QUEENSLAND
Veterans' Council

ANZAC DAY TRUST FUND COVID-19 GRANTS PROGRAM

2023 guidelines and terms and conditions

www.qvc.qld.gov.au

Queensland Government

Message from the Premier of Queensland

The Queensland Government is committed to supporting the health and wellbeing of all current and former members of the Australian Defence Force.

Through the Anzac Day Trust Fund, the Queensland Government provides financial assistance to ex-service organisations that support veterans and their dependants.

With the onset of the COVID-19 pandemic, strengthening the assistance provided to these organisations became even more important. Therefore, in 2021, I announced the new Anzac Day Trust Fund COVID-19 Grants Program.

Commencing this year, the Queensland Veterans' Council will administer the Anzac Day Trust Fund, including the Anzac Day Trust Fund COVID-19 Grants Program. Members of the Queensland Veterans' Council bring a wealth of experience, either as veterans or other members of the veterans' community, and they understand the needs of veterans and the organisations that support them.

To date, the Anzac Day Trust Fund COVID-19 Grants Program has provided more than $800,000 to 77 organisations, enhancing their ability to support veterans affected by the pandemic and to deliver COVID-safe commemorative events.

The Anzac Day Trust Fund COVID-19 Grants Program is now open for its third and final round. Funding is available for ex-service organisations that have directly supported veterans and their dependants affected by the COVID-19 pandemic throughout the past year. In addition, ex-service organisations that did not apply for pandemic-related costs incurred in 2020 or 2021 can retrospectively apply for funding in this round.

The Queensland Government is proud to support the Anzac Day Trust Fund COVID-19 Grants Program, which builds on other support we provide for veterans' welfare, including funding for capital works, memorials and events, legal and advocacy services, and training and employment opportunities.

Together, we will continue to honour and support Queensland's veterans.

Annastacia Palaszczuk MP
Premier of Queensland
Minister for the Olympic and Paralympic Games

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Disclaimer

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

Introduction

The 2023 Anzac Day Trust Fund COVID-19 Grants Program (COVID-19 Grants Program) provides funding to veterans' organisations that have directly supported veterans and their dependants affected by the COVID-19 pandemic.

The COVID-19 Grants Program also assists veterans' organisations impacted by COVID-19 restrictions and supports veterans' organisations to deliver COVID Safe commemorative events.

Payments from the Anzac Day Trust Fund COVID-19 Grants Program are reimbursements of eligible expenses incurred by an ex-service organisation in any of the following years, 2020, 2021 and 2022.

Eligible organisations who have not previously applied or received funding for an eligible expense in Rounds 1 or 2, may apply in Round 3 of the COVID-19 Grants Program, irrespective of the year in which the expenses were incurred.

Eligible items

Funding may be provided for veterans' organisations:

- that have incurred additional costs as a direct result of supporting veterans and their dependants with issues related to the COVID-19 pandemic, over what would have otherwise been reasonably incurred;
- that have lost income as a direct result of the COVID-19 pandemic; or
- to assist with staging COVID-Safe commemorative events.

Examples of *additional costs incurred by veterans' organisations as a direct result of supporting veterans and their dependants* may include, but are not limited to:

- financial assistance made to veterans and/or their dependants to provide essential support required during the COVID-19 pandemic, such as assistance with cost-of-living expenses (food, accommodation, transport, medical expenses, power and other utilities);
- technology to support engagement with veterans and their families, including software licences, plans and subscriptions (e.g., MS Teams or Zoom subscriptions, additional computers, laptops, teleconferencing or videoconferencing equipment specifically purchased to enable contact with veterans and their families during the COVID-19 pandemic); and
- providing a new service based on an identified need arising from the COVID-19 pandemic to support veterans and their dependants, such as ensuring their health and wellbeing is maintained.

Examples of *lost income by veterans' organisations as a direct result of the COVID-19 pandemic restrictions* include being unable to:

- undertake established fundraising activities; or
- hire out the veterans' organisation's facilities (e.g., cancelled hall bookings) due to restrictions imposed by Queensland's Chief Health Officer.

Staging COVID Safe commemorative events means events staged after the introduction of Public Health Directions in Queensland. From 19 March 2020, many events were required to comply with COVID Safe requirements. Therefore, events delivered after 19 March 2020, and until 6pm on Monday 31 October 2022 when all Public Health Directions were revoked, may be eligible for funding under the COVID-19 Grants Program.

Examples of costs incurred delivering a COVID Safe event may include, but are not limited to:

- purchasing face masks, hand sanitiser, pump bottles, antibacterial wipes, gloves, and disinfectant products;
- purchasing additional cleaning services and cleaning products;
- hiring or purchasing portable hand washing stations;
- hiring or purchasing fencing and other infrastructure;
- hiring security;
- hiring medical personnel onsite;
- costs of streaming services; and
- costs of complying with contact tracing requirements such as use of QR codes.

Ineligible items

☒ Expenses that do not align with the intent of the program.

☒ Expenses that do not broadly align with the list of eligible items.

☒ An expense already claimed in an application to the existing Anzac Day Trust Fund Grants Program or a previous round of the Anzac Day Trust Fund COVID-19 Grants Program.

☒ An expense that is funded through other sources including other Australian Government and Queensland Government grant programs.

☒ Staff salaries and wages, overtime payments, meal allowances, honorariums, superannuation payments, fringe benefits tax or similar expenses.

Round three 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) on Sunday 11 June 2023. Late applications will not be accepted.

The COVID-19 Grants Program has been delivered over three annual grants rounds, concluding in 2023.

Applicants are also permitted to apply to both the Anzac Day Trust Fund Grants Program and the Anzac Day Trust Fund COVID-19 Grant Program. However, duplicate claims for the same expense will not be accepted.

Eligible organisations who have not previously applied or received funding for an eligible expense may apply in Round 3 of the COVID-19 Grants Program, irrespective of the year in which the expenses were incurred.

How to apply

Step 1: Check eligibility

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

- to organisations that provide welfare to the 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 has 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 whose main business location is outside of Queensland who, upon request by the QVC, cannot prove their presence in Queensland and/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 organisation have been claimed in the application.

2. **Verified financial statement -** Applications must be accompanied by the relevant financial statements for the expenses being claimed (if the expense occurred in January 2021, the 2021-22 financial statements must be provided), 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 all of the following:
   - 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, members of its subcommittees, agents, employees, officers or other duly authorised persons. Only eligible expenses that are directly attributable to the COVID-19 pandemic, and 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, members of its subcommittees, agents, employees, officers or other duly authorised persons.
- The QVC reserves the right to undertake reasonable checks of applicants at its discretion. These checks may include financial and, upon 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 QVC Secretariat 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 COVID-19 Grants Program is conducted by the QVC, acting in accordance with the *Anzac Day Act 1995* and the *Queensland Veterans' Council Act 2021*, and in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
   a. "Act" means *Anzac Day Act 1995*
   b. "application" means an application for a grant submitted by an applicant as part of the Anzac Day Trust Fund COVID-19 Grants Program
   c. "closing date" means 11.59pm (Australian Eastern Standard Time) 11 June 2023
   d. "COVID-19 Grants Program" means the Anzac Day Trust Fund COVID-19 Grants Program
   e. "QVC" means the Queensland Veterans' Council (ABN 29 897 388 226)
   f. "Fund" means the Anzac Day Trust Fund
   g. "Minister" means the Minister with responsibility for the *Anzac Day Act 1995*
   h. "personal information" has the same meaning as in the *Information Privacy Act 2009*

Eligibility

3. Applications must:
   a. be received by the closing date;
   b. contain all information specified in the application form;
   c. be accompanied by the organisation's most recent financial statement;
   d. 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, QVC (including its members, officers, sub-committees 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's website www.qvc.qld.gov.au, change these COVID-19 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 COVID-19 Grants Program or failure by the QVC to comply with the COVID-19 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 QVC secretariat by email at anzacdaytrustfund@qvc.qld.gov.au.

Disclosure and publication

10. By submitting an application, the applicant:
    a. 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 COVID-19 Grants Program;
    b. 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;
    c. acknowledges that the QVC and its 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 COVID-19 Grants Program;
    d. contents to the applicant's name and details of funding awarded being published on the Queensland Veterans' Portal and the Queensland Government Open Data Portal;
    e. 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.

