

# Spirit of Service

Queensland Anzac Centenary small grants program

## Application guidelines

as at September 2017

# Spirit of Service

Queensland Anzac Centenary small grants program

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## Queensland Anzac Centenary small grants program

### Message from the Premier



The Anzac Centenary is a significant occasion for Queenslanders to remember and reflect upon the commitment of 57,705 Queenslanders who enlisted in the First World War, many making the ultimate sacrifice.

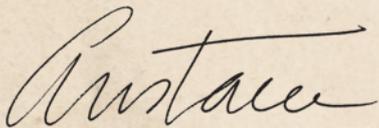
The Queensland Government is honoured to deliver an engaging and diverse range of events and activities from 2014 to 2018 with \$49.3 million committed to Queensland's Anzac Centenary commemorative program.

From Boulia to Brisbane we have proudly supported over 235 community projects with over \$5.1 million in funding in the first three rounds of the Queensland Anzac Centenary grants program. Organisations large and small across the state have embraced the opportunity to deliver projects that preserve history and engage their community with remarkable stories about the service and sacrifice of ordinary Queenslanders.

The Spirit of Service grants program will be available all year round for funding up to \$20,000 per project and multiple announcement dates. Two more rounds of the Lasting Legacies grants program will be available for large community projects seeking funding between \$20,001 and \$80,000.

It's important we continue to engage and educate both current and future generations about our involvement in the First World War and acknowledge the century of unbroken service which links us to those events one hundred years ago.

The collective efforts by passionate individuals and organisations during this important Anzac Centenary period will provide a new voice to those veterans long passed, and to those still living amongst us. Thank you for reminding us of our fellow Queenslanders who sacrificed so much for this nation. I wish you every success with your application.



**Anastacia Palaszczuk MP**  
Premier of Queensland  
Minister for the Arts



# Spirit of Service

## Queensland Anzac Centenary small grants program

### Spirit of Service key dates

The Spirit of Service grants program is now open. This program is open all year round, with multiple announcement dates. Refer to the schedule below for details of future rounds.

Round	Round opens	Round closes	Announcement
4	12 June 2017	15 October 2017	December 2017
5	16 October 2017	4 March 2018	May 2018

Future funding rounds may be announced at a later date.

## 1. Types of grants

The Queensland Anzac Centenary grants program offers two types of grants:

### a) Spirit of Service

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

### b) Lasting Legacies

The Lasting Legacies grants program is designed for community grants **between \$20,001 and \$80,000** for projects and activities that are significant, usually from a state perspective.

Visit the Queensland Anzac Centenary website at [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100) for opening dates (where available), guidelines and further information.

The guidelines you are currently reading relate to the Spirit of Service grants program.

Applicants are permitted to submit one application in each round of the Spirit of Service grants program.

Applicants are also permitted to submit one application in each round of the Lasting Legacies grants program, as long as the application is for a different project.

## 2. Spirit of Service program overview

### 2.1 Program outcomes

The Queensland Government, through the Department of the Premier and Cabinet (DPC), has established the Queensland Anzac Centenary grants program to help communities commemorate the Australian centenary of the First World War,

and the outstanding service and sacrifice of Queensland's men and women.

The program prioritises projects that are focused on the First World War. While funding may be available for projects or activities that commemorate other wars, conflicts and peace-keeping operations, the First World War is the focus of this grants program.

### 2.2 Objectives

Queensland's Anzac Centenary grants program funds projects that:

- raise community awareness of the centenary of the First World War
- contribute to a statewide program
- promote the Anzac values of courage, integrity, resilience, mateship, teamwork, duty and sacrifice, demonstrated by Queenslanders, both at the front and at home in Australia
- encourage community participation and engagement of diverse, inclusive and educational Anzac Centenary projects and activities
- promote social, cultural or economic benefit to the community
- leave a legacy for future generations.

