

Queensland Remembers Community Grants Program - round one application form

Form Preview

Queensland Remembers Community Grants Program

* indicates a required field

General information about the application form

The Queensland Government has committed to delivering **Queensland Remembers** a \$4 million grants program over three rounds to assist ex-service and not-for-profit organisations providing services and support for Queensland veterans and their families.

Round one is now open for applications, and will close at 5pm, Monday 25 October 2021.

- This application is for the *Queensland Remembers (QR) -Community Grants Program* to deliver commemorative activities and events with funding from \$1,000 up to a maximum of \$50,000 (exclusive of GST) available per project.
- At least **10 per cent** of the total project cost must be met from the applicant's own or other sources.
- Projects must be delivered on or before **30 April 2023**.
- Costs incurred prior to **1 May 2022** are not eligible for funding.

Before completing this form, please ensure that you have read the QR Community Grants Program [guidelines](#).

If applicable, please ensure that you have:

- Read the [Caring for War Memorials](#) publication produced by the Department of Environment and Science (DES)
- Read the *Australia International Council on Monuments and Sites (ICOMOS) Burra Charter* as a guide to good heritage conservation. For more information on the Burra Charter visit: [Burra Charter & Practice Notes | Australia ICOMOS](#)
- Visited <https://data.qld.gov.au/dataset/war-memorial-sites-in-queensland> (Register of War Memorials) or www.qldwarmemorials.com.au (Queensland War Memorial Register) to view listings of existing war memorials within your area prior to submitting an application for a new monument, avenue of honour or memorial garden.
- Received a [Heritage Exemption Certificate](#) in relation to the proposed project

Please note that:

- - incomplete applications will not be considered.
 - organisations are only permitted to apply for one project per round of the *Queensland Remembers Grants Program*, when applying for funding, please ensure that you choose the most appropriate grant stream for your project.
 - projects funded under this program are not eligible for additional funding through any future Queensland Remembers grants programs.
 - if questions appear shaded, they will not require a response.

Declaration of relationship or conflict of interest

Declaring a conflict of interest or prior relationship will not necessarily exclude an applicant from applying for funding. The Department of the Premier and Cabinet (DPC) will liaise with

Queensland Remembers Community Grants Program - round one application form

Form Preview

the Chair of the Grants Assessment Panel to discuss any potential conflicts of interest or relationships.

Please indicate where necessary any business or personal relationships with DPC or officers within the department. It should be stressed that potential or real conflicts of interest can occur at any time, however it is important that applicants express potential or real conflicts of interest. If in doubt we recommend a relationship be disclosed and the conflict or relationship will be reviewed and should your application be deemed ineligible, written notification will be provided.

I declare that: *

- I DO NOT have a conflict of interest or relationship with any officers within DPC.
- I DO HAVE a conflict of interest with any officers within DPC.
- I am declaring a relationship with any officers within DPC.

What is your relationship or conflict with any officers within DPC? *

Please highlight the name, period of time, relationship, financial interest if applicable.

Confirmation

I confirm that the applicant organisation:

- has read and understands the [program guidelines](#).
- is a local council or an incorporated association or body.
- operates on a not-for-profit basis.
- holds a valid Australian Business Number (ABN).
- is financially solvent.
- seeks funding support for a project located in Queensland.

Please select below: *

- Yes

You must confirm that all statements above are true and correct.

Enquiries

For further information, please contact the Queensland Remembers Team, Department of the Premier and Cabinet, on telephone: (07) 3003 9173 or via email at queenslandremembers@premiers.qld.gov.au.

1. Applicant organisation

* indicates a required field

Is this application auspiced by another organisation? *

Queensland Remembers Community Grants Program - round one application form

Form Preview

Yes

No

Is another organisation accepting legal and financial responsibility for the grant on behalf of an individual or group?

Name of organisation being auspiced *

Organisation Name

Please complete the application form using the auspice organisation's details.

Please attach a letter from the auspicating organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be on letterhead and signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date. Please keep files to a maximum of 5MB.

Applicant organisation details

This section relates to the organisation accepting legal and financial responsibility for the grant, including an auspicating organisation. Please use your organisation's full name, remember to check the correct spelling. Please ensure the organisation's full name is recorded as it is listed with the Australian Business Register, Australian Charities and Not-for-profits Commission or the Australian Taxation Office.

Please do not use all capital letters throughout the application form.

Applicant organisation name *

Organisation Name

Full title as appears on ABN

Applicant organisation phone number *

Must be an Australian phone number.

Applicant organisation email *

Must be an email address.

Applicant organisation street address *

Address

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

Enter the number, street name, suburb and postcode. Please select the appropriate response.

Queensland Remembers Community Grants Program - round one application form

Form Preview

Applicant organisation postal address *

Address

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

Applicant organisation primary website

Must be a URL.

E.g. <https://qld.gov.au/remembersgrants>

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.

File uploads

Please upload a bank slip, bank statement excerpt to verify your financial institution details. This assists with vendor account creation, should you be successful. *

Attach a file:

Please keep files to a maximum of 5MB.

Please upload the applicant organisation's public liability certificate of currency to the value of \$20 million *

Attach a file:

Please keep files to a maximum of 5MB.

Queensland Remembers Community Grants Program - round one application form

Form Preview

Please upload the applicant organisation's certificate of incorporation. *

Attach a file:

Please keep files to a maximum of 5MB.

Please upload the applicant organisation's constitution or governing rules.

Attach a file:

Please keep files to a maximum of 5MB.

Executive contact

The executive contact should be the person who has the necessary financial delegation to enter into a Funding Agreement with the Department of the Premier and Cabinet, should the application be successful. If this is an auspiced application, the executive contact should be from the auspiced organisation who is accepting financial and legal responsibility for the grant. *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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e.g. Director/CEO/President/Treasurer/Chair

Executive contact position *

Executive contact primary phone number *

Must be an Australian phone number.

Executive contact mobile phone number *

Must be an Australian phone number.

Executive contact email *

Must be an email address.

Primary contact person

This is the nominated person within the applicant organisation who will receive all administrative emails regarding the grant. Please ensure this person is the registered user of SmartyGrants following the submission of this application. *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Queensland Remembers Community Grants Program - round one application form

Form Preview

This person will receive automated notifications through SmartyGrants throughout the duration of the grant. This should be the person who manages the grant process. If this is an auspiced application, this may be the contact who is undertaking the project.

Primary contact position *

This is the position this contact holds within the organisation e.g. secretary, treasurer, board member, grants officer

Primary contact's email address *

This is the email address we will use to correspond with you about this grant.

Primary contact's phone number *

Must be an Australian phone number.

Primary contact's mobile phone number *

Must be an Australian phone number.

2. About the project

* indicates a required field

Project title

Please provide a descriptive project/event title. *

Must be no more than 50 words.

e.g. Restoration of the Fairview Armistice Memorial or Fairview Anzac Day Ceremony 2023

What category best describes the scope of the project? *

Please select the most appropriate category for the scope of your project.

Brief project description (please provide an overview of the project/event/activity). *

Word count:

Maximum 250 words. Please refrain from using all capital letters.

Project/event/activity website (if applicable)

Must be a URL.

Queensland Remembers Community Grants Program - round one application form

Form Preview

e.g. www.qld.gov.au/remembersgrants

What is the location of the project / event/ activity? Please enter full street address. *

Address



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

Which primary Local Government Area is your project/event/activity located? *

You can find your LGA in which the project is located by going to the Electoral Commission website <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate> or calling the Electoral Commission Queensland on 1300 881 665.

Which primary State Electorate is your project/event/activity located? *

You can find the electorate in which the project is located by going to the Electoral Commission website <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate> or by calling Electoral Commission Queensland on 1300 881 665.

Is the applicant organisation the land owner for the project/event location? *

Yes

No

Please upload a letter of approval from the land owner, signed and dated within six months *

Attach a file:

Queensland Remembers Community Grants Program - round one application form

Form Preview

Please provide the name of the organisation accepting ongoing and future maintenance of the project *

For community events and activities please state "not applicable"

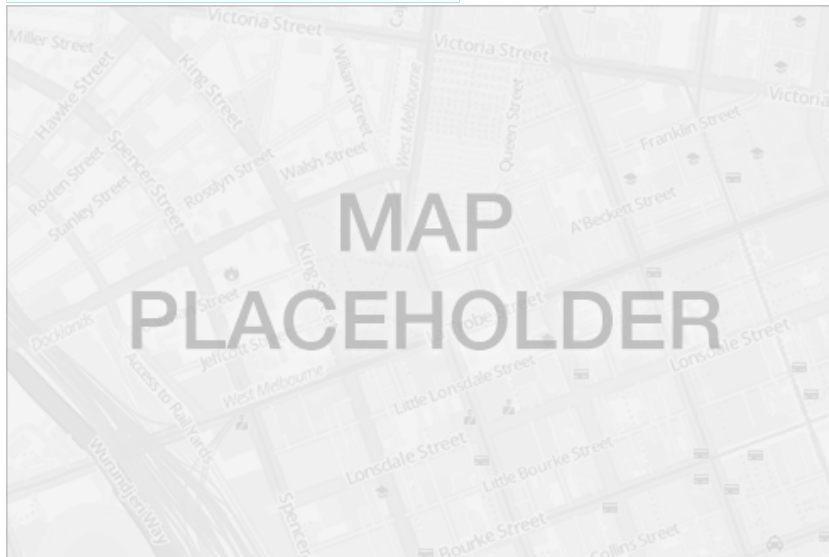
Does the project relate to multiple locations? *

Yes

No

Please provide the second location relevant to the project *

Address



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

Is the applicant organisation the land owner for the project location? *

Yes

No

If no, please upload a letter of permission form the land owner.

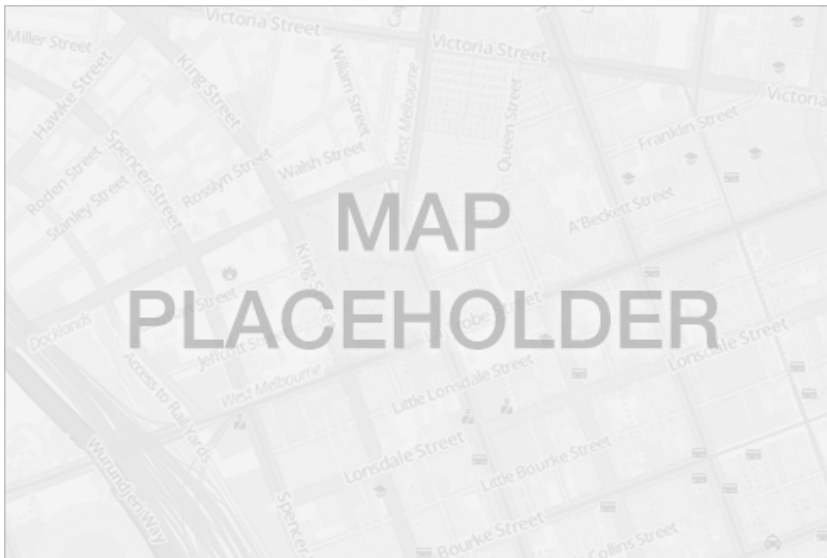
Attach a file:

Please provide the third location relevant to the project

Address

Queensland Remembers Community Grants Program - round one application form

Form Preview



Country must be Australia

Enter the number, street name, suburb and postcode. Please select the appropriate response.

Is the applicant organisation the land owner for the project location?

Yes

No

If no, please upload a letter of permission form the land owner.

Attach a file:

What are the major steps and/or stages (i.e. milestones) involved in delivering the project/event?

If the project involves multiple launch dates, please identify them here.

Please indicate if the dates provided have been confirmed or are approximates.

Milestone	Start Date	Finish Date	Dates confirmed	Notes
e.g. commencement, planning; major activities; evaluation	Click on calendar to select date. Not before 1/05/2022	Not later than 30/4/2023	Are these dates confirmed?	Add explanatory notes if required

When will the completed project / event / activity be launched (unveiled) to the public. *

Must be a date and between 1/5/2022 and 30/4/2023.

Queensland Remembers Community Grants Program - round one application form

Form Preview

Describe the organisation's capacity to deliver the project *

Word count:

Must be no more than 250 words.

Outline your organisation's ability to implement the project or activity including key staff, previous experience and ability to manage the grant funding.

Are you requesting funding for an existing memorial, avenue of honour, memorial garden, honour board/roll, outdoor military heritage object, memorial drinking fountain or war trophy?

- Yes
- No

Existing memorials, avenues of honour, memorial gardens, honour boards/rolls, outdoor military heritage objects, memorial drinking fountains or war trophies.

Please identify the historical significance of the project *

Word count:

Must be no more than 250 words.

Is the memorial listed on Queensland Heritage Register? *

- Yes
- No
- This application applies to both registered and non-registered memorials

Please refer to the Queensland Heritage Register <https://environment.ehp.qld.gov.au/heritage-register/>.

Queensland Heritage Registry

Please provide the Queensland Heritage Register Number *

If your project includes other registered memorials, please provide the Queensland Heritage Register Numbers

Please upload a General Exemption Certificate/s (issued by the Department of Environment and Science) for this project or submitted application for a General Exemption Certificate. *

Attach a file:

Queensland Remembers Community Grants Program - round one application form

Form Preview

A maximum of 5 files may be attached.

Are you requesting funding for a new memorial, avenue of honour, memorial garden or honour board/roll?

- Yes
 No

Creation of new memorial/s, avenues of honour, memorial gardens or honour boards/rolls? (in an area or district where none exist)

What is the purpose, historical and cultural significance of the new memorial, avenue of honour, memorial garden or honour board/roll?? *

Word count:

Must be no more than 300 words.

Please note: applications for new memorials in an area where similar existing memorials exist, will not be considered.

Why has the location been selected? *

Word count:

Must be no more than 200 words.

Commemorative events and activities

Are you requesting funding for a commemorative event or activity? *

- Yes
 No

Has this event or activity occurred before? *

- Yes
 No

As an existing event or activity, how many times has it been held? *

Must be a number.

How are you extending your event or activity? *

Must be no more than 100 words.

Describe how you are extending your event so it differs from previous years.

Queensland Remembers Community Grants Program - round one application form

Form Preview

How will you use the funding to grow and attract new audiences to the event or activity? *

Must be no more than 100 words.

How was the need for the event or activity identified and what is the unique selling point to attract Queensland veterans and their families? *

Must be no more than 100 words.

Is this a ticketed event? *

- Yes
 No

What is the ticket pricing? *

What is the estimated number of attendees for the event or activity? *

Must be a number.

3. Assessment criteria

* indicates a required field

What outcomes and benefits will be delivered for the veterans' community? *

Word count:

Must be no more than 250 words.

Explain how the project will leave a legacy for future generations, increase the knowledge of the local service history of the community or provide a social or cultural benefit to Queensland's veterans' community.

Why is the project needed and how will it respond to these needs? *

Word count:

Must be no more than 250 words.

Provide evidence that the project responds to an identified need or gap, or will improve, increase or enhance use of a memorial, deliver support to veterans or provide community education or increase awareness of the service and sacrifice of veterans.

Queensland Remembers Community Grants Program - round one application form

Form Preview

Please upload any supporting documentation that is applicable.

Attach a file:

A maximum of 1 file may be attached.

How will the project be delivered? *

Word count:

Must be no more than 250 words.

Details of project planning and deliverables, timeframes, financial viability and value for money. A detailed project plan must be supplied.

Project plan

Please upload a copy of your project plan, which at a minimum should include:

Memorials or memorial gardens or avenues of honour or honour boards:

- Any available historical photographs, maps, plans, newspaper or journal articles, diary extracts to support the significance of the project.
- Images reflecting current condition requiring restoration, close images of the affected area.
- Details of dimensions, total ground area, concept, design, inscribed text and materials of the damage and deterioration.
- Horticultural advice (if applicable).

Commemorative events and activities:

- Event, sponsorship, marketing and risk management plans, event program (including event dates and timings). Draft documents are accepted.

Please upload the project plan. *

Attach a file:

Please upload any supporting documentation that is applicable

Attach a file:

A maximum of 5 files may be attached.

Who is involved in the project and what support exists? *

Word count:

Must be no more than 250 words.

What is the level of support for the project from key community stakeholders, community consultation and stakeholder engagement (e.g. letters of support from a federal or state Member of Parliament, local council or ex-service organisation). Identify how the project or activity will be promoted to the community, and how they will be involved. Outline confirmed financial or in-kind contributions toward the project.

Queensland Remembers Community Grants Program - round one application form

Form Preview

Please upload letters of support and endorsement for the project from community representatives external to the organisation for example, the local Member of Parliament, Councillor or Mayor. *

Attach a file:

A maximum of 5 files may be attached.

4. Budget

* indicates a required field

Important information

This application must include a comprehensive and realistic budget that:

- demonstrates value for money
- provides a clear outline of how funding will be spent if the application is successful
- includes valid quotations supporting the funding request.

Applicants are expected to contribute at least **10 per cent** of the total project cost. This contribution can include cash or in-kind support. It does not include donations and private sponsorship. In-kind support cannot exceed half of the applicant's contribution.

Applicants unable to provide the **minimum 10 per cent** contribution are still able to apply but must clearly outline the reasons for this limitation and any attempts to secure other funding

Applicant organisations may be offered a smaller funding amount than applied for, at the discretion of the Grants Assessment Panel.

Organisation's contribution

Will the organisation be contributing at least 10 per cent of the total project cost?

*

- Yes - we are contributing 10 per cent or more
- No - we are contributing less than 10 per cent
- No - we are unable to contribute any cash to the project

Please provide details as to why the organisation is unable to contribute at least 10 per cent towards the project. *

Word count:

Must be no more than 250 words.

What is the amount of cash the organisation is contributing to the project? If the applicant organisation is unable to contribute, please enter zero . *

Queensland Remembers Community Grants Program - round one application form

Form Preview

\$

In-kind support

Will there be any in-kind support contributed to the project?

- Yes
 No

E.g. Volunteer time/labour or professional/contractor time provided without charge

Please record details of any in-kind support being contributed to the project.

In-kind support cannot exceed half of the organisation's contribution.

Volunteer time or labour contributed to a project will automatically calculate at \$20 per hour.

Professional or contractor time contributed will automatically calculate at \$45 per hour.

Specialist labour or donated goods or services	Description of labour provided	Number of hours (non-professional)	Number of hours (specialist/professional)
E.g. John Smith - qualified electrician OR Jane Smith - committee member	E.g. Electrical works for solar system OR Demolition and removal of old kitchen	These hours will be calculated at the rate of \$20 per hour	These hours will be calculated at the rate of \$45 per hour

In-kind contribution totals

Total in-kind labour (non-professional)

\$

This number/amount is calculated.

Total in-kind labour (specialist/professional)

\$

This number/amount is calculated.

Total of in-kind labour (both)

\$

This number/amount is calculated.

Funding requests through other programs, including state, federal or local government grants.

Has the organisation applied for any other funding or a grant, for this same project, from any other agency/source? *

- Yes No

Provide details of funding (excluding GST) requested, for this same project, through other sources.

Name of grant program	Amount requested	For the same expenditure items as this application?	Is funding confirmed?
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Queensland Remembers Community Grants Program - round one application form

Form Preview

	\$		
	\$		
	\$		
e.g. Queensland Veterans' Memorial Grants Program	Must be GST exclusive Must be a dollar amount.	Did your request include the same expenditure items as you are applying for in this grants program?	Have you received/or confirmation that you will receive funding?

Total funding from other sources

\$

This number/amount is calculated.

GST

If your organisation **IS** registered for GST, you:

- are required to calculate the GST exclusive component of the cost of any items or service purchased for your proposed project
- must provide the final total **GST exclusive** amount in your grant application
- can claim an input tax credit through your Business Activity Statement (BAS) to the ATO, for the GST component of purchased items or services.

If your organisation is **NOT** registered for GST, you are:

- not able to request an input tax credit from the ATO for the GST component of purchased items or services
- required to provide the final **GST inclusive** amount in your grant application.

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. The Office for Veterans is unable to provide advice on the applicant's particular taxation circumstances.

Is the organisation registered for GST? *

- Yes
 No

Grant expenditure (excluding GST)

Using the template below, only itemise how the organisation will spend the grant funding.

- Quotes must be uploaded for expenditure that is over \$500 (excluding GST).
- Should the total of a quote for an expenditure item be more than the grant amount being requested, please only write how much grant funding will be allocated to that item, not the total amount of the quote. *For example, if the quote is for \$50,000 but you are only allocating \$1,000 of grant funding towards it, then only list \$1,000 for that expenditure item.*

Please [click here](#) to view the program guidelines for a list of eligible and ineligible expenses.

Queensland Remembers Community Grants Program - round one application form

Form Preview

TIP: to calculate an invoice's GST exclusive amount, divide the total amount by 1.1 (for example \$200 including GST / 1.1 = \$181.82 ex GST).

Expenditure description - (example stonemason)	Please attach a valid quotation	Expenditure Amount (excluding GST)
		Please list amounts excluding GST

Total grant request amount (excluding GST) *

\$

This number/amount is calculated.

This is the total of all expenditure amounts listed above and is the amount that will be put forward for approval. This amount should not be more than \$50,000 (maximum funding amount for the Queensland Remembers - Community grants program).

Grant expenditure (including GST)

Using the template below, only itemise how the organisation will spend the grant funding.

- Quotes must be uploaded for expenditure that is over \$500 (including GST).
- Should the total of a quote for an expenditure item be more than the grant amount being requested, please only write how much grant funding will be allocated to that item, not the total amount of the quote. *For example, if the quote is for \$50,000 but you are only allocating \$1,000 of grant funding towards it, then only list \$1,000 for that expenditure item.*

Please [click here](#) to view the program guidelines for a list of eligible and ineligible expenses.

Expenditure description - (example stonemason)	Please attach a valid quotation	Expenditure Amount (including GST)
		\$
		\$
		\$
		\$
		\$
		\$
		Please list amounts including GST

Total grant request amount (including GST) *

\$

This number/amount is calculated.

This is the total of all expenditure amounts listed above and is the amount that will be put forward for approval. This amount should not be more than \$50,000 (maximum funding amount for the Queensland Remembers - Community grants program).

Queensland Remembers Community Grants Program - round one application form

Form Preview

Funding request overview

The below fields should assist in ensuring your budget is correct and easy to understand.

- The *first question* asks how much the total project will cost to undertake? Please upload a copy of your **overall** project budget (not just the amount your are applying for in this grant application).
- The *second field* asks how much funding (if any) is already available towards the project
- The difference between the below two amounts (**total project cost minus money available**) should add up to the **Total Grant Request Amount** above (the sum of the figures detailed in the Grant Expenditure table and the amount you are seeking from the *Queensland Remembers - Community Grants Program*).

What is the total cost of the project? *

\$

Must be a dollar amount.

Please upload your detailed overall project budget in an excel spreadsheet *

Attach a file:

Total available funding for this project. *

\$

This number/amount is calculated.

This is amount is calculated based on the organisation's cash contribution, dollar amount for in-kind support and funding from other sources if applicable.

Will you accept partial funding, if the grant amount offered is less than the funding sought? *

- Yes
 No

Reason for not accepting partial funding. *

Must be no more than 100 words.

5. Declaration

* indicates a required field

Other grants

Do you currently have any unacquitted Queensland Government grants? *

- Yes No

Unacquitted Queensland Government grant details

Queensland Remembers Community Grants Program - round one application form

Form Preview

Department name	Name of grants program	Unacquitted amount	Date acquittal due
		\$	
e.g. Department of the Premier and Cabinet	e.g. Queensland Veterans' Memorial Grants Program	Must be a dollar amount. Must be a dollar amount.	Must be a date.

Total unacquitted grants

\$

This number/amount is calculated.

Applicant organisation agreement

I warrant that:

- the applicant organisation has knowledge of and does not object to the application being submitted
- to the best of my knowledge all information provided in the grant application is true and correct
- enough control mechanisms are in place to ensure that all monies are managed and accounted for appropriately
- I understand that:
 - the applicant organisation will be added to the Department of Premier and Cabinet database that is used to provide information regarding promotion and marketing functions, events and initiatives managed by the department.
 - I may request the removal of the applicant organisation's information from the database at any time by sending a request by email to queenslandremembers@premiers.qld.gov.au.
 - if the Queensland Government approves a grant, I will agree to the terms and conditions as part of the funding agreement.
 - if the Queensland Government approves a grant, I will be bound by the contents of my application to carry out my project as I have described, and my application will form part of my contractual agreement with the Queensland Government.

Name of executive contact *

Title First Name Last Name

This must be the executive contact listed on page 2 of this application.

Position *

Position held in applicant organisation (e.g. Director/CEO/President/Treasurer/Chair)

Date of declaration *

Must be a date

Submitting application

- You will not be able to submit your application until all of the compulsory questions (marked *) are completed.

Queensland Remembers Community Grants Program - round one application form

Form Preview

- Pressing the **submit** button lodges your application. Please ensure you **review** your application before submitting. Changes cannot be made to your application following lodgement.
- When the application has been successfully submitted a **return email receipt will be sent**.
- An application is not considered to have been received by the department until the submitter has received an **email receipt**.
- If you do not receive an **email receipt** and you have submitted your application, please contact the department on the contact details above within three business days.
- the email receipt does not provide any assurance of funding.

Privacy Statement

The Department of the Premier and Cabinet (DPC) is collecting information to assess and coordinate grants in relation to the Queensland Remembers Community Grants Program.

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 Queensland Remembers Community Grants Program. By submitting an application, the applicant authorises the use and/or publication of the applicant's name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Queensland Office for Veterans 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.

A copy of DPC's Privacy Guide in relation to the treatment of personal information collected may be accessed at [DPC Privacy Guide](#)