

ADTF Grant 2024 - Stream A Application Form (v.1)

Form Preview

Anzac Day Trust Fund Grants Program 2024

This annual program offers payments from the Anzac Day Trust Fund to eligible ex-service organisations that provide assistance to Queensland veterans and their dependants.

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

The 2024 round is now open for applications, and will **close at 11:59pm, on Monday 17 June 2024.**

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

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.

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

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

For example: *You may operate under the auspices of "Helping Veterans Queensland (ABN12 123 123 123)", a group that provides services across the state, but your application is for funding for the Toowoomba Chapter / Sub-branch.*

For the purposes of this grant program, your chapter / 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**; not that of the parent body.

Eligibility of your Organisation to Apply

* 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.
- You are encouraged to refer to the guidelines.

What is the main objective of your organisation?

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

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- 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

Who are members of your organisation?

Does your membership base include veterans?

- Yes No

You will be asked to provide more information in subsequent sections.

Do you operate 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 its members (or shareholders, if applicable). In a not-for-profit organisation, all profits go back into the services the organisation provides and is not distributed to members.

Does your organisation operate as not-for-profit?

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

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 have to provide further 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

Revenue and Membership Numbers

Only organisations with an annual income of less than \$170,000 and fewer than 120 members can apply for stream A funding. Stream B is open to organisations of any size.

What is your organisation's annual income in relation to this threshold?

- Annual income is less than \$170,000
 Annual income is \$170,000 or above

You will be asked to provide evidence in subsequent sections of the application form.

Your organisation may have several types of membership (e.g. social members). For the purposes of this section, please indicate the total number of your members who fall within these three categories:

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- **veterans,**
- the **dependents of veterans;**
- the **spouses and children of deceased veterans.**

How many members does your organisation have?

- We have fewer than 120 members
- We have 120 or more members

Click the SAVE button now before proceeding to the next page

Eligibility Determination

You may apply under Stream A and/or B

Based on the responses you have provided so far, your organisation is eligible to make an application for funding in 2024.

Given the size of your organisation, you meet the requirements to lodge an application under Stream A.

You may also choose to lodge a separate application under Stream B.

Please ensure that you complete the correct application form. This form is only for Stream A Applications.

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

If you wish to make an application under Stream B, please close this form and complete the Stream B Application form available on the QVC website - [Anzac Day Trust Fund \(qvc.qld.gov.au\)](https://qvc.qld.gov.au)

You may apply under Stream B

Based on the responses you have provided so far, your organisation is eligible to make an application for funding under **Stream B**.

Your organisation **does not** meet the requirements (in terms of annual income and membership base) to make a Stream A application.

Please ensure that you complete the correct application form. This form is only for Stream A Applications.

If you wish to proceed with your Stream B application, please close this form and complete the Stream B Application form available on the QVC website - [Anzac Day Trust Fund \(qvc.qld.gov.au\)](https://qvc.qld.gov.au).

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.

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

If you do not agree with this determination, you may contact the QVC Secretariat.

Please save and close this application form.

Preparing your application

Preparing to apply

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

The application form has been simplified from past versions to make it more user friendly.

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)
- A recent bank statement showing your BSB and account number
- Membership numbers
- Most recent financial statements
- Details of relevant income you have received

Supporting documentation

Over and above your responses in this form, you will have to provide supporting documentation. At a minimum, you have to attach the following documents to this form. You can start filling in the application form without these documents, but you will have to attach them to your application before you submit it. Incomplete applications will not be accepted.

1. **Proof of identity** of the person submitting the application.
2. Annual **financial statement(s)** that cover the period 1 July 2022 to 30 June 2023.
3. A **statutory declaration** by the organisation's president. Refer to the guidelines for the required content.
4. A copy of your most recent **bank statement**.
5. If you do not have an ABN, a statement by a supplier.

More information is provided in the relevant sections of this form.

Applicant organisation contact details

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*
 - *The Australian Federation of Totally and Permanently Incapacitated Ex-Servicemen and Women (Queensland Branch) Inc.*

Organisation Name

Organisation Name

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

Street Address

Address

Postal Address

Address

Enter postal address or the words "Same as above"

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 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.

