



Who should complete this form?

- Ex-service organisations and community organisations applying for Veterans' Health Week (VHW) funding
- Ex-service organisations and community organisations that don't require VHW funding and would like to have their event registered on the [DVA VHW website](#).

Applications must:

- Support the yearly VHW theme
- Be held within the relevant DVA VHW date period
- Be completed online and submitted by email to [vhw@dva.gov.au](mailto:vhw@dva.gov.au)
- Be received by DVA prior to the application closing date.

If you need to include additional information, please provide this content as a separate attachment and indicate the relevant question number. DVA will not accept handwritten applications, applications received by post or applications received after the closing date. If you are holding multiple events, please complete an application form for each event.

**PLEASE NOTE:** your application will be returned if parts are not completed or further information is required.

Refer to the DVA VHW website for further information [www.dva.gov.au/vhw](http://www.dva.gov.au/vhw)

If you have any questions regarding the completion and submission of the form, please contact the DVA VHW National Administrator or the DVA VHW National Coordinator on **1800 555 254** or email [vhw@dva.gov.au](mailto:vhw@dva.gov.au)

Prior to submitting your application, please do the following:

- Read the VHW Event Guide.
- Read the VHW Funding and Registration Guidelines (applicable to all events) and VHW Funding Acquittal Guidelines (for funded events only).
- Contact your DVA VHW State/Territory team to discuss your event. Contact details are available on the DVA VHW website [www.dva.gov.au/vhw](http://www.dva.gov.au/vhw)

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### 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.](#)

**PART A****Applicant Details**

1. In which State or Territory will your VHW event be held?
2. How many applications will your organisation be submitting?

**Organisation Details**

3. Organisation name
4. Street address  POSTCODE
5. Postal address  POSTCODE
6. Website
7. Have you held a VHW event before? No  Yes  Unsure

**Details of the person submitting the VHW application on behalf of the organisation**

PLEASE NOTE: an email address must be provided

8. Title (Mr, Mrs etc.)
9. Surname
10. Given name(s)
11. Role/position
12. Phone
13. Mobile
14. Email

**PART B****Event Details**

15. Contact person for your VHW event on the day
- PLEASE NOTE: this information will be posted on the DVA VHW website if your event is a public/limited access event, and you may receive calls from the media who wish to attend your event.  
Phone/mobile/email contact information must be provided.
16. Is it the same person who is submitting the application? No  Please complete below Yes
17. Title (Mr, Mrs etc.)
18. Surname
19. Given name(s)
20. Role/position

**PART B****Event Details cont...****21. Phone**

Mobile

**22. Email****Event information****23. Event title****24. Describe your event**

(Tell us how your event reflects the annual theme and what will happen at your event)


**25. Which date(s) will your event run?****26. Event address/location details**


POSTCODE

**27. Event requirements**

(Do participants need to bring anything?)


**28. Time**

START

FINISH

**29. Federal Electorate**

(for the event location)

**30. Zone**

Metro

Regional

**31. Describe your event for the DVA website**

(A brief promo in 20 words or less)


**32. Event type**

New event

An extension of a past VHW event that includes a new component

Repeat of a previous VHW event

**33. Partnerships**

Will you be partnering with any other groups or organisations to plan or run your VHW event?

No

Yes

▶ Please list groups or organisations


34. Please select the veteran community groups who will be the focus of your event and the expected number likely to attend

<i>Veteran community groups attending</i>	<i>Estimated number</i>
Former serving personnel	
Former serving personnel and families	
Current serving personnel	
Current serving personnel and families	
General community	
Other (please specify)	
<b>TOTAL</b>	

35. Access

Open to all     Limited numbers     Restricted activity

36. If limited numbers or restricted, please explain why

37. Please provide a RSVP date for the VHW website for limited number events

/    /

PLEASE NOTE: an event listing will be posted on the DVA website one month prior to VHW.

38. Would you be agreeable to DVA and/or the local MP/Ministry representative attending your event?

No     Yes

## PART C

## Financial Details

If applying for VHW funding, please complete **Part C**. If NOT, please continue to **Part D**.

### Organisation's financial details

39. Organisation ABN

PLEASE NOTE: if an ABN is not available please provide a Statement of Supplier form available from the ATO website if not already provided to DVA.

40. Name of bank or financial institution

41. Account name

42. Account BSB

43. Account number

### Details of authorised representative responsible for acquitting VHW funds on behalf of the organisation

PLEASE NOTE: an email address is required and will be used as the remittance email for all your organisation's remittance advices (not just for VHW funding).

44. Is it the same person who is submitting the application?

No  ► Please complete below    Yes

45. Title (Mr, Mrs etc.)

46. Surname

47. Given name(s)

48. Role/position

**Details of authorised representative responsible for acquitting VHW funds on behalf of the organisation cont...**

49. Phone [    ] Mobile [    ]

50. Email [    ]

**VHW Budget and Funding**

**51. Financial expenses (your out-of pocket expenses)**

DVA may fund up to a maximum of \$720 (GST incl.) towards the cost of each event. The minimum funding request is \$200 (GST incl.). If your event will cost more than \$720 these additional costs must be covered by your organisation.

How would you like to use the VHW funding? Make sure you read the VHW funding and registration guidelines as there are some items that DVA will not fund. Include a list of the items you'd like to purchase and their anticipated cost.

*PLEASE NOTE: the total must not exceed \$720 (incl. GST).*

Items for purchase	Cost (GST incl)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total funding requested</b>	<b>\$</b>

**52. Will your event be held North of the Tropic of Capricorn and do you therefore require additional funds to pay for an indoor venue?**

No  Yes  ▶ Name of venue

[    ]

Location of venue

[    ]

Additional funding required for venue hire fee (GST incl.).

\$ [    ]

**PART D**

**Declaration**

**53. Are there any conflicts of interest that may occur from submitting this application?**

No  Yes

Please read and complete the following declaration.

This declaration must be completed by an authorised representative of the organisation. If applying for funding, this should be a person who is authorised by their organisation to enter into a funding agreement with DVA.

I declare the following:

- The information provided in this application form is true and correct.
- If and where any personal details of a third party are included, the third party has been made aware of, and given permission for those details to appear in this application.
- I have read, understood and will comply with the VHW Funding and Registration Guidelines (all events) and the VHW Funding Acquittal Guidelines (for funded events only).
- I have read the VHW Event Guide and contacted my DVA VHW State/Territory team to discuss my event.
- I understand that if applying for VHW funding, and our organisation is successful in receiving VHW funding, that we will receive a VHW funding agreement and this document must be signed, witnessed and returned to DVA. I also understand that the authorised representative signing the agreement will need to provide Proof of Identity.
- I understand, that if our organisation is not applying for VHW funding (registered event), that we will receive a VHW event agreement and this document must be signed and returned to DVA.

I understand and agree to the declaration above.

54. Full name of authorised representative [    ]

55. Position of authorised representative [    ]

56. Date [    ] / [    ] / [    ]