

ADTF Grant 2026 - Stream B - Application Form

Form Preview

Anzac Day Trust Fund Grants Program 2026 - Stream B

Each year, the Anzac Day Trust Fund offers payments to eligible ex-service organisations that provide support to Queensland veterans and their dependants.

Please read the Program Guidelines for Stream B on the QVC website - [Anzac Day Trust Fund \(qvc.qld.gov.au\)](https://qvc.qld.gov.au) before proceeding with your application.

The Stream B 2026 round is now open for applications, and **will close at 11:59pm on Monday 31 August 2025.**

Late applications will not be accepted.

Keep in Mind: In recent years the grant program has been significantly over-subscribed (i.e. the amount that was requested far exceeded the available funding pool). Submitting an application does not guarantee that you will be approved funding, nor that you will receive the full amount of your request.

Questions about the Grant Program

If you have questions about the application process or any of the questions in this form, you may contact the Queensland Veterans' Council Secretariat on **(07) 3003 9950** or by sending an email to anzacdaytrustfund@qvc.qld.gov.au.

Tips for creating grant applications

For tips and guidance on how to prepare and write a grant application, please visit this link at [Business Queensland's website](#).

Note that while this website is specifically for business grants, the principles can also be applied to Anzac Day Trust Fund Stream B grant applications.

SmartyGrants Help

If you are unfamiliar with using SmartyGrants, you can download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#).

For any SmartyGrants questions, you may call the SmartyGrants support desk on **03 9320 6888**.

Support desk hours: 8am to 6pm, Monday to Friday (except on Victorian public holidays).

Terminology

Please refer to the Glossary in the Guidelines if you are unsure how to interpret words or phrases in this application form.

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Veteran(s)

For the purposes of this grant program, "veterans" are defined in the *Anzac Day Act 1995*:

- Persons who **served Australia in its defence forces** in time of war or armed conflict; **or**
- Anyone now a Queensland resident 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 QVC considers to have the attributes of a war in which Australia was or is involved.

Applicant Organisation

The phrases '*the organisation*' and '*your organisation*' are used throughout this application form. **Please note that 'organisation' refers to your local operation.**

Example:

You may operate as a branch of 'Helping Veterans Queensland', a group that provides services across the state, but your ADTF application is for funding for the 'Helping Veterans Toowoomba Sub-Branch'.

For the purposes of this grant program, your sub-branch (e.g. Helping Veterans Toowoomba Sub-Branch) is regarded as the **applicant**. The state-wide operation will be referred to as the parent body.

All responses about **the organisation** should be just about the operations of the **applicant organisation** (e.g. Helping Veterans Toowoomba Sub-Branch); not that of the parent body.

#NEW - For applications using an **auspice arrangement**, '*your organisation*' refers to the auspice organisation - i.e., the eligible ex-service organisation that will apply for and take responsibility for the grant on behalf of a non-eligible organisation that will deliver activities. The auspice organisation is the applicant. Questions on auspice arrangements (if applicable) are included later in this form.

Eligibility of your organisation

* indicates a required field

- In this section, you will be asked a few questions to determine your organisation's eligibility to apply for this grant.
- Questions will be asked about the **way your organisation operates** and the **type of services** you provide.
- #NEW - Remember, if the application is being submitted under an auspice arrangement, '*your organisation*' refers to the auspice organisation - i.e., the eligible ex-service organisation that is applying for the grant in partnership with a non-eligible organisation.

What is the main objective of your organisation?

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Is the main objective of your organisation the support of veterans and/or their dependants? *

- ☐ Yes
☐ No

The following services can be supported through the fund:

a) Assistance to **aged persons** who served Australia in its defence forces. This may include assistance to:

- maintain, alter or improve their homes*; or
- acquire land on which to build homes*; or
- acquire homes*; or
- maintain and care for them in their homes*.

b) Services that support the welfare of **spouses and children of deceased persons** who served Australia in its defense forces.

c) Services that support **veterans and their dependants**.

* Note that under the *Anzac Day Act 1995*, **home** means a place where accommodation, daily meals or nursing care are provided.

What type of services do you provide? *

- ☐ Helping aged veterans to maintain, alter or improve their homes
☐ Helping aged veterans to acquire land or homes
☐ Maintaining and caring for aged veterans in their homes
☐ Providing services that support the welfare of spouses and children of deceased veterans
☐ Providing services that support veterans and their dependants
☐ None of the above

Tick all that apply

#NEW - Briefly describe the services or activities that your organisation currently provides *

This refers to your organisation's current activities. For example: We provide monthly lunches for members, hospital visits, and commemorative events twice a year. We also provide subsidised rental accommodation for veterans and their dependants.

Do you operate as a not-for-profit?

Only not-for-profit organisations are eligible to apply for funding under this program.

Not-for-profit organisations are organisations that provide services to the community and do not operate to make a profit for their members (or shareholders, if applicable). In a not-for-profit organisation, all profits go back into the services the organisation provides and are not distributed to members.

Does your organisation operate as not-for-profit? *

- ☐ Yes - We operate on a not-for-profit basis
☐ No

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Solvency

An organisation is considered **solvent** if it is **able to pay all debts** as and when they become due and payable (this is typically known as the "*cash-flow*" test).

Note that you will need to provide evidence of your financial status as part of the application process.

