



QUEENSLAND
Veterans' Council



ANZAC DAY TRUST FUND GRANTS PROGRAM

2023 guidelines and terms and conditions



Message from the Chairperson

The Queensland Veterans' Council (QVC) was established by the Queensland Government in November 2022.

In early April 2023, the QVC was honoured to assume responsibility for the administration of the Anzac Day Trust Fund, which has supported the Queensland veterans' community since 1965.

As the inaugural Chairperson of the QVC, it is my pleasure to present and publish these guidelines to assist eligible applicants to the 2023 Anzac Day Trust Fund program.

In 2022, more than \$1.5 million was shared by more than 180 Queensland organisations through the Anzac Day Trust Fund.

The ex-service organisations, institutions and associations provided a range of wellbeing initiatives, including assistance for veterans experiencing financial hardship, education bursaries, and advocacy and commemorative activities.

I encourage applications to the Anzac Day Trust Fund program because these support services have been central to ensuring our ex-service men and women hold a connected, healthy and respected place in our community.

As this is the first year that the QVC will administer the assessment and disbursement of the fund, we will look for opportunities to improve the application, assessment and distribution processes for future years.

In closing, I acknowledge the dedication and service of all those who have served and continue to serve in the Australian Defence Force.

Lest we forget.

Quentin Masson DSM

Chairperson

Queensland Veterans' Council



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Copies of this publication are available on our website at www.qvc.qld.gov.au.



Introduction

Annual grants from the Anzac Day Trust Fund (the Fund) are available to organisations providing assistance to ex-service personnel and their dependants.

Payments from the Fund are reimbursements of eligible expenses incurred by an ex-service organisation in the previous year. Eligible expenses include:

- financial support for veterans, including paying their household bills, car registration, insurance, medical bills, food or clothing
- wages, honoraria or travel for welfare officers, pension officers and advocacy officers
- donations towards members' funeral expenses, including funeral notices or wreaths
- bursaries to assist with education expenses for veterans and/or their dependants, including fees for school, university or uniforms
- subsidising *members' functions, outings, lunches or dinners (*members must be veterans or their family members, excluding the general public)
- subsidising programs designed specifically to support veterans
- commemorative activities including catering, equipment hire, donations for assistance at commemorative events, such as cadets, school bands or community groups (excluding expenses incurred to comply with COVID-19 Public Health Directions for indoor and outdoor gatherings – claims for those expenses should be made through the Anzac Day Trust Fund COVID-19 Grants Program)
- committee expenses e.g conference or travel expenses
- mowing services for veterans, widows, and other dependants
- certain administrative expenses associated with occupying premises, such as offices, rooms or halls, to support welfare programs for veterans. This does **not** include minor capital works projects such as repairing or maintaining buildings or facilities owned by the applicant organisation, or for the purchase of equipment. Such projects may be funded through the [Queensland Remembers – Minor Capital Works Grants Program](#).

Applicants are permitted to also submit an application to the Anzac Day Trust Fund COVID-19 Grants Program, however duplicate claims for the same expenses will not be permitted.

Key dates

Round opens	Round closes	Announcement
20 April 2023	11 June 2023	Late 2023

Applications must be submitted online through SmartyGrants by 11.59pm (AEST) Sunday 11 June 2023. Late applications will not be accepted.

How to apply

Step 1: Check eligibility

The Queensland Veterans' Council (QVC) may make payments from the Fund which are exempt from GST:

- to organisations that provide for the welfare of spouses and children of deceased persons who served in the Australian Defence Force (ADF)
- to organisations whose sole or main activity is giving help or support to, or whose membership consists of, or includes, persons who served in the ADF in time of war or armed conflict
- to organisations whose sole or main activity is giving help or support to, or whose membership consists of, or includes, current Queensland residents who served in the defence forces of a country or power allied or associated with Australia:
 - ▶ in a war in which Australia was involved, or
 - ▶ in a conflict, which the QVC considers as having the attributes of a war in which Australia was or is involved
- on behalf of aged persons who served in the ADF to maintain or acquire homes or acquire land to build homes or maintain and care for aged persons in homes. Note: 'home' means a place where accommodation, daily meals or nursing care are provided, including associated maintenance and administration facilities and services.

