Victoria Remembers 2024–25

Program guidelines



To receive this document in another format, phone the Grants information hotline on 1300 366 356, or email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au)

**If you need help with communication**

Contact us through the National Relay Service (NRS). For more information:

* visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) (https://www.accesshub.gov.au/about-the-nrs) to choose your preferred access point, or
* call the NRS Helpdesk on 1800 555 660.

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# Message from the Minister for Veterans

The Victorian Government is proud to support veteran communities to honour, commemorate and educate Victorians through a range of projects across Victoria. Acknowledging the service and sacrifice of our veteran community is an incredibly humbling and important part of my role as Minister for Veterans. It is with great pride that I announce the opening of the Victoria Remembers 2024 grant program.

The Victoria Remembers program enhances our understanding of the sacrifices made by our service women and men and the families that have supported them. It ensures their stories are preserved and passed down to future generations. Projects funded through this program also play an important role in building understanding about the experiences of the families who support veterans both during and after their careers in the defence forces.

By supporting initiatives such as exhibitions, memorials, documentaries, and educational programs, we strengthen the legacy of remembrance and honour the achievements of Victorian veterans.

Finally, I would like to express my appreciation to all veterans for their unwavering dedication and courage. It is through your service and sacrifice that we enjoy the freedoms we hold dear today. Together, we can ensure that the legacies of our veterans are honoured and remembered for generations to come.



Hon. Natalie Suleyman MP

Minister for Veterans

# About Veterans portfolio grants

The Victorian Government offers grants to building and facility improvements for not-for-profit organisation delivering services to veterans, their families and communities including:

* Ex-service organisations
* Local government authorities
* Not-for-profit organisations

Our grants programs support veteran communities to:

* improve veteran community infrastructure
* improves the use of facilities for veterans, their families and communities;
* expands the use by other organisations and or
* improves facility efficiencies or effectiveness.

For more information visit the [Grants to support and commemorate veterans](https://www.vic.gov.au/grants-support-and-commemorate-veterans) website https://www.vic.gov.au/grants-support-and-commemorate-veterans.

# About the Victoria Remembers grant program

Victoria Remembers provides grants of up to $30,000 (excluding GST) for projects honouring or commemorating veterans’ service. This includes projects that educate Victorians about veterans’ contributions.

The Office for Veterans works with the [Victorian Veterans Council](https://www.victorianveteranscouncil.org.au)<https://www.victorianveteranscouncil.org.au> to award Victoria Remembers grants in one round each year.

Applicants in this year’s program can apply for commemorative services and projects that run between 1 January to 15 December 2025.

Successful applicants will be notified by November 2024.

# Funding objectives

Projects should honour and commemorate the service and sacrifice of veterans or educate Victorians about veterans’ contribution.

# Funding priorities

We will prioritise projects that:

* honour, commemorate and/or educate about veterans’ service in effective ways
* target veterans who are women, First Nations, LGBTIQA+ and/or from culturally and linguistically diverse backgrounds (CALD) and veterans with disability
* veterans who have experienced negative impact of service to their mental health
* focus on post-1990 Australian Defence Force operations
* create and expand collaborative partnerships.

Projects should be able to:

* be completed within 12 months of the signed agreement date.
* include in-kind contributions, particularly from organisations with multiple or commercial revenue streams. Higher contributions may be looked at more favourably.

Be aware that:

* you cannot apply for funding if your project has already commenced or will commence before the anticipated announcement date of November 2024.
* success of previous funding is not indicative of future funding through this program.
* incomplete or incorrect applications will not be considered.

Organisations that receive revenue from electronic gaming **are ineligible** to apply.

# Available funding in 2024–25

## Funding available

Organisations can submit more than one application.

* The total value of Victoria Remembers applications in this round must not exceed $30,000 (excluding GST).
* Previously funded applicants are not guaranteed to receive funding in this or future grant rounds. They are not guaranteed to receive the same amount of funding.

## Activity period

This grant round supports activities that take place between 1 January 2025 and 15 December 2025.

* Projects should be completed within 12 months of the project approval date.
* You cannot apply for funding if your project commences before 1 January 2024.