Is your organisation able to pay all its debts as they are due? *

- ☐ Yes
- ☐ No

Eligibility determination

You may apply under Stream B

Based on the responses provided so far, your organisation is eligible to apply for funding under **Stream B**.

Due diligence checks will be undertaken to ensure that your organisation meets the requirements, as per the Guidelines.

If you wish to proceed, you are encouraged to save your application and then click "Next Page" to proceed.

Note: This form is for **Stream B** applications only. The 2026 Stream A grant round has already closed.

Your organisation is not eligible to apply

Based on the responses provided on the previous page, your organisation is not eligible to apply for funding under this program.

Please refer back to the guidelines published on the QVC website.

Please save and close this application form. DO NOT PROCEED.

Your organisation's main objective is NOT the support of veterans and/or their dependants

If supporting veterans and/or their dependants is **NOT** the primary objective of your organisation, you are not eligible for direct funding and should refrain from proceeding with this application. This grant program is specifically aimed at ex-service organisations (ESO) whose primary objective is to support or assist veterans and their dependants.

Organisations that support or assist veterans but do not have this as their primary objective may still be eligible to access funding through an **auspice arrangement**.

Under an auspice arrangement, the organisation must formally partner with an eligible ESO. If the application is successful, the ESO will:

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- Enter into a formal Agreement with the Queensland Veterans' Council (QVC),
- Be responsible for receiving and managing the grant funds,
- Ensure compliance with the funding agreement, and
- Oversee all reporting requirements.
- For all purposes related to the application, the auspice organisation (ESO) will be considered the applicant.

Applications submitted under an auspice arrangement must include a letter of support from the auspice organisation (ESO). The letter should clearly outline the roles and responsibilities of both parties and confirm the auspice organisation's acceptance of its responsibilities under the arrangement.

To be clear - the organisation that is eligible to submit an application in SmartyGrants under the Anzac Day Trust Fund is the **ESO only (the auspice organisation)**. Please close this application and request the ESO to apply in SmartyGrants on your behalf.

Please save and close this application form. DO NOT PROCEED.

Preparing your application

Preparing to apply

Before completing this application, please read the [Anzac Day Trust Fund Grants Program guidelines for Stream B](#).

Keep in Mind: Appendix E of the Guidelines contains information on:

- - the assessment process,
 - the selection criteria, and
 - examples of competitive and non-competitive responses.

#To assist both previous and future applicants, we have provided an additional attachment (on the website) with General Feedback from the 2025 grant round, offering valuable insights into what we are looking for and tips to strengthen your 2026 submission.

Information needed to complete the application form

You are encouraged to have the following information at hand in order to complete the application:

- ABN
- Organisation's contact details
- Contact details of your president (or chief executive)
- Charity registration status (more guidance is provided if you don't know whether your organisation is registered charity)
- Incorporation status (more guidance is provided if you don't know the details)

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- Membership numbers
- Detailed information on how you propose to use the funding
- Your proposed budget

Supporting documents

In addition to your responses in this form, you will need to provide supporting documentation. At a minimum, you will need to attach the following documents to this form.

You can start filling in the application form without these documents, but you will need to attach them to your application before you submit it.

1. Your most recent annual **financial statements**.
2. A **statutory declaration** by the organisation's current President. Refer to the guidelines for the required content.
3. A copy of your most recent **bank statement**.
4. Supporting documentation (optional) on your proposed activities and budget (such as quotes, reports, feedback survey results, letters of support, etc)
5. If you do not have an ABN, an ATO statement by a supplier.
6. If this application is being made under an auspice arrangement - a letter from the auspice organisation outlining their responsibilities for the project.

Incomplete applications will not be accepted.

Applicant organisation contact details

* indicates a required field

Organisation contact details

Provide the full name of your organisation. Where possible, it is preferred that you use the format of the examples listed below.

- - *Returned and Services League of Australia (Qld) XXX Sub-Branch*
 - *RAAF Association (Qld Division) XXX Branch*
 - *Legacy Club of XXX*
 - *Naval Association of Australia XXX Sub-Section*

Organisation Name *

Organisation Name

Record the full name of the organisation using the format in the examples above

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Postal Address

Address

Enter postal address or the words "Same as above"

Note: If you use a PO Box as your postal address, you may have to enter it manually. Click inside the box next to Postal Address, and then click on the blue text "**Can't find my address?**" This will disable the address search function and you can enter your PO Box details.

Organisation's Email Address *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Website

Must be a URL.

This question is optional. Leave blank if you don't have a website.

Accountable officer

Provide the contact details of the **current President or Chief Executive** of your organisation.

For the purposes of this grant program, this is the person who is authorised to enter into a legal agreement on behalf of your organisation.

Name *

Title	First Name	Last Name

Position *

Position within your organisation, e.g. President, CEO

Phone Number

Must be an Australian phone number.

Email address *

Must be an email address.

Application contact person

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In this section, provide details of the person who is submitting this application on behalf of the organisation. (This may be the same person as listed above, or it could be someone else.)

This person should be across the details of the application and be willing and able to respond to questions about the application and/or requests for further information.

Name *

Title	First Name	Last Name

Position *

Position within your organisation

Phone Number

Must be an Australian phone number.

Email address *

Must be an email address.

Please notify us of any changes

Please notify the Queensland Veterans' Council Secretariat (QVCS) as soon as possible if any of your contact details change.