### 2.3 Applicant eligibility

**2.3.1 The following organisations or individuals are eligible to apply:**

- local councils
- universities
- parents and citizens or parents and friends associations
- incorporated associations or bodies (e.g. RSL, church or club)
- corporations operating on a not-for-profit basis.

All applicant organisations must be operating on a not-for-profit basis with a valid Australian Business Number (ABN).

Individuals or organisations that do not meet all of the above criteria may apply if the organisation or individual is under the auspice of an organisation that:

- satisfies the above requirements; and
- accepts legal and financial responsibility for the grant.

While multiple organisations meeting all the eligibility criteria may apply together as part of a joint application, one organisation must nominate as lead applicant and accept legal and financial responsibility for the grant.

An applicant organisation's ABN will be confirmed on [www.abr.business.gov.au](http://www.abr.business.gov.au). It is the applicant's responsibility to make sure the information provided is accurate.

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### 2.3.2 The following organisations or individuals are ineligible:

- primary or secondary schools
- state or federal government departments
- organisations operating for profit
- individuals who are not auspiced by an eligible, incorporated organisation
- political parties.

Please note that organisations that have outstanding acquittals for any previous Queensland Government funding (including Queensland Anzac Centenary grant funding) may not be eligible.

### 2.4 Categories

#### Historical research and education - digital innovation

Digitised projects focusing on Queensland's involvement in the First World War, for example digital productions, honour boards and research data.

#### Acquisition and preservation of war memorabilia

Acquisition, preservation and/or research materials. Display of war memorabilia, artefacts and/or research materials relevant to the local community.

#### Memorials and honour boards

Restoration, update or enhancement of existing memorials or honour boards. Note: where there is an existing memorial in the area, a new memorial will not be considered.

#### Public commemorative events, arts and culture

Significant Queensland military anniversaries relating to First World War milestones and anniversaries that had an impact on the local community, for example re-enactment marches, stage performances, musical and choral performances.

### 2.5 Eligible projects/activities and timelines

Proposed projects and activities can only be submitted under one of the above category descriptions.

Funding will not be granted retrospectively. The launch or public unveiling date for projects must be a minimum of two months after the announcement of successful grantees (see page 4 for key dates).

Projects must be completed by 31 December 2018. In exceptional circumstances, applications for projects or activities in 2019 may be considered.

If the project won't be completed by 31 December 2018 the organisation must demonstrate why the project should be considered. Detailed project timelines will be requested in the application form.



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### 2.6 Eligible and ineligible costs

While it is not possible to provide an exhaustive list of items that are eligible or ineligible for funding, the lists below provide a guide.

#### Eligible costs

1. Audio and visual equipment hire (not owned by the organisation)
2. Bands and musical accompaniments (up to 10 per cent of requested grant expenditure)
3. Display cabinets for the display of wartime memorabilia
4. Educational materials that are an integral part of a project (this only includes materials that are being created for the project)
5. Events to mark the creation of units, regiments, squadrons or ships
6. Flagpole (one only), where none exists, to fly the Australian National Flag on days of commemoration
7. Freight (must be directly related to the project)
8. Honour boards/rolls (including digital honour boards/rolls)
9. Interpretive/information signage
10. Landscaping (within the immediate surrounds of the project and up to 10 per cent of requested grant expenditure)
11. Lighting (within the immediate surrounds of the project and up to 10 per cent of requested grant expenditure)
12. Marketing and advertising (e.g. advertising, promotional collateral, marketing activities, public relation, graphic design, associated printing costs)
13. Memorabilia (purchase of)-must be integral to the project
14. Military hardware (purchase of)-must be integral to the project
15. New memorial/cenotaph in an area (e.g. town) that does not have an existing memorial
16. Plaques, medallions or presentation items (small orders only)
17. Printing (external only) of commemorative booklets/orders of service
18. Projects commemorating individuals
19. First edition publishing or editing costs. First editions are not permitted to be sold for profit. (Subsequent editions may be sold)
20. Repairs to cenotaphs and memorials (DEHP advice required if registered)
21. Repairs to monuments and statues (DEHP advice required if registered)
22. Research expenses (i.e. photocopying, the purchase of photographs, copies of records that are an integral part of the project. General administration expenses are not eligible)
23. Restoration of plaques and honour boards/rolls
24. Restoration of vandalised memorials, cenotaphs, monuments and statues (DEHP advice required if registered)
25. Salaries/wages for tradespeople, professionals, external suppliers and short term personnel (with a valid ABN) who are engaged with delivering the project
26. School trips/excursions — specifically focused on Anzac Centenary themes within Queensland
27. Significant Queensland military anniversaries (e.g. Anzac Day, Remembrance Day and other significant Queensland military dates)
28. Transport — bus/coach hire if reasonable and integral to the project
29. Updating existing plaques, memorial and honour boards with further conflict
30. Venue and equipment hire (external only). This includes items such as: rigging, generator hire, fencing, toilets, traffic management, hire equipment (marquees, chairs, tables staging), waste management and wet weather contingencies
31. Wreaths (maximum of two — maximum cost \$100 each) if integral to the project