# How to apply – key dates and timelines

| Applications open | Submit application | Applications close |
| --- | --- | --- |
| 24 July 2024 | 24 July – 9 September 2024 | 5.00 pm, 9 September 2024 |
| * Read the program guidelines, available at [Victoria Remembers](https://www.vic.gov.au/victoria-remembers-grant-program) https://www.vic.gov.au/victoria-remembers-grant-program. * Make sure your organisation meets the eligibility criteria. * Seek an auspice arrangement if required. * Access our [online grant resources](https://www.vic.gov.au/applying-reporting-veterans-grants).   Contact us if you have any questions.  Phone the grants information hotline on 1300 366 356.  Email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au).   * Start early to allow time to obtain necessary information, agreements and documents. * Download a PDF copy of the online application form to review and prepare your responses. | * Register or log in to the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/) https://grantsgateway.dffh.vic.gov.au/ to complete an application. * Applications must be completed by a person authorised to submit on behalf of the applicant organisation. * You can save your application as a draft and resume it later. * Submit all mandatory and supporting documents with the application. * Submit the application by the due date and time. * You will receive acknowledgement of submission via email. * Note the application number for reference when contacting us about your application. | * We will not consider late or incomplete applications. * We will assess your application within two months of the closing date. |

# Eligibility criteria

To be eligible to apply for funding through Victoria Remembers:

* your application must be submitted by an eligible organisation (refer to the ‘Who is eligible to apply for a grant?’ section)
* your organisation must have no outstanding reports from previous or current grants funded via the Department of Families, Fairness and Housing (the department)
* you must be seeking funding for an eligible activity (refer to ‘What can the grant money be used for?’ section)

## Who is eligible to apply for a grant?

To be eligible for this program, your organisation must have a valid Australian Business Number (ABN).

If you do not have an ABN, you must provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.

Your organisation must also be:

* a company incorporated under the *Corporations Act 2001* and registered as not-for-profit through the Australian Charities and Not-for-profits Commission, or
* an organisation incorporated under the *Associations Incorporation Reform Act 2012, Corporations Act* *2001*(Cth) or equivalent state legislation.

If your organisation is unincorporated, you can arrange for an incorporated organisation to act as an auspice on your behalf (refer to the ‘Auspice applications’ section).

Alternatively, unincorporated organisations are eligible if they are:

* a government entity, for example a local council
* a registered educational institution
* a social enterprise with a clearly stated purpose or mission that specifically relates to supporting the welfare and wellbeing of veterans. Social enterprises must attach their constitution with their application.

Social enterprises are defined as:

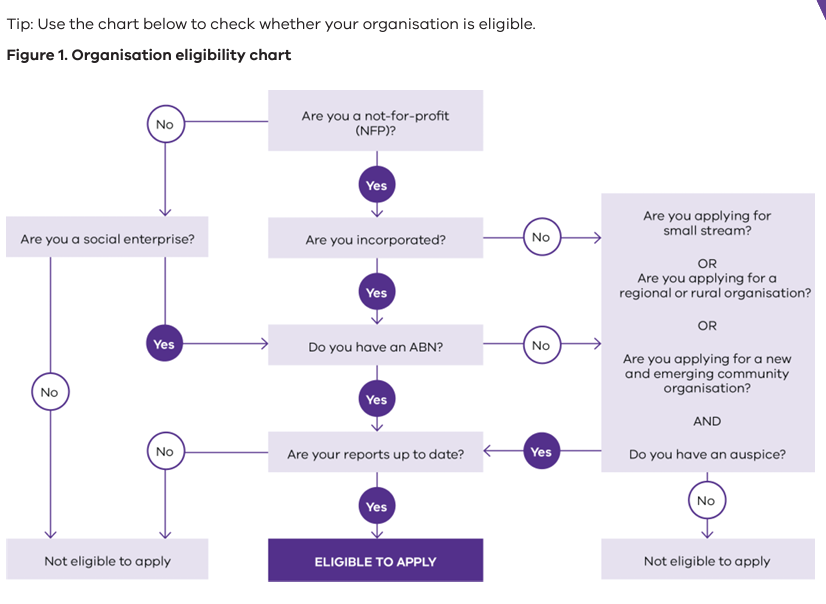
* having an economic, social, cultural or environmental mission consistent with a public or community benefit
* deriving a substantial portion of their income from trade
* reinvesting the majority of their profit/surplus in the fulfilment of their mission (at least 50 per cent).