Should this happen before you know the outcome of your application, please send an email to anzacdaytrustfund@qvc.qld.gov.au.

Click the SAVE button now before proceeding to the next page

Entity type and incorporation status

* indicates a required field

Australian Business Number

Confirm below whether your organisation has an ABN. If you do not know your ABN, you can click on this link to find it: [Australian Business Register](#).

The ABN provided should be that of the local applicant organisation, rather than a parent body.

If you do not have an ABN, you will be required to provide additional information during the application process.

Does your organisation have its own ABN? *

- ☐ Yes
☐ No

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Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Leave blank if you don't have an ABN

Incorporation status

Your charity registration (if applicable) and your incorporation status will determine the financial reporting obligations of your organisation.

1. Is your organisation registered as a charity with the Australian Charities and Not-for-Profits Commission (ACNC)?

- ☐ Yes
☐ No

If you are unsure if your organisation is registered with ACNC, you can search the [ACNC Register](#) using your ABN or organisation name and postcode. *(click on the blue link)*

2. Is your organisation incorporated as a charity or association in Queensland under the Associations Incorporation Act?

- ☐ Yes
☐ No

If you are unsure, you can search the [Incorporated Associations Register](#) published by the Office of Fair Trading *(click on the blue link)*

ACNC registration details

You indicated above that you are registered with the ACNC. Please answer the following questions regarding your registration and the details held by the ACNC.

If you are unsure of any of this information, you can search the [ACNC Register](#) using your ABN or your organisation's name and postcode. *(click on the blue link)*.

The details below will be shown on the "Profile" tab.

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What is your 'Charity Size' according to the ACNC Register?

- ☐ Small Charity
- ☐ Medium Charity
- ☐ Large Charity

This is shown on the "Profile" tab in the register

What is the date of the most recent report (Annual Information Statement) submitted to the ACNC?

Must be a date.

This is shown next to "Last Reported" on the "Profile" tab in the register.

What is your revenue according to the ACNC Register?

Must be a dollar amount.

This is shown under the heading "Financial Overview" on the right hand side of the "Profile" tab.

Comments (if applicable) regarding your ACNC registration.

Incorporation details

If you do not know your incorporated association number, you can search the [Incorporated Associations Register](#) published by the Office of Fair Trading.

Click on the blue link and a new window will open. Scroll down to "Search the Register" and enter your organisation's name and postcode.

What is your Incorporated Association number?

Insert the full reference without any spaces. Eg: IA12345 or CH12345. Note that it has 2 letters followed by numbers

Is your organisation incorporated in some other way? (E.g. incorporation by letters)

- ☐ Yes
- ☐ No

Please provide brief details on how you are incorporated

Click the **SAVE** button now before proceeding to the next page

Bank details

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* indicates a required field

If your application is successful, grant funding will be deposited into your organisation's bank account.

The bank account details must be for the organisation; not a personal account.

A **recent bank statement** must be attached to this form for verification. Transaction lists are not acceptable.

You may redact balances or specific transactions if you wish, but the following details must be clearly visible:

- financial institution's name
- date of issue (should be within the last 6 months)
- account name
- BSB and account number

Please note: As per Queensland Government policy, the organisation may be contacted to independently verify these details.

Applicant Organisation Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Attach your most recent bank statement *

Attach a file:

Transaction lists are not accepted

Click the SAVE button now before proceeding to the next page

Other information about your organisation

* indicates a required field

Membership base

Your organisation may have several types of membership (e.g. social members). Please indicate below the total number of members your organisation has.

Total Queensland membership of your organisation (including veterans, AND members of the public such as social members) *

Must be a number.

Only provide numbers for all your members residing in Queensland.

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For the purposes of this grant program, a "**veteran**" is defined as:

- - *an aged person who served Australia in its defence forces*
- - *a person who served in its defence forces in a time of war or armed conflict; or a Queensland resident who served in the defence forces of a country allied with Australia in either of the following situations:*
 - *in a war in which Australia was involved; or*
 - *in a conflict with the attributes of a war (as considered by the QVC)*

For the next question, please indicate the total number of your members who fall within these three categories:

- **veterans** (as defined above),
- the **dependants of veterans**; and
- the **spouses and children of deceased veterans**.

Number of Queensland members who fall into the above three categories *

Must be a number.

Financial reporting cycle

The QVC operates on a financial year as defined by the Australian Taxation Office, i.e. the annual period from 1 July to 30 June.

The QVC acknowledges, however, that some Ex-Services Organisations have different reporting cycles.

What is your organisation's regular annual financial reporting period? *

- ☐ 01 January - 31 December (calendar year)
- ☐ 01 April - 31 March
- ☐ 01 July - 30 June (ATO financial year)
- ☐ 01 October - 30 September
- ☐ Other:

What is the end date on which your most recent financial reporting period? *

Must be a date.

For example, if your reporting period is from January to December, the most recent reporting period ended on 31 Dec 2025.

Annual Income (as stated in your latest annual financial statement) *

Must be a dollar amount.

Total annual income during the most recent financial period, before any expenses are deducted.

Workers compensation

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If your organisation has **paid employees**, you must have workers' compensation insurance in place. This is a requirement under the *Workers' Compensation and Rehabilitation Act 2003*. For more information please see: [Workers' compensation | Business Queensland](#)

As part of the Terms & Conditions of the ADTF Grant (see clause 10.f. on page 23 of the Guidelines) you (the applicant) warrant that your organisation is not in breach of any law, constitution, or any other requirement which the applicant is bound to comply with.

