



**ANZAC DAY TRUST
COVID-19
GRANTS PROGRAM**

2022 guidelines and terms and conditions



Message from the Premier of Queensland

The support and wellbeing of veterans is a priority for my government.

We have committed \$10 million over four years (2021–2024) to support veterans through a range of initiatives which focus on health and wellbeing, legal assistance, and employment and training programs.

Since the start of the COVID-19 pandemic, community groups such as ex-service organisations, which offer welfare and vital assistance to veterans and their dependants, have needed assistance.

To ensure help can be provided when it is needed most, an additional \$1 million in funding was granted to the Anzac Day Trust in 2021 to distribute through the new Anzac Day Trust COVID-19 Grants Program.

With more than 60 organisations sharing more than \$600,000 in funding in its first round, the Anzac Day Trust COVID-19 Grants Program has supported a range of ex-service organisations who provided hobby kits to socially isolated veterans, meals and financial assistance, and delivered COVID Safe events to mark significant commemorations.

On behalf of the Queensland Government, I would like to thank all ex-service organisations for their continued support of Queensland's veterans' community, and I encourage them and other eligible organisations to apply to the second round of the Anzac Day Trust COVID-19 Grants Program.

This will help ensure veterans and their dependants continue to receive the support they deserve in recognition for their service to Australia.

Anastacia Palaszczuk MP
Premier of Queensland
Minister for the Olympics

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Disclaimer

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Copies of this publication are available on our website at www.qld.gov.au/anzacdaytrust.

Introduction

The 2022 Anzac Day Trust COVID-19 Grants Program (COVID-19 Grants Program) provides funding to veterans' organisations that have directly supported veterans and their dependants affected by the COVID-19 pandemic.

The COVID-19 Grants Program also assists veterans' organisations impacted by COVID-19 restrictions and supports veterans' organisations to deliver COVID Safe commemorative events.

Eligible items

Funding may be provided for veterans' organisations:

- that have incurred additional costs as a direct result of supporting veterans and their dependants with issues related to the COVID-19 pandemic, over what would have otherwise been reasonably incurred
- that have lost income as a direct result of the COVID-19 pandemic
- to assist with staging COVID Safe commemorative events.

Examples of *additional costs incurred by veterans' organisations as a direct result of supporting veterans and their dependants* may include, but are not limited to:

- financial assistance made to veterans and/or their dependants to provide essential support required during the COVID-19 pandemic such as assistance with cost-of-living expenses (food, accommodation, transport, medical expenses, power and other utilities)
- technology to support engagement with veterans and their families, including technology licenses, plans and subscriptions (e.g., MS Teams or Zoom subscriptions, additional computers, laptops, teleconferencing or videoconferencing equipment specifically purchased to enable contact with veterans and their families during the COVID-19 pandemic)
- providing a new service based on an identified need arising from the COVID-19 pandemic to support veterans and their dependants, such as ensuring their health and wellbeing is maintained.

Examples of *lost income by veterans' organisations as a direct result of the COVID-19 pandemic restrictions* include being unable to:

- undertake established fundraising activities, and/or
- hire out the veterans' organisation's facilities (e.g., cancelled hall bookings) due to restrictions imposed by Queensland's Chief Health Officer.

Staging COVID Safe commemorative events means events staged after the introduction of Public Health Directions relating to mass outdoor gatherings and non-essential indoor gatherings. Since 19 March 2020, many events have been required to comply with COVID Safe requirements. Therefore, events delivered after 19 March 2020 that were required to comply with COVID Safe requirements may be eligible for funding under the COVID-19 Grants Program.

Examples of costs incurred delivering a COVID Safe event may include, but are not limited to:

- purchasing face masks, hand sanitiser, pump bottles, antibacterial wipes, gloves, and disinfectant products
- purchasing additional cleaning services and cleaning products
- hiring or purchasing portable hand washing stations
- hiring or purchasing fencing and other infrastructure
- hiring security
- hiring medical personnel onsite
- costs of streaming services
- costs of complying with contact tracing requirements such as use of QR codes.

Ineligible items

- ☒ Expenses that do not align with the intent of the program.
- ☒ Expenses that do not broadly align with the list of eligible items.
- ☒ An expense already claimed in an application to the existing Anzac Day Trust Grants Program.
- ☒ An expense that is funded through other sources including other Australian Government and Queensland Government grant programs.
- ☒ Staff salaries and wages, overtime payments, meal allowances, honorariums, superannuation payments, fringe benefits tax or similar expenses.