In addition to all of the above, to be eligible, your organisation must:

* show that your main activity is providing welfare or wellbeing services or supports to the ex-service community in Victoria
* be financially solvent
* be based in Australia (funded projects must be delivered in Victoria).

| How to check your Australian Business Number (ABN) |
| --- |
| To check your ABN, visit the [Australian Business Register](http://www.arb.business.gov.au/) arb.business.gov.au.  **How to check your organisation type**   * For an incorporated association, cooperative or organisation incorporated through other means, go to the [Consumer Affairs](http://www.consumer.vic.gov.au/) www.consumer.vic.gov.au website. * For a company limited by guarantee, go to the [Australian Securities and Investment Commission](http://www.connectonline.asic.gov.au/) www.connectonline.asic.gov.au website. * For a registered charity, go to the [Australian Charities and Not-for-profits Commission](http://www.acnc.gov.au/charity) [www.acnc.gov.au/charity](http://www.acnc.gov.au/charity) website. * For an Aboriginal corporation, go to the [Office of the Registrar of Indigenous Corporations](http://www.oric.gov.au/) www.oric.gov.au website. |

### Figure 1: Organisation eligibility chart



## Who is not eligible to apply for a grant?

Organisations that cannot apply include:

* state and federal government departments
* individuals and sole traders
* public companies limited by shares (unless the foundational document can prove not-for-profit status)
* commercial enterprises
* organisations that have failed to comply with the terms and conditions of previously awarded grants from any Department of Families, Fairness and Housing grant program
* groups whose projects are the responsibility of another Victorian Government department
* hospitals and health service organisations.

Funding for this grant comes from the [Community Support Fund](https://www.dtf.vic.gov.au/funds-programs-and-policies/community-support-fund). This means organisations that receive revenue from electronic gaming **are not eligible** to apply.

## What can be funded?

Examples of projects we might fund include the following:

* New war memorials
  + for districts without an adequate existing memorial
  + that commemorate the service or sacrifice of veterans in a specific battle or campaign relevant to a local area, and which does not already exist in Victoria
  + in honour of individuals awarded the Victoria Cross.
  + creative or modern interpretation of a memorial
* Commemorative events
  + that commemorate major or significant anniversaries (for example, every 5th or 10th year anniversary). Lower priority may be given to other anniversaries
  + that honour or commemorate service and sacrifice of Victorian veterans
  + that are of local or regional significance
  + encourage school students/children to attend.
* Public education projects
  + applications for digital publications that include evidence of diverse and broad distribution channels.
  + that educate Victorians about the service and sacrifice of veterans
  + that use digital forms of storytelling (for example websites, podcasts, short films). These may be given a higher priority.
* Preservation of wartime heritage
  + that preserves war heritage for future generations
  + for expert assessment or materials to conserve objects of demonstrated historical significance
  + that increase public access to heritage by creating displays.

Please note:

* Memorabilia displays should be publicly accessible.

## What cannot be funded?

Ineligible projects include:

* repair and restoration of existing war memorials – the Restoring Community Memorials and Avenues of Honour Program is for these projects
* capital works, maintenance or repairs to buildings and office equipment – the Capital Works Grants Program is for these projects
* projects located outside Victoria or on Defence land
* purchase or restoration of weapons or decommissioned military assets and armoured vehicles
* ongoing staffing, administrative, office or equipment costs (for example, IT equipment, musical instruments, sporting equipment, white goods and coffee machines)
* landscape beautification and cosmetic improvements
* university research projects
* administrative, advertising or office equipment purchasing costs (for example, computers, printers, white goods)
* purchase of vehicles (for example, cars, buses)
* veterans’ reunions and conferences
* personal memoirs, unit/ship histories
* functions and event catering
* interstate and overseas travel
* printing costs
* publishing of books.

In addition, Victoria Remembers does not support activities that:

* are funded primarily under another state, federal or local government program
* are within the responsibility of another state, federal or local government program
* have already started or have been completed (including any activities undertaken prior to the notification of the application outcome)
* are private sector projects undertaken because of a Victorian Government contract.

Please note:

* If you are unsure about whether a cost can be supported under Victoria Remembers, please contact the Veterans Grants team (refer to the ‘For more information and assistance’ section) before submitting your application.
* You may be offered a smaller funding amount than you applied for. We may ask for a revised project plan and budget.

## Other eligibility criteria – mandatory documents

You need to submit the following mandatory documents with your application:

* evidence that your organisation is one of the following:
  + ex-service organisation
  + local government authority
  + not-for-profit organisation
  + educational institute
* annual statement
  + evidence of your organisation’s financial information over a 12-month period. We need this to make sure your organisation is viable and financially responsible.
* evidence that any project income from other sources is approved and available prior to submitting your application
* auspice applications must provide the signed [Accepting an Auspice Arrangement form](https://www.vic.gov.au/sites/default/files/2021-07/Auspice-arrangements-accessible-version.docx) from the auspice organisation www.vic.gov.au/victoria-remembers-grant-program letters of support from other organisations, agencies or partners involved in your project.

Please note that:

* You can attach documents to your online application. Check carefully to make sure all attachments have been uploaded before you submit your application.
* If you have trouble uploading documents online, you can send them by email to Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au). Make sure you include your application number with the email. You must submit all documents before the due date.
* You **do not need** to provide letters of support from government officials or representatives (for example, your local Member of Parliament or councillor). We will not consider these in the assessment process.

## Auspice applications

If your organisation is not incorporated or does not have an ABN, you may still apply. You need to be auspiced by an eligible auspice organisation that has agreed to manage the grant for you.

What is an auspice arrangement?

An auspice arrangement is when one organisation assists another to fund a grant activity or event. Your community group or organisation is known as the grant recipient. The assisting organisation is known as the auspice organisation.

Please note that:

* The auspice organisation must formally agree to support your application before you submit it.
* Details of the auspice agreement must be included in a letter of support from the auspice organisation. This is a mandatory document for all applications with auspice arrangements.
* Please download and use the [Accepting an auspice arrangement form](https://www.vic.gov.au/sites/default/files/2021-07/Auspice-arrangements-accessible-version.docx) https://www.vic.gov.au/sites/default/files/2021-07/Auspice-arrangements-accessible-version.docx.
* The Office for Veterans may decide to deal with the auspice organisation (instead of, or in addition to, the grant recipient). It may do this in relation to any aspect of the funding agreement.
* The auspice organisation may also be responsible for any GST requirements around grant expenditure if they are not registered for GST. This is because grants paid by the department are exclusive of GST.

### What are the responsibilities of an auspice organisation?

If your grant application is successful, your auspice organisation will be responsible for:

* signing the grant funding agreement, which is called a Victorian common funding agreement (VCFA)
* all legal and financial responsibility of the grant on your organisation’s behalf
* receiving and distributing grant funds under the grant agreement
* ensuring all grant activities or events are completed
* submitting final reports and financial acquittals on your organisation’s behalf by the required due dates.

# How are applications assessed?

We will look at how your project will benefit the ex-service and wider Victorian community. This includes:

* how it provides an opportunity to honour and commemorate the service and sacrifice of veterans
* how it educates Victorians about the contribution made by veterans in their service to the nation and state
* how the project will be delivered, the budget and who will be involved
* who will benefit from your project.

Your application will be assessed competitively against other applications. Please note the following:

* Applications will be assessed during the two months after the closing date.
* We may contact you if we need more information.
* We will notify successful and unsuccessful grant applicants in writing.
* Successful grant applicants will be required to enter into a Victorian common funding agreement (VCFA) with the Department of Families, Fairness and Housing.
* Project deliverables, milestone dates and payments will be included in the VCFA.

You should not have any expectation of receiving ongoing annual funding.

All decisions are final. This includes decisions about any aspect of the funding application, eligibility and assessment process, including any decision to offer or award a grant under Victoria Remembers or to withdraw the offer or cancel the grant funding agreement.

## Merit assessment

Eligible applications will be assessed on merit. We will use the assessment criteria below.

#### **How the project commemorates veterans and/or how it educates Victorians about veterans’ contributions**

We will ask ‘what, why, how and who’ to determine the benefits the project provides to veterans and the wider Victorian community.

* **What is the project?**
  + Describe the project and how it will educate Victorians, and/or commemorate veterans’ service.
* **Why is there a need for the activity?** 
  + tell us who will benefit from your project.
  + Is your project addressing a priority cohort
  + if your project is education based, please provide details of who and how many people will be reached as an audience of the project.
  + if your project is to honour and commemorate veterans’ service, please explain how your project will achieve this.
  + explain why your project is necessary.
* **How have you planned the project and what steps will you take?** 
  + when do you expect the project to commence?
  + how will the project be delivered?
  + what is the budget for your project?
* **Who will manage the project?**
  + will staff or volunteers manage the project?
  + where relevant, list any other organisations or agencies that will work with you on the project and attach support letters.
  + do you have the capacity to complete the project in 12 months?
  + do you need to consult with others for this project?

# Notification of application outcomes

We will give you written notification of the outcome of your application.

If you are successful, we will tell you about any specific conditions attached to the grant. We will publish details about your project, including its name, description and grant amount, on the [Victoria Remembers](https://www.vic.gov.au/victoria-remembers-grant-program) https://www.vic.gov.au/victoria-remembers-grant-program website.

If you are unsuccessful, you may ask us for feedback about your application.