You can check if your Workers Compensation policy is current at this site: [WorkCover online system - Download WorkCover Queensland verification of cover](#)

Note that it **is not compulsory** for organisations to cover **volunteers** for any work-related injury that might happen while volunteering (i.e. Workers Compensation insurance is not required for volunteers).

Does your organisation have paid employees? *

- ☐ Yes - our Workers Compensation policy is current.
- ☐ Yes - however our Workers Compensation policy is NOT current. We acknowledge we need to action this.
- ☐ No - no paid employees. Our organisation only has volunteers and therefore a Workers Compensation policy is not required.

At least 1 choice must be selected.

Due diligence checks will be undertaken to ensure that a current Workers Compensation policy is held by **all** applicants with paid employees.

Organisations with paid employees who do NOT have a current Workers Compensation policy will be requested to action this, and provide evidence of a current policy.

Public liability insurance

If your application is successful, your organisation will be required to sign a Letter of Agreement before any funding will be released.

As part of this Letter of Agreement, your organisation must acknowledge its obligation to maintain public liability insurance with a minimum coverage of \$20 million.

You will be required to provide a Certificate of Currency as evidence that your public liability insurance is current. Additionally, this evidence will be requested again at the six-month and twelve-month milestone reporting stages. Please be aware that grant payments may be delayed if these requirements are not met.

Click the SAVE button now before proceeding to the next page

Financial statements

* indicates a required field

Verification and auditing requirements

All applicants must submit financial statements as part of their application.

To ensure the accuracy and authenticity of the statements, they will have to be audited and/or verified (signed) by a person with appropriate authority to do so.

Your responses to the questions on this page will provide clarity on the minimum auditing requirements that apply to your financial statements.

Please refer to the Program Guidelines if you require more information.

Governing documents & legislative requirements

Some organisations are required to have their financial statements audited.

Does your governing documentation require formal auditing of your financial statements? *

- ☐ Yes
- ☐ No / Not applicable

Does your organisation have reporting obligations under the Gaming Machine Act 1991? (For example, if you have pokies or conduct certain games) *

- ☐ Yes
- ☐ No / Not Applicable

Is your organisation a company?

- ☐ Yes - we operate as a company
- ☐ No - we operate as another type of legal entity

Incorporated associations that are not registered with the ACNC

You have indicated in a previous question that you are not registered with the Australian Charity and Not-for-profit Commission (ACNC), but that you are an Incorporated Association.

The Office of Fair Trading classifies the size of associations based on their annual revenue and/or the value of their current assets.

Small associations are those with

- an annual revenue of less than \$150,000; **or**
- current assets totalling less than \$300,000.

Medium associations are those with

- an annual revenue between \$150,000 and \$500,000; **or**
- current assets totalling between \$300,000 and \$1 million.

Large associations are those with

- an annual revenue of more than \$500,000; **or**
- current assets totalling more than \$1 million.

Annual revenue is your total income during the last financial year before any expenses are deducted.

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Current assets are any assets easily converted into cash, such as cash (including in bank accounts), shares, accounts receivable or short-term investments. Property or any depreciable asset (for example, a car or machinery) are not included in current assets.

Select the size of your incorporated association based the classification above.

- ☐ Small association
- ☐ Medium association
- ☐ Large association

Other entities

You have indicated in a previous question that you are **not a registered charity** or an **incorporated association**.

For the purposes of this grant program, your financial statements must be audited and/or verified based on the size of your organisation:

Small entities are those with

- an annual revenue of less than \$150,000; **or**
- current assets totaling less than \$300,000.

Medium entities are those with

- an annual revenue between \$150,000 and \$500,000; **or**
- current assets totalling between \$300,000 and \$1 million.

Large entities are those with

- an annual revenue of more than \$500,000; **or**
- current assets totalling more than \$1 million.

Annual revenue is your total income during the last financial year before any expenses are deducted.

Current assets are any assets easily converted into cash, such as cash (including in bank accounts), shares, accounts receivable or short-term investments. Property or any depreciable asset (for example, a car or machinery) are not included in current assets.

Select the size of your entity based the classification above.

- ☐ Small entity
- ☐ Medium entity
- ☐ Large entity

Audited financial statements

Based on your responses above, you must submit audited financial statements.

Your entity type will determine the qualifications required by your appointed auditor.

- **Registered charities:** Audit by a registered company auditor, an audit firm, an authorised audit company.
- **Incorporated associations:** Audit by a certified accountant or register auditor.

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- **All other organisations:** Audit by a certified accountant or registered auditor.

Please attach this below.

External verification or audit of financial statements

Based on your responses above, your financial statements should be externally verified or audited.

Your entity type will determine the qualifications required by your appointed verifier or auditor.

- **Registered charities:** Audit or review by a registered company auditor, an audit firm or a qualified member of a relevant professional body (CPA, CAANZ or IPA).
- **Incorporated associations:** Verification or audit by a certified accountant, a registered auditor or a person approved under the Associations Incorporations Act 1981.
- **All other organisations:** Verification or audit by a certified accountant, or a registered auditor.

Please attach this below.

Internal verification

Based on your responses above, your financial statements should be internally verified or audited.

