

Restoring Community War Memorials and Avenues of Honour 2023–2024

Program guidelines

**We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.**

To receive this document in another format, phone the Grants information hotline on 1300 366 356, or email the Office for Veterans veteransgrants@dffh.vic.gov.au.

**Help for people with hearing or speech communication difficulties**

Contact us through the National Relay Service (NRS). For more information, visit National Relay Service (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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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

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Available at [Restoring Community War Memorials and Avenues of Honour](https://dhhsvicgovau.sharepoint.com/sites/FV-SeniorsCarersandVeterans/Shared%20Documents/Veterans/Veterans%20Programs%20Team/Grant%20Programs/2023-2024%20Grants/Restoring%20Community%20War%20Memorials%20and%20Avenues%20of%20Honour%20Grant%20Program%202023-24/Guidelines/Restoring%20Community%20War%20Memorials%20and%20Avenues%20of%20Honour%20grant%20program%20guidelines%202023%20accessible.docx) https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour

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# Message from the Minister for Veterans

The Victorian Government is proud to support veteran communities to honour and commemorate veterans through a range of projects across the state.

Honouring the service and sacrifice of our veteran community is an important part of my role as Minister for Veterans. With great pleasure, I announce the opening of the Restoring Community War Memorials and Avenues of Honour 2023 grant program.

This program supports community groups and organisations to restore or upgrade existing war memorials. This includes changing memorials to better reflect veteran service.

By supporting the upkeep of these memorials, we create a lasting tribute to honour the lives and achievements of Victorian veterans.

Finally, I would like to express my appreciation to all veterans for their dedication and courage. It is through your service and sacrifice that we enjoy the freedoms we cherish today. Together, we can ensure that our veterans' courage and sacrifices are never forgotten.



Hon. Natalie Suleyman MP

Minister for Veterans

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# About Veterans grants

The Department of Families, Fairness and Housing offers grants to support and commemorate veterans and to preserve war heritage.

Our grants programs support veteran communities to:

* honour and commemorate veterans
* educate Victorians about their service and sacrifice
* provide welfare activities for the ex-service community
* improve veteran community infrastructure
* restore community war memorials, honour rolls and avenues of honour.

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

# About the Restoring Community War Memorials and Avenues of Honour grant program

Restoring Community War Memorials and Avenues of Honour provides grants of up to $30,000 (excluding GST). The grants are to restore war memorials, honour rolls and avenues of honour:

* to their original condition, or
* change to better reflect veteran service in the community.

Only one application can be made per project.

This program supports local war memorials in Victoria that commemorate Victorians who served in wars, conflicts and peacekeeping operations.

The department will notify successful applicants around ANZAC Day 2024.

# Funding priorities

The department will prioritise funding for projects:

* based on how effective they are at:
	+ conserving the significance
	+ improving the visitor experience
	+ increasing community knowledge of a community war memorial or avenue of honour that can be completed within 12 months of the project approval date.
* Organisations planning to deliver projects in regional and rural local government areas may be prioritised to ensure equitable funding across regions and metropolitan Melbourne.

The department will not fund projects:

* already started
* that started before the anticipated contracting date of June 2024
* with incomplete or incorrect applications.

Success of previous funding is not indicative of future funding through this program.

Incomplete or incorrect applications are not considered.

# Available funding in 2023–24

Organisations can submit more than one application.

* The total value of an organisation’s applications must not exceed $30,000 (excluding GST).
* Previously funded applicants are not guaranteed to receive funding in this or future grant rounds.
* Recipients of a previously approved Stage 1 grant are not guaranteed to receive a Stage 2 grant.

## Activity period

This grant round supports activities in 2 stages:

* **Stage 1 projects** should be completed within 12 months of the project approval date.
* **Stage 2 projects** should be completed within 18 months of the project approval date.

(Refer to ‘[Funding categories’](#_Funding_categories))

* You cannot apply for funding if your project starts before June 2024.