# Successful grant recipients

## Funding agreements

If you are successful, your organisation must sign a Victorian common funding agreement (VCFA) with the department. You must enter into this agreement by the milestone date set in the Activity Deliverables and Payments Table of your VCFA. If you do not accept the agreement during this period, the grant may be withdrawn.

The funding agreement will outline:

* the grant terms and conditions, including use of funds
* key deliverables and due dates
* reporting requirements.

If you need to request a variation to the VCFA or ask for a reporting extension, email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au).

## Payment of grant funds and reporting requirements

If you are successful, we will pay your organisation when you complete the project milestones and deliverables you agreed to in the VCFA.

We make milestone payments via electronic funds transfer once you meet the deliverables set out in the VCFA.

You must use all funds during the activity period, as outlined in the VCFA. You must return any unspent funds to the Office for Veterans.

## Goods and Services Tax (GST)

* We will pay GST if the grant is funding a good or service, and if the recipient organisation is registered for GST.
* We will not pay GST if the recipient organisation is not registered for GST.
* We will not pay GST if the recipient organisation is a government entity (for example, school, local council).
* We will not pay GST if the grant is not funding a good and/or service.
* We will not pay GST if the applicant is a Local or State Government Entity

The Australian Taxation Office (ATO) considers grants and sponsorships as taxable income. The ATO can help with information on tax, including GST. Call 13 28 66 or [visit the ATO](https://www.ato.gov.au/) https://www.ato.gov.au/ for further information.

## Reports

If you are successful in receiving funding, your organisation will need to submit a final report and financial acquittal. You may also need to provide progress reports for complex or high-value projects.

## Funding acknowledgement

Successful applicants must acknowledge that funding for the project came from the Victorian Government and the Victorian Veterans Council (VVC).

The VCFA sets out guidelines around promotion. These include a requirement that all activities must acknowledge support from Victorian Government and VVC. You must include the appropriate logos on any activity-related publications and websites, media releases and promotional materials, project hardware and formal event invitations.

You must formally invite the Victorian Government and the VVC to attend any official events related to the project (for example a project launch or exhibition). We will send you the acknowledgement requirements if your project is funded.

## Legal responsibilities

If you apply for a grant, you must ensure the project activity follows relevant legislation, regulations, by-laws and codes. It must also meet the requirements of any Commonwealth, state, territory or local authority. It is your responsibility to know the laws and protocols that regulate your work.

# Values of funded events

Events funded by the Department of Families, Fairness and Housing must be respectful and open to all Victorian communities to attend.

Please ensure that your event is inclusive and consider an Acknowledgement of Country or Welcome to Country, the accessibility of your event and its environmental impact.

## Acknowledgment of Country or a Welcome to Country

We encourage you to use Acknowledgement of Country or a Welcome to Country at all events.

An Acknowledgement of Country recognises that Victoria has a strong and proud Aboriginal history, and it pays respect to the Traditional Owners.

For more information, visit [Welcome to Country and Acknowledgement of Traditional Owners](https://www.firstpeoplesrelations.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners) https://www.firstpeoplesrelations.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners

## Accessibility

Your organisation must consider accessibility as an important part of event planning. The event site must be accessible to everyone. For example, ensure that entry to the event venue and to the toilets are wheelchair accessible.

## Environmental impact

Your organisation must consider reducing its environmental impact. This means making sure the event is environmentally sustainable and improves waste management. Examples include using online advertising to reduce paper use and reducing the use of single-use plastics.

# For more information or assistance

To learn more about Victoria Remembers, or for help with your application or grant reporting   
you can:

## Contact us

* Phone the Grants information hotline on [1300 366 356](tel:1300366356).
* Email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au) with your query. You can also request a call back (during business hours).

**If you need an interpreter**: Please email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au) to request a call back, advising us of your preferred language.

**If you are deaf, hearing impaired or speech impaired**: Please email the Veterans Grants team [veteransgrants@dffh.vic.gov.au](mailto:veteransgrants@dffh.vic.gov.au) to request a call back and tell us the National Relay Service you would like us to use to contact you.

## Access online grant resources

[Visit the Applying and reporting veterans grants](https://www.vic.gov.au/applying-reporting-veterans-grants) https://www.vic.gov.au/applying-reporting-veterans-grants website for resources on:

* how to write a grant application
* how to access the department’s Grants Gateway
* common grants words and terms
* in-kind contributions
* auspice arrangements and how to know if you need one.

## Subscribe to our newsletter

For updates on upcoming grant rounds, [subscribe to the Veterans Grants email newsletter](https://www.vic.gov.au/veterans-subscriptions) https://www.vic.gov.au/veterans-subscriptions.