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Name	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>		
	Position within your organisation, e.g. President, CEO		
Phone Number	<input type="text"/>		
	Must be an Australian phone number.		
Email address	<input type="text"/>		
	Must be an email address.		

Application Contact Person

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>		
	Position within your organisation		
Phone Number	<input type="text"/>		
	Must be an Australian phone number.		
Email address	<input type="text"/>		
	Must be an email address.		

Questions or correspondence regarding the application will be sent **only to the Application Contact Person** listed above.

At the end of this application form, you have to attach a copy of this person's photo ID as proof of their identity.

Please notify us of any changes

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

Should this happen, before you know the outcome of your application, please send an email to anzacdaytrustfund@qvc.qld.gov.au or call the QVCS on **07 3003 9950**.

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Acknowledgement

I understand that changes to the contact person on my application will need be communicated to the QVCS in a timely manner.

Click the SAVE button now before proceeding to the next page

Entity Type and Incorporation Status

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](#).

Please only provide an ABN which belongs to the applicant organisation, **not** the Queensland 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

Enter your ABN below (Leave blank if you don't have an 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.

Incorporation Status

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

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

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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)*

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 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.

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?

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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

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. Please note that a transaction list is not acceptable.

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

- account name
- BSB
- account number

Please note: As per Queensland Government policy, the organisation will 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:

You may redact balances or specific transactions before attaching the statement.

Organisations without an ABN

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You have indicated in a previous section that your organisation does not have an ABN. Should your application be approved, you will have to provide a Statement from Supplier, available from the ATO website before any funding can be paid to you.

More information on this requirement can be viewed by clicking on this link: [ATO Instructions for Statement by Supplier not Quoting an ABN](#)

The form can be downloaded by clicking on this link: [ATO Statement by a Supplier](#)

Attach your completed Statement from Supplier here

Attach a file:

What is the date on which this statement was signed?

Must be a date.

If you have any comments regarding this requirement, please provide them below.

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

Additional information about your organisation

Membership Base

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)*

Total Queensland membership (incl veterans, non-veterans and other members of the public)

Must be a number.

Only provide numbers for all your members residing in Queensland.

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For the purposes of the next question, please indicate the total number of your **members who are eligible to receive support using ADTF funding**, i.e. those who fall within these three categories:

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

Number of Qld members eligible to receive ADTF funding

Must be a number.

In the next question, provide the number of your **members who are not eligible** for support from the fund, this may include (but is not limited to):

- members who are currently serving in the Australian Defence Force
- citizen's auxiliary
- social members
- provisional members
- associate members
- club members
- honorary members

Total number of members that are not eligible for support from the ADTF

Must be a number.

This should be the balance of your membership base

Location(s) of the services / activities in your claim

Please provide the location(s) and postcode(s) of the places where your organisation provides services or activities.

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

If there are multiple locations, please provide just the details of where the majority of your services are delivered.

Suburb / Town / Locality

Post code

Suburb / Town / Locality	Post code
Suburb/Town is required.	Postcode is required.

Financial Reporting Cycle

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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.

From 2024 onwards the ADTF Grant Program funding periods will be brought into line with this reporting cycle.

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

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

- 1 July to 30 June
- 1 January to 31 December
- 1 April to 31 March
- 1 October to 30 September

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

Must be a date.

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.

Previous ADTF Grant Funding

Please indicate if your organisation received Anzac Day Trust Funding as part of this grant program in recent years.

Tick the year(s) and program(s) for which you received funding

- 2023 ADTF Grant Program
- 2022 ADTF Grant Program
- 2021 ADTF Grant Program

Tick all that apply

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

Financial Statements

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 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.

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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? (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.

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.

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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 totalling 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 have to 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.
- **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.

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- **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 externally verified or audited.

- **Registered charities:** Financial report submitted as part of Annual Information Statement (AIS) submitted to the ACNC
- **All other small organisations:** Financial Statement verified and signed by the President or Chair of your organisation.

Please attach this below.

Attach your Financial Statements

Stream A applicants should attach Financial Statements that cover the full period from 1 July 2022 to 30 June 2023. This may mean that you have to attach more than one set of statements.

