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| **Veterans Grant Programs** Application Preparation Guide |

The Victorian Government and the Victorian Veterans Council offer a range of grants that support and commemorate veterans and preserve war heritage. These grant programs are managed through the Office for Veterans in the Department of Families, Fairness and Housing (DFFH).

This application guide has been created to assist eligible organisations to navigate their way through the application process with **five simple steps**.

**1. Read the grant program guidelines**

**This is a critical starting point**. The grant program’s guidelines outline the strategic objectives which the Victorian Government is aiming to achieve by funding eligible organisations.

Current guidelines for all Victorian Government veterans grant programs are available at [www.vic.gov.au/grants-support-and-commemorate-veterans](http://www.vic.gov.au/grants-support-and-commemorate-veterans)

* Understanding the guidelines will help you plan and prepare for your project.
* Consider the funding amounts that are available.
* Note the closing date and time.

Focus on what activities can be funded. It is also important to re-check the guidelines each grant round as these are often updated.

**2. Check your eligibility**

To be eligible to apply you must be one of the following:

* ex-service organisation
* local government authority
* not-for-profit organisation
* educational institution

Applicants must be an [incorporated body](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association) and have an [Australian Business Number](https://abr.business.gov.au/) and be financially solvent. If you are not incorporated, you can arrange for an [auspice](https://www.vic.gov.au/veterans-grants-auspice-arrangements) to act on your behalf. Your organisation and auspice (if applicable) must not have any overdue reports from previously funded projects through the DFFH.

Please take note of the assessment criteria and the projects the Victorian Government will not fund.

*Note for Victoria Remembers only: funding for this grant comes from the Community Support Fund, organisations that receive revenue from electronic gaming machines are not eligible to receive funding.*

**3. Start planning your project**

We recommend you meet as a committee, with your local council or community to get an understanding of your project, who it will benefit and how the grant will help you achieve your goals.

Refer to the guidelines throughout and take a note of the specific application requirements you will need to address.

You will need to answer:

* How will you deliver the project?
* Why is there a need for your project?
* Who will benefit from your project?
* What are the long-term objectives and vision for the project?

Ensure your answers align to the objectives of the grant program and its assessment criteria.

It is important to clearly articulate how your project will impact and benefit the veteran community. Include relevant data around attendance, usage and case study/project examples where relevant.

We also have useful resources on our website to help you write your application [www.vic.gov.au/applying-and-reporting-veterans-grants](http://www.vic.gov.au/applying-and-reporting-veterans-grants)

**4. Source quotations and supporting documentation**

Once you have completed your project plan, you need to establish how much funding you will require for your project.

Remember, the items you request should directly relate to your project and be eligible for funding under the program. Providing supporting evidence is paramount to your application.

Source quotations for all items that are being requested in your application, this will assist you in constructing your budget. Ensure you provide the following where relevant:

* detailed budget and written quotes for project costs, including a contingency if applicable
* letters of support from other organisations, agencies or partners involved in the project including Local Government Authority or Crown Land Manager if applicable
* high resolution photos of what you are looking to restore, repair or upgrade
* details of any community consultation to support your application
* a project plan with start and end dates, timelines for key activities, responsibilities, and implementation stages
* if your project expenditure is greater than the available grant amount, provide evidence that your organisation will cover the difference if required

Supporting letters from your local member of parliament or similar are not required and will not be considered in, or impact the assessment of your application.

**5. Log in, write your application, and submit**

Once you have prepared it’s time to submit your application via the Grants Gateway portal. Head to our website [www.vic.gov.au/grants-support-and-commemorate-veterans](http://www.vic.gov.au/grants-support-and-commemorate-veterans) and select your relevant grant program to apply. If it is your first time applying, you will need to create an account. You can save the application at any time before submitting and complete later.

The online application form must be completed by a person authorised to submit on behalf of the organisation. Once submitted you’ll receive an application number, keep note of this as reference.

**Contacting the Office for Veterans**

Should you have a question about the eligibility of your application or have any technical issues submitting your application, please contact us.

Send us an email veteransgrants@dffh.vic.gov.au

For general enquiries, call the Grants Information Line on **1300 366 356.**

The call centre can provide responses to a range of general matters. For specific questions, please email us.