

Queensland
Veterans' Memorial
Grants Program
GUIDELINES



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A message from the Premier



To honour our past and present servicemen and women during the Queensland Anzac Centenary, 2014–2018, communities across our State led a wide range of ceremonies, services and initiatives.

I participated in a number of these moving commemorations and saw firsthand the important role our war memorials, in all their various forms, play. They are tangible, conspicuous and enduring reminders of the enormous sacrifice others have made on our behalf.

I am proud that, over the past four years, the Queensland Government has supported the restoration, enhancement or development of more than 120 treasured memorials across our State. However, there is still more to do to ensure these important assets are preserved for our future.

To assist communities to further honour all Queensland veterans, my Government has committed \$1.2 million in funding over the next three years to support the construction, restoration, enhancement or maintenance of Queensland war memorials, with funding of up to \$30 000 available per project.

I look forward to seeing these memorials—from public avenues of honour, honour boards and rolls to military heritage objects and war trophies, monuments and more—benefit from this funding.

The Queensland Veterans' Memorial Grants Program is one of many initiatives my Government is currently implementing to better support and recognise veterans and ex-Australian Defence Force personnel.

I thank the people of Queensland for your ongoing commitment to honour all who have served and to ensure our proud military history is preserved for future generations.

A handwritten signature in black ink, appearing to read 'Anastacia', written in a cursive style.

Anastacia Palaszczuk MP
Premier of Queensland
Minister for Trade

Key dates

Round	Round opens	Round closes	Announcement
1	November 2018	10 March 2019	June 2019
2	13 May 2019	20 October 2019	March 2020
3	21 October 2019	29 March 2020	August 2020

Program outcomes

The Queensland Government, through the Department of the Premier and Cabinet (DPC), has established the Queensland Veterans' Memorial Grants Program to encourage and assist Queensland veterans' groups and other organisations in the creation, upkeep and conservation of monuments, memorials and public memorial sites acknowledging Queensland veterans in war or conflict service.

The Queensland Veterans' Memorial Grants Program provides funding of up to \$30,000 (ex GST) per application.

This grants program will host three rounds between 2018 until 2020. Applicant organisations are expected to contribute at least 25 per cent of the total project cost in cash. Applicant organisations are permitted to submit one application in each round. Funding will not be granted retrospectively.

Objectives

The Queensland Veterans' Memorial Grants Program supports the creation, upkeep, restoration or enhancement of Queensland:

- public avenues of honour
- honour boards or honour rolls
- outdoor military heritage objects or war trophies (for example tanks, cannons, anchors or planes)
- memorials, monuments or public memorial sites.

Where there is an existing memorial in a district, a secondary memorial will not be considered unless it is to commemorate subsequent conflicts. This must align with the historical significance of an existing monument or memorial, with design complementary to the existing monument or memorial.

Please visit <https://data.qld.gov.au/dataset/war-memorial-sites-in-queensland> (Register of War Memorials) or www.qldwarmemorials.com.au (Queensland War Memorial Register) to reference listings of existing war memorials within your district prior to submitting an application.

The Queensland Veterans' Memorial Grants Program assists projects that:

- promote the virtues demonstrated by Queensland veterans
- promote social and cultural benefit to the veterans' community
- increase the knowledge of the local service history of the community
- improve the experience for people visiting memorials or attending commemorative services
- leave a legacy for future generations.

Eligibility

Applicant eligibility

The following organisations are eligible to apply:

- local councils
- incorporated associations or bodies (e.g. RSLs, churches or clubs)
- corporations operating on a not-for-profit basis
- site or memorial custodians who are not ineligible entities.

All applicant organisations must:

- be operating on a not-for-profit basis
- possess a valid Australian Business Number (ABN)
- be seeking funding support for a project located in Queensland.

Unincorporated organisations should arrange for an incorporated organisation to act as an auspice on their behalf, for example a local council. The auspicating organisation must satisfy the above requirements and accept 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 to be the lead applicant and accept legal and financial responsibility for the grant.

The following entities are ineligible to apply:

- state or federal government departments
- organisations operating on a “for profit” basis
- individuals
- political parties
- primary or secondary schools, universities and parents and citizens associations.

Eligible project timelines

Funding will not be granted retrospectively or for projects that have already commenced. The launch or public unveil date for projects must be a minimum of two months after the date for announcement of successful grantees specified on page 5 under ‘Key dates’.

Projects should ideally have a delivery life of 12 months or less, although projects with a longer delivery life may be considered on their merits.

If the project cannot be completed within 12 months of the start of the funding agreement, the applicant organisation may be asked to demonstrate why the project should be considered.