Successful applications

11. 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

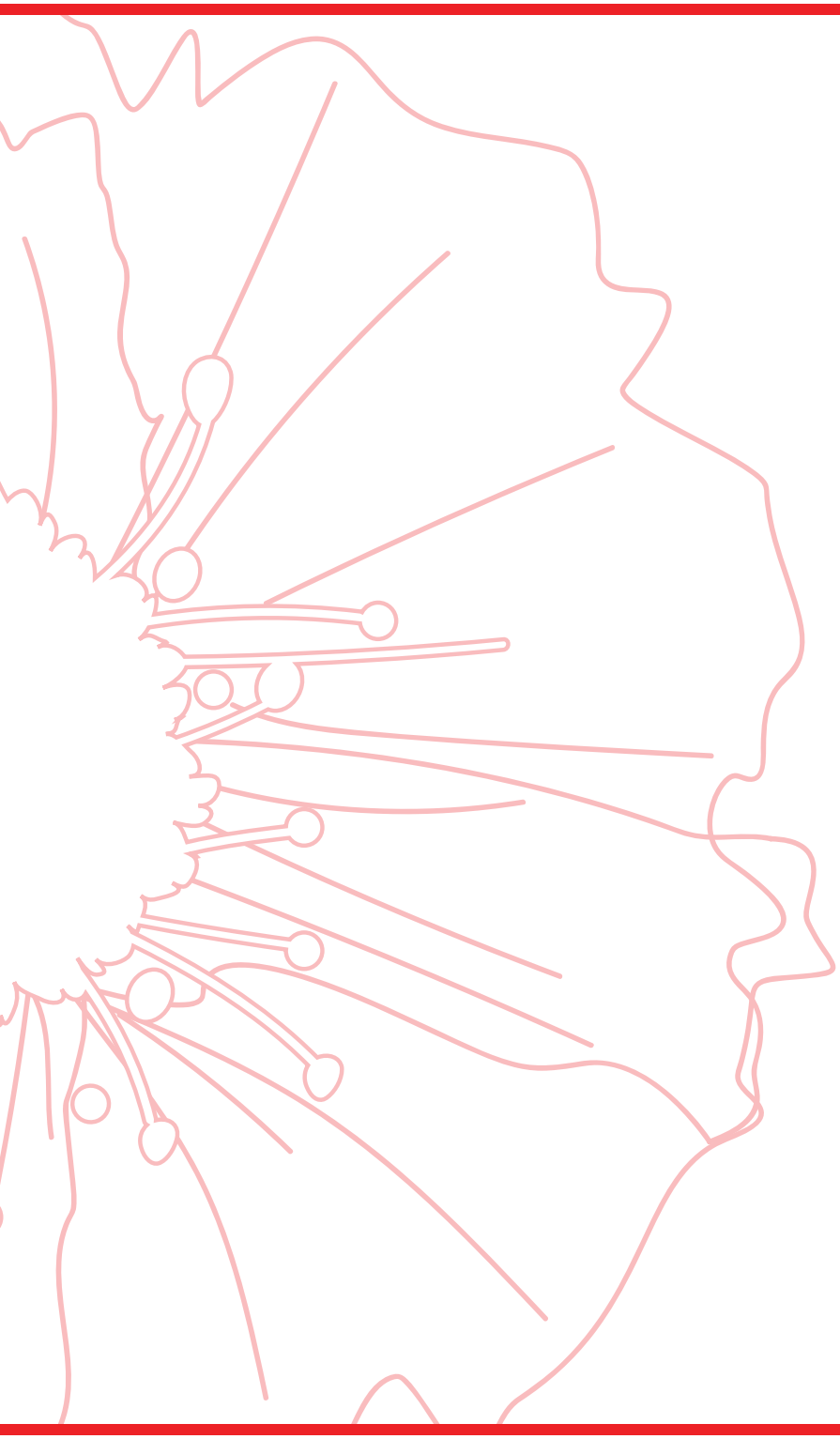
12. Payments from the Fund are GST exempt.
13. Payments will be made via electronic funds transfer.

Other

14. The QVC reserves the right to amend these terms and conditions at any time.
15. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
16. Complaints pertaining to the outcome of an application should be addressed to the QVC.
17. Complaints can be submitted to the Secretariat, QVC:

    Secretariat
    Queensland Veterans' Council
    PO Box 15185
    City East, QLD 4002

    anzacdaytrustfund@qvc.qld.gov.au



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