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### Ineligible Costs

1. Accommodation-international and domestic
2. Applicant's own venue or equipment hire
3. Auspicing fees
4. Books and journal subscriptions
5. Books - sale of first edition
6. Capital expenditure relating to the purchase or upgrade of fixed assets for ongoing use by the organisation. For example marquees, vehicles and audio visual equipment
7. Capital works relating to the creation of an asset for ongoing use by the organisation. For example, infrastructure and buildings (except for wheelchair/disability access)
8. Catering, refreshments (non-alcoholic) and associated catering equipment over \$300
9. Commercial projects/projects for profit (all business profit such as the promotion of an organisation, brand or product)
10. Construction and repair of buildings including museums, memorial halls and sporting facilities
11. Costs incurred in the preparation of the grant application or related documentation
12. Council approval costs
13. Donations
14. Electrical works or equipment
15. Entertainment not of a commemorative nature
16. Electrical Equipment purchases (i.e. computers, televisions, printers, cameras, mobile phones)
17. Expenditure already incurred (e.g. project planning, commission fees incurred for the development and/or design of the project, annual maintenance costs). This includes where an order has already been placed with a supplier
18. Events to mark training or graduation
19. Events to mark the formation or anniversaries of associations or ex-service organisations
20. Fireworks
21. Flowers (not wreaths)
22. General ongoing administration costs of an organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery and rent
23. Honour boards or plaques acknowledging membership or service of an ex-service organisation
24. In-kind support
25. Landscaping outside the immediate surrounds of a memorial
26. New memorial/cenotaph in an area (e.g. town) where memorials already exist
27. Ongoing expenditure
28. Preliminaries - includes any advice consultation, supervision management plans relating to the project that require completion before commencing the project
29. Politically focused events or activities
30. Private events for members or via invitation only
31. Projects exclusively commemorating animals
32. Projects undertaken overseas.
33. Projects commemorating the post-war deaths of servicemen and women
34. Reimbursement for petty cash or other cash costs
35. Restoration of graves
36. Routine operations of the organisation (e.g. audit and accounting, consumables, bank charges, taxes, electricity, legal and licence fees, office supplies, insurances, office rent, committee meeting expenses, postage)
37. Salaries/wages for someone employed by the applicant on an ongoing basis (this includes internal marketing personnel, internal event staff overtime, internal researchers and any related entitlements such as overtime)
38. Scholarships
39. Sponsorships or grants to third parties
40. Translation of books/records into English
41. Travel — international and domestic (including hire of vehicles)
42. Vehicles (purchase of)
43. Volunteers (donations, or one off payments)



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### 2.7 Funding conditions

Organisations are expected to contribute at least 10 per cent (in cash) of the total project cost. The 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 \$1000 cash available to put towards the project. Ineligible expenses for the project should be covered by the organisation's cash contribution or another funding source.