Detailed project timelines will be requested in the application form.

Applicant organisations are permitted to submit one application in each round.

Applicants are encouraged to apply in the round most suited to their project timelines.

Eligible and ineligible activities and costs

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

Eligible activities and costs:

1. Updating an existing memorial to reflect subsequent conflicts
2. Creation of a secondary monument or memorial to commemorate subsequent conflicts. This must align with the historical significance of an existing monument or memorial, with design complementary to the existing monument or memorial
3. Interpretive information/signage that complements the design of an existing memorial or war trophy and respects its significance, noting the signage should be deferential to the memorial or war trophy
4. Relocation of an existing memorial where the original location poses safety or heritage risks
5. Repair, restoration or preservation of military equipment displayed as an outdoor war trophy
6. Restoration of commemorative plaques within an original public avenue of honour
7. Restoration of memorial drinking fountains in their original location
8. Restoration of damaged original memorial gates or fences
9. Restoration of memorials and honour boards or rolls in line with conditions stipulated on pages 8- 9 of these guidelines
10. Preservation/protective casings for existing honour boards or rolls
11. Creation of replacement plaques where degradation of the original plaques has occurred, noting replacement must be like-for-like and only when restoration is not a viable option
12. A new memorial in a district that does not have an existing principal memorial
13. Lighting for the memorial for increased accessibility and security (excludes general lighting) and to enhance and complement the original design of the memorial
14. Repairs to memorials or monuments entered in the Queensland Heritage Register (for example: repointing brickwork or stone, broken statues or plinths, surrounding barriers and fences, rectification of sinking foundations, lifting paving, statues, pedestal, name plates, impervious base, kerbing or coping, or outdoor war trophies). A department of environment and science (des) exemption certificate is required for memorials on the Queensland Heritage Register, or conservation advice is required upon application
15. Landscaping - gardens, trees and open space within the historical design of the memorial (horticultural advice is required upon application)
16. Replanting or maintenance of trees forming an original public avenue of honour
17. Improving accessibility to an existing principal memorial
18. Provision of seating for existing memorials where none exists, noting that the design must complement the existing memorial
19. Tradespeople or expert professionals who are engaged with delivering the project (for example historians, conservators or external suppliers (with a valid ABN))
20. Freight directly related to the project.

Ineligible activities and costs:

1. Accommodation and travel—international and domestic (including vehicle hire)
2. Auspice fees
3. Capital expenditure relating to the purchase or upgrade of fixed assets for ongoing use by the organisation (for example marquees, vehicles and audio equipment without commemorative value)
4. Catering, refreshments and associated equipment hire or purchase

5. Commercial projects/projects for profit (this includes business profit such as the promotion of an organisation, brand or product)
6. Capital works relating to the creation of an asset for ongoing use by the organisation without commemorative value
7. Construction and repair of buildings including museums, memorial halls and sporting facilities without commemorative value
8. Costs incurred in the preparation of the grant application or related documentation
9. Council approval costs
10. Preliminaries which include any advice, consultation or supervision management plans relating to the project that require completion before commencing the project
11. Donations
12. Electrical works or equipment outside the scope of the memorial
13. Expenditure already incurred
14. General ongoing administration costs of the applicant organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery and rent
15. Honour boards or plaques acknowledging membership or service of an ex service organisation
16. Project management fees
17. In-kind support
18. Landscaping exceeding the memorial boundaries
19. Ongoing expenditure
20. Park/garden/landscape enhancements without commemorative value
21. Projects commemorating individuals
22. Projects duplicating the names of servicemen and women already listed on existing memorials in the district
23. Projects restoring or maintaining objects with no commemorative significance
24. Private events for members or via invitation only
25. Projects exclusively commemorating animals
26. Projects commemorating the post-war deaths of servicemen and women
27. Restoration of graves
28. Salaries/wages for a person employed by the applicant organisation on an ongoing basis (including staff, overtime, internal researchers and any related entitlements)
29. Trophies, prizes, awards, gifts and medallions
30. Sponsorships or grants to third parties
31. Volunteers (donations, or one-off payments).

Important information regarding your application

In preparing an application, please read the following guiding principles as outlined in the *Caring for Memorials* publication produced by the Department of Environment and Science

<https://www.qld.gov.au/environment/assets/documents/land/heritage/caring-for-war-memorials.pdf>

Memorials

In considering the proposed construction, restoration, enhancement or maintenance of your memorial, please assess whether these activities could cause further damage to the memorial or monument. If the defect does not have a significant visual impact, is not structural, does not endanger safety, lead to major problems or have a direct impact on important elements such as lettering in inscriptions, please consider monitoring the damage instead.

