



Application for Supporting Younger Veterans (SYV)

Name of Initiative

Name of Organisation

Contents	PART A: Applicant Organisation Details	Page 3
	PART B: Needs Analysis (Assessment)	Page 6
	PART C: Project Plan	Page 8
	PART D: Budget Plan	Page 9
	PART E: Evaluation Plan	Page 11
	PART F: Checklist	Page 11
	PART G: Declaration	Page 12
	PART H: Notes	Page 13

Before you begin

Before completing this application form please read the **Supporting Younger Veterans (SYV) Grants Guidelines**. This document can be downloaded from the Department of Veterans' Affairs (DVA) website at: www.dva.gov.au/consultation-and-grants/grants



Who can I contact for information and assistance?

Should you require more information regarding the SYV program or assistance with your application you can phone DVA on **1800 555 254**. Use a normal landline phone if you can. Please note mobile phone calls may cost you more.

Important information (please read)

Note other important requirements:

- use a separate application form for each initiative;
- if you need more space for answers please attach a separate sheet clearly identifying the question number;
- incomplete applications may delay assessment;
- the application must be signed by two persons authorised by the applicant organisation. Both signatories must be Executive Members of the Board or Management Committee, or as appropriate;
- if your application is successful, the amount of funding provided is dependent on the information you provide in this application, ranking of your application and available funding;
- organisations that have any outstanding acquittals for any DVA grants previously given will not receive any SYV funding until all DVA grants are acquitted. (Refer to the *SYV Guidelines*); and
- it is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to DVA is a serious offence, and applicants who do so may be prosecuted under section 137.1 of the *Criminal Code Act 1995*.

About the information you give

Why we need the information

The information sought on this application form is to enable an assessment of your proposal against the SYV grant program's purpose, objectives and outcomes. Questions will refer to information that is required to make this assessment. Reference will be made to "your proposal". This term will be used to denote the service (or proposed service) provided to the veteran community for which the applicant is seeking funding.

Sharing the information with others

If this application is successful, some information will be disclosed:

- to the Department of Finance for inclusion in the Australian Government's Discretionary Grants database;
- to the appropriate Member of Parliament to participate in the approval process of the grant and any promotional activity; and
- on the DVA website (for at least two years), in media releases and to the Australian National Audit Office as required to meet Government accountability requirements.

Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information](#)



Where do I send my application for SYV funding?

You must send your completed application and supporting documentation to:

Manager Grant Administration
Department of Veterans' Affairs
GPO Box 9998
Brisbane QLD 4001

Or by email - DVA.Grants.Processing.Team@dva.gov.au

- Please do not bind the application or use display folders or plastic sleeves.
- Please keep a copy of your application and any supporting papers, either electronically or in hard copy, for your records.

Timeframes

Applications for this \$250,000 special round of SYV grants will close on 26 May 2017 with successful applicants announced in June 2017.

Future rounds of the grants will allocate \$1m each financial year.

Future rounds will open 1 July each year, commencing 2017, and will close 1 September each year, until 2021.

Part A**Applicant Organisation Details****NOTE:**

It is recommended that you discuss your proposal with your local DVA office and obtain advice on the SYV grant requirements.

Please provide the DVA representative's details:

Name

Telephone number

1 Is the initiative a joint effort between two or more organisations?

No

Yes - Please Note: If the project is a joint effort between organisations, you must nominate one as the Applicant Organisation. You will also need to provide details of other organisations involved at Question 21.

The Applicant Organisation must take responsibility for the receipt and distribution of grant funds; and the collection and provision of all reporting documents required to acquire the grant.

2 Full Legal name of Applicant Organisation.

3 Trading or business name.

4 Registered office
(street address).

5 Postal address
(if different from Registered office address).

6 Relevant business address
(if different from Registered office address).

7 Applicant Organisation's telephone number.

8 Applicant Organisation's email address.

This should be the email address for the organisation and not a personal email address.

9 In which Federal Electorate is the Applicant Organisation located?

10 Contact Person Details.

Your proposal Contact Person should preferably be a member of the Applicant Organisation's Executive or Management Committee. This person will receive all correspondence relating to the application and may also be a signatory for the application.

Title

Mr Mrs Ms Miss Other

Contact name

First name

Surname

Honorifics (e.g. OAM)

Position

Daytime telephone number

Mobile

Phone

E-mail address

11 Alternate Contact Person Details.

The Alternate Contact Person should preferably be a member of the Applicant Organisation's Executive or Management Committee. This person may also be a signatory for the application.

Title Mr Mrs Ms Miss Other

Contact name First name

Surname

Honorifics (e.g. OAM)

Position

Daytime telephone number Mobile Phone []

E-mail address

12 Provide background details about the Applicant Organisation.

Include a brief history of the organisation, its aims/objectives, and details of the programs, activities and functions provided to members and the veteran/wider community.

13 Has the Applicant Organisation received grant funding from DVA within the last five years?

Organisations that have any outstanding acquittals for any previous DVA grant funding will not receive SYV funding until DVA acquittals have been finalised. (Refer to the *SYV Guidelines*).

If you are unsure about the status of any acquittals for past DVA grants, please contact the Grants Section in DVA's National Office on 1800 026 185 or email DVA.Grants.Processing.Team@dva.gov.au

- No
- Yes - Have all previous DVA grants received from DVA been acquitted?
 - No - Provide reasons:

- Yes - Go to Question 14.

14 Does the Applicant Organisation have an Australian Company Number (ACN) or other entity identifiers?

- No
- Yes - ACN
- Other entity identifier

15 Does the Applicant Organisation have an Australian Business Number (ABN)?

- No - Go to Question 17
- Yes - ABN?

16 Is the Applicant Organisation registered with the Australian Taxation Office for the Goods and Services Tax (GST)?

- No
- Yes

17 Legal entity type
 What is the legal entity type of the Applicant Organisation?

Incorporated association
 Company Partnership
 Unincorporated organisation/body
 Other - please specify

18 Is the Applicant Organisation incorporated?

No - refer to the Guidelines Eligibility Criteria - section 2 of the guidelines
 Yes -

Attach a copy of your Certificate of Incorporation to your application

19 Does the Applicant Organisation have a Constitution?

No Yes - **Do not** send a copy of your constitution with your application

20 Applicant Organisation Banking details.

Name of Financial Institution (bank, credit union, etc.)

Branch of Financial Institution

Address of Financial Institution (include postcode)

POSTCODE

Name of account (the bank account must be held in the name of the organisation applying for the grant)

Account No.

BSB Number (Bank, State, Branch number)

21 Details of other organisations involved in the initiative.

If an organisation is sponsored or the project is a cooperative effort between organisations, provide the following details for each, at questions 22 and 23.

22 OTHER ORGANISATION 1.

Full legal name of Organisation

Street address (include postcode)

POSTCODE

Postal address (include postcode)

POSTCODE

Relationship to Applicant Organisation

Contact Person Details

Title Mr Mrs Ms Miss Other

Contact name First name

Surname

Honorifics (e.g. OAM)

Position

Daytime telephone number Mobile Phone []

E-mail address

23 OTHER ORGANISATION 2.

Full legal name of Organisation

Street address (include postcode)

POSTCODE

Postal address (include postcode)

POSTCODE

Relationship to Applicant Organisation

Contact Person Details

Title Mr Mrs Ms Miss Other

Contact name First name

Surname

Honorifics (e.g. OAM)

Position

Daytime telephone number Mobile Phone []

E-mail address

Part B Needs Analysis (Assessment)

24 What is the initiative title?

25 Briefly describe your initiative.

26 Which Outcomes of SYV does your initiative target?

Tick the SYV Outcomes that your initiative will target.

- Develop capability within the veteran community that services the unique needs of the younger veterans
- Support the development of well researched and tailored services for younger veterans
- Fund organisations that can sustainably deliver services to younger veterans now and into the future
- Increase collaboration amongst organisations to expand services and harness existing expertise
- Increase awareness of younger veterans' issues and/or services within the Australia and veteran communities, where doing so would benefit younger veterans

27 Briefly describe how your initiative will address the Outcomes that you have identified in Question 26.

28 Describe the target group that this initiative will assist.

Primary target group

29 What is the need of the target group and how was the need identified?

30 How will the initiative address the identified need?

31 Approximately how many members of the younger veteran group will benefit from the initiative? (Refer SYV Guidelines, section 1).

Number of younger veteran community members

Number of non-veteran community members

Please provide details

Part C

Project Plan

32 Provide a detailed description of your initiative. Please identify initiative elements that are in scope and what is out of scope.

33 Describe how the initiative will be managed, and by whom. Indicate the roles and responsibilities of any partner organisations. Indicate the qualifications and skills required of all staff involved in the initiative.

How the initiative will be managed:

Who will manage the initiative:

34 What is the physical address where the initiative will take place? (include postcode).

POSTCODE

In which Federal Electorate is this address located?

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35 Provide details of your initiative's milestones, with estimated timeframe/ completion dates.


Detail	Estimated completion date
	/ /
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36 Provide details of the key risks associated with the delivery of the initiative and proposed actions to mitigate these identified risks.

41 Provide details of other funds committed to the initiative from other sources, such as donations, funding from other stakeholders, funding from other grant sources. (Refer SYV Guidelines, section 5 criterion 3).

Should your organisation be successful in gaining funding for this proposal from another grant, then your organisation must choose between either the SYV grant or the other grant. (Refer SYV Guidelines, section 3).

Organisation	Item	Amount (including GST)
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		\$

 Please attach evidence of approved funding from other sources.

42 Total cost of initiative.

Amount (including GST)
Total of Questions 40 and 41.

Amount (including GST)
TOTAL \$

43 Does your proposal require participants to contribute to the ongoing costs of the initiative?

No

Yes - What is the amount of contribution? \$

Is the contribution: A Donation A Fee

What is the frequency of any donation or fee? (e.g. per activity, weekly)

44 If this application is not successful or if less funds than requested are provided, explain how the initiative would proceed.

Part E

Evaluation Plan

45 How will the initiative be monitored and evaluated?

Note: Initiatives over \$10,000 require a comprehensive Evaluation Plan.

Part F

Checklist

Ensure that you have:

- Read the **SYV Guidelines** when filling in the application form.
- Attached a copy of your Certificate of Incorporation (if applicable). *Refer Question 18.*
- Attached letters of support. *Refer Question 37.*
- Attached a copy of your last year's Annual Report (if applicable). *Refer Part D.*
- Attached a copy of your last year's Audited Financial Statement (if applicable). *Refer Part D.*
- Attached one quotation for each item requested. *Refer Question 40.*
- Attached a risk assessment of the key identified risks of delivering the initiative and the actions to reduce the risks.
- Attached evidence of approved funding from other sources. *Refer Question 41.*
- Ensured all questions are complete and correct.
- Read and signed the Declaration. *Refer Part G.*

Please ensure you keep a copy of your full application for your records.

Part G**Declaration**

**The Declaration must be signed by two persons authorised by the Applicant Organisation.
Both signatories must be Executive Members of the Board or Management Committee.**

Organisation name

We, the undersigned:

- certify that we are representatives of the organisation applying for funding under the SYV program and we have been authorised to prepare and submit this application on behalf of the organisation;
- acknowledge that we have read the *Supporting Younger Veterans Grant Guidelines* and agree to abide by the conditions detailed therein;
- declare that the information supplied in this application is true and accurate to the best of our knowledge and are aware that giving misleading or false information is a serious offence;
- have answered all questions and attached all required documentation;
- understand that if this application is successful, some information may be disclosed:
 - to the Department of Finance for inclusion in the Australian Government's Discretionary Grants database; and
 - to the appropriate Member of Parliament to participate in the approval process of the grant and any promotional activity;
- agree to acknowledge the Australian Government's financial contribution to the initiative;
- understand that any grant provided must be acquitted in accordance with the SYV Grant Agreement (refer to *SYV Guidelines, sections 9.1 and 11.1*); and
- agree to promote and encourage the objectives of the SYV program.

Signature 1

Date

Printed name

Position in Applicant Organisation

Signature 2

Date

Printed name

Position in Organisation

