

### General information

\* indicates a required field

The **Spirit of Service grants program** is designed for community grants that require funding up to \$20,000. This program is open all year round, with multiple announcement dates.

Key Dates:

#### Round

**Round opens**

**Round closes**

**Announcement**

1

August 2016

September 2016

December 2016

2

3 October 2016

3 February 2017

April 2017

3

7 February 2017

9 June 2017

August 2017

4

12 June 2017

13 October 2017

December 2017

**I have read the Queensland Anzac Centenary Spirit of Service application guidelines \***

Yes

No

### Declaration of relationship and managing conflicts of interest

This declaration clarifies any relationships or conflicts of interest that an applicant may have ahead of the assessment process.

Declaring a conflict or interest or prior relationship will not exclude an applicant from applying for funding. The Anzac Centenary Coordination Unit (ACCU) will liaise with the Chair of the Grants Executive Panel to discuss any potential conflicts of interest or relationships. Please indicate, where necessary any business

or personal relationships with the Anzac Centenary Coordination Unit, Queensland Advisory Committee for the Commemoration of the Anzac Centenary (QACCAC) or other officers within the Department of the Premier and Cabinet (DPC).

It should be stressed that potential or real conflicts of interest can occur at any time, and indeed are a normal part of life. It is however important that applicants express, potential or real conflicts of interest. If in doubt we recommend a relationship be disclosed.

**I declare that: \***

- I DO NOT have a conflict of interest or relationship with the ACCU, QACCAC or other officers within DPC
- I DO have a conflict of interest with the ACCU, QACCAC or other officers within DPC
- I am declaring a relationship with the ACCU, QACCAC or other officers within DPC

**What is your relationship or conflict of interest, if any, with ACCU, QACCAC or other officers within DPC?**

### Before you begin

All applications must be made by completing this application form and submitting it online. Incomplete applications will not be considered. The application form can be saved and completed later, so please save your work frequently.

### Organisation

The *organisation* must be eligible to receive funding from the Department of the Premier and Cabinet under the Spirit of Service application guidelines.

It is important to note you may not be eligible for a grant if you have a current, unacquitted grant with the Queensland Anzac Centenary grants program.

**Does the organisation have an unacquitted grant with the Queensland Anzac Centenary grants program? \***

- Yes
- No

In the case of **auspiced applications**, the *organisation* is the eligible organisation that will accept legal and financial responsibility for the grant if successful. If this is an **auspiced application**, please provide the details of the **auspice organisation**.

In the case of **joint applications**, the *organisation* is the lead organisation that will accept legal and financial responsibility for the grant if successful. If this is a **joint application** with other eligible organisations please provide the details of the lead organisation below.

No more than a total of \$20,000 (excluding GST) will be considered per project.

## Organisation Details

\* indicates a required field

### 1. Eligibility Criteria

**1a) Organisation name \***

Organisation Name

**1b) What is the organisation's eligibility status for this grant? If you do not fall within one of these categories you are not eligible to apply. Please refer to the application guidelines for further information. \***

- Local council
- University
- Parents and citizens or parents and friends association
- Incorporated associations or bodies (eg RSL, church, club)
- Corporations operating on a not-for-profit basis

**1c) Is this an auspiced application? \***

- Yes
- No

If yes, please list the name of the organisation being auspiced:

If yes, please attach written evidence from the auspice organisation accepting legal and financial responsibility should the application be successful:

Attach a file:

**1d) Is this a joint application with another eligible organisation? \***

- Yes
- No

If yes, please attach confirmation of all organisations involved in the application, including their ABN number and not-for-profit status:

Attach a file:

**1e) What is the organisation's ABN? \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	

Tax Concessions

Main business location

Must be a valid ABN. The organisation's eligibility will be determined based on this information. Please ensure the information is correct before submitting your application.

**1f) Organisation postal address: \***

Address

  

Suburb State Postcode

  

Please list the registered postal address for the organisation.

**1g) Organisation telephone number (9 am - 5 pm): \***

Please include area code e.g. 00 0000 0000 or mobile 0000 000 000.

**1h) Organisation email address:**

Please list the email address for the organisation

**1i) Organisation website:**

**1j) Please attach your organisation's certificate of incorporation:**

Attach a file:

Maximum 25 MB.

**1k) Please attach a copy of your organisation's constitution, governing rules or trust deed: \***

Attach a file:

Maximum 25 MB.

**1l) Please attach a copy of the organisation's bank statement as verification of account details: \***

Attach a file:

Bank slip is also acceptable.

**1m) Please attach a copy of the organisation's public liability insurance certificate:**

Attach a file:

If this certificate of currency expires during the project, you will be required to submit an updated version.