Following this, should you decide to repair, replace or restore you should always:

- adopt a cautious approach
- be guided by your research on the original appearance of the memorial and changes made over time
- maintain the original landscaping features to prolong the lifespan of a memorial or monument, rather than replacing it
- patch original elements rather than replacing them - if replacement is unavoidable, use elements or materials that match the originals
- seek horticultural advice prior to planning to remove any significant trees or plants - replace vegetation on a like-for-like basis unless damage to the memorial has occurred from the vegetation
- ensure that planned repairs can be reversed without damaging the original materials.

Should you decide to repair, replace or restore, you should avoid:

- removing or changing the original design, appearance or material unless this is unavoidable
- painting the monument, memorial or statue, as this can cause irreparable damage
- introducing modern elements
- fixing modern services such as power points to memorials, monuments or structures of cultural significance
- repairing stonework or inscriptions before thoroughly assessing the risks
- adding to or rearranging the sequence of names on existing name plates
- over-cluttering an existing memorial or monument.

Honour boards

When considering repairing, replacing or restoring honour boards you should always:

- seek advice from a metal or timber conservator before attempting repairs or treatments
- ensure repairs have a minimal impact
- retain as much of the original design, lettering and materials as possible.

When considering repairing, replacing or restoring honour boards you should avoid:

- placing honour boards in direct sunlight and under bright lights
- exposure to prolonged moisture, high humidity and heat
- stripping, refinishing or staining timber
- re-painting or re-gilding lettering.

Funding conditions

Organisations are expected to contribute at least 25 per cent of the total project cost in cash. This contribution excludes in-kind support, private sponsorships or funding from other programs. For example, if the project in total is expected to cost \$30,000 the organisation should have \$7,500 in cash to contribute to the cost of the project.

Ineligible expenses for the project should be covered by the organisation's cash contribution or other funding sources. Organisations unable to make this cash contribution are still encouraged to apply but must clearly outline the reasons for this in the application form.

Applicant organisations may be offered a smaller amount of grant funding than what was applied for, at the discretion of the assessment panel. This may be due to 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
- amounts included in the project budget that have been rounded up from quotes
- items that incorrectly include GST
- an inability to fund the full amount from the available grant monies.
- In these circumstances, a revised project plan or budget may be requested.

Funding is provided on a one-off basis and should not be relied upon for continuity of the project.

Applications which do not include the required documentation and/or project budget details will be deemed incomplete and will not be considered for assessment.

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

Application process

Application form

Applications are only accepted through an online system - SmartyGrants. Applications must be completed online. Application forms will not be issued to applicants. Applications will not be accepted in person, or by email, post or fax.

Answers to frequently asked questions about the Queensland Veterans' Memorial Grants Program are available online at www.qld.gov.au/memorialgrants

How to submit an application

The application form can be directly accessed through the SmartyGrants online portal at <https://premierqld.smartygrants.com.au>. Applications will only be accepted online via this SmartyGrants online portal. Please refer to key dates on page 5 of these Guidelines.

The online application form must be completed by a person authorised to submit the application on behalf of the applicant/s. The application form can be saved and completed at a later date. Late applicants for rounds one and two will be encouraged to apply in a future round. Late applications for round three will not be accepted.

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 this notification, 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 automatically guarantee funding.

An applicant will be required to submit the following information:

- a valid ABN
- a copy of appropriate insurance certificates (including public liability insurance of at least \$20 million)
- detailed current quotations
- condition and treatment assessment reports for the project
- a letter agreeing to the project from the owner of the land on which the memorial or public avenue of honour is located, including any relevant permits from local council, especially if the memorial is on the local heritage register (this requirement does not apply to applications from local councils)
- a letter of support (signed and dated within six months of the application) directly related to the project/activity, from a relevant, respected community representative.
- details of any other sources of funding (including pending applications)
- evidence/documentation of the historical significance of the project
- detailed drawings including dimensions, total ground area, concept, design, inscribed text and materials of the damage, deterioration and work required to restore the memorial, public avenue of honour, or honour board or roll. Close up and long-distance images should be included.
- a comprehensive quote from a stonemason, builder, cabinet maker etc. experienced with memorials, together with a condition and treatment assessment report from the local council's heritage advisor specifying all materials and methods; or
- a comprehensive quote from a qualified conservator or arborist including a condition and treatment report specifying all materials and methods
- evidence of how the memorial will be maintained in the future (for example a letter of confirmation from the local council or property owner)
- an annual timetable of ceremonies/commemorations that occur at the site and average attendance rates from 2014 to the date of application (where applicable)
- the applicant's financial institution details for creation of a vendor account.

