
- volunteer honorariums, petrol expenses, or reimbursements
- sponsorships or donations
- funding for individuals to attend formal education courses (e.g. universities, TAFE)
- the purchase or lease of buildings or land
- projects already funded or under the responsibility of other state or Commonwealth government departments
- retrospective funding for projects already completed.

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 an active, registered ABN
- have met all 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 apply through an auspice arrangement with a lead organisation which meets eligibility requirements.

An auspice organisation is an eligible entity that manages the grant on behalf of another group; it receives the funds and is legally responsible for delivering the project as agreed.

Applications submitted under an auspice arrangement must include a letter from the auspice organisation confirming that the arrangement is valid and current.

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 \$7,000 (ex GST).

Applications may be funded in full, partially funded or not funded at all.

What amount of funding is available?

A maximum of \$50,000 (ex GST) in grant funding is available for distribution in the 2025-2026 financial year.

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

When are applications due?

Applications for the 2025-2026 funding round close at 5.00 pm ACST on 15 May 2026, unless funds are exhausted prior to this date.

Applications will be assessed as they are received. Should funding for the 2025-2026 round be fully committed to eligible projects before the closing date, applications for the remainder of the year will be closed.

Late applications will not be considered.

ASSESSMENT PROCESS & CRITERIA

What is the grant assessment process?

A system-generated email confirming receipt of your application will be issued after submission.

Stage one – Application screening

Veterans SA will screen all applications as they are received to confirm that:

- Both the applicant and project are eligible for funding – *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 to assessment.*
- The applicant does not have any outstanding obligations for previously awarded grants – *applicants with outstanding obligations may not be progressed to assessment.*

Stage two – Assessment against criteria

Applications will be assessed on merit using the following criteria:

- | | |
|---|--|
| 1. Project planning and impact (25%) | <ul style="list-style-type: none"> • Does the application clearly define the project's outcomes? • Does the application describe how the impact of the project would be measured? |
| 2. Value for money (25%) | <ul style="list-style-type: none"> • Would 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? • Are there commitments of co-contributions from the applicant or another organisation where appropriate? |
| 3. Contribution to the community (25%) | <ul style="list-style-type: none"> • Does the application clearly identify how the project will contribute to the organisation or community? |
| 4. Addressing an identified need (25%) | <ul style="list-style-type: none"> • Does the application identify a need and describe how the project would address the identified need? |

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 or other governing documents.
- Quotes for any items requested for funding that exceed \$500 (ex GST).
- A letter from the auspice organisation confirming that the arrangement is valid and current if applying under an auspice arrangement.

A covering letter or references are not required.

What should I consider when preparing an application?

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.

Please read the guidelines carefully, complete the application in full and answer all questions. Be sure to include all attachments and essential documentation where requested, including quotations for items valued over \$500 (ex GST).

How do I submit my application?

Applications must be submitted via the online SmartyGrants portal on the Veterans SA website:

veteranssa.sa.gov.au/programs-events/grants-programs/capacity-building-grant/

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

Phone: 08 7133 9333, Option 1

Email: vsafundapplications@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 by email. Applications will be assessed as they are received.

Unsuccessful applicants may contact the Veterans SA team at vsafundapplications@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 follow for your consideration and completion.
- The grant agreement will set out the conditions of the grant, including the outcomes proposed in your application as well as the invoicing, acquittal and reporting requirements.
- When you return the agreement, you will also be required to send an invoice to Veterans SA for the approved grant amount. Following this, the funds will be transferred to your organisation's nominated bank account.
- 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 materials, correspondence or promotional activities relating to the project.
- 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, which administers 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.