**If your organisation does not hold a current public liability certificate of insurance, please provide details when this will be purchased:**

**1n) Have you previously applied for funding under the Queensland Anzac Centenary grants program?**

Yes  No

This question applies to all applicants regardless of funding outcome.

**1o) Please select in which rounds funding was applied for:**

Round one  Round two  Round three

**1p) Has the organisation previously applied for funding or a grant for this project from any other Queensland or Federal Government agency? If yes, please provide the project description below in the text box, and upload a copy of the application. \***

Yes  No

**1q) If yes, please explain what for and the amount requested.**

## 2. Organisation contact details

Official correspondence relating to the outcome of the grant will be addressed to the executive contact listed below. If successful, this person must have authority to sign the funding agreement on the organisation's behalf. (e.g. chairperson, president, chief executive officer, mayor)

**2a) Organisation Executive Contact \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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If the appropriate title does not appear in the drop down list, please include this in the space for your First Name. Post-nominals may be included within the Last Name field.

**2b) Position title: \***

**2c) Telephone (9 am - 5 pm): \***

Please include area code e.g. 00 0000 0000 or mobile 0000 000 000.

**2d) Office email**

Must be an email address

## Contact officer (for enquiries about the grant application)

If successful, this person will receive automated notifications through Smartygrants throughout the duration of the grant and should be the person who manages the grant process. If this is an auspiced application, this may be the individual who is undertaking the project.

**2e) What is the contact officer's relationship to the application? \***

- Auspiced applicant (individual)
- Contact officer within lead organisation (for joint applications)
- Auspiced applicant (organisation)
- Grant writer
- Contact officer within applicant organisation

**2f) Contact officer**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**2g) Position title:**

**2h) Telephone (9 am - 5 pm): \***

Please include area code e.g. 00 0000 0000 or mobile 0000 000 000.

**2i) Email address: \***

Must be an email address

**2j) Please provide an alternate email address, e.g the general office email address. In case we are unable to reach you through the above listed email address due to staff changes or if the grant writer (external to the organisation) has applied on the organisations behalf.**

Must be an email address

**2k) Organisation postal address: \***

Address

  

Suburb State Postcode

  

Postal address of the organisation and not the individual.

## About the project

\* indicates a required field

### 3. Project details

Applicants are required to provide written responses to the following questions about their project. Please keep to the word limit.

**Applicants are permitted to submit one application per round in the Spirit of Service grants program.** However, applicants are also permitted to submit one application in the current round of the Lasting Legacies grants program if the application is for a different project.

### 3a) Please select your project category: \*

Please select the most appropriate category for your project. If your project covers multiple elements - please select the most relevant. Please note that if projects are entered into an incorrect category, they may be moved to a more suitable category prior to judging.

### 3b) Project title: \*

This title will be used for promotional purposes. Please do not use capital letters.

### 3c) Project description: \*

#### Word count:

A short succinct description of your project. Must be between 10 and 200 words. Do not use dot points or blank lines.

### 3d) Project location: \*

Address

  

Suburb      State      Postcode

            

Street address where the project will take place

**If the application relates to a project occurring at a location not owned by the organisation, please attach the letter of approval from the land owner:**

Attach a file:

### 3e) State electorate in which the proposed project is located: \*

You can find the electorate in which the project is located by going to the Electoral Commission website or by calling Electoral Commission Queensland on 1300 881 665.

### 3f) Other project locations:

If your project will take place in more than one location, please provide details here. Please ensure you provide the state electorate/s also.

**3g) Is this a new project? Please note: recurring activities (projects or activities held every year) are not eligible unless you can demonstrate that funds will be used to either significantly enhance the project or include a component which commemorates a significant military anniversary. \***

- Yes  
 No

**3h) If no, why should this existing project be considered for funding?**

Word count:

Must be between 10 and 100 words

**3i) Who is the target audience for this project? \***

- Youth
- Seniors (60+)
- Local community
- Aboriginal and/or Torres Strait Islanders
- Business community
- Online community
- Other:

Please select as many as relevant

**Projects must be completed within twelve months, or by 12 November 2018, whichever is earlier. In exceptional circumstances, applications for projects or activities with long lead times may be considered.**

If the project commemorates a significant date, battle or conflict for example: Remembrance Day 2018 - where significant planning is required please note this below.

**If the project won't be completed by 12 November 2018 the organisation must demonstrate why the project should be considered.**

**3j) When will you commence work on the project? \***

Must be a date

**3k) When will the official launch/unveil function or event of the project occur? \***

Must be a date and between 31/12/2016 and 30/12/2017

**3l) Will your project be completed by 12 November 2018? \***

- Yes
- No

**If no, why should your project be considered in this round?**

Word count:

Must be between 10 and 100 words

**3m) Your project is expected to be completed within twelve months, or by 12 November 2018, whichever is earlier. When do you expect your project to be completed? \***

Must be a date and no earlier than 31/12/2016

## Assessment Criteria

\* indicates a required field

### Relevance to the Anzac Centenary

**4a) Does your project commemorate the First World War? \***

- Yes
- No

If yes, please provide details:

Must be no more than 100 words

**4b) Does your project commemorate another war or conflict involving Queenslanders? \***

- Yes
- No

If Yes, please provide details:

Please list the war or conflict. Must be no more than 100 words

**4c) Describe how your project addresses the Queensland Anzac Centenary commemoration themes:**

- The Anzac values exhibited at home and abroad. Including how Queenslanders exhibited and demonstrated courage, integrity, resilience, mateship, teamwork, duty and sacrifice
- Recruitment and embarkation
- Courage and 'Brothers in Arms'
- Repatriation and resettlement
- Cultural, sports and memorials
- The home front in Queensland
- Multicultural and Indigenous involvement

Must be between 50 and 300 words

### 5. Community engagement

**5a) How will your project provide a legacy to Queenslanders beyond 2018? \***

Must be between 10 and 100 words

**5b) Describe how the project was developed and supported by the local community. How the project will be accessible to the local community and encourages community participation in the commemoration of the Anzac Centenary? \***

Word count:

Please state how the community has been involved with this project to date. Must be between 10 and 150 words

**5c) Please attach one letter of support, dated within the last six months and directly related to the project/activity: \***

Attach a file:

This should be from a relevant respected community representatives external to the organisation or your local Member of Parliament, Councillor or Mayor. The Department may contact the person who has provided the letter of support for further information. Additional letters of support will not be accepted after the submission deadline. Maximum 25 MB.

## 6. Planning, delivery and uniqueness

**6a) Please outline the organisation's ability to implement the project: \***

Word count:

Must be no more than 150 words

**Attach a project plan to support this:**

Attach a file:

**6b) How will the project be promoted, and how will the organisation acknowledge the support of the Queensland Government? \***

Word count:

Must be no more than 100 words

**6c) How will the project be evaluated? \***

Word count:

Must be no more than 100 words

**6d) What makes the project unique, creative or different? \***

Word count:

Must be between 10 and 100 words

**6e) Please attach additional support material. For example artwork proposals, evidence of relevant permits, consultation with Department of Environment and Heritage Protection for memorial and cenotaph restoration, images, sketches and/or site plans: \***

Attach a file:

## Budget

\* indicates a required field

A budget template is provided as part of the application process. Use the template to itemise:

- the **projects total income** (including the organisation's 10 per cent cash contribution to the project)
- **grant expenditure** - what will the grant monies be spent on. Quotes must be included for all items over \$500.00

**The project budget is part of the assessment criteria and needs to be accurate.**

**Please view section 3.4 of the guidelines for more information on how to complete this section.**

The applicant must provide a comprehensive breakdown in three separate budget templates:

1. Income (Section A)
2. Expenses (Section B)
3. Spirit of Service grant breakdown (Section C)

Please note all costs must be listed as **GST exclusive**.

Organisations are expected to contribute at least 10 per cent (in cash) of the total project cost. This contribution excludes in-kind support, private sponsorships or funding from other programs.

For example, if the project in total is expected to cost \$10,000 the organisation should have \$1,000 cash available to put towards the project. Ineligible expenses for the project should be covered by the organisation's cash contribution or other funding sources.

**7a) Will your organisation be contributing 10 per cent of the overall expense budget for the project? \***

- Yes  
 No

**If no, please provide details:**

Must be between 10 and 100 words

**7b) Grant amount requested (excluding GST): \***

Must be a whole dollar amount up to \$20,000

**7c) The minimum amount of grant funding requested (excluding GST): \***

Must be a dollar amount up to \$20,000

7d) If you were granted the minimum amount, or if you were not successful in receiving other unconfirmed funding what elements of the project would you change or what costs would you reduce and how? \*

Must be at least 5 words

### Section A - Income

Include the requested Spirit of Service grants program amount, organisation's 10 per cent cash contribution and any other income for example - other local or federal government funding, donations, ticket sales and cash sponsorships.

You will need to specify if this is confirmed or unconfirmed funding by selecting the appropriate response from the drop down box below.

**Section A : Income - total monies going towards the project**                      **Income Type**                      **\$ Amount (excl. GST)**

Spirit of Service grants program	Funding amount requested Confirmed Funding Unconfirmed Funding Other	
Organisation's 10% cash contribution	Funding amount requested Confirmed Funding Unconfirmed Funding Other	
	Funding amount requested Confirmed Funding Unconfirmed Funding Other	
	Funding amount requested Confirmed Funding Unconfirmed Funding Other	
	Funding amount requested Confirmed Funding Unconfirmed Funding Other	

### Section B - Expenses

**Section B: Expenses (list all project costs both eligible and ineligible). Do not include in kind support.**                      **\$ Amount (excl. GST)**


### Section C - Spirit of Service grant breakdown (list which eligible costs from Section B, the grant monies will go towards)

List **exactly** how the organisation will spend the requested grant amount. The grant funding must only include eligible costs. Quotes must be provided for all items over \$500.00

Please note all costs must be listed as GST exclusive.

**\*\*TIP:** To calculate an invoice's GST exclusive amount divide the total amount by 1.1 (for example \$200 / 1.1 = \$181.82) For assistance on the below templates please click here to view the guidelines which provide examples.\*\*

Eligible expense item	Supplier name	\$ amount (excl. GST)	Attach your quote

### Organisation agreement and submission

\* indicates a required field

#### Organisation agreement

It is expected that:

- For individuals or organisations auspiced (supported) by an eligible organisation, current written evidence that the eligible organisation supports the application and agrees to accept legal and financial responsibility for the grant is included in the application.
- If the grant relates to a project occurring at a location not owned by the applicant organisation, the owner of the land must provide additional letters of approval for the project or activity and this letter is included as part of the application.
- If the grant relates to a new memorial, cenotaph, statue or restoration of an existing memorial, cenotaph or statue consultation has occurred with the Queensland Department of Environment and Heritage Protection.
- The online application form is completed by a person authorised to submit an application on behalf of the applicant organisation. The person submitting this form will be asked to declare this and agree to the program's terms and conditions on behalf of the organisation.

#### I warrant that: \*

- The organisation has knowledge of and does not object to the application being submitted.
- To the best of my knowledge all information provided in the grant application is true and correct and complete.
- The organisation does not have any outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government.
- Sufficient control mechanisms are in place to ensure that all monies are managed and accounted for appropriately.
- I understand that the application and any material accompanying the application will not be returned.
- The email address from which this application is sent is from an appropriate address to receive information regarding this application.

I understand that my details will be added to DPC's central database that is used to provide information regarding functions, events and initiatives managed by the department and anything related to the Anzac Centenary. I understand I may request the removal of my information from the database at any time by sending a request by email to [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au).

**I have provided the following attachments with this application form: \***

- Copy of the applicant organisation's constitution, governing rules or trust deed
- Copy of the organisation's certificate of incorporation
- Copy of the organisation's public liability insurance, certificate of currency or details when this will be purchased
- One letter of support from community representatives external to the organisation, dated within the last six months and relates directly to the project \*required
- Copy of the organisation's bank statement
- Quotes for all items over \$500.00 (excluding GST)
- Additional supporting documentation
- Details of any other sources of funding (including pending applications)
- Other:

Must be at least 6 choices selected

## Submitting the application

- Pressing the **submit** button lodges your application. Please ensure you **review** your application before submitting. Changes cannot be made to your application following lodgement.
- When the application has been successfully submitted a **return email receipt will be sent**.
- An application is not considered to have been received by the department until the submitter has received an **email receipt**.
- If you do not receive an **email receipt** within two business days and you have submitted your application, please contact the department on the contact details below.
- The email receipt does not provide any assurance of funding.
- It is suggested you forward a copy of the **email receipt** and the **application** to your senior executive officer.

### Technical Assistance - Unable to submit?

Please access the [Help Guide for Applicants](#). The most common reasons an applicant won't be able to submit their applications include:

- not completed a mandatory/required field, this can include file upload question and budget grid
- Alpha characters have been used in a number question field
- The word limit on a question has been exceeded

All of these errors are highlighted in red on the review page which sits at the very end of the application.

**The submit button sits on the review page.** If you have completed everything on the review page and you are still experiencing difficulties please contact the SmartyGrants support desk. E-mail: [service@smartygrants.com.au](mailto:service@smartygrants.com.au) Phone: Australia +61 3 9320 6888 Smartygrants support desk operates 9:00am - 5:00pm AEST, Mon - Fri.

### Privacy statement

The Department of the Premier and Cabinet (DPC) is collecting information to assess and coordinate grants in relation to the Anzac Centenary.

DPC, its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application 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 Anzac Centenary. Successful applications may also be the subject of media releases and disclosure as otherwise provided in the program guidelines 'Terms and conditions'.

Submitted documents may be subject to disclosure under the [Right to Information Act 2009](#), subject to the exemptions under that Act.

A copy of DPC's Privacy Guide in relation to the treatment of personal information collected may be accessed [here](#).

**Enquiries**

For further enquiries please contact the Anzac Centenary Coordination Unit, DPC at [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au) or telephone (07) 3003 9173.

DRAFT ONLY