Stream B applicants should attach their latest statements.

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

You may attach more than one file below.

Financial Statements

Attach a file:

You may attach more than one file

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

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

Expenditure Claim Overview

In this section, you have to provide the details of the expenditure you wish to claim from the ADTF.

In 2024, the maximum grant amount payable under Stream A is \$10,000 per organisation.

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In recent years, the grant program was 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 receive the total amount of your claim.

You will be asked to complete a separate table for each category of expenditure that you wish to claim:

- 1.Welfare expenses
- 2.Commemorative expenses
- 3.Administrative expenses

The tables below show examples of each of the expenditure categories.

Example: Welfare Expenses

Line Ref

Description

Cost

Fin Statement Ref

Descr of Other Income

Other Income Amount

Max Eligible Claim Amount

Amount you wish to Claim

1

Gardening Services for aged veterans

\$400

Home maintenance (p. 2)

N/A

\$0

\$400

\$350

Example: Commemorative Expenses

Line Ref

Description

Cost

Fin Statement Ref

Descr of Other Income

Other Income Amount

Max Eligible Claim Amount

Amount you wish to Claim

1

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\$20,000

Line 17, p. 2

Grant from city council (\$5000) & Donation income (\$1000)

\$6,000

\$14,000

\$4,000

Example: Administrative Expenses

Line Ref

Description

Cost

Fin Statement Ref

Descr of Other Income

Other Income Amount

Max Eligible Claim Amount

Amount you wish to Claim

1

Running costs of buildings and facilities

\$10,000

Rates, Electricity, Cleaning and Maintenance

Rental Income (\$1,500)

\$6,000

\$8,500

\$2,000

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.Description: A brief description of the expense that you have incurred.

3.Cost: The total cost of this item / event / service to your organisation.

4.Financial Statement Reference: An indication of where this is shown in your financial statements (e.g. heading, line item or page number).

5.Other Income Received: A description of income you have received in relation to this expense (examples include grants you have received, rental income or donations received). If this does not apply to you, please mark it as N/A

6.Other Income Amount: The amount of this other income. Enter "0" if this does not apply to you.

7.Max Eligible Claim Amount: This amount is automatically calculated. It is the value entered as "Cost" minus the value entered under "Other Income Amount". This is the maximum amount you can claim.

8.Claim Amount: How much do you wish to claim for this line item?

Additional lines

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- 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.

Categories in your claim

Which expenditure categories do you wish to claim?

- Welfare expenses
- Commemorative expenses
- Administrative expenses

Tick all that apply. Note that welfare expenditure will be prioritised.

Click the SAVE button now before proceeding to the next page

Welfare Expenses

Expenditure Table - Welfare Expenses

Line Number	Description	Cost (\$)	Financial Statement Reference	Description of Other Income Received	Other Income Amount (\$)	Maximum Amount Eligible Claim (Auto-calculated)	Maximum Amount you wish to Claim
Enter line #	E.g. Financial assistance, bursaries, members' functions.	The full cost of the item to your organisation		E.g. Qld Rembers Grant or Rental income	This must be a dollar amount or be left blank	Maximum amount you can claim. This number/amount is calculated.	Enter the amount. This should be equal to less than the previous column
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$

Summary of Welfare Expenditure Table

The totals below are automatically calculated based on the table above.

Total Welfare Expenses \$ <input type="text"/> This number/amount is calculated.	Total Welfare Income & Offsets \$ <input type="text"/> This number/amount is calculated.	Maximum Eligible Welfare Expenses \$ <input type="text"/> This number/amount is calculated.	Total Welfare Claim Amount \$ <input type="text"/> This number/amount is calculated.
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Additional Comments - Welfare Expenditure Claim

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The next two questions are optional.

If you have any further comments to provide about the items referred to in the table above, you may add it here. Please include the line number from the table, to clarify what your comments relate to.

Additional Information on Welfare Expenditure Claim (Optional)

Attachments specifically relevant to Welfare Expenditure Claim (Optional)

Attach a file:

Note you don't have to attach your full financial reports again. Only add additional information to explain your claim.

