

# Queensland Remembers - Minor Capital Works Grants Program Round 1 application

## Form Preview

### Queensland Remembers - Minor Capital Works 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) - Minor Capital Works Grants Program* 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 you have read the QR Minor Capital Works 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](#).
- Received a [Heritage Exemption Certificate](#) in relation to the proposed project.
- Contacted peak bodies and received the appropriate approvals relating to your particular 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 the Chair of the Grants Assessment Panel to discuss any potential conflicts of interest or relationships.

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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 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](mailto:queenslandremembers@premiers.qld.gov.au).

## 1. Applicant organisation

\* indicates a required field

### **Is this application auspiced by another organisation? \***

- Yes
- No

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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 auspicing organisation's details.

## **Please attach a letter from the auspicing 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 auspicing 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.

## **Applicant organisation postal address \***

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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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### File upload

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

Attach a file:

Please keep files to a maximum of 5MB.

**Please upload the applicant organisation's current public liability Certificate of Currency, to the value of \$20 million. \***

Attach a file:

Please keep files to a maximum of 5MB.

**Please upload the application organisation's certificate of incorporation \***

# Queensland Remembers - Minor Capital Works Grants Program

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Attach a file:

Please keep files to a maximum of 5MB.

**Please upload the application 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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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.

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## 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 title. \*

Must be no more than 50 words.  
e.g. Tranquility Beach Veterans facility upgrade

#### 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 website (if applicable)

Must be a URL.  
e.g. [www.qld.gov.au/remembersgrants](http://www.qld.gov.au/remembersgrants)

#### What is the location of the project? Please enter full street address. \*

Address

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

## Which primary Local Government Area is your project 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 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 landowner for the project location? \*

Yes  No

**Please upload a letter of approval from the landowner with confirmation that the organisation has approval to use the property for at least two years into the future from the date of the project completion. The letter should be on letterhead and signed and dated within six months of the application. \***

Attach a file:

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

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**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 landowner for the project location? \***

- Yes  No

**If no, please upload a letter of approval from the landowner with confirmation that the organisation has approval to use the property for at least two years into the future from the date of the project completion. The letter should be on letterhead and signed and dated within six months of the application.**

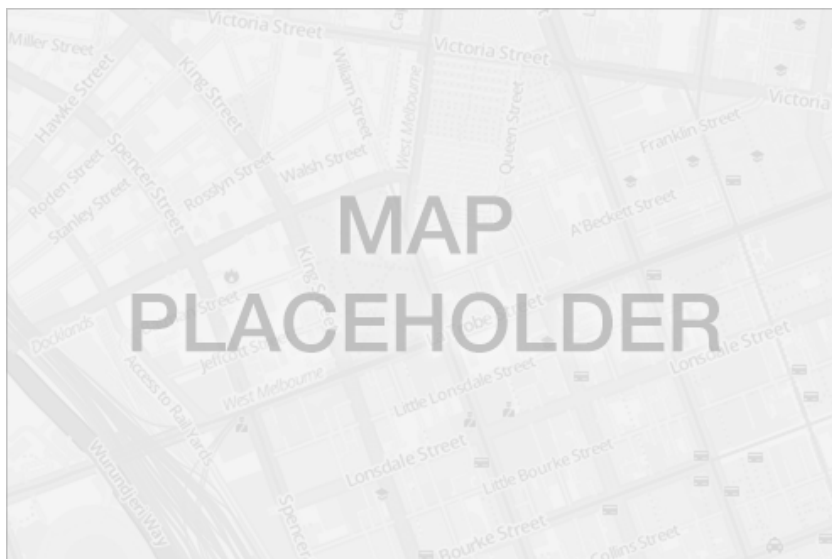
Attach a file:

**Please provide the third location relevant to the project**

Address



# Queensland Remembers - Minor Capital Works Grants Program Round 1 application Form Preview



Country must be Australia

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

**Is the applicant organisation the landowner for the project location? \***

Yes

No

**If no, please upload a letter of approval from the landowner with confirmation that the organisation has approval to use the property for at least two years into the future from the date of the project completion. The letter should be on letterhead and signed and dated within six months of the application.**

Attach a file:

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

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

Milestone	Start Date	Finish Date	Dates confirmed	Notes
e.g. commencement, planning; major activities; evaluation	Click on calendar to select date.	Must be a date and between 1/5/2022 and 30/4/2023.	Are these dates confirmed?	Add explanatory notes if required

**When will the completed project be unveiled to the public. \***

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

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**Describe the organisation's capacity to deliver the project \***

Word count:

Must be no more than 250 words.

**Is the building/facility listed on Queensland Heritage Register? \***

Yes

No

This application applies to both registered and non-registered buildings/facilities

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 buildings / facilities / 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:

A maximum of 5 files may be attached.

## 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 the extent to which the project will improve the existing use of the facility or expand or enhance the use of the facility for the benefit of the veterans' community.

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

Word count:

# Queensland Remembers - Minor Capital Works Grants Program

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Must be no more than 250 words.

Provide evidence that the project responds to an identified need, gap, risk or issue for veterans, or will improve, increase or enhance the use of the facility or services delivered to veterans.

#### **Please upload any supporting documentation that is applicable**

Attach a file:

A maximum of 5 files 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, value for money and how the principles of universal design, environmentally sustainable design and health and wellbeing design have been incorporated, where applicable. A detailed project plan and all relevant supporting documentation must be supplied for all minor capital works applications.

#### **Project plan (for minor capital works projects - not required for equipment only requests)**

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

- Details of project site preparations and supporting documentation e.g. photos, plans and maps
- Scope of works
- Project sustainability
- Project timeframes and deliverables
- Project management (key personnel, including the nominated project manager and CVs). Key personnel for the project must have the capabilities, skills and expertise to successfully deliver the project
- Specialist expertise
- Project delivery
- Regulatory requirements - list all regulatory and other approvals/permits/licences/authorities required and their current status
- Risk management

#### **Please upload the project plan**

Attach a file:

#### **Please upload any supporting documentation that is applicable e.g. building approvals**

Attach a file:

A maximum of 5 files may be attached.

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

# Queensland Remembers - Minor Capital Works Grants Program Round 1 application Form Preview

Word count:

Must be no more than 250 words.

What is the level of support for the project from key stakeholders, evidence of usage agreements and results of consultation (if applicable). Identify how the project will be promoted to the community, and how they will be involved. Outline confirmed financial or in-kind contributions toward the project.

**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. \***

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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 . \***

\$

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 Must be a number.	These hours will be calculated at the rate of \$45 per hour Must be a number.

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

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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?
	\$0.00		
	\$0.00		
	\$0.00		
e.g. Queensland Veterans' Memorial Grants Program	Must be GST exclusive	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 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](http://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).
- Quotes for **project management fees** (of up to 5 per cent of total project costs) may be uploaded here.

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- 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.

**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 excluding GST (maximum funding amount for the Queensland Remembers - Minor Capital Works 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

# Queensland Remembers - Minor Capital Works Grants Program Round 1 application Form Preview

## 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 excluding GST (maximum funding amount for the Queensland Remembers - Minor Capital Works grants program).

## 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 you are applying for in this grant application).
- The *second field* displays how much funding (if any) is already available towards the project, based on amounts you recorded.
- 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 - Minor Capital Works 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:

A maximum of 1 file may be attached.

## Total available funding for this project. \*

\$

This number/amount is calculated.

This amount is calculated based on the organisation's cash contribution, dollar amount for in-kind support and funding from other grant programs, where 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



# Queensland Remembers - Minor Capital Works Grants Program Round 1 application

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### Other grants

**Do you currently have any unacquitted Queensland Government grants? \***

Yes

No

### Unacquitted Queensland Government grant details

Department name	Name of grants program	Unacquitted amount	Date acquittal due
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e.g. Department of the Premier and Cabinet	e.g. Queensland Veterans' Memorial Grants Program	\$	
		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 the 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](mailto: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
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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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)

# Queensland Remembers - Minor Capital Works Grants Program

## Round 1 application

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**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.
- 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](#).