# How to apply – key dates and timelines

Important information about making an application

| Applications open | Submit application | Applications close |
| --- | --- | --- |
| 10.00 am 20 November 2023 | 20 November 2023 – 12 February 2024 | 5.30 pm 12 February 2024 |
| * Read the program guidelines, available at [Restoring Community War Memorials and Avenues of Honour](https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour) https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour.
* Make sure your organisation meets the eligibility criteria.
* Seek an auspice arrangement if required. (Refer to ‘[What is an auspice arrangement?](#_What_is_an)’
* Access [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 or email the Office for Veterans 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.
 | * To complete an application, register or log in to the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/) https://grantsgateway.dffh.vic.gov.au/
* A person authorised to submit on behalf of the applicant organisation must complete the application.
* 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.
 | * Late or incomplete applications are not considered.
* The department assesses applications within 2 months of the closing date.
 |

# Eligibility criteria

To be eligible to apply for funding applicants **must**:

* be an eligible organisation (refer to ‘[Who can apply for a grant?](#_Who_can_apply)’)
* have no outstanding reports from previous or current grants funded by the department
* be seeking funding for an eligible activity (refer to ‘What can the grant money be used for?’)

## Who can apply for a grant?

To be eligible to apply for a grant, applicants **must**:

* have a valid Australian Business Number (ABN). To check your ABN, visit the [Australian Business register](https://abr.business.gov.au/) https://abr.business.gov.au/. **Note:** 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

**and**

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

### How to check your organisation type

* For incorporated associations, cooperatives or organisations incorporated through other means visit [Consumer Affairs](https://www.consumer.vic.gov.au/) https://www.consumer.vic.gov.au
* For Company Limited by Guarantee visit [ASIC Connect Online](https://connectonline.asic.gov.au/) https://connectonline.asic.gov.au/
* For registered charities visit [Australian Charities and Not-for-profits Commission (ACNC)](https://www.acnc.gov.au/charity/charities) https://www.acnc.gov.au/charity.
* For Aboriginal corporations visit [Office of the Registrar of Indigenous Corporations (ORIC)](https://www.oric.gov.au/) https://www.oric.gov.au/.

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

### Other eligibility options for unincorporated organisations

Unincorporated organisations are also eligible if they are a:

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

Social enterprises:

* are led by an economic, social, cultural or environmental mission consistent with a public or community benefit
* derive a large part of their income from trade
* reinvest the majority of their profit/surplus in the fulfilment of their mission (at least 50%).

Also, to be eligible, your organisation **must** be:

* financially solvent
* based in Australia. Funded projects must be delivered in Victoria.

If the war memorial or avenue of honour is on local council land, it may be appropriate for the local council to make the application on your behalf.

Figure 1: Organisation eligibility chart



## Auspice applications

If your organisation is not incorporated or does not have an ABN, you may still apply. An eligible auspice organisation that has agreed to manage the grant for you will need to auspice 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 the grant recipient. The assisting organisation is the auspice organisation.

**Note:**

* 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.
* You can download and use the **Accepting an Auspice Arrangement form** available at [Veterans grants auspice arrangements](https://www.vic.gov.au/veterans-grants-auspice-arrangements) https://www.vic.gov.au/veterans-grants-auspice-arrangements.
* 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 is responsible for:

* signing the grant funding agreement. This 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.

## Who cannot 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 of the department’s grant programs
* groups whose projects are the responsibility of another Victorian government department
* hospitals and health service organisations.

## Funding categories

Funding is available under 2 categories:

**Stage 1 – Planning:**

* Grants of up to $10,000 (excluding GST) are available for eligible organisations to plan and acquire all the required documentation and approvals before applying under Stage 2 in a future round. Receiving a Stage 1 grant does not guarantee receiving a Stage 2 grant.
* Funding is available to plan for your Restoring Community War Memorials and Avenues of Honour project to contract a heritage professional to assess your project to obtain accurate costings and develop clear timelines to complete a project.
* You must complete planning grants within 6 months of receiving funding.

**Stage 2 – Implementation:**

* Grants of up to $30,000 (excluding GST) are available for eligible organisation to carry out their project.
* You must complete implementation grants within 18 months of receiving funding.
* You don’t need to have received a Stage 1 grant to be eligible for a Stage 2 grant. However, your application is more likely to be successful if, before submitting your Stage 2 application, you have:
	+ considered all requirements
	+ permits and approvals in place.
* If we deem your Stage 2 application as incomplete, we may recategorise your application to a Stage 1 grant. You may need to resubmit more information before receiving funding.

Figure 2: The differences of Stage 1 and Stage 2



## **What can the grant money be used for?**

**Stage 1 funds** may be used for:

* site analysis
* preliminary research
* appointing a heritage contractor, consultant or arborist to undertake a heritage assessment or develop a management plan – see [Find a heritage consultant](https://www.heritage.vic.gov.au/protecting-our-heritage/find-a-heritage-consultant) https://www.heritage.vic.gov.au/protecting-our-heritage/find-a-heritage-consultant
* concept designs
* required permits from local councils or Heritage Victoria
* trade assessments and quotations
* preparation and full scoping of proposed works and their impact on the significance of the memorial to be undertaken by a qualified heritage advisor, consultant, conservator, arborist.

**Stage 2 funds** may be used for:

* re-painting the brickwork or stone of a memorial
* repairs to broken statues or plinths that form part of a memorial
* repairs to barriers and fences that surround and protect a memorial
* rectification of sinking foundations or lifting paving around a memorial
* re-lettering and re-gilding honour boards and memorials
* treatment of rusted original memorial gates or fences
* installation of additional plaques at the site of the existing memorial or additional names on the memorial or honour board (see ‘[Plaques](#_Plaques)’)
* installation of explanatory walls or interpretation panels
* restoration of commemorative plaques that form part of an integral part of an avenue of honour
* provision of seating, paving or lighting to allow better access to a commemorative site
* relocation of a memorial to its original position or to a new position if the current location poses safety or heritage risks.

**Note:**

* The department **will** assess all costs associated with your project.
* The department **will not** support any changes or increases **after** submitting your application.

We recommend factoring a contingency amount into your project. The amount **must not** exceed, the maximum value of the grant.

## What cannot be funded?

Projects that the program **cannot** fund include:

* projects with applications from individuals
* memorials for individuals other than Victoria Cross recipients
* works that detract from or harm the historical significance of the original memorial. For example, inappropriate signage
* projects covered by another government grant program.

For example:

* + flag poles – see [Saluting Their Service](https://www.dva.gov.au/about-us/overview/consultations-and-grants/grants-and-bursaries/saluting-their-service) on the Department of Veterans’ Affairs website https://www.dva.gov.au/about-us/overview/consultations-and-grants/grants-and-bursaries/saluting-their-service
	+ restoration of war graves – see [War Graves](https://www.dva.gov.au/wargraves) on the Department of Veterans’ Affairs website https://www.dva.gov.au/wargraves)
* creating new memorials, honour roles or avenues of honour. This is funded via the [Victoria Remembers grant program](https://www.vic.gov.au/victoria-remembers-grant-program) https://www.vic.gov.au/victoria-remembers-grant-program
* restoration, preservation and display of wartime heritage that is not an integral part of the war memorial or avenue of honour, such as driveways, paving or walkways
* projects that have already started or are completed
* projects that are the clear responsibility of another state or Australian government program
* internal operational, management or wage costs (fees for hiring skilled or professional labour for specialist restoration work are acceptable as a project cost)
* equipment, like vehicles or computers (including software).

Also, the program **does not** support activities that:

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

**Note**:

* If you’re not sure if a cost is supported under the Restoring Community War Memorials and Avenues of Honour program, contact the Office for Veterans before submitting your application (refer to ‘[More information and assistance](#_More_information_or)’).
* 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 before submitting your application
* auspice applications must provide a letter of support from the auspice organisation
* letters of support from other organisations, agencies or partners involved in your project.

**Note:**

* You can attach documents to your online application. Make sure you have uploaded all attachments before you submit your application.
* If you have trouble uploading documents online, you email them to the Office for Veterans 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 do not consider these in the assessment process.

## Heritage conservation principles

### Plaques

Do not attach new or additional plaques to historical memorials. Install them near (not on) the memorials. They can be attached at the site to:

* new commemorative walls
* low-level plinths
* seats
* set in pavers.

Replacement:

* plaques
* emblems
* badges

should be consistent with the original design and materials of the memorial.

Do not place missing names on existing memorials over the top or replace original plaques or lettering.

Missing names and re-lettering may be re-cut on memorials if the remaining stone is strong enough. A qualified heritage stonemason should do this work, using traditional hand cutting techniques that match the original font and size.

Do not correct misspelled names on historical:

* stone memorials
* marble
* wooden honour boards.

Make corrections on a separate plaque installed near the memorial.

Use traditional methods and materials for re-gilding and re-lettering.

### Cleaning

Do not use the following on historic memorials:

* sandblasting
* high-pressure water blasting
* silicone sealants
* permanent graffiti barriers
* harsh chemicals like acid or bleach.

Off-the-shelf cleaning products may also harm original materials.

A qualified contractor with experience with historic memorials should undertake cleaning, including removal of lichen or algae.

### Repairs and repointing

Use traditional materials and follow the principle of replacing like with like.

This includes using materials such as lime and mortar when repointing stone or brickwork on memorials.

Works should be in accordance with ‘Heritage Technical Codes’, which you can download from [Heritage Victoria](https://www.heritage.vic.gov.au/) https://www.heritage.vic.gov.au/.

### Avenues of Honour

If you’re replacing missing trees or maintaining or pruning existing trees, you need to submit an arborist assessment report. The report must include the reason for replacing the trees such as:

* species
* age
* condition

The arborist should focus on retaining original trees or replacing them with the same species wherever possible.

A comparable species may be appropriate:

* where climate change or other issues are present
* where use of a different species would not harm the significance of the avenue of honour.

You are encouraged to consider installing sympathetic interpretive signage telling the history of:

* the avenue of honour
* those who served from the local community.

New signage should not hinder appreciation of the avenue of honour or original signage. Original signage should be retained where possible and treated by a conservator if necessary.

### Honour boards

A qualified conservator should undertake the restoration of historic timber honour boards.

* Original lettering or varnish should **not be** stripped from historic honour boards.
* Do not use modern vinyl cut letters.

You can include costs for transporting an honour board to a conservator in your application.

A paper or photographic conservator should undertake works to:

* paper
* cardboard
* photographic honour boards.

# How to apply

## Step 1 – Prepare supporting documents:

Your application is more likely to be successful if you provide a high level of detail to support your request.

Before beginning your online application for **Stage 1** **(planning)** or **Stage 2** **(implementation)** grants, consider getting the following information, where relevant:

* Show that you understand the history and significance of your memorial. Research background information by searching the [Victorian Heritage Database](https://vhd.heritagecouncil.vic.gov.au/) https://vhd.heritagecouncil.vic.gov.au/ or other sites like [Monument Australia](https://monumentaustralia.org.au/themes/conflict) https://monumentaustralia.org.au/themes/conflict.
* Get advice from a relevant heritage professional. They can help you understand which type of report is best suited to your memorial (Applicants for **Stage 1 (planning)** grants.
* High resolution photos showing the damage, deterioration and work needed. Include close-up and long-distance images and any draft designs.
* A letter from the owner of the land, approving the project if the memorial or avenue of honour is on private land. This is not applicable for applications from local councils.
* If adding plaques, signage or seating, provide measured drawings and annotated aerial maps (where possible), The maps should show the location of these in respect to the war memorial or avenue of honour.
* If relocating a memorial, include measured drawings and annotated aerial maps showing the original and new location.
* A letter of support from the local RSL sub-branch or other local ex-service organisation. The letter should state the community significance of the memorial. **Note:** general letters of support such as those from members of parliament or state-based organisations are not required and are not considered.

Specific to **Stage 2 (implementation)** applications, consider obtaining the following, where relevant:

* For applications relating to memorials – provide itemised quote(s) and detailed scope of works from a stonemason or builder experienced with heritage memorials.
* For applications relating to avenues of honour, documents from a qualified conservator or arborist, including condition and treatment reports.
* An assessment report (for more detail, see Applying and reporting veterans grants <https://www.vic.gov.au/applying-reporting-veterans-grants>). The report to support your project can be by:
	+ your local council’s heritage advisor
	+ a qualified heritage advisor, arborist or consultant.
* If the memorial, honour board or avenue of honour is on the Victorian Heritage Database, include an approved Heritage Victoria permit. **Note:** Applications that do not relate to Victorian Heritage Register-listed memorials **should not contact Heritage Victoria**.
* If the memorial or avenue of honour has a heritage overlay, include an approved council permit.

For more information on what you need for **Stage 1 (planning)** and **Stage 2 (implementation)** grants, see [Applying and reporting veterns grants](https://www.vic.gov.au/applying-reporting-veterans-grants) https://www.vic.gov.au/applying-reporting-veterans-grants.

The guide also helps you to consider the:

* heritage values and material aspects of your memorial
* appropriate approaches to its conservation and maintenance when developing your application.

## Step 2 – Apply online:

Program open date: 10:00 am 13 November 2023

Program close date: 5:30 pm 29 January 2024

Submit applications via the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/?ec=302&startURL=%2Fs%2F) https://grantsgateway.dffh.vic.gov.au/

If you are having trouble registering at the Grants Gateway, email grantspolicy@dffh.vic.gov.au or download **How to register for the Grants Gateway** available on [Restoring Community War Memorials and Avenues of Honour Grant Program](https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour) https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour.

**Note:** Late or incomplete applications are not considered.

If you experience any difficulties, please contact us prior to the program closing date and time.

To find other Victorian government funding opportunities, log into the Grants Gateway and search for grants under the ‘Available Grants’ or visit [Grants and program](https://www.vic.gov.au/grants)  https://www.vic.gov.au/grants.

If you are returning to view a submitted Office for Veterans application, log in via the Grants Gateway and find applications under ‘My Submitted Applications’.

# How are applications assessed?

We assess your application against other applications, the amount of funding available, and how the project:

* conserves and maintains the historic fabric and significance of the community war memorial, honour roll or avenue of honour
* improves the experience for people attending commemorative services and visitors to the memorial
* increases community knowledge and appreciation of the local history and purpose of the memorial or avenue of honour
* partners and consults with ex-service organisations, local councils, local businesses, schools and other bodies.

**Note:**

* Applications are assessed during the 2 months after the closing date.
* We may contact you if we need more information.
* We notify successful and unsuccessful grant applicants in writing.
* Successful grant applicants are required to enter into a Victorian Common Funding Agreement (VCFA) with the department.
* Project deliverables, milestone dates and payments are 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
* withdrawing or cancelling the offer or award of a grant agreement under Restoring Community War Memorials and Avenues of Honour.

## Merit assessment

The department assesses applications on merit. We use the following assessment criteria:

How the project:

* conserves the significance of the memorial
* improves visitor experience
* increases community knowledge of a memorial.