Organisations unable to make this cash contribution are still strongly encouraged to apply, but must clearly outline the reasons in the application form.

Funding can be combined with other funding sources such as private donations, sponsorships, local or federal government grants. Applicants must identify any other source of funding including pending applications and indicate their level of certainty.

#### **Written evidence is required.**

Applicants will not receive funding under this grants program if they have already been funded for the same project objectives from another funding source.

Funding under this program may be offered conditionally upon the organisation receiving funding from other sources listed in the application.

Funding provided under the Queensland Anzac Centenary grants program is provided on a one-off basis and should not be relied on for continuity of the project or activity.

#### **Organisations may be offered a smaller funding amount than applied for.**

This may result from a variety of factors including, but not limited to, the following:

- items that are not eligible for funding being incorrectly included in the project budget
- items being included in the project budget that have not been supported by quotes/estimates
- amounts included in the project budget which have been rounded up from quotes or incorrectly include GST
- inability to fund the full amount from the available grant monies.

In this circumstance, a revised project plan or budget may be requested.

Successful applicants will be required to comply with the terms and conditions contained in this document.

## 3. Application process

### 3.1 Application form

An example application form is available for viewing online at [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100)

Applications are accepted online through SmartyGrants. The Queensland Government will not issue application forms or accept completed applications by person, email, post or fax.

Applicants are invited to view the Queensland Anzac Centenary grants program online presentation, which has been designed to guide applicants in the development of quality applications. For more details, visit the website at [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100)

Answers to frequently asked questions about the Queensland Anzac Centenary grants program are available online at [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100)

### 3.2 How to submit an application

Applications will only be accepted online via [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100). This program is open all year round with multiple announcement dates. Please refer to the schedule on page four for details.

An applicant will be required to submit the following information:

1. A valid ABN.
2. A response to all application questions. The application form can be saved and completed later (access through SmartyGrants <https://premierqld.smartygrants.com.au>).
3. Comprehensive and correct budget information— including detailed current quotes (for items over \$500).
4. The organisation's certificate of incorporation.
5. The organisation's constitution or governing rules.
6. Copy of appropriate insurance certificates (public liability \$20 million).
7. Copy of the organisation's bank statement.
8. One current letter of support (signed and dated within the last six months) directly related to the project/activity.
9. Details of any other sources of funding (including pending applications).
10. Artwork proposals, evidence of relevant permits and approvals, site plans, artists impressions, project and maintenance plans if applicable.

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### It is expected:

- 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 within 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 an additional letter 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 and evidence of consultation is included as part of the application.
- Projects requesting funding support for the production of books are not permitted to sell or otherwise profit from the first edition of the book. Subsequent editions may be sold.

### 3.3 Assessment criteria

The Queensland Government expects high quality, competitive applications. Regardless, if the organisation has applied previously for the same project and was unsuccessful, applications may be assessed by new judges without prior knowledge of previous application. Organisations should prepare thorough, detailed applications, to assist judges in making decisions.

Applications will be evaluated and rated against the following criteria:

#### Relevance to the Anzac Centenary

- commemorates the First World War
- commemorates another war or conflict involving Queenslanders.

#### Does the project address one or more of the themes of the Queensland Anzac Centenary including:

- the Anzac values exhibited at home and abroad. How Queenslanders 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?

#### Community engagement

- Does the project leave a legacy for Queenslanders beyond 2018?
- Is the project accessible to the local community?
- Does the project encourage community participation in the commemoration of the Anzac Centenary?
- Does the local community support the project? Is the community involved in developing the project/activity?