For the addition of plaques, signage or seating, measured drawings and annotated aerial maps must be submitted where possible, indicating the proposed location of the memorial or public avenue of honour.

If proposing to relocate a memorial, measured drawings and annotated aerial maps showing the original and new locations must be submitted.

For state heritage listed memorials or honour boards, an exemption certificate from the Department of Environment and Science must be submitted.

Applications relating to the creation of a new memorial where none exists, or a secondary memorial to commemorate subsequent conflicts, are required to follow the guidelines of the Burra Charter 2013. Please visit <https://australia.icomos.org/publication/charters>.



Applications which do not include the required documentation and/or project budget details will be deemed incomplete and will not be considered for assessment.

Funding agreements

Successful applicants will be required to enter into a funding agreement with the Queensland Government, represented by DPC. Correspondence to successful applicants will contain details of any specific conditions attached to the funding.

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

The funding agreement is the legal agreement between the Queensland Government and the successful applicant. In managing the funding provided, the successful applicant must comply with the requirements of the funding agreement. Projects must be completed within the timeframes specified in the funding agreement.

Any proposed variation or extension to an approved project must be requested in writing and submitted to DPC for approval prior to implementation. Funds must be spent on the project as described in the application and funding agreement. Any unspent funds provided by the Queensland Government must be returned to DPC.

Acknowledging support

It is a condition of funding that the Queensland Government is acknowledged in:

- speeches and/or presentations about the project at openings and launches
- media releases and/or social media posts
- any public facing material relating to the project, including signage.

Assessment criteria

High quality, competitive applications are expected. Applicants should prepare a thorough, detailed application to assist judges in their decision making.

Applications will be evaluated and rated against the following assessment criteria:

- leaves a legacy for future generations through the creation, restoration or maintenance of a memorial, honour board or public avenue of honour acknowledging the contributions of veterans to Queensland
- promotes a social and cultural benefit to the Queensland veterans' community
- increases the knowledge of the local service history of the community
- is accessible to all Queenslanders and encourages visitors to the memorial site
- demonstrates the capacity to plan, deliver and implement the project through provision of a budget, project plan, methods of evaluation and all relevant supporting documentation, consultation and necessary approvals.

Budget

The project budget is part of the assessment criteria and needs to be accurate. The applicant must provide a comprehensive breakdown in a budget template.

Organisations are expected to contribute at least 25 per cent of the total project cost in cash. This contribution excludes in-kind support, private sponsorships or funding from other programs. For example, if the project in total is expected to cost \$40,000 the organisation should have \$10 000 in cash to contribute to the cost of the project.

Grant expenditure

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 (ex GST).

Please note all costs must be excluding GST.

An example of the grant budget would be:

Expense item	Supplier name	\$ amount (ex GST)
Memorial restoration	ABC Company	\$27,000.00
Plaques	ABC Company	\$2,500.00
Lone pine tree	XYZ Nursery	\$500.00
Total		\$30,000.00

Application acknowledgement

Applicant's responsibilities

It is the responsibility of the applicant to ensure that the application is complete and accurate. Providing 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 further clarification regarding their application during the assessment process.

Conflicts of interest

Applicants must identify in their application any potential or actual conflicts of interest they believe may or will 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.

Incomplete or late applications

Applications which do not include the required documentation will be deemed incomplete and will not be considered for assessment. Late applicants for rounds one and two will be encouraged to apply in a future round. Late applications for round three will not be accepted.

Selection/approval process

Eligible applications will be assessed by an independent judging panel against the Queensland Veterans' Memorial Grants Program's objectives and assessment criteria.

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

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

Outcomes of selection processes

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 memorialgrants@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

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, Queensland Veterans' Memorial Grants Program in writing as soon as possible. Contact should be made via email at memorialgrants@premiers.qld.gov.au

Financial and other arrangements

Financial arrangements

Funding will be provided to successful applicants once they have entered into a funding 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.

Funding milestone breakdown

Funding will be paid in milestones, generally as follows:

- a) 70 per cent on signing the funding agreement
- b) 30 per cent on acceptance of the stage three final status report (due within four weeks of the project's completion).

Please refer to page 20 of the terms and conditions regarding payments, GST and reporting.

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 funding agreement (up to 10 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

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 and acquit the expenditure funding at the times and in the manner specified in the funding agreement. Delays in submitting required reports may result in a delay in providing the funding support.

Information sources for applicants

Visit www.qld.gov.au/memorialgrants for further information on scheduled funding rounds.

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

If a secondary memorial is proposed to be placed adjacent to an existing memorial, applications are expected to follow the Burra Charter. For further details, please visit australia.icomos.org/publication/charters.

