

# COMMEMORATIVE SERVICES GRANT FUND 2023-2024



PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION



Government of  
South Australia

Veterans SA

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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 ex-service organisations to assist in hosting commemorative events during the 2023-2024 financial year. **Please note grants for Anzac Day dawn services are not available through this grant.**

Applicants can seek funding of up to \$1,000 (ex GST) that can be used 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 2023-2024 financial year. Funds will be allocated prior to 30 June 2024 and projects must be delivered 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 are:

- venue (hire fees)
- equipment hire (lighting, sound, audio visual)
- staging hire
- marquee/stall/table/chair hire
- catering (up to \$300)
- security
- advertising and marketing such as flyers, booklets and posters

Grants will not be distributed for:

- Anzac Day dawn services
- applicant organisations which are not based in South Australia
- ongoing expenditure (such as electricity bills or wages)

- costs relating to existing staff salaries
- travel or accommodation
- 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).

## 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 a registered Australian Business Number (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 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 \$1,000 (ex GST).

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

### What amount of funding is available?

A maximum of \$15,000 (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.

### When are applications due?

Applications for the 2023-2024 funding round close at 5:00 pm ACST on 31 May 2024, unless funds are exhausted prior to this date.

Applications will be assessed as they are received. Should funding for the 2023-2024 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?

After you submit an application you will receive a receipt of your application via email.

#### Stage one – Application screening

Veterans SA will screen all applications as they are received 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 will be assessed on merit using the following criteria:

Project planning and impact (25%)	<ul style="list-style-type: none"> <li>• Does the application clearly define the project's outcomes?</li> </ul>
Value for money (25%)	<ul style="list-style-type: none"> <li>• Will the project provide value for the South Australian community from government money?</li> </ul>
Contribution to the community (20%)	<ul style="list-style-type: none"> <li>• Does the application clearly identify how the project will contribute to the organisation or community?</li> </ul>
Addressing an identified need (15%)	<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>
Organisational capacity (15%)	<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>

Please note only evidence presented in the application will be assessed.

## HOW TO APPLY

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### What documentation is required?

The following documentation is required to support your application:

- itemised list of all items to be acquired with the grant
- quotes for items with a value over \$500 (ex GST) - all receipts will be required to be provided to Veterans SA as part of the acquittal process.

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 as above, including quotations for items valued over \$500 (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.

### 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 [veteranssa.sa.gov.au/commemorative-services-grant/](https://veteranssa.sa.gov.au/commemorative-services-grant/)

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.

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 and a grant agreement with Veterans SA for your consideration will be attached. 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. Wording and logo placement must be approved by Veterans SA prior to being published.
- 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

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For more information contact:

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