

# COMMEMORATIVE SERVICES 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

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### What is the Veterans SA Commemorative Services Grant Fund?

The Veterans SA Commemorative Services Grant Fund offers support to eligible organisations to assist in hosting commemorative events in South Australia.

Applicants can seek funding of up to \$2,000 for eligible expenses that directly relate to the coordination, management and delivery of commemorative services within South Australia.

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

The grant fund is administered through Veterans SA, which provides administrative support and distributes payments from the Fund.

## ELIGIBILITY CRITERIA

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### 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 include:

- venue (hire fees)
- equipment hire (lighting, sound, audio visual)
- staging hire
- hiring fees for a marquee / stall / table / chairs
- catering (up to \$300)
- security
- advertising and marketing such as flyers, booklets and posters
- bus hire for transporting attendees to and from commemorative services.

**Note. South Australian 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 to applicant organisations which are not operating in South Australia, or for:

- services not delivered in South Australia
- ongoing expenditure e.g. electricity bills or wages
- costs relating to existing staff salaries

- travel or accommodation – *except for bus hire directly related to the commemorative service*
- 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
- 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 that 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

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### How much can I apply for?

There is no minimum amount required for an application. The maximum amount available per application is \$2,000 (ex GST).

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

### What amount of funding is available?

A maximum of \$20,000 (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

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### 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:

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|---|---|
| 1. <b>Project planning and impact (25%)</b>   | <ul style="list-style-type: none"> <li>• Does the application clearly define the project's outcomes?</li> </ul>   |
| 2. <b>Value for money (25%)</b>               | <ul style="list-style-type: none"> <li>• Would the project provide value for the South Australian community from government money?</li> </ul>   |
| 3. <b>Contribution to the community (20%)</b> | <ul style="list-style-type: none"> <li>• Does the application clearly identify how the project will contribute to the organisation or community?</li> </ul>   |
| 4. <b>Addressing an identified need (15%)</b> | <ul style="list-style-type: none"> <li>• Does the application identify a need and describe how the project will address the identified need?</li> </ul>   |
| 5. <b>Organisational capacity (15%)</b>       | <ul style="list-style-type: none"> <li>• Does the application include evidence that the applicant organisation has capacity in terms of skills, knowledge and experience, to deliver the proposed project and achieve the stated outcomes?</li> </ul> |

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 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 event 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/commemorative-services-grant/](https://veteranssa.sa.gov.au/commemorative-services-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](mailto:vsafundapplications@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 by email. Applications will be assessed as they are received.

Unsuccessful applicants may contact the Veterans SA team at [vsafundapplications@sa.gov.au](mailto: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 programs, correspondence or promotion of the event or activity.
- Grant funding must be expended within 90 days of the event or activity, unless approval has been granted by Veterans SA for an extension.
- Funds must be spent on the event 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 event.
- 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.