

# ANZAC DAY COMMÉMORATION FUND

2018 -19 Guidelines Paper



*'A memorial for all, not a few.'* The Anzac Centenary Memorial Walk, Kintore Ave, Adelaide.

# Important Information

**Closing Date:** 5pm Friday, 20 April 2018

The State Government has recently developed an online system for grant applications from the Anzac Day Commemoration Fund.

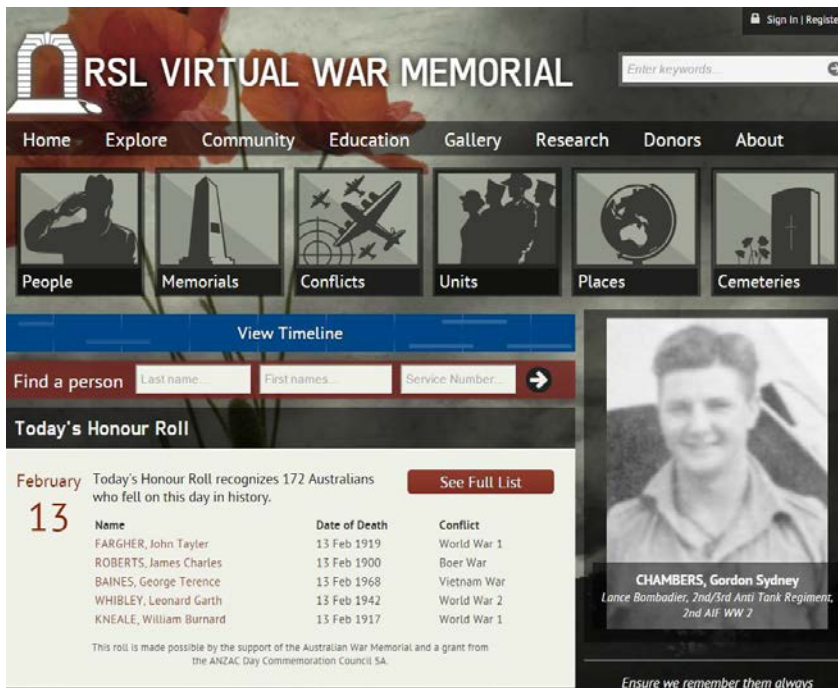
Applicants should, wherever possible, submit their applications online at:  
<http://anzaccentenary.sa.gov.au/grants/anzac-day-commemoration-fund-2018/>

Mailed, hand delivered or emailed applications will be accepted in circumstances where applicants are unable to access the online application (note: applications must be postmarked before 5pm Friday, 20 April 2018). Please contact Clare Hennessy (details below) should you experience difficulties with the online form or are unable to submit your application online.

**Please read this Guidelines Paper before completing the application form.**

Applications from organisations must be authorised by an appropriate executive member of that organisation and must be accompanied by the required documentation. Late or incomplete applications cannot be accepted.

For further information please phone Clare Hennessy on 8226 8541 or by email at [ANZACDayCouncil@sa.gov.au](mailto:ANZACDayCouncil@sa.gov.au) or visit the website at <http://anzaccentenary.sa.gov.au/grants/anzac-day-commemoration-fund-2018/>



The RSL Virtual War Memorial website, funded by the Anzac Day Commemoration Fund.

## What is the purpose of the funding?

The Anzac Day Commemoration Fund is managed under the [Anzac Day Commemoration Act 2005](#) and administered through Veterans SA. The Act authorises that the Fund may be applied by the Minister for Veterans' Affairs after consultation with the Council.

The intention of the funding is to acknowledge the contribution of all men and women who have served Australia in time of war or armed conflict, or in international peace keeping operations in which Australia has been involved.

This grants program gives priority to projects that are specifically South Australian and are aimed at educating the community about the significance of Anzac Day and/or commemorating our nation's military heritage on Anzac Day.

Applications for projects over \$10,000 must include a comprehensive evaluation plan and evidence that alternative sources of funding have been explored. Applications that demonstrate collaborative approaches or partnerships are encouraged.

## Who can apply?

Individuals, ex-service organisations, local government authorities, community organisations, special interest groups, researchers, educational institutions, parent groups or other not for profit organisations are eligible to apply for funds, provided that the applicants are based in South Australia.

## What types of projects may be funded?

Funding may be granted for a number of purposes but with a focus on projects which commemorate the Century of Service – recognising the Australian men and women who have served in war, defence and peacekeeping over the last 100 years. Previously funded projects may be viewed at <http://anzaccentenary.sa.gov.au/grants/anzac-day-commemoration-fund-2018/>

# How do I submit my proposal?

- Use the form provided – applications not submitted on the official application form will not be considered.
- Make sure you include all attachments and essential documentation where requested.
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete the application in full and ensure that all of the information to be submitted with your application is provided.
- Ensure your completed application form contains all essential supporting documentation – including current quotations for work and designs.
- It is to be noted that a covering letter does not have to accompany the application.
- Funding requests for commemorative publications should include a proposed distribution list to enable an informed decision to be made based on the anticipated community benefit of the project.
- Incomplete applications will not be considered.

Applicants should note that the Virtual War Memorial, a state-wide centenary initiative of RSL-SA, has now been launched. This project involves the digital collection and cataloguing of personal stories, documents and audio recordings and placement on a dedicated website. Oral histories and research into individuals with local affiliations is a valuable part of this project and grant applicants are therefore requested to include electronic files for subsequent storage in a digital archive. Files in the following format are preferred - Word files, .pdf, jpeg images, Mpeg video, .wav audio and DVD format files. The Virtual War Memorial can be accessed via the following link [www.rslvirtualwarmemorial.org.au](http://www.rslvirtualwarmemorial.org.au).

## Alternative funding options

When considering making an application for a grant from the Anzac Day Commemoration Fund, alternate sources of funding should also be explored, for example, the Australian Government Department of Veterans' Affairs *Saluting Their Service Commemorations Grant Program* which supports projects and activities which directly commemorate Australia's service men and women.

Further information for applicants is available at – <http://www.dva.gov.au/consultation-and-grants/grants/grant-and-bursaryprograms/saluting-their-service-commemorative>

## What will not be funded?

- Projects which are not based in South Australia.
- Ongoing expenditure (such as electricity bills, wages for staff).
- Projects which duplicate existing projects or services.
- Major capital works or landscaping.
- Existing Anzac Day services.
- Catering.
- Travel, accommodation or entrance fees.
- IT equipment, digital cameras or purchase of PA systems.
- Projects from individuals or organisations with outstanding acquittals from previous rounds.
- Projects already commenced.

### **NOTE:**

Annual events (Anzac Day and associated events) which are ongoing will receive 'seed funding' for one year only.

## What happens if my application is approved?

Receipt of applications will be acknowledged by email. Applicants will be advised of the outcome of their application **approximately** eight weeks after the closing date of the round.

The recipient of the grant must enter into a grant agreement with the Minister for Veterans' Affairs that sets out the conditions of the grant, including acquittal and reporting requirements.

Grants must be expended within 12 months of receipt of funding, unless approval has been granted by the Veterans SA or the Minister for Veterans' Affairs for an extension of time.

Funds must be spent on the project as described in the application, and any unspent funds must be returned to Veterans SA, which administers the fund on behalf of the Minister.

No portion of the grant monies can be expended on items not listed in the grant agreement. Your organisation must seek approval in writing from the Minister for any alterations to the approved project.

Successful applicants are required to acknowledge support from the Government of South Australia. Receipt of the grant must be publicly acknowledged in any programs, correspondence or promotion of your organisation and its services to members of the community. The grant must be acquitted in accordance with the requirements of the grant agreement by completing an evaluation report and an accountability statement provided by the Department of Treasury and Finance. Your organisation must also retain and provide to the Department copies of receipts for the full grant amount.

## Further Information

### **IF YOU REQUIRE ANY ADDITIONAL INFORMATION PLEASE CONTACT:**

Ms Clare Hennessy

Telephone: (08) 8226 8541

E-mail: [ANZACDayCouncil@sa.gov.au](mailto:ANZACDayCouncil@sa.gov.au)

### **COMPLETED APPLICATION FORMS & ALL ATTACHMENTS SHOULD BE SUBMITTED ONLINE OR TO:**

**EMAIL:** [ANZACDayCouncil@sa.gov.au](mailto:ANZACDayCouncil@sa.gov.au)

### **BY POST TO :**

Ms Clare Hennessy

Grants Officer

Veterans SA

GPO Box 1045

ADELAIDE SA 5001

### **OR HAND DELIVERED TO:**

Security Desk - Ground Floor

State Administration Centre

200 Victoria Square

ADELAIDE SA 5000

**Applications are due by Friday, 20 April 2018**

**(Note: Applications postmarked up to 5pm, Friday, 20 April 2018 will be accepted)**