Applicant organisations must:

- possess a valid Australian Business Number (ABN), **or** be incorporated in Queensland under the *Associations Incorporation Act 1981*
- be located in Queensland
- be operating on a not-for-profit basis
- be financially solvent, and
- be seeking funding to support veterans or their dependants residing in Queensland or to support activities or events delivered in Queensland.



The QVC does not make payments from the Fund to the following:

- ☒ state or federal government departments
- ☒ government owned corporations
- ☒ individuals
- ☒ organisations operating on a 'for profit' basis
- ☒ political parties
- ☒ primary or secondary schools, universities or parents' and citizens' associations
- ☒ organisations who do not have a presence in Queensland or cannot prove they support veterans or their dependants residing in Queensland.

Step 2: Prepare supporting documentation

1. **Statutory Declaration** - Each application must be accompanied by a signed and witnessed Statutory Declaration stating the following:
 - a. The expenses claimed in the application are for the support of veterans or their dependants residing in Queensland, or support activities, or events delivered in Queensland only; **and**
 - b. All funding received from other sources, including other grants programs, has been declared; **and**
 - c. The application does not claim for expenses which have been fully funded through other grants programs or from donations; **and**
 - d. All income directly related to the expenses claimed in the application has been declared; **and**
 - e. The financial statement/s provided have been verified as true and correct by the organisation's President or Chairperson, and, where applicable, a qualified accountant or auditor; **and**
 - f. No expenses associated with the commercial interests and operations of the applicant have been claimed in the application.
2. **Verified financial statement** - Applications must be accompanied by the most recent annual financial statement which has been verified by the President or Chairperson of the organisation and, where applicable, a qualified accountant or auditor.

To assist the QVC with verification and approval of claimed out-of-pocket expenses, all income and expenditure entries on the financial statement, which correspond with

claims and declarations recorded in the application, must be highlighted by the applicant.

3. **Bank statement** – To allow for electronic funds transfer of grant payments, successful applicants will be required to complete and submit a Vendor Creation Form accompanied by a current bank statement for the organisation displaying:
 - Account name
 - BSB
 - Account number
4. **Statement by a Supplier** - Applicants who do not possess a current Australian Business Number (ABN) must provide a [Statement by a Supplier](#) (Click on 'Statement by a Supplier' or visit www.ato.gov.au to download the form).

Step 3: Apply online

Applications are only accepted through the SmartyGrants online system. A link to the application form will be available at www.qvc.qld.gov.au between **20 April 2023 and 11 June 2023**.

If it is your first time using the SmartyGrants online portal, you will need to create an account.

If you have previously used the SmartyGrants portal, you can login using your organisation's details (i.e. current email and password from the last application submitted).

Once started, applications can be saved and completed later.

Once submitted, you will receive an auto-generated email from SmartyGrants with an application identification number you can use as a reference. Please quote this number in all correspondence relating to the application.

Assessment process

Eligible applications will be assessed by the QVC or its delegates. Only eligible expenses which can be verified against the supplied financial statements will form part of the final assessment.

The number and value of grants awarded in any round is at the discretion of the QVC.

All applicants will be notified of the outcome of their application in writing.

Application decision

- Eligible applications will be assessed by the QVC or its delegates.
- The QVC reserves the right to undertake reasonable checks of applicants at its



financial and, on provision of further consent, criminal history checks.

- All applicants will be notified of the outcome of their application in writing.
- Payments will be made directly into the organisation's nominated bank account via Electronic Funds Transfer (EFT).
- The number and value of payments awarded in any year is at the discretion of the QVC.
- Payments are exempt from GST.

