



Australian Government

Department of Veterans' Affairs

Armistice Centenary Grants Program ACGP Guidelines

Opening date:	11 November 2017
Closing date and time:	5.00pm (AEDT) on 28 February 2018
Commonwealth policy entity:	Department of Veterans' Affairs
Co-Sponsoring Entities	None
Enquiries:	If you have any questions, please contact the Commemorative Grants Team at DVA by telephone on (02) 6120 8196 or free call 1800 555 254 option 0; or email commemorativegrants@dva.gov.au Questions should be sent no later than 23 February 2018.
Date guidelines released:	11 September 2017
Type of grant opportunity:	Restricted non-competitive

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1. Armistice Centenary Grants Program: ACGP processes

The Program is designed to achieve Australian Government objectives

The Armistice Centenary Grants Program supports the Australian Government's commitment to acknowledging and commemorating those who served Australia and its allies in wars, conflicts and peace operations. Funding will be available to support community commemorative projects in each of the 150 federal electorates.



The grant opportunity opens

Members of the House of Representatives (local members) identify potential applicants and projects, in consultation with their community consultation committee. After consulting with the community, MPs will invite selected applicants to submit an application to the Department of Veterans' Affairs (DVA). We (DVA) will advertise opening of the grant program on GrantConnect.



Invited applicants complete and submit a grant application



We assess all grant applications

We assess the applications for completeness and against all the eligibility and assessment criteria. Applicants will be notified directly and advice provided to your local member if their project is ineligible.



We make grant recommendations

We provide advice to the Minister for Veterans' Affairs (Minister) on the merits of each application.



Grant Decisions are made

The Minister for Veterans' Affairs decides which grant applications are successful, taking into consideration the proper use of public resources and the advice from DVA and the local member.



Notification of the outcome

Your MP will advise you of the outcome of your application and we will then provide written confirmation.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants and make payment.



Delivery of grant

You undertake the grant activity as set out in your **grant agreement**. You acquit the grant upon completion as set out in your grant agreement.



Evaluation of the Armistice Centenary Grants Program

We evaluate the specific grant activity and Armistice Centenary Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.2 About the grant program

The Armistice Centenary Grants Program (the Program) will run as a targeted and competitive round over one year from 11 November 2017 to 11 November 2018. The Program was announced as part of the Anzac Centenary Program in the 2017-18 Budget.

The objectives of the Program are to acknowledge and commemorate those who served Australia and its allies in wars, conflicts and peace operations.

The expected outcomes of the Program are to enable local community-based commemorative projects and activities that commemorate the end of the First World War, remember Australian service men and women from all conflicts and celebrate a just and secure peace.

The Program will be undertaken according to the [Commonwealth Grants Rules and Guidelines \(CGRGS\)](#).

1.3 About the grant opportunity

These guidelines contain information for the Program. This grant opportunity was announced as part of the Anzac Centenary Program in the 2017-18 Budget.

This document sets out:

- the purpose of the grant opportunity

- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

You must read this document before filling out an application.

1.4 Community consultation

Each local member will consult with either an existing consultation committee or establish a new consultation committee, with representatives from the local community, to identify potential applicants and projects in their electorate. The identified projects must be consistent with the intended Program outcomes and criteria.

The local member will invite identified potential applicants to apply for a specific project and send them a link to an application form and then provide this information to DVA.

You submit your completed application form to DVA. We assess all applications for eligibility and completeness.

2. Grant amount

The Australian Government has provided funding of \$7.5 million over two financial years for the Armistice Centenary Grants Program (ACGP). Each Federal Electorate has a total funding pool of \$50,000 that can be allocated to successful applications. Ideally, up to 12 projects will be funded in each electorate.

Grant applications for a minimum of \$3,000 or maximum of \$50,000 will be considered within the total allocation per electorate.

Your project should be completed by 11 November 2018. If a project runs beyond this period, an extension must be sought in writing from DVA.

3. Grant eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

To be eligible you must:

- have been invited by your local member to submit an application. The grant amount and project applied for must be the same as what is reported by your local member to DVA
- be one of the following organisation types:
 - an incorporated association (if you are seeking funding of \$10,000 or more)
 - ex-service organisation

- not for profit community organisation
- school, or other educational institution
- museum or cultural institution
- historical association
- an Australian local government body.
- have a plan for how you will carry out the project and identify the budget for your project
- have an account with an Australian financial institution in the name of the organisation applying, and
- be located in **Australia**.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an organisation that has outstanding acquittals for any previous DVA funding
- an unincorporated association (unless you are seeking less than \$10,000)
- an overseas resident
- a political party.

4. Eligible grant activities

4.1 What can the grant money be used for?

To be eligible your project must be a local community-based commemorative project or activity that links directly with the centenary of the Armistice, commemorates the end of the First World War, remembers Australian service men and women from any conflict and celebrates a just and secure peace.

Funding must be used to deliver projects and activities that meet these objectives and may include but are not limited to the following:

- 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.

Examples of eligible items you can use the grant to pay for:

- Hire of equipment necessary to carry out the project – e.g. venue, audio and visual, chairs
- Printing and editing costs – e.g. commemorative booklets/orders of service, invitations, wartime history publications
- Transport – Bus hire costs for transportation to commemorative events only
- Research administrative costs – e.g. postage, photocopying - maximum of 5% of total project costs
- Refreshments (non-alcoholic) – maximum of 10% of total project costs
- Entertainment of a commemorative nature and integral to the commemorative component of the project
- Advertising costs
- Cenotaphs
- Plinths
- Plaques
- Monuments and statues
- Flagpoles
- Honour Boards/Rolls (including digital Honour Boards/Rolls)
- Restoration costs for memorials, plaques, Honour Boards/Rolls
- Landscaping – for immediate surrounds of memorials only – e.g. commemorative plants, paving – maximum of 15% of total project costs
- Display cabinet purchase costs for the display of wartime memorabilia
- Lighting – e.g. display cabinets, memorial security lighting
- Display materials – purchase of for educational/cultural projects
- Art supplies – purchase of for school initiatives and artistic projects
- Costs associated with contractors who undertake project activities.

You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

DVA makes the final decision on what is eligible expenditure and may provide additional guidance on eligible expenditure if required.

4.2 What the grant money cannot be used for

You cannot use the grant for the following activities:

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

Expenditure items that are not eligible include:

- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- construction of or fit out, alterations and/or extensions to premises
- salaries
- recurring or ongoing expenditure (e.g. annual maintenance, rent)
- costs incurred in the preparation of a grant application or related documentation
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period
- accommodation and travel costs, including airfares
- educational materials where DVA already provides similar resources for schools
- honour Boards or Plaques acknowledging membership or service of an ex-service organisation
- memorabilia (purchase of)
- military hardware (purchase of)
- trophies, prizes, awards and gifts
- eligible items that have already been purchased or ordered.

5. The grant selection process

Your local member, with help from a community committee, will identify potential projects for each electorate with a combined total value of \$50,000 that are consistent with the intended Program outcomes and meet the Program eligibility criteria. The MP will invite identified potential applicants to apply and send them a link to an application form.

It is important to note that being invited to submit an application by your local member, does not guarantee that your application will be successful.

We will firstly assess your application in the order it was received for completeness against the eligibility criteria. Only eligible applications will move to the next stage.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors.

We will then assess your application against the criteria set out below. Your application will be considered on its merits, based on:

- how well it meets the criteria
- whether it provides value for money.

6. The assessment criteria

You will need to address all of the following assessment criteria in your application. We will assess your application based on the response provided for each criterion.

Criterion 1: Demonstrate how the grant activity will commemorate the service of Australia's service men and women and celebrate the centenary of Armistice Day.

In providing a response to this criterion you **must** include, but are not limited to:

- a description and objectives of the project, including how the project will be implemented and delivered
- an explanation of how the project links to the end of the First World War, remembers Australian service men and women from all conflicts and celebrates a just and secure peace.

Criterion 2: Demonstrate how the grant activity will engage with the local community.

In providing a response to this criterion you **must** include, but are not limited to:

- how you will engage with the local community including how the project will be promoted
- the level of support the proposal has from the local community.

Criterion 3: Demonstrate your organisation's governance and capability to successfully deliver the project.

In providing a response to this criterion you **must** include, but are not limited to:

- your organisation's governance structure

- your organisation's prior experience in delivering similar projects.

Criterion 4: Demonstrate the benefits of the project to the local community.

In providing a response to this criterion you **must** include, but are not limited to:

- who will benefit from this project and what lasting benefits for the community will be produced
- what risk management strategies will be implemented to minimise potential waste of grant funds.

All assessment criteria are given equal weighting.

7. The grant application process

7.1 Overview of application process

You must read these grant guidelines, the application form, the FAQs, and the draft grant agreement before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

If more than one application for the same activity is submitted, only the latest application will be considered.

Please keep a copy of your application and any supporting papers.

Once you have completed the application form, you must submit it electronically by email to commemorativegrants@dva.gov.au. An acknowledgement email will be sent to the main email contact provided in the application within five (5) days of submission and will include an application reference number.

7.2 Application process timing

The Armistice Centenary Grants Program will open on 11 November 2017 and close at 5pm (AEDT) on 28 February 2018. The focus and expected end date for all grant activities should be 11 November 2018, the centenary of Armistice Day.

DVA may reject any application that is lodged after the stated closing date.

The expected timing for this grant opportunity is shown in the table below. These dates are indicative only and subject to change depending on the number of applications received and other unforeseen circumstances. Any changes to these time frames will be published on [GrantConnect](#).

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 9am 11 November 2017 AEDT Close: 5pm 28 February 2018 AEDT
Assessment of applications	10 weeks
Approval of outcomes of selection process	5 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	30 June 2018
End date	11 November 2018

7.3 Completing the grant application

To apply, you must:

- have been invited by your local member to submit an application for your project
- complete the application form, which can be downloaded by invitees only at GrantConnect via a link from your local member
- provide all the information requested
- address all eligibility and assessment criteria
- include evidence for the costs that you have included in your project budget
- include all necessary attachments including a project plan as detailed at 7.4.

Your application and the required attachments must be submitted electronically via email to commemorativegrants@dva.gov.au. If you have any technical difficulties please contact DVA on (02) 6120 8196 or freecall 1800 555 254 option 0 or email commemorativegrants@dva.gov.au.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

You cannot change your application after it has been submitted.

If you find a mistake in your application after it has been submitted, you should contact DVA by phone on (02) 6120 8196 or freecall 1800 555 254 option 0 or by email at commemorativegrants@dva.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

7.4 Attachments to the application

The following documents must be included with your application:

- a high level project plan including a detailed project description, a budget for the proposed project clearly indicating which items you are seeking funding for and a timeline for the planning and implementation of the project (template provided)
- documentary evidence for the costs you are seeking funding for (e.g. quotes, price lists) (no template provided)
- letter(s) of support from at least one source (no template provided).

If your project is for a **publication** of any kind, the following documents must also be included with your application:

- outline and excerpt of the publication, details of contributors to publication including previous works.

Your supporting documentation should be emailed with the application form. **Only attach the documents you have been asked to include.**

Please note: There is a 2mb limit for each attachment.

7.5 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

7.6 Questions during the application process

For any questions during the application period, please call DVA by phone on (02) 6120 8196 or freecall 1800 555 254 option 0 or by email at commemorativegrants@dva.gov.au. DVA will respond to emailed questions within five (5) working days.

7.7 Further grant opportunities

In the event that there are insufficient suitable applications to meet Program objectives, the Minister for Veterans' Affairs may approach members of the House of Representatives to invite further organisations to apply.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of DVA staff.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

The Assessment Report will make recommendations having regards to:

- the overall objectives for the Program
- conformance with eligibility criteria
- how the project will be delivered, and
- value for money.

8.2 Who will approve grants?

DVA will make recommendations to the Minister for Veterans' Affairs. The Minister will make the final decision to approve or not approve a grant.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

The Minister will not approve funding if they reasonably consider the Program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

You will be advised of the outcomes of your application by your local member, following a decision by the Minister. You will also be advised of the outcome in writing by DVA. If you are successful, you will also be advised about any specific conditions attached to the grant.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by DVA. DVA will use the *Commonwealth Grant Agreement*. Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- deliver the project and meet the performance reporting and financial acquittal requirements as outlined in your grant agreement.

10.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

We will pay 100 per cent of the grant upon execution of the grant agreement unless other payment arrangements have been specified as specific conditions in the grant offer. You will be required to report how you spent the grant funds at the completion of the project.

11. Announcement of grants

If successful, your grant will be listed on DVA's website 14 days after the date of effect¹ as required by Section 5.3 of the CGRGs.

12. Delivery of grant activities

12.1 Your responsibilities

On completion of your project, you must submit a final report in accordance with the grant agreement.

¹ See glossary

Your report must:

- include a description of the project activity and how it enabled the local community to commemorate/celebrate the Centenary of Armistice Day
- identify the total eligible expenditure incurred for the project
- be submitted within 90 days of completing the project.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or to identify any significant delays or difficulties in completing the project.

We require you to keep all evidence of expenditure for five (5) years after the completion of the project and provide this evidence upon request.

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2 DVA's responsibilities

DVA will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant, and
- evaluate the grantee's performance.

Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.3 Grant payments and GST

Payments will be made as set out in the grant agreement.

Grants made by DVA are financial assistance payments. As such, grants are provided on a GST exclusive basis and there is no GST liability arising for successful applicants in receipt of a grant because there is no taxable supply made by the grantee to DVA. This means that, if your organisation is registered for GST, your organisation does not need to remit any GST to the Australian Taxation Office (ATO) as the grant you receive from DVA is not consideration for a taxable supply.

If you have any queries in relation to the transactions you enter into with third parties as a result of a grant received under this Program, you may wish to speak with the ATO or your financial advisor.

12.4 Evaluation

We may evaluate the Program to determine the extent to which the funded activity is contributing to the Program objectives and outcomes. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the Program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

12.5 Acknowledgement

If you make a public statement about a project funded under the Program, we require you to acknowledge the grant by using the following:

‘This activity received grant funding from the Australian Government.’

13. Probity

The Australian Government will make sure that the Program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Note: These guidelines may be changed from time-to-time by DVA. When this happens the revised guidelines will be published on GrantConnect.

13.1 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if DVA staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform DVA in writing immediately. Any officials including the decision maker must also declare any conflicts of interest.

The chair of the DVA Assessment Team will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

13.2 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or

function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the assessment team and other Commonwealth employees and contractors to help us manage the Program effectively
- employees and contractors of DVA so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995.*

13.3 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information
 Department of Veterans' Affairs
 GPO Box 9998
 BRISBANE QLD 4001

By email: foi@dva.gov.au

14. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be assessed. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (as defined in the CGRGs)
Community Consultation Committee	Committee either established or identified by the MP who assist the local member to identify projects for consideration by the Department.
date of effect	The date in which a grant agreement is signed.
decision maker	The person who makes a decision to award a grant.
Department	The Department of Veterans' Affairs.
DVA	The Department of Veterans' Affairs.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
End date	The expected date that the grant activity must be completed and the grant spent by.
Federal Electorate	A geographical area of Australia (known as an electoral division or electorate) represented by a member of parliament elected at a House of Representatives election.
grant	a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money or other Consolidated Revenue Fund (CRF) money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to assist the recipient achieve its goals; and c) which is intended to help address one or more of the Australian Government's policy objectives; and

Term	Definition
	<p>under which the recipient may be required to act in accordance with specified terms or conditions.</p> <p>CGRGs section 2.3</p>
grant activity	Is the project that the grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
grantee	An organisation that has been awarded a grant.
Minister	The Minister for Veterans' Affairs.