



Application for Funding Assistance for Unmarked First World War Graves Program

Completing this form:

- Please refer to the Office of Australian War Graves Unmarked First World War Graves Program Guidelines when completing this application form.
- This application can be completed on screen but if you wish to complete it by hand, please print in blue or black pen.
- If you do not have enough space to complete a question, please attach a separate sheet and number the question.
- Send your completed application form to the Office of Australian War Graves (see address at end of form).
- Please complete all sections of this form, and provide as much information as possible.
- Please ensure that if you are applying for funding of more than one unmarked grave, each application should use a separate application form.

Privacy Notice

The information you provide on this form is required to make a decision in regard to your application for funding assistance. The information will be disclosed to representatives of the Office of Australian War Graves to enable a decision to be made. Successful applications may also be the subject of a media release.

Please note that the Privacy Act does not prevent the disclosure of information to members of the Commonwealth Parliament and a list of recipients of funding administered by Department may be made publicly available. Please also note that information provided on this application will be entered into a register.

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

Part A

Applicant Information

APPLICANT CONTACT PERSON

1. **Title** (*Mrs, Miss, Mr etc.*)

2. **Surname**

3. **Given name(s)**

4. **Daytime telephone number(s)**
(please include area code)

Mobile

5. **Email address** *(if applicable)*

6. **Postal address**

POSTCODE

APPLICANT ORGANISATION *(if applicable)*

7. **Name of Organisation**

8. **ABN** *(if applicable)*

9. **Position title of person applying**

10. **Branch/sub-branch** *(if applicable)*

11. **Postal address**

POSTCODE

12. **Telephone number**

BANK ACCOUNT DETAILS

13. **Account name**

14. **Bank name**

15. **BSB**

16. **Account number**

APPLICANT FUNDING HISTORY

17. **Have you previously applied for funding assistance for an Unmarked First World War Grave?**

No ► Go to **Part B**

Yes ► Date

18. **Have you acquitted all funding previously received under this program?**

No ► Give reason

Yes

Part B **Current Unmarked Grave Details**

DETAILS

19. Name of veteran

20. Date of death /

21. Service number

LOCATION

22. Name of cemetery

23. Address of cemetery POSTCODE

24. Name of cemetery authority

25. Telephone number of cemetery authority (please include area code)

26. Location of unmarked grave
Section
Row
Grave number

27. Does tenure apply at this cemetery? No
Yes ► When will it expire? /

Please note: the Office of Australian War Graves does not have any responsibility for tenure and will not pay for nor contribute to any ongoing maintenance costs.

Part C **Authority and Approvals**

28. Do you have ownership of the grave? No
Yes ► Go to **Question 30**

29. Do you have support from a relative of the veteran? No ► Please provide evidence stating effort to locate relatives of the veteran
Yes ► Please attach confirmation of support

30. Have you obtained approval from the appropriate authority to alter the grave? No
Yes ► Please attach approval

Please note: approval must be obtained in order to be eligible to receive funding assistance.

Part D

Details of Funding Assistance Required

31. Description of proposed grave marker

32. Quote for the cost of marker attached?

No

Yes ► Please attach quote.

Please note: quote must be provided in order to be eligible to receive funding assistance.

33. Total amount of funding assistance requested (this is capped at \$450 (excluding GST) per grave marker)

\$

34. If the funding assistance is going to be a part contribution to a larger cost, please advise how you will fund the remaining costs

Part E

Application Checklist

To assist you in successfully processing your application, please ensure you have attached the following documentation where possible. This is supporting documentation of your application.

- Photograph of the grave as it currently is
- Approval from the cemetery authority to alter the grave
- Confirmation of support from a relative of the veteran or evidence of efforts made to locate a relative of the veteran
- Proof of service
- Quote for the proposed grave marker
- Other supporting documentation - please specify

Part F**Certification**

All applications must be signed by the applicant or representative of the applicant organisation.

I, the applicant, am aware of the acquittal requirements for this application (you must understand the acquittal requirements of this application, prior to applying for funding. Please see the Application Guidelines).

I hereby certify that all details provided in this application are true and correct to the best of my knowledge.

35. Full name

36. Position in organisation *(if applicable)*

37. Date

Once completed, the application can be submitted by either of the following methods:

BY POST

**Office of the Australian War Graves
Department of Veterans' Affairs
GPO Box 9998
Brisbane QLD 4001**

BY EMAIL

Please click on the EMAIL button below