- **Registered charities:** Financial Statement verified and signed by the current President or Chair of your organisation.
- **All other small organisations:** Financial Statement verified and signed by the current President or Chair of your organisation.

Note: financial statements verified by any other person on your organisation (such as a Treasurer or Secretary) will not be accepted.

Please attach this below.

Attach your financial statements

Stream B applicants should attach their latest financial statements - which must, at a minimum, include a **Profit & Loss Statement and Balance Sheet**.

Attach **all pages** of your financial statements. This may include (where applicable) committee statements, auditor's report, balance sheet, profit and loss statement.

You may attach more than one file below.

Financial Statements *

Attach a file:

You may attach more than one file

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Optional: If you have any comments to add about the financial documents you may enter them below.

Click the **SAVE button now before proceeding to the next page**

Auspice arrangements

*** indicates a required field**

Refer to the guidelines for more information on auspice arrangements.

If you plan to contract or pay a service provider to deliver activities, this is not an auspice arrangement.

Is this application being submitted under an auspice arrangement? *

- ☐ No - My organisation will lead or deliver the proposed activities
- ☐ Yes - My organisation is acting as an auspice on behalf of another organisation that will lead and deliver the proposed activities

Details of the organisation being auspiced (partner organisation)

This is the organisation that will lead and deliver the proposed activities in partnership with the eligible applicant organisation.

For most purposes, the auspice organisation, i.e. the ESO, is the entity being assessed and will be considered as the main contact for the application.

However, the Secretariat may also review the details of the auspiced organisation (the partner organisation) and contact them directly to request additional information if needed.

Organisation name *

Organisation Name

Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

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Tax Concessions

Main Business Location

Must be an ABN.

Street address *

Address

Primary phone number *

Must be an Australian phone number.

Organisation's email address *

Must be an email address.

Organisation website *

Must be a URL.

Partner organisation contact person

This should be the person within the partner (auspiced) organisation who is leading the proposal or will be able to answer questions about the proposed activities, if needed.

Name *

Title

First Name

Last Name

Position *

Phone number

Must be an Australian phone number.

Email address *

Must be an email address.

Letter of support confirming the auspice arrangement

Applications submitted under an auspice arrangement **must include a letter of support from the auspice organisation (the ESO).**

The letter should clearly outline the roles and responsibilities of both parties and confirm the auspice organisation's acceptance of its responsibilities, as outlined in the Guidelines. This includes being responsible for the following if the application is successful:

- signing the Letter of Agreement with the Queensland Veterans' Council (QVC),
- ensuring the legal and financial requirements of the grant and the Letter of Agreement are met
- receiving and distributing grants funds

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- ensuring all project activities are completed, and
- submitting reports and financial acquittals on behalf of the organisation

Attach the letter of support from the auspice organisation (ESO) here *

Attach a file:

The letter should be dated and signed by the President or equivalent of the auspice organisation (the applicant organisation).

Rationale for your application

* indicates a required field

Identified needs within the veterans' community

In this section, we ask you to clearly describe the **specific issue or need** your proposed service or activity will address using the Anzac Day Trust Fund (ADTF) grant funding.

Funding under **Stream B** is aimed at addressing an identified need for:

- Veterans
- Dependants of veterans
- Spouses and children of deceased veterans

We understand that your organisation may support members with a variety of needs. However, for this application, we ask that you **focus only on the specific need(s) that your proposed service or activity will address**. Please avoid detailing needs that are not the primary focus of your proposed project.

To help you clearly define the need, we encourage you to include as much detail as possible and consider the following questions:

- **What is the specific need?** What issue are veterans and/or their dependants in your community experiencing, which you are aiming to address?
- **Why does this need exist?** Provide background information where possible, including any relevant data, statistics, or insights.
- **How does this issue impact veterans and their dependants?** Explain how the issue affects their welfare, wellbeing, or quality of life.
- **Who is affected?** Identify the specific group within the veteran community that is experiencing this issue (e.g. elderly veterans, children of veterans, veterans experiencing homelessness, younger veterans under 40, etc.).
- **How many people are affected?** Provide specific numbers for each need where possible. (For example, how many cases has your welfare officer/claims advocate handled in the past 12 months? How many primary school, or high school, children of veterans require assistance? How many homeless veterans have you assisted in the past 12 months?)
- **How did you identify this need?** Explain the steps your organisation has taken to understand the issue and its impact.
- **What are the gaps?** Identify any gaps in current services or resources that your proposed service will address. For example, are there shortcomings in existing support offered by other organisations or government programs, such as the Federal Department of Veteran's Affairs? (Note: If your organisation has an annual income over

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\$1 million, you will be asked in the next section to provide a brief explanation of why you are requesting ADTF funding rather than using your own financial resources.)

Key Points to Remember:

1. **Be specific and focused:** Target your description to the key issue(s) your proposed activities aim to address. The strongest applications focus on one, two or three specific needs and provide detailed information, rather than briefly listing multiple needs.
2. **Provide sufficient detail:** The strongest applications provide a clear and detailed explanation of the identified need, including relevant **data** to support your case.
3. **Understand the priorities:** The QVC may prioritise applications focused on welfare and benevolent support for veterans and their dependants.

In this section, please focus only on describing the **need or problem** you aim to address. You will have the opportunity to explain your proposed solution in the next section.

You are welcome to attach supporting information to strengthen your application, such as reports, data, or feedback that illustrates the identified needs (optional).

Describe the specific needs that you have identified *

Provide as much information as possible.

You may attach relevant supporting documentation here (Optional)

Attach a file:

Large organisations

NEW - For the purpose of this application, a large organisation is one that has an annual income exceeding \$1,000,000 per year.

This year, large organisations will need to provide a brief explanation of why they are seeking ADTF funding for this project rather than utilising their organisation's financial resources.

Financial resources include income, cash reserves, and investments.

If you are a large organisation, please provide a brief explanation of why you are seeking ADTF funding for this project rather than utilising your organisation's financial resources?

Smaller organisations (with an income less than \$1,000,000) are not required to answer this question.

Click the **SAVE button now before proceeding to the next page**

Proposed services and/or activities

* indicates a required field

What are you proposing to do with the grant funding?

In this section, please provide details about how you plan to use the Anzac Day Trust Fund (ADTF) grant funding.

It is important to clearly explain how your proposed services or activities address the needs or challenges described in the previous section. The Queensland Veterans' Council (QVC) may prioritise funding applications that focus on **welfare and benevolent support** for veterans and their dependants. We encourage innovative ideas, new services, or improvements to existing services, especially those designed to be sustainable over time.

To help you create a strong application, we recommend addressing the following questions for each service or activity you are proposing:

- **What will you do?** Provide a clear description of the service(s) or activity you plan to deliver with the grant funding. How will it work?
- **Who will benefit?** Identify which groups within the veteran community will directly benefit (e.g. widows, elderly veterans, children of veterans, young veterans under 40, veterans experiencing homelessness etc).
- **What are the outcomes?** Explain how the service or activity will increase welfare outcomes for veterans and their dependants.
- **How does it address the need?** Describe how this service or activity will alleviate the problem or need identified in the justification section.
- **Why this solution?** Explain why you chose this as the best solution to the identified problem. If applicable, what other options did you consider?
- **Is it new or improved?** If the service or activity has been delivered before, explain what improvements will be made (e.g. innovation, expansion, new elements). For new services, clearly describe the key elements and how they will achieve better welfare outcomes.
- **What is the scope?** Will this service or activity be a one-off event, a series of events, or an ongoing service? How many people will benefit? Provide specific numbers for each service or activity. Will there be broader benefits to the wider veteran community?

To strengthen your application, make sure you provide as much detail as possible, considering the following:

- **Timing:** When will the activity or service happen?
- **Resources:** What resources will you need to deliver this activity or service (e.g. volunteers, venues, or contributions from other sources)? What is your organisation contributing?
- **Management:** Who will oversee the delivery? What experience do they have to ensure the project is delivered successfully?

Important Information:

1. **Stream B is a competitive, merit-based grant program.** It is heavily oversubscribed, and unfortunately, not all applicants will receive funding. Applications that clearly outline the proposed activities and demonstrate strong welfare outcomes are more likely to succeed than those with brief or general responses.

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2.The **QVC may give priority to applications that focus on providing welfare and benevolent support** for veterans and their dependants.

3.Providing **clear data and evidence** in your application will strengthen it. For example, include specific numbers of veterans who will benefit from the proposed service or activity.

You are encouraged to attach any relevant supporting documents, such as plans, reports, feedback, or letters of support, to help strengthen your application (optional).

NOTE: In 2026, costs for Compensation Advocacy (wages, training, other administrative costs) will not be considered for funding under Stream B.

What are you proposing to do with the grant funding? *

Provide as much information as possible. You can attach additional information below.

You may attach relevant supporting documentation here (optional)

Attach a file:

For example: plans, reports, feedback survey results, letters of support

Sustainability

NEW - The Queensland Veterans' Council is interested in projects that can remain sustainable beyond the 12 month period.

Please outline your plans to either secure additional funding, generate revenue, or implement other strategies to ensure the long-term viability of the funded activities beyond the 12-month period.

How will your funded activities/services remain sustainable beyond the 12-month funded period? *

This grant program is designed to support initiatives that can become self-sustaining beyond the funded period.

Outcomes

For the purposes of the grant program:

- **short term benefits** are those that are typically achieved within 6 to 12 months; and
- **long term benefits** are those that are typically realised over a period of 5 years.

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Please be specific (rather than general).

As part of the grant agreement, you will be expected to measure the impact of your program, and report on this during the acquittal process. Please provide details below on how you propose to measure success.

What do you see as the short term benefits of the activity? *

Provide as much detail as possible to demonstrate how your activity or service will contribute to this outcome.

Describe the long term benefits of the activity *

How will you measure the impact of these benefits on the welfare of veterans and/or their dependants? *

E.g. we will do interviews with all participants to get their feedback. We will keep records of the number of attendees.

You can attach relevant supporting documentation here (Optional)

Attach a file:

Click the SAVE button now before proceeding to the next page

Beneficiaries

* indicates a required field

Provide details of the group(s) that will directly benefit from the services or activities.

If applicable, you may pick more than one group.

Who will benefit from the activity you propose? *

- ☐ Aged veterans - maintenance, alterations or improvements to home
- ☐ Aged veterans - acquisition of homes or land on which to build homes
- ☐ Aged veterans - care for aged veterans in their homes
- ☐ Spouses and/or children of deceased veterans
- ☐ Veterans

At least 1 choice must be selected.

How many individuals in total (from the groups above) will benefit from the proposed activity/activities? *

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Must be a number.

Location

Please provide the location (or suburb and postcode) of where your activity will be delivered.

If you don't know the applicable postcode, you can look it up using this link: [Queensland - Australia Post \(auspost.com.au\)](#)

These postcodes are helpful for QVC's internal reporting purposes.

Where will the activity be delivered? *

- ☐ At a single location - provide address below
- ☐ At multiple locations - provide postcodes below
- ☐ Statewide

Single location

Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Multiple locations

If there are a significant number of locations, please provide the details of where the **majority** of your activities will be delivered.

You may add rows to the table below.

Suburb / Town / Locality	Postcode

Click the SAVE button now before proceeding to the next page

Proposed budget

In this section, you must provide the details of the expenditure (\$) you wish to apply for from the ADTF.

In 2026, the maximum grant amount payable under Stream B is \$100,000 per organisation.

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All amounts in the budget should be **GST exclusive**.

Key Points to Remember When Completing Your Budget

- 1. Provide a detailed cost breakdown:** Break down the costs for each proposed activity and provide background information on how you arrived at each figure. For example, is it based on past purchases, award rates, or quotes? If so, provide details on this. Ensure different activity types are listed separately and not bundled together. You can upload supporting documentation, such as quotes or cost estimates, on this page if you wish (optional).
- 2. Justify all budget items:** Every item in your budget must be clearly justified in your application. Be sure to explain why the funding is needed, and describe in detail the proposed activity it relates to. Budget items that are not supported by your application narrative will not be considered. Additionally, administrative expenses that are not closely linked to welfare activities will not be funded.
- 3. Include independent quotes where possible:** Including quotes for equipment purchases or services can strengthen your application. These quotes should come from independent sources. For example, quotes from a for-profit business owned by a committee member will not be considered independent.
- 4. Demonstrate value for money:** The Queensland Veterans' Council (QVC) will assess whether your funding request provides good value for money in relation to the proposed service or activity.
- 5. Make a contribution that reflects your organisation's capacity:** It is expected that your organisation will contribute to the project in a way that is proportionate to your financial capacity.

The table below show few examples of how you may wish to present the line items in your budget.

Line Ref

Description

Expenditure Category

Anticipated Total Cost

Funding requested

Applicant contribution

Notes or comments

1

In-home support for aged veterans (fortnightly cleaning of units)

Welfare

\$4,000

\$3,000

\$1,000

This is based on our expenses in 2025 (evidence attached below). Ongoing service to 2-3 elderly veterans.

2

Mental health support for veterans

Welfare

\$15,000

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\$10,000

\$5,000

Monthly service provided by trained professional. Estimate includes costs of renting a room for \$250/day (once per month) and cost of qualified counsellor at \$100/hr.

3

Anzac Day service and March

Commemorative

\$20,000

\$7,000

\$14,000

Public liability insurance of \$3,000; chair and marquee hire of \$7,000; cadets donation of \$1,000; sound system purchase of \$2,000; and breakfast for 200 veterans and families for \$7,000.

Quotes attached.

Our contribution includes local council grant of \$5,000.

As shown in the examples above, you have to provide the following information for each line item:

- 1.Line number:** Enter a line number (starting from "1") for each item you wish to claim.
- 2.Activity Description:** A brief description of the activity or service you will be providing.
- 3.Expenditure Category:** Select either "*Welfare*" or "*Commemorative*" from the drop-down list.
- 4.Anticipated Cost:** Provide the total anticipated cost of this item / event / service. You may wish to consider the cost from previous experience, or - if this is a new activity - get quotes to substantiate your calculations.
- 5.How much funding do you request?** This should be less than or equal to the anticipated cost.
- 6.Applicant Contribution:** This field is automatically calculated. it is the anticipated cost (column 4) minus the funding you wish to request from the ADTF (column 5). This is an indication of your organisation's contribution to the cost of delivering the service or activity.
- 7.Notes or comments:** A free field for you to provide brief comments. Note you can also add more information below the table.

Additional lines

- The form shows 5 lines by default, but you can add more lines by clicking on the "Add More" button at the bottom right of the table.
- If you want to delete a line, you can click on the grey "minus" button [-] at the right of that line.

Click the 'Maximise' button to view the budget table in a larger format.

Budget

All amounts in budget should be GST exclusive

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Line Number **Activity Description** **Expenditure Category** **Anticipated Cost** **How much funding do you request?** **Applicant Contribution** **Notes or comments**

Must be a number.	Brief description		Enter the total cost of this item.	Must be a dollar amount.	This field is auto-calculated. This number/amount is calculated.	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	

Budget Totals

Total Anticipated Cost

\$

This number/amount is calculated.

Total Funding Requested

\$

This number/amount is calculated.

The maximum payable amount is \$100,000.

Additional Information - Proposed Budget (Optional)

If you have any further comments to provide about the items referred to in the table above, you may add it here.

If you have based your calculations on quotes from potential suppliers, please attach those below.

Additional Information (Optional)

Attachments related to your proposed budget e.g. quotes or excel reports (Optional)

Attach a file:

You may provide optional attachments here, including quotes, spreadsheets showing how a figure was calculated, records of previous costs for an activity, etc.

Click the SAVE button now before proceeding to the next page

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Total claim, supporting documents & applicant declaration

* indicates a required field

Total Requested Amount

The number below is automatically calculated based on your previous responses. It should be a **minimum of \$10,000** and a **maximum of \$100,000**.

If you wish to adjust this total, you will need to update the amounts in the budget table on the previous page.

\$

This number/amount is calculated.

Statutory Declaration

Applicants must provide a signed and witnessed [Statutory Declaration](#) by the current **President** of your organisation, confirming **all** of the following points:

- 1.The activities or services mentioned in the application will be delivered to support veterans residing Queensland.
- 2.The budget provided in the application is accurate and contains all relevant information.
- 3.Where estimated costs or numbers are provided in the application, due care has been taken to ensure that these estimates reflect the anticipated costs as accurately as possible.
- 4.All expected income from other sources for the specific activities in the application has been declared.
- 5.The application does not include budgeted expenses that are fully funded through income from other sources.
- 6.The actual amounts of income from other sources will be declared upon the acquittal of the grant.
- 7.The financial statement/s provided have been verified as true and correct by the organisation's President **and** where required, by a qualified accountant or auditor.
- 8.No expenses associated with the commercial interests and operations of the applicant are included in the application.

Important Information: The Statutory Declaration **must** be completed by the current President or Chief Executive of your organisation.

Declarations completed by any other member of your organisation (such as a Treasurer or Secretary) will not be accepted.

Furthermore, to ensure there is no conflict of interest, the authorised witness to the Declaration should be a person who is **independent** of your organisation.

Upload a completed and signed Statutory Declaration here. *

Attach a file:

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This must be completed by the current President. If the document is completed by any other person it will not be accepted.

Additional information (optional)

If you have anything further to add to your application you may do so below.

Optional - Additional comments on the application

Additional documents not already provided (optional)

Attach a file:

Acquittals of previously approved ADTF funds

If your organisation was approved grants funds under Stream B in previous rounds of the ADTF, you **must** ensure that all acquittals have been completed and any required performance reporting is up to date.

Applicants who have not submitted performance reports, or acquitted funds to a level considered satisfactory to the QVC, will **not** be considered for funding in the 2026 round (or future rounds).

Privacy statement

The Department of Premier and Cabinet (DPC) is collecting information on behalf of the Queensland Veterans' Council for the purpose of processing your application in accordance with Part 3 of the *Anzac Day Act 1995*.

DPC, its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application 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 Fund.

By applying, the applicant authorises the use and/or publication of the applicant's name and details of the grant, in relation to any promotional or advertising purposes in conjunction with the Queensland Veterans' Council, and consents to any information provided with the application, with the exception of the name of the applicant's contact person, being provided to Queensland state Members of Parliament and the media. Submitted documents may be subject to disclosure under the *Right to Information Act 2009*, subject to the exemptions under that Act.

Details of DPC's policies in relation to the treatment of personal information may be accessed at [Privacy - Department of the Premier and Cabinet](#)

I have: *

☐ read and consent to the use of information in line with the above Privacy Statement.

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Declaration of the applicant

1. Should the application be successful, the applicant agrees to the Terms and Conditions set out in the Guidelines.
2. The applicant acknowledges that funding will be paid instalments.
3. If successful, the applicant commits to providing a progress report on the activities mid-way through the activity period of the Agreement.
4. The applicant acknowledges a final financial acquittal of all grant funding will be required before the final instalment of funding will be released.

I warrant that: *

- ☐ to the best of my knowledge, all information provided in this application is accurate.
- ☐ I have attached the required supporting documentation as outlined in the Program Guidelines.

I understand that: *

- ☐ meeting the eligibility criteria and making an application does not automatically guarantee funding.
- ☐ the QVC may request additional information in relation to this application.
- ☐ failure to comply with requests from the QVC within the specified timeframe may result in the rejection of my application
- ☐ the number and value of grants awarded is at the sole discretion of the QVC.
- ☐ if my application is approved, I will have to enter into a Grant Agreement with the QVC before funding can be released.
- ☐ the Terms and Conditions set out in the Guidelines will form part of the Grant Agreement.
- ☐ funding will be released in instalments.

Please read and tick all boxes.

Name of the person submitting the application *

Position within the organisation *

Date of declaration *

Must be a date.

Click the SAVE button now before proceeding to the next page

THE 'SUBMIT' BUTTON IS AT THE TOP RIGHT HAND CORNER OF THE NEXT PAGE

Review your application

Review your application before you submit it.

When you have completed all the pages of the application form you can click **Review and Submit** in the navigation panel (on the right side of your screen).

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This will allow you to Review the full application before confirming you would like to Submit. Any items that need to be addressed, for example a required field that has been missed, will be highlighted in red, and you can navigate to the relevant page to make any edits.

You will only be able to submit your application once these items have been addressed.

Submitting your application

Clicking on the '**SUBMIT**' button will lodge your application.

When the application has been successfully submitted an **email will be sent** to the applicant contact person's email address. A PDF copy of the submitted form will be attached to this email.

You can also log back into SmartyGrants at any time and view your completed application. This will appear under the **My Submissions** tab.

An application is not considered to have been lodged until the applicant has received an **email receipt**. If you do not receive an email receipt, contact the SmartyGrants helpline on (03) 9320 6888.

Once submitted, you will not be able to make changes to your application. If you become aware of errors or if you wish to add or remove anything from the application, you should contact the [Queensland Veterans' Council Secretariat](#). If appropriate, your application can be re-opened for you to make amendments.