Round two key dates

Round opens	Round closes	Announcement
31 March 2022	15 May 2022	November 2022

Applications must be submitted online through SmartyGrants by 12am midnight (AEST) Sunday 15 May 2022. Late applications will not be accepted.

The COVID-19 Grants Program is being delivered over three annual grants rounds.

Applicants may submit one application in each round of the COVID-19 Grants Program. Applicants are also permitted to submit an application to the existing Anzac Day Trust Grants Program. However, duplicate claims for the same expense will not be accepted.

How to apply

Step 1: Check eligibility

The Anzac Day Trust may make payments which are exempt from GST:

- to organisations that provide welfare to the spouses and children of deceased persons who served in the Australian Defence Force (ADF)
- to organisations whose sole or main activity is giving help or support to, or whose membership consists of, or includes, persons who served in the ADF in time of war or armed conflict
- to organisations whose sole or main activity is giving help or support to, or whose membership consists of, or includes, current Queensland residents who served in the defence forces of a country or power allied or associated with Australia:
 - ▶ in a war in which Australia was involved, or
 - ▶ in a conflict, which the Anzac Day Trust considers having the attributes of a war in which Australia was or is involved
- on behalf of aged persons who served in the ADF to maintain or acquire homes or acquire land to build homes or maintain and care for aged persons in homes. Note: 'home' means a place where accommodation, daily meals or nursing care are provided, including associated maintenance and administration facilities and services.

Eligible organisations must:

- be located in Queensland,
- be operating on a not-for-profit basis

- possess a valid Australian Business Number (ABN) or be incorporated in Queensland under the *Associations Incorporation Act 1981*, and
- be financially solvent, and
- be seeking funding to support veterans or their dependants residing in Queensland or to support activities or events delivered in Queensland.

The Anzac Day Trust does not make payments to the following:

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

Step 2: Prepare supporting documentation

Applications must be accompanied by the appropriate financial statements required for Office of Fair Trading annual reporting purposes. Reporting levels are based on the value of your organisation's current assets and revenue as shown below.

General ledger documents may be uploaded if they can reasonably assist the Board of Trustees of the Anzac Day Trust (the Board) to assess your application. If ledger documents are not provided when the application is submitted, the Board may, as required, request they be provided during the assessment process. Non-compliance with a request from the Board may result in your application being deemed ineligible for assessment.

Level of financial reporting for organisations

LEVEL 1 — either the value of current assets or total revenue is more than \$100,000.

You must provide a **full copy** (all pages) of your organisation's **signed**, audited financial statements AND your **signed** auditor's report.

LEVEL 2 — either the value of current assets or total revenue is between \$20,000 and \$100,000.

You must provide a **full copy** (all pages) of your organisation's financial statements **verified** by a certified accountant or auditor, or a person approved by the Commissioner for Fair Trading.

LEVEL 3 — both the value of current assets and revenue is less than \$20,000.

You must provide a **full copy** (all pages) of your organisation's financial statements displaying the following example of verification signed by the President or Treasurer:

'The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities.'

Step 3: Apply online

Applications are only accepted through the SmartyGrants online system. A link to the application form will be available via the Queensland Veterans' Portal at www.qld.gov.au/veterans between 31 March 2022 and 15 May 2022.

The application form should be completed by a person authorised to submit the application on behalf of your organisation. Applications will not be accepted in person, by email or by post. Applications will not be accepted after the closing date for applications has passed.

You will be prompted to login to SmartyGrants if you have used SmartyGrants previously or register if you have not used SmartyGrants previously.

Once your application is completed and submitted, you will receive an email notification from SmartyGrants confirming receipt of your application. If you do not receive this notification, check the Junk Mail folder in your mail application, or contact SmartyGrants on (03) 9320 6888 to confirm the application form has been lodged correctly.

Assessment criteria

Applications from eligible organisations will be assessed by the Board. Only eligible items that are directly attributable to the COVID-19 pandemic, and which can be verified against the supplied financial statements will form part of the final assessment.

Before uploading the financial statements to SmartyGrants, you must make notations on the financial statements in a way which will easily identify where each claimed expense appears.

Note: where multiple expenses have been grouped into a single income or expenditure item and there is insufficient space on the statement, you can attach a separate spreadsheet or table to the financial statement, replicating the income and expenditure statement (and balance sheet, if applicable). Please ensure notations connect each entry with related claimed expenses. This is not an alternative to supplying the full financial statement.