### Planning and delivery

- How will the project acknowledge the support of the Queensland Government?
- Is the budget comprehensive, realistic and correct?
- Does the project demonstrate value for money and clearly outline eligible expenses?
- Has the organisation supplied evidence that it has the capacity to deliver and implement all aspects of the project/activity?
- What evidence has been supplied that the project should be funded under this round of the grants program? Does it need to meet specific timeframes following announcement?

### Uniqueness

- Is the project unique, creative or different?

### Preparation

- Is the application of a high standard?
- Is the application easy to read and are the outcomes clear?
- Have others in the organisation proofread the application?
- Has the spelling and grammar been checked?
- Is all of the information included? Is there additional data that could support the application?
- Is there artwork to show what the project is trying to achieve?
- Are the quotes recent and complete?
- Are the letters of support relevant and do they relate solely to the project?
- Has the organisation sought the approvals required?

### 3.4 Budget template

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

- the project's total income (including the organisation's 10 per cent cash contribution to the project)
- grant expenditure—what the grant money will be spent on. Quotes must be included for all items over \$500.

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

The applicant must provide a complete budget. The budget template includes three components.

These include:

#### Income (Section A)

Include the requested Spirit of Service grant amount, the 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.

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### Expenses (Section B)

All expenses both eligible and ineligible should be included.

### Spirit of Service grant breakdown (Section C)

List exactly how the organisation will spend the requested grant amount. The grant funding must only include the eligible costs.

**Do not include the organisation's cash contribution in your calculations.**

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

An acceptable budget example is:

<b>SECTION A: Income—total monies going towards the project.</b>	
Spirit of Service grant (grant amount requested)	<b>\$5000</b>
10 per cent contribution (from the organisation)	\$750
Federal grant monies (confirmed funding)	\$1000
Fundraising (unconfirmed funding)	\$750
<b>TOTAL (ex GST)</b>	<b>\$7500</b>

<b>SECTION B: Expenses</b> (list all project costs both eligible and ineligible). Do not include in kind support.	
Restoration of plaque	\$4168
Research of names	\$800
Lighting on plaque	\$700
Promotion of launch event	\$250
Flowers at event	\$115
Council fees	\$250
Morning tea catering	\$1217
<b>TOTAL (ex GST)</b>	<b>\$7500</b>

This should be the same as the total listed in Section A.

<b>SECTION C: Spirit of Service grant breakdown</b> (list which eligible costs from Section B, the grant amount requested will go towards)	
Eligible expense item	Amount*
Restoration of plaque	\$4168
Research of names	\$800
Lighting on plaque	\$32
<b>TOTAL (ex GST)</b>	<b>\$5000</b>

This should be the same as the grant amount requested.

\*Quotes must be provided for all items over \$500.

Tip: To check you have completed your financial sections correctly, please ensure your Spirit of Service grant amount listed in Section A is equal to the Total (ex GST) listed in Section C.

### 3.5 Application acknowledgement

The applicant will receive an instant email notification from the SmartyGrants online portal after the application has been lodged correctly. If the applicant has not received notification in this timeframe, the applicant should contact SmartyGrants on (03) 9320 6888 to confirm that the application form has been lodged correctly.

**An application is not an agreement or contract.**

**Meeting the assessment criteria does not guarantee funding.**

### 3.6 Applicant's responsibilities

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to the Queensland Government may constitute an offence.

When submitting an application, the applicant must disclose all matters that would affect the Queensland Government's decision to approve the funding allocation. Applicants may be asked to submit further details or provide clarification on their application during the assessment process.

### 3.7 Conflicts of interest

Applicants must identify, in their application, any potential or actual conflicts of interest they believe will or may arise from submitting an application. Applicants must specify in their application how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the desired outcomes.

### 3.8 Incomplete or late applications

Incomplete or late applications will not be accepted.

## 4. Selection/approval process

Eligible applications will be assessed by an independent judging panel against the program's objectives, and the above criteria.

The Queensland Government reserves the right to undertake reasonable checks of applicants at its discretion. These may include financial and, on further consent, criminal history checks.

The number and value of grants awarded is at the discretion of the Queensland Government.



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### 5. Outcomes of selection processes

#### 5.1 Notification of outcome

Applicants will be informed in writing of the outcome of the assessment.

If the application is unsuccessful, feedback will be provided in writing.

Contact should be made via email to [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au) for any further clarification.

Complaints about the outcome of an application can be made in accordance with DPC's complaints management policy [www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx](http://www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx)

#### 5.2 What happens if a funded project cannot go ahead?

If an organisation is unable to complete the project or wishes to withdraw from funding for any reason it must notify the Grants Officer, Anzac Centenary Coordination Unit in writing as soon as possible. Contact should be made via email [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au)

### 6. Letter of agreement

Successful applicants will be required to enter into a letter of agreement with the Queensland Government, represented by the Anzac Centenary Coordination Unit, Department of the Premier and Cabinet. Emails to successful applicants will contain details of any specific conditions attached to the funding.

The letter of agreement will contain the entire agreement between the parties. There is no binding agreement on any party until the letter of agreement is agreed to and signed by the applicant's authorised representative and a Queensland Government delegate.

The letter of agreement is the legal agreement between the Queensland Government and the successful applicant. In managing funding provided, the successful applicant must comply with the requirements of the letter of agreement.

### 7. Financial and other arrangements

#### 7.1 Financial arrangements

Funding will be provided to successful applicants once they have signed the letter of agreement with the state and provided all requested information. Applicants will be required to hold the appropriate insurances for the term of the project.

Grant funds will only be released upon specific milestones being achieved.

#### 7.2 Funding milestone breakdown

Funding will be paid in milestones, generally as follows:

- 80 per cent on signing the letter of agreement
- 20 per cent on acceptance of the stage three final status report (due within four weeks of the project's completion).

Please refer to the Terms and conditions regarding payments, GST and reporting on page 14.

#### 7.3 Goods and Services Tax (GST)

Applicants do not need to be registered for GST.

If applicants are GST registered, 10 per cent GST will be added to the grant amount. Applicants who are not GST registered will have the opportunity to apply for reimbursement of the GST incurred by the organisation for agreed expenditure items as listed in the letter of agreement (up to ten per cent of the funding support).

For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 28 69 or via its website at [www.ato.gov.au](http://www.ato.gov.au)

### 8. Reporting requirements and acquittal of grant funds

Periodic monitoring may be undertaken during the project and may be used to provide evidence for ongoing risk assessments.

Successful applicants will be required to report on the project/activity and acquit the expenditure funding at the times and in the manner specified in the letter of agreement.

### 9. Information sources for applicants

Visit [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100) to subscribe to the e-newsletter to receive information on future funding rounds.

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To ensure applications are sound and robust, applicants are encouraged to discuss proposed projects with the following bodies:

**Department of Environment and Heritage Protection,  
Queensland Government** (for memorials)

Telephone: (07) 3330 5835

Email: [info@ehp.qld.gov.au](mailto:info@ehp.qld.gov.au)

**State Library of Queensland** (for research)

Email: [QANZAC100@slq.qld.gov.au](mailto:QANZAC100@slq.qld.gov.au)

**Museum and Gallery Services Queensland** (conservator contacts)

Telephone: (07) 3215 0820

Email: [information@magsq.com.au](mailto:information@magsq.com.au)

This publication has been prepared as a guide only and all reasonable steps have been taken to ensure the information contained in this publication is accurate at the time of publication. The State of Queensland accepts no responsibility and gives no warranty, guarantee or representation about the accuracy, reliability, timeliness or otherwise of the information contained within the publication. No warranties or assurances can be given about the suitability of this information for any particular purpose. The State of Queensland expressly excludes legal liability in all jurisdictions in relation to the use or reliance of any information contained in this publication. Any direct or consequential loss or damage suffered as a result of reliance on this information is the sole responsibility of the user. Persons using this information should conduct their own enquiries and rely on their own independent professional advice. This exclusion shall extend to both the user himself or herself and to any other person who may suffer loss as a result of the use of material, and shall apply notwithstanding any negligence by the state.

## 10. Contact

For further information on the grants program contact:

**Grants Officer**

**Anzac Centenary Coordination Unit**

**Department of the Premier and Cabinet**

Telephone: (07) 3003 9173

Email: [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au)

Web: [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100)



# Spirit of Service

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### Terms and conditions

1. The Queensland Anzac Centenary is conducted by the State of Queensland acting through the Department of the Premier and Cabinet ABN 65 959 415 158 in accordance with the guidelines and on the following terms and conditions.

### Definitions

2. In these terms and conditions:
  - a. “application” means the official application for a grant submitted by the applicant as part of the Queensland Anzac Centenary grants program
  - b. “closing date” means 6 pm (Australian Eastern Standard Time) on the dates listed in the application guidelines
  - c. “DPC” means the State of Queensland acting through the Department of the Premier and Cabinet (ABN 65 959 415 158)
  - d. “Minister” means the Minister with responsibility for the commemoration of the Anzac Centenary
  - e. “project” means the project or activity detailed in the application for which the applicant is seeking a grant
  - f. “personal information” has the same meaning as in the *Information Privacy Act 2009 (Qld)*
  - g. “letter of agreement” means the written letter of agreement to be entered into between DPC and each successful applicant on terms to be further agreed
  - h. “Queensland Anzac Centenary” means any projects or activities in connection with the commemoration of the Anzac Centenary in Queensland undertaken by end financial year 2019
  - i. “Announcement” means the announcement date as stated in the key dates on page four.

### Eligibility

3. Organisations making an application must be operating on a not-for-profit basis with a valid Australian Business Number (ABN). They must also be one of the following:
  - a. local council
  - b. tertiary institution

- c. parents and citizens or parents and friends association
- d. incorporated association or body (e.g. RSL, church or club)
- e. corporations operating on a not-for-profit basis.

4. Individuals or organisations that do not meet all of the above criteria may apply only if the organisation has not-for-profit objectives and is under the auspice of an organisation that:
  - a. satisfies all the above requirements
  - b. accepts legal and financial responsibility for the grant.
5. The project or activity must:
  - a. be undertaken to commemorate the Anzac Centenary
  - b. contribute and be accessible to the Queensland community
  - c. take place by the date agreed in the letter of agreement.
6. Applications must:
  - a. be received by the closing date
  - b. contain all information specified in the application form
  - c. be submitted online through SmartyGrants. Applications submitted through any other means will not be accepted.
7. Applications for projects or activities that have previously received funding under the Queensland Anzac Centenary grants program cannot be resubmitted, unless the project or activity has been substantially transformed, or unforeseen circumstances have been encountered (e.g. a project is impacted by natural disaster).
8. Joint applications may be accepted if all joint applicants are eligible in their own right. Joint applications will be considered as one application.
9. Applicants must have no outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government. Applicants are required to declare this during the application process.
10. DPC’s decision upon the eligibility of an application shall be final.

### Liability

11. Except for any liability that cannot be excluded by law, DPC (including its officers, employees and agents) are 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.
12. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
13. The conduct of inviting applications does not give rise to any legal or equitable relationship.
14. DPC may, by direct notification to applicants or via its website at [www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100), change the program guidelines (including these terms and conditions) or cancel or vary the application process at any time prior to the closing date.
15. No person shall be entitled to claim compensation or loss from DPC for any matter arising out of the application process, including but not limited to cancellation of the Queensland Anzac Centenary or failure by DPC to comply with the program guidelines or these terms and conditions.

### Withdrawals

16. 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 apply in writing to [anzac100grants@premiers.qld.gov.au](mailto:anzac100grants@premiers.qld.gov.au) for the withdrawal to be approved.

### Disclosure and publication

17. By submitting an application, the applicant:
  - a. authorises the use and/or publication of the applicant’s name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Queensland Anzac Centenary
  - b. consents to any information provided with the application being provided to Queensland state Members of Parliament and the applicant’s name, project details and funding being provided to media

# Spirit of Service

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- c. acknowledges that DPC, its officers, employees, assessment panel members, 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 Anzac Centenary
- d. consents to the applicant's name and details of the project including funding received being published on the Queensland Government Open Data Portal
- e. acknowledges that the *Right to Information Act 2009 (Qld)* provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, 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

- 18. Members of the assessment panel will assess applications against the assessment criteria and will provide recommendations to the Minister, via the Grants Executive Panel.
- 19. All decisions and recommendations of the assessment panel, and the responsible Minister are binding and final and there is no process of appeal.

### Successful applications

- 20. Successful applicants will be required to:
  - a. enter into a letter of agreement with DPC within a reasonable time of being notified that the application has been successful. Provision of the funding support to the successful applicant will be subject to and conditional upon the applicant further agreeing to and executing the letter of agreement
  - b. obtain all appropriate documentation (e.g. permits, approvals, bank details, insurances) and provide copies to DPC on request and in accordance with the letter of agreement

- c. for the purposes of verifying bank account details, provide DPC with the applicant's most recent bank account statement
- d. acknowledge the Queensland Government's contribution, including but not limited to:
  - i. logo acknowledgement (in print and online form)
  - ii. display of provided Queensland Government signage in connection with the project
  - iii. coordinating with DPC, an opportunity for the Premier, Minister or delegate to participate at project events in person, or provide forewords or messages for the project
- e. provide all advertising material to DPC for approval prior to production
- f. work with DPC on any matter related to advertising and promotion of the project
- g. if applicable, ensure DPC is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of or as a result of the project
- h. provide DPC with images of the project accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images
- i. complete the project by 31 December 2018, unless otherwise stated in the letter of agreement
- j. advise DPC of all project changes immediately, including changes to programming and sponsors
- k. fulfill all reporting and acquittal requirements as per the letter of agreement
- l. return all unspent funds to DPC and repay funds spent on purposes not approved by the date of acquittal.

### Insurance

- 21. Successful applicants agree that they must hold and maintain the relevant insurances as per the letter of agreement.
- 22. Applicants must provide to DPC copies of certificates demonstrating appropriate insurance covers as per the letter of agreement.

### Payments, GST and reporting

- 23. Grants are subject to GST. The grant amount sought will be GST exclusive.
- 24. The total amount of funding committed to the applicant's project will be paid by DPC in milestones, generally as follows:  
**For grants to the value of \$20,000 (GST exclusive):**
  - a. 80 per cent on signing the letter of agreement
  - b. 20 per cent on DPC's acceptance of a final report detailing the outcomes of the project and financial acquittal (due within four weeks of the project's completion)
  - c. or as otherwise approved by DPC.
- 25. If an application for a project exceeding 12 months (from the date of the letter of agreement to the nominated project end date) is successful, the applicant may be required to provide a bi-monthly status report beyond the first 12 months. The abovementioned milestone payments may be subject to DPC's acceptance of these reports.
- 26. The applicant will be required to submit valid tax invoices to DPC in accordance with the GST legislation and reporting requirements.
- 27. Payments will be made via electronic funds transfer.

### Other

- 28. DPC reserves the right to amend these conditions at any time up to the closing date.
- 29. DPC reserves the right not to allocate the total amount of funding available in a funding round if, in the opinion of the assessment panel, there are insufficient applications of suitable merit.
- 30. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
- 31. Additional terms and conditions will be included in the letter of agreement.
- 32. Complaints pertaining to the outcome of an application will be dealt with in accordance with DPC's complaints management policy [www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints](http://www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints)