

Anzac Day Trust Fund Grants Program 2026 - Stream A

Each year the Anzac Day Trust Fund offers payments to eligible ex-service organisations that are providing support to Queensland veterans and/or their dependants.

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

The Stream A program for 2026 is now open for applications, and **will close at 11:59pm on Monday 08 June 2026.**

Late applications will not be accepted.

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.**

Example:

You may operate under the auspices 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 (eg 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** (eg Helping Veterans Toowoomba Sub-Branch); not that of the parent body.

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.

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 defence forces.

c) Services that support and help **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*.

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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 and help veterans and their dependants
- None of the above

Tick all that apply

Does your organisation 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 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 need 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

Only organisations with an annual income of less than \$180,000 can apply for Stream A funding.

Note: 'Annual income' encompasses **all income** (including any sales) before any costs (including any costs of sales) are deducted. You will be asked to provide verified financial statements as evidence in subsequent sections of the application form.

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

- Annual income is less than \$180,000
- Annual income is \$180,000 or above

Click the SAVE button now before proceeding to the next page

Eligibility determination

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You may apply under Stream A

Based on the responses provided so far, your organisation is eligible to apply for funding under Stream A in 2026.

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, then click "**Next Page**" to proceed.

Note: This form is for **Stream A** applications only. Details for the separate Stream B program will be released at a later date on our website at - [Anzac Day Trust Fund \(qvc.qld.gov.au\)](http://qvc.qld.gov.au)

Your organisation does not meet the requirements for Stream A

Based on the responses provided on the previous page, your organisation is **not eligible** to apply under Stream A in 2026.

Your organisation **does not** meet the annual income threshold requirement for Stream A.

The income threshold only applies to **Stream A** of the Anzac Day Trust Fund Grant Program. Your organisation may be eligible for the separate Stream B program. Details for Stream B will be released at a later date in 2026 on our website at [Anzac Day Trust Fund \(qvc.qld.gov.au\)](http://qvc.qld.gov.au).

Please save and close this application, or check your answer to the income question on the previous page.

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 the Anzac Day Trust Fund Grant Program.

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

Please save and close this application, or check your answers on the previous page.

Preparing your application

Preparing to apply

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

Information needed to complete the application form

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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)
- Membership numbers
- Most recent financial statements
- Details of relevant income you have received

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 without these documents, but you will need to attach them to your application before you submit it.

1. Annual **financial statement(s)** that cover the period 1 July 2024 to 30 June 2025.
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. If you do not have an ABN, a statement by a supplier.

Please note that 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

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Street Address

Address

Postal Address

Address

Tick "Same as above" or enter your postal address.

Note: If you use a PO Box as your postal address, you may need to enter it manually. Click inside the box next to Postal Address, 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.
For landline numbers, include the area code

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 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position *

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

Phone Number

Must be an Australian phone number.
For landline numbers, include the area code

Email address *

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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 *

Position within your organisation

Phone Number

Must be an Australian phone number.
For landline numbers, include the area code

Email address *

Must be an email address.

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

Please notify us of any contact 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 or call the QVCS on **07 3003 9950**.

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](#).

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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 | |

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)?

- 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*).

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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?

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

What is your revenue according to the ACNC Register?

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

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Click the SAVE button now before proceeding to the next page

Payment details

* 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. **Transaction lists are not accepted.**

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 (this 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

Organisations without an ABN

You indicated in a previous section that your organisation does not have an ABN.

Should your application be approved for funding, you will need to provide a **Statement by a Supplier**, available from the ATO website, before any funds can be paid to your organisation.

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](#)

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Attach your completed Statement from Supplier here

Attach a file:

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

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 memberships (e.g. social members). Please indicate 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.

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 **only** 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.

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

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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 | Postcode |
|--------------------------|----------------------|
| Suburb/Town is required | Postcode is required |
| | |
| | |
| | |

Financial Reporting Cycle

The QVC operates on a financial year as defined by the Australian Taxation Office, i.e. the 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

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

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

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

\$

Note that total 'annual income' encompasses all income (including sales) before any expenses (including costs of sales) are deducted.

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.

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To ensure the accuracy and authenticity of the statements, they will need 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.

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 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.

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

- Small association
- Medium association
- Large association

Other Entities

You 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 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 will need 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

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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 externally verified or audited.

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

Note that verification by any other person in the organisation (such as a Treasurer or Secretary) will not be accepted.

Please attach this below.

Attach your Financial Statements

For Stream A, Financial Statements need to cover the full period from 1 July 2024 - 30 June 2025.

Keep in mind:

If your organisation reports on a reporting calendar that is different from the ATO financial year, you will need to attach **more than one set of statements**.

For example, if you report on a January - December calendar year, you should provide your regular financial statements for **both** the year ending 31 December 2024, **and** the year ending 31 December 2025 (i.e. two sets of financial statements). This will ensure that the full ADTF Stream A claim period of 1 July 2024 - 30 June 2025 is covered.

See the guidelines for more information.

Attach **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:

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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 button now before proceeding to the next page

Expenditure claim overview

* indicates a required field

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

In 2026, the maximum grant amount payable under Stream A is \$10,000 per organisation.

In previous 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 receive the total amount of your claim. Funding allocations for each organisation may be reduced to ensure equitable distribution across all eligible organisations with eligible expenses.

Note: the expenses you are claiming must fall within the 01 JULY 2024 - 30 JUNE 2025 period only.

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 No.

Description

Cost

Fin Statement Ref

Description of Related Income Received

Income Received (\$)

Max Eligible Claim Amount

Amount you wish to Claim

1

Mowing Services for aged veterans

\$400

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Home maintenance (p. 2)

N/A

\$0

\$400

\$400

Example: Commemorative Expenses

Line No.

Description

Cost

Fin Statement Ref

Description of Related Income Received

Income Received (\$)

Max Eligible Claim Amount

Amount you wish to Claim

1

Anzac Day breakfast for veterans

\$7,000

Line 17, p. 2

Grant from local council (\$2000) & Donation income (\$1000)

\$3,000

\$4,000

\$4,000

Example: Administrative Expenses

Line No.

Description

Cost

Fin Statement Ref

Description of Related Income Received

Income Received (\$)

Max Eligible Claim Amount

Amount you wish to Claim

1

Electricity

\$8,000

Electricity

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Rental Income

\$1,500

\$6,500

\$5,000

As shown in the examples above, you need 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.Description of Related 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.Income Received:** The amount of this related 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 "Income Received". This is the maximum amount you can claim.
- 8.Claim Amount:** How much do you wish to claim for this line item?

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.

The "Maximise" button at the top right of the table allows you to make it bigger to help with entering information.

Categories in your claim

Which expenditure categories do you wish to claim? *

- Welfare expenses
- Commemorative expenses
- Administrative expenses

At least 1 choice must be selected.

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

Click the SAVE button now before proceeding to the next page

Welfare expenses

Expenditure Table - Welfare Expenses

Note: the expenses you are claiming must fall within the 01 JULY 2024 - 30 JUNE 2025 period only.

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Eligible expenses:

- Emergency financial support for veterans, including paying their household bills, car registration, insurance, medical bills, food or clothing
- Wages, honoraria or travel for welfare officers, pension officers and advocacy officers only
- Donations towards members' funeral expenses, including funeral notices or wreaths
- Hospital expenses including visiting members (mileage), supplying amenities, personal items and flowers
- Bursaries to assist with education expenses for veterans and/or their dependants, including fees for school, university or uniforms
- Subsidising members' functions, outings, lunches or dinners (*members must be veterans or their family members, excluding the general public)
- Mowing and gardening services for veterans, widows, and other dependants
- Subsidising programs designed specifically to support veterans (e.g. health/fitness sessions)
- Cost of maintaining homes/units for aged veterans. Any subsidies/rent which have been received in relation to the housing must be declared and offset against the claimed expenses

Ineligible expenses:

The following expenses are ineligible expenses. They will not be considered for funding. Please do not include these in your claim:

- Expenses that have been funded by other Government funding sources (e.g. DVA)
- General bursaries or purchases for a school (i.e. not allocated specifically for a child/dependant of a veteran in need)
- Donations to other organisations (including other ESOs, schools, and not-for-profits)
- Items purchased, or costs incurred, for the purpose of fund-raising (e.g. raffle prizes, ingredients, venue hire)

| 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. Hospital visits, bursaries, members' functions. | The full cost of the item to your organisation | E.g. heading, line item, page no. | E.g. Qld Remembers Grant, DVA Best grant | This must be a dollar amount or be left blank | This amount is calculated. Maximum amount you can claim | Enter the amount. This should be equal to or less than the previous column |
|--------------|--|--|-----------------------------------|--|---|---|--|
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |

Summary of Welfare Expenditure Table

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

| | | | |
|--|--|---|--|
| Total Welfare Expenses \$ <input type="text"/> | Total Welfare Income & Offsets \$ <input type="text"/> | Maximum Eligible Welfare Expenses \$ <input type="text"/> | Total Welfare Claim Amount \$ <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 - Welfare Expenditure Claim (Optional)

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

Additional Information on Welfare Expenditure Claim (Optional)

Attachments specifically relevant to Welfare Expenditure Claim (Optional)

Attach a file:

Note you do not 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

Note: the expenses you are claiming must fall within the 01 JULY 2024 - 30 JUNE 2025 period only.

Eligible expenses:

- Costs associated with commemorative activities, including catering, equipment hire, donations for assistance at events (such as to cadets, schools or community groups), wreaths, program printing, public notices, security and the cost of insurance specifically required for the event.
- Maintenance of war memorials and honour boards.

Ineligible expenses:

The following expenses are ineligible expenses. They will not be considered for funding. Please do not include these in your claim:

- Expenses that have been funded by other Government funding sources (e.g. DVA)
- General donations to cadets (e.g. that is, a donation that is not specifically for assistance at commemorative events)
- Erection or construction of new memorials or honour boards
- Commemorative pens/badges/wrist bands and similar expenses
- Donations to other organisations (including other ESOs, schools, non-for-profits). This includes, for example, prizes for essay or art competitions at schools.

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- Any expenses that have been approved under the 'Queensland Remembers Grants Program' or 'Honouring Our Veterans Grants Program' should be excluded

| 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. Marquee hire, catering, maintenance of honour boards. | The full cost of the item to your organisation | E.g. heading, line item, page no. | E.g. Local council grant | This must be a dollar amount or be left blank. | This amount is calculated. Maximum amount you can claim | 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. |

Additional Comments - Commemorative Expenditure Claim (Optional)

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

Additional Information on Commemorative Expenditure Claim (Optional)

Attachments specifically relevant to Commemorative Expenditure Claim (Optional)

Attach a file:

Note you do not 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

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Administrative expenses

Expenditure Table - Administrative Expenses

*Note: the expenses you are claiming must fall within the **01 JULY 2024 - 30 JUNE 2025 period only.***

Eligible expenses:

- Committee expenses e.g. conference or travel expenses, and advocacy training
- Certain administrative expenses associated with the organisation e.g. audit/accounting fees, insurance, lease charges, legal fees (e.g. lease negotiations), advertising, computer, postage, stationery, telephone expenses.
- Hall/Room related expenses - cleaning, electricity/gas, rates, rental expenditure, equipment purchase/maintenance, office or hall repairs/maintenance.
 - Note: If premises area is also used for commercial activities, all income, including rent, from the premises should be offset against the claimed expenses.
- Only the portion of administrative costs that relate to welfare activities is eligible. If your organisation has a trading concern (such as a bar) the audit, accounting and administrative costs associated with those activities should be apportioned accordingly and excluded from your claim.

Ineligible expenses:

The following expenses are ineligible expenses. They will not be considered for funding. Please do not include these in your claim:

- Expenses that have been funded by other Government funding sources (e.g. DVA)
- Other than welfare or advocacy staff - any honorariums, salaries and wages, meal allowances, superannuation payments, fringe benefits tax or similar expenses
- Financial expenses, such as bank fees and audit charges, relating to the running of a club or other commercial venture (such as a bar)
- Interest on loans
- Capitation, affiliation or association fees and levies
- Donations to other organisations (including other ESOs, schools, non-for-profits)

| 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. Phone, legal fees, cleaning, electricity | The full cost of the item to your organisation | E.g. heading, line item, page no. | E.g. Rental income | This must be a dollar amount or be left blank | This amount is calculated. Maximum amount you can claim | This should not exceed the value in the previous column. |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |
| | | \$ | | | \$ | \$ | \$ |

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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 |
|-----------------------------------|---------------------------------------|--|-----------------------------------|
| \$ <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 (Optional)

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

Additional Information on your Administrative Expenditure Claim (Optional)

Attachments specifically relevant to your Administrative Expenditure Claim (Optional)

Attach a file:

Note you do not 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 will need to update the claim amounts in the expenditure tables on the previous pages.

Note that the maximum expenditure amount that will be considered for each organisation under Stream A in 2026 is \$10,000.

\$

This number/amount is calculated.

Services you have provided your members

We would like to know about the help you've given to Queensland veterans and their dependants.

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Please tell us in one or two sentences about the support services your organisation provided from 1st July 2024 to 30th June 2025 - specifically those support services related to the costs you are claiming in your ADTF application.

For example: We held a members lunch for approximately 25 elderly veterans each month. We provided visitation support to approximately 10 veterans in hospital. etc

What support services did your organisation provide to Queensland veterans and/or their dependants in the period 01 July 2024 - 30 June 2025? *

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

The Statutory Declaration **must** be completed by the current President of your organisation, and include **all** of the six points above.

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** from your organisation (e.g. your Treasurer or Secretary should not witness the Statutory Declaration made by the President. It should be a JP, CDec or Solicitor who is not a member of your organisation)

Upload a completed and signed Statutory Declaration here. *

Attach a file:

The Statutory Declaration must be completed by the current President. A document completed by any other person 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

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Additional documents not already provided (optional)

Attach a file:

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.

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 *

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Position within the organisation *

Date of declaration *

Must be a date.

**Click the "Save Progress" button now before proceeding.
THE 'SUBMIT' BUTTON IS AT THE END 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 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.

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. **THE 'SUBMIT' BUTTON IS AT THE END OF THE NEXT PAGE**

When the application has been successfully submitted, an **email will be sent** to the applicant's SmartyGrants user 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.

THE 'SUBMIT' BUTTON IS AT THE END OF THE NEXT PAGE