Application decision

- Eligible applications will be assessed by the Board.
- The Board reserves the right to undertake reasonable checks of applicants at its discretion. These checks may include financial and, on further consent, criminal history checks.
- All applicants will be notified of the outcome of their application in writing.
- Payments will be made directly into the organisation's nominated bank account via Electronic Funds Transfer (EFT).

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- The number and value of payments awarded in any year is at the discretion of the Board.
 - Payments are exempt from GST.

Contact

Please contact the secretary of the Anzac Day Trust if you have any queries or concerns regarding your application:

- Telephone: (07) 3003 9439
- Email: secretaryadt@premiers.qld.gov.au



Terms and conditions

1. The Anzac Day Trust COVID-19 Grants Program is conducted by the Board of Trustees of the Anzac Day Trust, acting in accordance with the *Anzac Day Act 1995*, and in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
 - a. "Act" means *Anzac Day Act 1995*
 - b. "application" means the official application for a grant submitted by the applicant as part of the Anzac Day Trust COVID-19 Grants Program
 - c. "closing date" means 12am midnight (Australian Eastern Standard Time) 15 May 2022
 - d. "Board" means the Anzac Day Trust Board of Trustees
 - e. "DPC" means the State of Queensland acting through the Department of the Premier and Cabinet (ABN 65 959 415 158)
 - f. "Fund" means the Anzac Day Trust Fund
 - g. "Minister" means the Minister with responsibility for the *Anzac Day Act 1995*
 - h. "personal information" has the same meaning as in the *Information Privacy Act 2009 (Qld)*
 - i. "Trust" means the Anzac Day Trust.

Eligibility

3. Applications must:
 - a. be received by the closing date
 - b. contain all information specified in the application form
 - c. be accompanied by the organisation's most recent financial statement
 - d. be submitted online through SmartyGrants. Applications submitted through any other means will not be accepted.
4. The Board of Trustee's decision upon the eligibility of an application shall be final.

Liability

5. Except for any liability that cannot be excluded by law, DPC (including its officers, employees, and agents) is excluded from all liability (including negligence) for any loss or damage (including loss

of opportunity or personal injury) whether direct, indirect, special, or arising in any way out of an application.

6. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
7. The conduct of inviting applications does not give rise to any legal or equitable relationship.
8. The Board may, by direct notification to applicants or via the Queensland Veterans' Portal at www.qld.gov.au/veterans, change these Anzac Day Trust COVID-19 Grants Program guidelines (including these terms and conditions) or cancel or vary the application process at any time prior to the closing date.
9. No person shall be entitled to claim compensation or loss from the Trust for any matter arising out of the application process, including but not limited to cancellation of the Anzac Day Trust COVID-19 Grants Program or failure by the Board to comply with the Anzac Day Trust COVID-19 Grants Program guidelines or these terms and conditions.

Withdrawals

10. Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must contact the secretary of the Trust by email at secretaryadt@premiers.qld.gov.au

Disclosure and publication

11. By submitting an application, the applicant:
 - a. authorises the use and/or publication of the applicant's name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Anzac Day Trust COVID-19 Grants Program
 - b. consents to the applicant's name, address and details of funding awarded being provided to Queensland Members of Parliament, and the applicant's name

and funding awarded being provided to the media

- c. acknowledges that the Trust, DPC and its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application, including personal information, to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Anzac Day Trust Grants Program
- d. consents to the applicant's name and details of funding awarded being published on the Queensland Veterans' Portal and the Queensland Government Open Data Portal
- e. acknowledges that the *Right to Information Act 2009 (Qld)* provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under the Act
- f. warrants that the applicant is not in breach of any law, constitution, or any other requirement the applicant is bound to comply with
- g. warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

12. The Board will assess applications.
13. All decisions and payments from the Fund are binding and final and there is no process of appeal.

Successful applications

14. Successful applicants will be required to provide the Board with the applicant's banking details, for the purposes of verifying bank account details.

Payments and GST

15. Payments from the Fund are GST exempt.
16. Payments will be made via electronic funds transfer.

Other

17. The Board reserves the right to amend these terms and conditions at any time.
18. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
19. Complaints pertaining to the outcome of an application should be addressed to the Board.
20. Complaints can be submitted to the secretary of the Anzac Day Trust:
 - Office for Veterans
Department of the Premier and Cabinet
PO Box 15185, City East, QLD 4002
 - secretaryadt@premiers.qld.gov.au

Further details of DPC's complaints management policy can be found at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx

