

Queensland Veterans'  
Memorial Grants Program  
ROUND FOUR GUIDELINES



## Contents

A message from the Premier .....	1
Key dates .....	2
Objectives .....	2
Eligibility .....	2
Eligible projects .....	3
Eligible project timelines .....	3
Eligible and ineligible activities and costs .....	3
Eligible activities and costs:.....	3
Ineligible activities and costs:.....	4
Application process .....	4
Completing the application .....	4
Assessment criteria .....	5
Budget .....	5
Selection/approval process.....	6
After the assessment.....	6
Successful applications.....	6
Unsuccessful applications .....	6
Goods and Services Tax (GST) .....	7
Reporting requirements and acquittal of grant funds .....	7
Information sources for applicants .....	7
Contact .....	7
Terms and conditions .....	7

# 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, which appears to read 'Anastacia'.

**Anastacia Palaszczuk MP**  
Premier of Queensland  
Minister for Trade

## Key dates

Round four opens	Round four closes	Announcement
Monday, 2 March 2020	Friday, 1 May 2020	August 2020

## Objectives

The Queensland Veterans' Memorial Grants Program provides funding up to \$40,000 for the creation, upkeep, restoration or enhancement of Queensland:

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

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.

The Queensland Government acknowledges the Australia ICOMOS Burra Charter as a guide to good heritage conservation practice. A core principal of the Burra Charter is to do as much as is necessary but as little as possible to heritage places. For more information on the Burra Charter visit: <http://australia.icomos.org/publications/charters>.

## Eligibility

### Eligible organisations

- ✓ 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.

### Ineligible organisations

- ✗ state or federal government departments
- ✗ government owned corporations
- ✗ organisations operating on a "for profit" basis
- ✗ individuals
- ✗ political parties
- ✗ primary or secondary schools, universities and parents' and citizens' associations.

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.

Organisations are permitted to submit one application. Late applications for round four will not be accepted.

## Eligible projects

Organisations can apply for funding up to \$40,000 for projects relating to the:

- restoration or enhancement of an existing monument, memorial or public avenue of honour
- creation of a new memorial in a district where no monument or memorial exists
- restoration of an honour board/honour roll
- creation of a new honour board/honour roll.
- restoration of outdoor military heritage objects, memorial drinking fountains, fences, gates or war trophies
- restoration of other public monuments or memorial sites that acknowledge Queensland veterans

Organisations with an application for an existing monument or memorial can apply for funding up to \$10,000 ex GST to engage a conservator to produce a conservation management plan/condition report. This request can be made in conjunction with the request to restore or enhance the existing monument or memorial. Applications which include a conservation management plan/condition report are eligible to apply for total funding of up to \$50,000 ex GST.

## Eligible project timelines

Projects should:

- not be completed less than two months after the announcement of successful grantees
- be completed by September 2021.

## 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. restoration of memorial drinking fountains in their original location
2. restoration of damaged original memorial gates or fences
3. a new memorial in a district that does not have an existing similar memorial
4. updating an existing memorial with subsequent conflicts
5. freight directly related to the project
6. improving accessibility to an existing principal memorial
7. 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
8. landscaping - gardens, trees and open space within the historical design of the memorial (horticultural advice is required upon application)
9. lighting for the memorial to increase accessibility and security (excludes general lighting). Lighting should enhance and complement the original design of the memorial.
10. preservation/protective casings for existing honour boards or rolls
11. provision of seating for existing memorials where none exists, noting that the design must complement the existing memorial
12. relocation of an existing memorial
13. repair, restoration or preservation of military equipment displayed as an existing outdoor war trophy
14. replanting or maintenance of trees forming an original public avenue of honour
15. restoration or replacement of damaged commemorative plaques, noting replacement must be like-for-like and only when restoration is not a viable option conservation management plans or condition reports, as part of an application to repair or conserve an existing monument or memorial
16. tradespeople or expert professionals who are engaged with delivering the project (for example historians, conservators or other external suppliers with a valid ABN).

### Ineligible activities and costs:

1. accommodation and travel—international and domestic (including vehicle hire)
2. auspice fees
3. capital works relating to the creation of an asset for ongoing use by the organisation without commemorative value
4. construction and repair of buildings including museums, memorial halls and sporting facilities without commemorative value
5. catering, refreshments and associated equipment hire or purchase
6. commercial projects/projects for profit (including business profit such as the promotion of an organisation, brand or product)
7. donations
8. electrical works or equipment outside the scope of the memorial
9. expenditure incurred before announcement of successful grantees
10. 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)
11. general ongoing administration costs of the applicant organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery and rent
12. regular maintenance work that should normally be undertaken to keep the place in good repair, e.g. general painting works, leaking taps, damaged and defective lights
13. honour boards or plaques acknowledging membership or service of an ex service organisation
14. in-kind support exceeding the 10% combined cash or in-kind contribution
15. landscaping exceeding the memorial boundaries
16. ongoing expenditure
17. park/garden/landscape enhancements without commemorative value
18. preliminaries (other than conservation management plans or condition reports) which include costs that require completion before commencing the project (e.g. design plans, council approval costs, grant writing fees)
19. private events for members or via invitation only
20. project management fees
21. projects commemorating individuals
22. projects commemorating the post-war deaths of servicemen and women
23. projects duplicating the names of servicemen and women already listed on existing memorials in the district
24. projects exclusively commemorating animals.
25. projects restoring or maintaining objects with no commemorative significance
26. restoration of graves
27. salaries/wages for a person employed by the applicant organisation on an ongoing basis (including staff, overtime, internal researchers and any related entitlements)
28. sponsorships or grants to third parties
29. donations or one-off payments to volunteers
30. trophies, prizes, awards, gifts and medallions.

## Application process

### Completing the application

Applications are only accepted through the online system – SmartyGrants, which is available at <https://premiersqld.smartygrants.com.au>. The application form should be completed by a person authorised to submit the application on behalf of the organisation. Applications will not be accepted in person, by email, post, fax, or once the closing date for applications has passed.

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

The applicant will receive an instant email notification from the SmartyGrants online portal confirming submission of the application. 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.

## Assessment criteria

**An application is not an agreement or contract. Meeting the assessment criteria does not automatically guarantee funding.**

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 which evaluate the extent to which the project:

- leaves a legacy for future generations through the creation, restoration or maintenance of a memorial, monument, honour board or public avenue of honour acknowledging the contributions of Queensland veterans
- 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

Organisations are expected to contribute at least 10 per cent of the total project cost. This contribution can be entirely made in cash or a combination of cash and in-kind support, however it excludes private sponsorships or funding from other programs. For example, if the project in total is expected to cost \$50,000, the value of the organisation's contribution would be \$5000.

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

Applicant organisations may be offered less funding than the amount applied for. This may be due to factors including, but not limited to:

- 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.

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

The grant funding must only include eligible costs. Quotes must be provided for all items over \$500 (ex GST).

## Selection/approval process

Eligible applications will be assessed by an independent judging panel against the Queensland Veterans' Memorial Grants Program 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.

## After the assessment

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

### Successful applications

Successful applicants will be sent a letter of agreement. The agreement will contain details of the conditions of the grant. However, there is no binding agreement until the letter of agreement is signed by the organisation's delegate and returned.

The letter of 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 letter of agreement.

Funding will be provided to successful applicants once they have entered into a letter of agreement and satisfied the milestones. Grant funds will be released in a split of 70 per cent upon satisfying the first milestone and 30 per cent upon the remaining milestones being achieved.

### Unsuccessful applications

If the application is unsuccessful, feedback will be provided in writing. For any further clarification, email [memorialgrants@premiers.qld.gov.au](mailto:memorialgrants@premiers.qld.gov.au). 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)



## 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 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](http://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 provide project status reports and deliver the project at the times and in the manner specified in the letter of agreement. Delays in submitting required reports may result in a delay in providing the funding support.

## Information sources for applicants

Applicants are encouraged to check proposed projects with the following entities.

To determine whether a war memorial, honour roll or public avenue of honour is listed on the Queensland Heritage register please visit [apps.des.qld.gov.au/heritage-register/](http://apps.des.qld.gov.au/heritage-register/).

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

Horticulturalists can be found on the Australian Institute of Horticultural Inc website [www.aih.org.au](http://www.aih.org.au)

Arborists can be found on the Queensland Arboricultural Association – Register of Qualified Tree Consultants website [qaa.net.au](http://qaa.net.au) or email [admin@qaa.net.au](mailto:admin@qaa.net.au)

## Contact

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

- Telephone: (07) 3003 9173
- Email: [memorialgrants@premiers.qld.gov.au](mailto:memorialgrants@premiers.qld.gov.au)
- Web: [www.qld.gov.au/veterans](http://www.qld.gov.au/veterans)

## Terms and conditions

For a copy of the terms and conditions, please contact [memorialgrants@premiers.qld.gov.au](mailto:memorialgrants@premiers.qld.gov.au) or visit [www.qld.gov.au/memorialgrants](http://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.

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.