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 what it achieves.
* **Why is there a need for the activity?**
	+ Tell us who benefits from your project
	+ Explain how your project achieves its goals
	+ Explain why your project is necessary.
* **How is the project planned and what steps are you taking?**
	+ When do you expect the project to start?
	+ How will the project be delivered?
	+ What is the budget for your project?
	+ Have you acquired all required permits and endorsements
* **Who manages the project?**
	+ Do 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 6 months if a Stage 1 project, or 18 months if a Stage 2 project?
	+ Do you need to consult with others for this project?

# Notification of application outcomes

All applicants receive written notification of the outcome of their application.

If you **are successful**, we tell you about any specific conditions attached to the grant. We publish details about your project, including its name, description and grant amount on [Restoring Community War Memorials and Avenues of Honour](file://internal.vic.gov.au/DHHS/HomeDirs7/vids22s/Desktop/Grants/Restoring%20Community%20War%20Memorials%20and%20Avenues%20of%20Honour/Restoring%20Community%20War%20Memorials%20and%20Avenues%20of%20Honour%20grant%20program%20guidelines%202023%20accessible.docx) https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour.

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

# Successful grant recipients

## Funding agreements

If successful, your organisation must sign a Victorian Common Funding Agreement (VCFA) with the department within a specified time frame. If a funding offer is not accepted during this period, the department may withdraw the grant.

The funding agreement outlines:

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

To request a variation to the VCFA or ask for a reporting extension, email the Office for Veterans veteransgrants@dffh.vic.gov.au.

## Payment of grant funds and reporting requirements

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

The department makes milestone payments via electronic funds transfer (EFT) once deliverables are met, as set out in the VCFA.

You **must:**

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

## Goods and Services Tax (GST)

* **GST is paid** if the grant is funding a good or service, and if the recipient organisation is registered for GST.
* **GST is not paid** if the recipient organisation is not registered for GST.
* **GST is not paid** if the recipient organisation is a government entity (for example, school, local council).
* **GST is not paid** if the grant is not funding a good and service.

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 website https://www.ato.gov.au/.

## Reports

Successful applicants must fill out reports in line with their funding agreement.

A final report is required to acquit the grant and issue final payment (if applicable).

If you have any outstanding final (acquittal) or progress reports for any Fairer Victoria funded program, you need to submit your report to receive new funding.

For any enquiries or to submit a report, email the Office for Veterans veteransgrants@dffh.vic.gov.au.

When undertaking project reporting, please use the Restoring Community War Memorials and Avenues of Honour final report template, available on [Restoring Community War Memorials and Avenues of Honour](https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour) https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour.

Grant recipients are requested to upload images and descriptions of their final project outcomes on the [Victorian Heritage Register](https://vhd.heritagecouncil.vic.gov.au/) website https://vhd.heritagecouncil.vic.gov.au/ site.

## Funding acknowledgement

Successful applicants must acknowledge funding from the Victorian Government.

The VCFA sets out guidelines around promotion. These include a requirement that all activities must acknowledge support from Victorian Government.

You **must** include the appropriate logos on any activity-related:

* publications
* websites
* media releases
* promotional materials
* project hardware
* formal event invitations.

You must formally invite the Victorian Government to attend any official events related to the project (for example, a project launch or exhibition). We send you the acknowledgement requirements if we fund your project.

## Legal responsibilities

If you apply for a grant, you must ensure the project activity follows relevant:

* legislation
* regulations
* by-laws
* 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.

# More information or assistance

To learn more about Restoring Community War Memorials and Avenues of Honour, or for help with your application or grant reporting, you can:

## Contact us

* Phone the Grants information hotline on 1300 366 356.
* Email the Office for Veterans 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 Office for Veterans veteransgrants@dffh.vic.gov.au to request a call back,

**If you are deaf, hearing impaired or speech impaired**: Please email the Office for Veterans 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

For the following resources, visit [Applying and reporting veterans grants](https://www.vic.gov.au/applying-reporting-veterans-grants) https://www.vic.gov.au/applying-reporting-veterans-grants

* 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.