Click the SAVE button now before proceeding to the next page

Commemorative Expenses

Expenditure Table - Commemorative Expenses

Line Number	Description	Cost	Financial Statement Reference	Description of Related Income Received	Income Amount (\$)	Maximum Eligible Claim Amount (Auto-calculated)	you wish to claim
Must be a number.	E.g. Equipment hire, catering, maintenance of honour boards.	Must be a dollar amount.		E.g. Local government grant	This must be a dollar amount or be left blank. Must be a dollar amount.	This number is automatically calculated	This should not exceed the value in the previous column.
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$

Summary of Commemorative Expenditure Table

The totals below are automatically calculated based on the table above.

Total Commemorative Expenses	Total Commemorative Income & Offsets	Maximum Eligible Commemorative Expenses	Total Commemorative Claim
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

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Additional Comments - Commemorative Expenditure Claim

The next two questions are optional.

If you have any further comments to provide about the items referred to in the table above, you may add it here. Please include the line number from the table, to clarify what your comments relate to.

Additional Information on Commemorative Expenditure Claim (Optional)

Attachments specifically relevant to Commemorative Expenditure Claim (Optional)

Attach a file:

Note you don't have to attach your full financial reports again. Only add additional information to explain your claim.

Click the SAVE button now before proceeding to the next page

Administrative Expenses

Expenditure Table - Administrative Expenses

Line Number	Description	Cost	Financial Statement Reference	Description of Related Income Received	Income Received (\$)	Maximum Eligible Claim Amount (Auto-calculated)	Amount you wish to claim
-------------	-------------	------	-------------------------------	--	----------------------	---	--------------------------

Enter line #	E.g. Telephone, legal fees, postage, telephone	This must be a dollar amount or be left blank		E.g. Rental income	This must be a dollar amount or be left blank		Must be a dollar amount.
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$
		\$			\$	\$	\$

Summary of Administrative Expenditure Table

The totals below are automatically calculated based on the table above.

Total Administrative Expenditure	Total Administrative Income & Offsets	Maximum Eligible Administrative Expenses	Total Administrative Claim
----------------------------------	---------------------------------------	--	----------------------------

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\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Additional Comments - Administrative Expenditure Claim

The next two questions are optional.

If you have any further comments to provide about the items referred to in the table above, you may add it here. Please include the line number from the table, to clarify what your comments relate to.

Additional Information on Commemorative Expenditure Claim (Optional)

Attachments specifically relevant to Commemorative Expenditure Claim (Optional)

Attach a file:

Note you don't have to attach your full financial reports again. Only add additional information to explain your claim.

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

Total Claim, Supporting Documents & Applicant Declaration

* indicates a required field

Grand total of your claim

The number below shows the total of your claim. It is automatically calculated based on your previous responses.

If you wish to adjust this total, you have to update the claim amounts in the expenditure tables on the previous pages.

\$

This number/amount is calculated.
The maximum payable amount is \$10,000.

Statutory Declaration

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

- 1.The expenses claimed in the application are for the support of veterans and/or their dependents residing in Queensland.
- 2.All income received from other sources, including other grants programs, has been declared.

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- 3.The application does not claim reimbursement of expenses which have been funded through other grant programs or from donations.
- 4.All income directly related to the expenses claimed in the application has been declared.
- 5.The financial statement/s provided are verified as true and correct.
- 6.No expenses associated with the commercial interests and/or operations of the applicant have been claimed in the application.

Upload a completed and signed Statutory Declaration here.

Attach a file:

Additional Information

This section is 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

Attach a file:

Privacy statement

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) 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*.

DTATSIPCA, 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 DTATSIPCA's policies in relation to the treatment of personal information may be accessed at [Information privacy - Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts \(dtsatsip.qld.gov.au\)](https://dtsatsip.qld.gov.au/information-privacy)

I have:

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

Proof of Identity of the Person Submitting the Application

Attach a copy of a current government-issued form of photo-identification, certified by an authorised witness.

Attach proof of Identity

Attach a file:

Declaration of the applicant

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.

Please read and tick all boxes.

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.

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 Progress" button now before proceeding.

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).

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.

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You will 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.