Contact

Please contact the Secretariat, QVC if you have any queries or concerns regarding your application:

- Telephone: (07) 3003 9950
- Email: anzacdaytrustfund@qvc.qld.gov.au

For technical assistance using the SmartyGrants online system, please contact the **SmartyGrants Help Desk**:

Telephone: (03) 9320 6888



Terms and conditions

1. The Anzac Day Trust Fund Grants Program is conducted by the QVC, or a sub-committee, agent or other duly authorised person, acting in accordance with the *Anzac Day Act 1995* and the *Queensland Veterans' Council Act 2021*, in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
- "Act" means *Anzac Day Act 1995*
 - "application" means an application for a payment submitted by an applicant as part of the Anzac Day Trust Fund Grants Program
 - "closing date" means 11:59pm (Australian Eastern Standard Time) 11 June 2023
 - "QVC" means the Queensland Veterans' Council (ABN 29 897 388 226)
 - "Fund" means the Anzac Day Trust Fund
 - "Grants Program" means the Anzac Day Trust Fund Grants Program
 - "Minister" means the Minister with responsibility for the *Anzac Day Act 1995*
 - "personal information" has the same meaning as in the *Information Privacy Act 2009*

Eligibility

3. Applications must:
- be received by the closing date;
 - contain all information specified in the application form;
 - be accompanied by the organisation's most recent financial statements;
 - be accompanied by a signed Statutory Declaration as per Step 2 of How to Apply;
 - be submitted online through SmartyGrants (applications submitted through any other means will not be accepted).

Liability

4. Except for any liability that cannot be excluded by law, the QVC (including its members, officers, employees and agents) is excluded from all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special, or arising in any way out of an application.
5. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.

6. The conduct of inviting applications does not give rise to any legal or equitable relationship.
7. The QVC may, by direct notification to applicants or through the QVC website www.qvc.qld.gov.au, change the Grants Program guidelines (including these terms and conditions) or cancel or vary the application process at any time prior to the closing date.
8. No person shall be entitled to claim compensation or loss from the QVC for any matter arising out of the application process, including but not limited to cancellation of the Grants Program or failure by the QVC to comply with the Grants Program guidelines or these terms and conditions.

Withdrawals

9. Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must contact the Secretariat, QVC by email at anzacdaytrustfund@qvc.qld.gov.au.

Disclosure and publication

10. By submitting an application, the applicant:
- authorises the use and/or publication of the applicant's name and details of the eligible expenses claimed in relation to any promotional or advertising purposes in conjunction with the Grants Program;
 - consents to the applicant's name, address and details of funding awarded being provided to Queensland Members of Parliament, and the applicant's name and funding awarded being provided to the media;
 - acknowledges that the QVC and its members, officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application, including personal information, to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Grants Program;
 - consents to the applicant's name and details of funding awarded being published on the Queensland Veterans' Portal and the Queensland Government Open Data Portal
 - acknowledges that the *Right to Information Act 2009* provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies and public authorities including the



QVC, subject to the exemptions under the Act;

- f. warrants that the applicant is not in breach of any law, constitution, or any other requirement the applicant is bound to comply with;
- g. warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

- 11. The QVC, its members, any sub-committee members, officers, employees, agents or other duly authorised persons, may assess applications except where it has been determined that a person should be excluded from the assessment process.

Successful applications

- 12. Successful applicants will be required to provide the QVC with the applicant's banking details, for the purposes of verifying bank account details.

Payments and GST

- 13. Payments from the Fund are GST exempt.
- 14. Payments will be made via electronic funds transfer.

Other

- 15. The QVC reserves the right to amend these terms and conditions at any time.
- 16. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
- 17. Complaints pertaining to the outcome of an application should be addressed to the QVC.
- 18. Complaints can be submitted to the Secretariat, QVC:
 - Secretariat
Queensland Veterans' Council
PO Box 15185
City East, QLD 4002
anzacdaytrustfund@qvc.qld.gov.au