To determine whether a war memorial, honour roll or public avenue of honour is listed on the Queensland Heritage register please visit environment.ehp.qld.gov.au/heritage-register

If the war memorial, honour roll or public avenue of honour is listed on the Queensland Heritage Register, an exemption certificate is to be provided with your application.

Conservators can be found on the Museum and Gallery Services Queensland website (www.magsp.com.au/consultant/finder) or email info@magsq.com.au

Horticulturalists can be found the Australian Institute of Horticultural Inc website www.aih.org.au

Arborists can be found on the Queensland Arboricultural Association – Register of Qualified Tree Consultants website qaa.net.au or email admin@qaa.net.au

For further information relating to the creation of a new memorial, please refer to the Burra Charter australia.icomos.org/publication/charters

For information on memorials, please visit the Department of Environment and Science, Queensland Government (formerly the Department of Environment and Heritage) www.des.qld.gov.au

For any research queries or conservator information, please contact the State Library of Queensland.

Contact

For further information on the Queensland Veterans' Memorial Grants Program, contact:

- Queensland Veterans' Memorial Grants Program, DPC
- Telephone: (07) 3003 9173
- Email: memorialgrants@premiers.qld.gov.au
- Web: www.qld.gov.au/memorialgrants

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.

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Terms and conditions

1. The Queensland Veterans' Memorial Grants Program 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 Veterans' Memorials Grants Program
 - b. "closing date" means 12 am midnight (Australian Eastern Standard Time) on the dates specified on page 3.
 - 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 Queensland Veterans' Memorial Grants Program.
 - 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. "funding agreement" means the written funding agreement to be entered into between DPC and each successful applicant on terms to be further agreed.

Eligibility

3. Organisations making an application must be operating on a not-for-profit basis with a valid Australian Business Number (ABN) and seeking funding support for a project located in Queensland. They must also be one of the following:
 - a. a local council
 - b. an incorporated association or body (e.g. RSL, church or club)
 - c. a corporation operating on a not-for-profit basis
 - d. site or memorial custodians who are not ineligible entities as specified in clause 5.
4. Unincorporated 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 following are ineligible to apply:
 - a. state or federal government departments
 - b. organisations operating for profit
 - c. individuals
 - d. political parties
 - e. primary or secondary schools, universities and parents' and citizens' associations.
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. Joint applications will be considered as one application. While multiple organisations meeting all the eligibility criteria may apply together as part of a joint application, one organisation must nominate to be the lead applicant and accept legal and financial responsibility for the grant.

8. 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.
9. DPC's decision upon the eligibility of an application shall be final.

Liability

10. Except for any liability that cannot be excluded by law, DPC (including its 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.
11. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
12. The conduct of inviting applications does not give rise to any legal or equitable relationship.
13. DPC may, by direct notification to applicants or via its website at 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.
14. 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 Veterans' Memorial Grants Program or failure by DPC to comply with the program guidelines or these terms and conditions.

Withdrawals

15. 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 DPC in writing to memorialgrants@premiers.qld.gov.au

Disclosure and publication

16. 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 Veterans' Memorial Grants Program.
 - 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 the media
 - 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 Queensland Veterans' Memorial Grants Program
 - 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

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

Successful applications

19. Successful applicants will be required to:
 - a. enter into a funding 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 funding 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 funding agreement
 - c. provide DPC with the applicant's banking details, for the purposes of verifying bank account details
 - 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, 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 the date stated in the funding agreement.
 - j. advise DPC of all project changes immediately, including changes to programming and sponsors
 - k. fulfil all reporting and acquittal requirements as per the funding agreement
 - l. return all unspent funds to DPC and repay funds spent on purposes not approved by the date of acquittal.

Insurance

20. Successful applicants will be required to agree that they must hold and maintain the relevant insurances specified in the funding agreement.
21. Successful applicants will be required to provide DPC with copies of certificates demonstrating appropriate insurance covers.

Payments, GST and reporting

22. Grants are subject to GST. The grant amount sought will be excluding GST.
23. The total amount of funding committed to the applicant's project will be paid by DPC in milestones, generally as follows:
 - a. 70 per cent on signing the funding agreement
 - b. 30 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.
24. If an application for a project exceeding 12 months (from the date of the funding 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.
25. The applicant will be required to submit valid tax invoices to DPC in accordance with the GST legislation and reporting requirements.
26. Payments will be made via electronic funds transfer.

Other

27. DPC reserves the right to amend these terms and conditions at any time up to the closing date.
28. 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.
29. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
30. Additional terms and conditions will be included in the funding agreement.
31. 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.aspx