

Frequently Asked Questions (FAQs) – Armistice Centenary Grants Program

1. What is the Armistice Centenary Grants Program?

The Armistice Centenary Grants Program (ACGP) provides grants of between \$3,000 and \$50,000 for local community-based projects and activities that commemorate the end of the First World War, remembering Australian service men and women from all conflicts and celebrate a just and secure peace.

The Australian Government has provided \$7.5 million over two years for the Program, with \$50,000 funding available in each federal electorate across Australia. Local Members of Parliament (MPs) will seek Expressions of Interest (EOIs) from their local community for suitable commemorative projects. MPs will consult with their local communities, and establish Community Consultation Committees to help seek the local community's views on how to best commemorate the Centenary of the Armistice.

MPs will then invite selected organisations to apply for endorsed project proposals, and email a link to the application form. The application period opens on 11 November 2017 and closes at 5pm (AEDT) on 28 February 2018.

The Department of Veterans' Affairs (DVA) will assess applications as they are received, against the grant eligibility and assessment criteria specified in the ACGP Guidelines. The Minister for Veterans' Affairs makes the final decision to approve or not approve the grants.

2. Who can I talk to if I need further information?

EOI enquiries should be directed to your local MP's office.

Other enquiries can be directed to the ACGP Team, Department of Veterans' Affairs:

- Telephone: (02) 6120 8196 or freecall 1800 555 254 (*select option 0*)
- Email: commemorativegrants@dva.gov.au

3. When can I submit an EOI to my local MP?

EOIs can be submitted to your local MP from September 2017. Take note of the timeframes or deadlines set by the MP.

4. When will application forms be available?

Applications open from 11 November 2017.

Applicants must be invited to apply by their local MP, and will receive a link to the application form in the invitation. Only organisations invited to apply are eligible for the grant opportunity.

Note that applicants must only submit an application for the project proposal that was endorsed by their local MP during the EOI process.

5. What are the opening and closing dates for applications?

Applications open on 11 November 2017. Applications close at 5pm (AEDT) on 28 February 2018.

Submit your application as early as possible, as applications will be assessed by DVA in the order received.

6. What is the role of the local MP?

Each federal MP will seek EOIs for commemorative proposals in their local community. MPs will also consult with the community and establish a community consultative committee to assist in developing an approach to commemorate the Armistice Centenary that is representative of the community's views. MPs will invite selected organisations to apply for funding, following the EOI process.

7. What is the role of DVA?

DVA is responsible for the day-to-day administration and management of the ACGP. DVA will assess applications against the eligibility and assessment criteria specified in the ACGP Guidelines, and will make recommendations to the Minister for Veterans' Affairs based on the merits of each application. The Minister will make the final decision to approve or not approve a grant.

DVA will also arrange grant agreements and grant payments after the grants have been approved for funding.

8. What are the community consultation arrangements in each electorate?

A key part of the ACGP is the establishment of a community consultation committee in each electorate. The committee will assist the local MP to seek the community's views on how to best commemorate the Centenary of the Armistice locally. The committee will also assist the MP to review proposals received during the EOI process.

9. Can an unincorporated community group apply?

Yes. An unincorporated organisation can apply for up to \$10,000 in funding for an eligible commemorative project.

An organisation should be incorporated to apply for \$10,000 or more.

10. Can individuals apply for funding?

No. Individuals are not eligible to apply for ACGP funding.

11. Can a consortium apply for funding?

Yes, consortia can apply for ACGP funding. Please provide details of the lead applicant, and list all members of the consortium, in the relevant area of the application form.

The lead organisation for the consortium will be responsible for the grant application, and will be the main point of contact. The lead organisation will also be responsible for the grant agreement, should the consortium be successful in receiving funding.

12. How do I submit an application?

The ACGP is only open to applicants that have been invited to apply by their local MP.

MPs will invite selected applicants to apply and provide a link to the application form in their invitation.

After filling out the application form and saving it to your computer, click the submit button at the bottom of the form. An email will then be generated automatically, attaching a copy of the form, which will be addressed to commemorativegrants@dva.gov.au. You will then be able to add the mandatory attachments: letter(s) of support, Project Plan and Budget (completed with project details), and quotes or other documentary evidence for project costs. Publications also require an outline and excerpt of the proposed publication and details of contributors to the publication, including their previous works.

In the event the email does not automatically generate after clicking 'submit', please attach the application form and other attachments to an email and send it to DVA at commemorativegrants@dva.gov.au.

DVA will acknowledge receipt of the application by email within five working days. Please contact DVA if you do not receive an acknowledgement.

13. How do I edit the Project Plan and Budget form?

The Project Plan and Budget form is a fillable PDF. Save a copy to your computer, and type into the relevant text boxes.

Note that the Project Plan and Budget can be used to outline the EOI proposal, and must be attached to the ACGP Application Form but it is not the Application Form itself.

14. Do I need to supply quotes with my Application Form?

Yes, documentary evidence for project costs must be included with your application form, such as quotes or price lists. Include a quote or other evidence for each project item in the budget that you are seeking funding for.

15. What do I need to attach to my Application Form?

The following documents must be included with your Application Form:

- Project plan template with budget
- One or more letters of support for the project
- Quotes or other documentary evidence for project costs

If the project involves a publication of any kind, the following documents and information must be included with the application:

- Outline and excerpt of the proposed publication
- Details of contributors to the publication, including previous works

No other information or documentation should be included with the Application Form.

16. Can I start my project or order project items after I submit my grant application?

It is recommended that a project does not commence, and items are not ordered, before you receive advice that your application has been successful.

Note that being invited to submit an application by the local MP does not guarantee that your application will be successful.

17. Can I seek reimbursement for projects or items that have already been paid for prior to submission of an application?

No, projects that have been completed or items that have already been purchased or ordered before your application has been submitted are *not* eligible for grant funding.

18. Can my organisation apply for less than \$3,000?

No. Applications for less than \$3,000 are not accepted under the ACGP.

However, the *Saluting Their Service* Commemorations Grants Program may be another option to consider. Grants up to a maximum of \$4,000 are available for community-based commemorative projects and activities under the *Saluting Their Service* Commemorations Grants Program. Further information is available from www.dva.gov.au.

19. Can my organisation apply for the full \$50,000 available in my electorate?

Yes it is possible to apply for the grant maximum of \$50,000, provided the MP and community consultation committee has endorsed the project proposal and funding amount.

20. Can I submit separate projects from the same organisation in multiple electorates?

Yes. However, each project must be nominated by the local MP in each electorate.

21. Should quotes and total funding requested include GST?

Yes. Quotes should include GST if applicable. The grant amount being sought on the application form should be the GST inclusive amount.

22. Will GST be paid on top of the grant?

No. DVA grants are deemed to be financial assistance payments by the Australian Tax Office (ATO). ACGP grant payments are GST free, with no GST component paid by DVA. Organisations registered for GST will not need to remit any GST to the ATO in terms of the grant payment, as the grant is not consideration for a taxable supply.

Note that DVA may adjust the grant amount for GST-registered organisations, by reducing the grant by an amount equivalent to the GST payable by the grantee for project items subject to the GST. The grantee is then able to claim an input tax credit for any GST component paid to a third party supplier, thereby leaving them in a financially neutral position. DVA will calculate the final grant payment by considering the organisation's GST status, quotes provided, and GST status of suppliers.

23. What is meant by the term 'salaries' in the ACGP Guidelines?

A salary is considered to be a payment to someone employed by your organisation on an ongoing basis. For the purposes of the ACGP program, paying a person to deliver a one-off service such as construction or installation of a new memorial, or designing and printing a booklet, is not considered to be a salary.

24. Does the ACGP remember Australian service men and women from all conflicts in general or all conflicts from the First World War?

The ACGP is intended to remember Australian service men and women from all conflicts during the First World War period.

25. Is funding for meals/refreshments eligible under the program?

Yes, non-alcoholic refreshments are eligible under the ACGP, up to a maximum of 10% of the project costs. Note that value for money will also be considered during assessment of applications.

26. Are landscaping costs eligible under the ACGP?

Yes, landscaping is eligible under the ACGP, and can include such items as plants, commemorative plants (e.g. Lone Pines, rosemary, poppies), paving, memorial paths, and turf. Generally, landscaping for the immediate surrounds of a memorial and memorial gardens are eligible.

However, landscaping costs outside the immediate surrounds of a memorial are capped at a maximum of 15% of total project costs.

27. What types of projects can be funded by the ACGP?

To be eligible, projects must be local community-based commemorative projects or activities that link directly with the Centenary of the Armistice, commemorate the end of the First World War, remember Australian service men and women from any conflict and celebrate a just and secure peace. Examples of projects and activities that meet the program objectives include:

- the public commemoration of the Centenary of Armistice Day
- new war memorials, where none exists and where the new memorial will be the focus of community commemoration
- new honour boards / rolls or plaques
- the restoration of existing war memorials, honour boards / rolls and plaques
- the preservation, interpretation and display of wartime and military memorabilia and artefacts
- the publication of wartime histories (e.g. unit histories, local wartime histories and letters from service men and women) where similar works have not previously been published
- educational and cultural projects with a military heritage focus
- school initiatives / projects undertaken by students which focus on military involvement and social impacts relevant to the community.

Other types of projects may also be eligible provided they meet the ACGP Guidelines. Refer to Part 4 of the ACGP Guidelines for examples of eligible and ineligible projects and items. DVA can provide additional guidance on eligible expenditure if required.

28. What types of things are outside the scope of the program and not eligible for ACGP funding?

The funding cannot be used for:

- projects of a commercial nature/projects for profit
- projects undertaken outside of Australia
- projects exclusively commemorating animals
- projects commemorating individuals
- restoration of graves
- scholarships.

Refer to Part 4 of the ACGP Guidelines for expenditure items that are not eligible. DVA can provide additional guidance on eligible expenditure if required.

29. How will applications be assessed?

DVA will assess each application for eligibility and completeness. If the assessment identifies unintentional errors or missing information, DVA may contact applicants to correct or clarify any minor issues.

Each eligible application will be assessed against the assessment criteria (see Part 6 of the ACGP Guidelines) and value for money.

30. Who decides who will get a grant?

The Minister for Veterans' Affairs makes the final decision to approve or not approve a grant.

31. When will I be advised about the outcome of my application?

DVA will assess applications in the order received. Funding decisions will be made on a regular basis from March 2018 once the application period closes.

The timeframe for finalisation of the assessment process will depend on when applications are submitted, and the volume received throughout the process. Applicants are encouraged to apply as early as possible.

Organisations will be advised by their local MPs if they are successful. DVA will also formally advise all applicants of the application outcome.

32. What happens next if an application is successful?

Your local MP will contact you if you have been successful. DVA will also confirm the grant offer in writing. You will then be required to enter into a grant agreement, which sets out the terms and conditions of the grant. Once the grant agreement has been executed (signed) by both parties, the grant will be paid into the organisation's bank account. Grantees are required to deliver the project as outlined in the grant agreement, submit a final report, and acquit the grant when the project has been completed.