

## Veterans SA Capacity Building Grant Fund

### About the program

Before you complete your application, please ensure you have familiarised yourself with the documents below.

Veterans SA Capacity Building Grant Fund guidelines

[Capacity-Building-Grant-Fund-Guidelines-2024-25.pdf](#)

The Capacity Building Grants Fund is administered by Veterans SA.

The grants provide one-off funding to eligible ex-service organisations to develop projects that improve their governance and strengthen their capacity building skills.

Grants are available for projects or initiatives that are aimed at building capacity, knowledge and skills within the community, but do not create an ongoing need for funding.

Grants will be awarded through one funding round in financial year 2024/2025. Grants of up to \$5,000 are available for projects to be delivered over twelve months.

**The fund will be open for applications until the program funds are exhausted or 5:00pm on 31 May 2025, whichever is earlier.**

### Who is eligible

To be eligible for funding, ex-service organisations must:

- Be non-government, not-for-profit and
  - Incorporated under the *Associations Incorporation Act 1985* for a minimum of one year, or
  - An Australian Public Company Limited by Guarantee under the *Corporations Act 2001*, or
  - A Statutory Authority established through an Act, or
  - Registered with the Australian Charities and Not-for-Profit Commission with a comparable legal status
- Have a registered Australian Business Number (ABN)
- Provide satisfactory evidence that their core purpose is to deliver initiatives, services or support for veterans in South Australia
- Be South Australian based.

### Can organisations apply as a partnership?

Key ex-service organisations may apply as a lead agency in partnership with one or more South Australian unincorporated not for profit organisations. Ex-service organisations might partner with one or more organisations to combine their knowledge, skills and experience.

The lead organisation is responsible for submitting the application online and if successful will have legal and financial accountability of the project, be required to enter into the grant agreement, receive the funding and be responsible for acquittal of the funding.

Evidence of the partnership must be provided by the lead organisation as part of their application (eg a letter from each of the partner organisations, confirming their collaboration on the project).

## Applicant Eligibility and Contact Details

\* indicates a required field

The applicant organisation must be eligible to apply for funding. If successful, the applicant organisation will be required to sign a grant agreement and comply with its conditions.

### ABN Details

Your organisation must have an ABN. Please enter the details below.

**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.

### Applicant Contact Details

*Applicant Organisation*

**Organisation Name \***

Organisation Name

Your applicant organisation name must be the same as registered/incorporation name and the same as the ABN Entity Name or trading name linked to the ABN.

**Organisation Office Address \***

Address

# VSA Capacity Building Grant Fund Application 2024-25

## Form Preview

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

### Organisation Postal Address \*

Address

  

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

### Applicant Contact Person \*

Title First Name Last Name

Provide the primary contact person, responsible for the receipt and acquittal of the grant

### Applicant Project Contact Position

### Applicant Project Contact Primary Phone Number \*

Must be an Australian phone number.  
Provide area code e.g (08), plus the number

### Applicant Project Contact Primary Email \*

Must be an email address.

## Partnerships

\* indicates a required field

### What is your organisation's role as applicant? Would you be working alone or with one or more other partner organisations? \*

- ☐ Lead, sole organisation
- ☐ Lead applicant delivering project in partnership with other organisation/s
- ☐ Auspiced organisation partnering with an eligible lead organisation.

## Partners

### Other Partner Organisation \*

Organisation Name

### Other Partners Contact Person \*

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## Form Preview

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Other Partners Contact Person Primary Phone Number \***

Must be an Australian phone number.

**Other Partners Contact Person Primary Email \***

Must be an email address.

**Other Partners Roles and Responsibilities \***

Word count:

What are this partners roles and responsibilities in this project

**Other Partners Arrangement \***

What is the arrangement between you and this partner in the management of this project e.g partnership, joint venture

## Project Details

\* indicates a required field

**Project Title \***

**Short project description \***

Word count:

Provide a short description (300 words recommended) of your project and how it will improve governance and strengthen the capacity building skills of your organisation

**When do you anticipate the project would start? \***

Must be a date and no earlier than 1/7/2024.

**When do you anticipate the project would finish?**

Must be a date and no earlier than 1/7/2024.

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## Form Preview

### Who is involved in the project? \*

Outline the community and/or other organisations supporting your project.

### What is the impact your project seeks to have and how would you carry out the project? (25% of evaluation) \*

Word count:

Define the outcomes your project would achieve and the impact you hope to have. Outline your project plan, including key milestones, timeframes and measures of impact.

### How would the project contribute to the community? (25% of evaluation) \*

Word count:

Does the application clearly identify how the project will contribute to the community?

### How would your project address an identified need? (25% of evaluation)\* \*

Word count:

Describe what need you or others have identified which would be met by the project and how the project would address that need.

### Will the project include training for your organisation's members?

- ☐ Yes  
☐ No

### Please provide the name of the organisation delivering the training?

Organisation Name

### Are they a Registered Training Organisation (RTO)?

- ☐ Yes  
☐ No

### Registered training Organisation Number

# VSA Capacity Building Grant Fund Application 2024-25

## Form Preview

Must be a number.

Search Registered Training Organisations at <https://training.gov.au/Search/SearchOrganisation>

## Outcomes

\* indicates a required field

If successful, your organisation will be required to measure and report on the outcomes of the project

**Please select one or more of the following outcomes. \***

- ☐ Build the capacity of ex-service organisations to actively participate in all aspects of the South Australian society and economy
- ☐ Strengthen the governance of ex-service organisations to lead, develop, support and advocate for their communities
- ☐ Build partnerships between ex-service organisations and service providers to combine their strengths and abilities to better respond to the needs of the veteran community
- ☐ Strengthen organisational capacity to attract ex-service organisations to attract funding support, as well as recruit, retain and improve the skills and knowledge of volunteers and members
- ☐ Develop and improve work practices and procedures, such as strategic planning, risk management, Work Health and Safety, and financial management
- ☐ Strengthen communication between members of the organisation, government agencies and other stakeholders.

## Project Budget

\* indicates a required field

**Value for Money is 25% of the evaluation criteria. Information provided in this section together with the previous section will be considered to assess that criteria.**

Veterans SA will consider the extent to which the project provides value for the South Australian community from government money and the project's sustainability. The panel will also consider if there are commitments or co-contributions where appropriate.

List all items you are requesting funding for in separate lines in the Expenditure Item/Activity Funding table below.

Please provide quotes for items of \$500 or over.

**Total Project Cost \***

\$

Must be a whole dollar amount (no cents).

What is the total budgeted cost (dollars) of your project? GST Exclusive amount

**Total Amount Requested \***

# VSA Capacity Building Grant Fund Application 2024-25

## Form Preview

\$

Must be a whole dollar amount (no cents) and no more than \$5,000. What is the total financial support you are requesting in this application? GST Exclusive amount

### Itemised Budget

A quote must be provided for items over \$500.

Note funding will not be provided for ongoing expenditure, catering, existing staff salaries, travel expenses outside of South Australian, interstate or overseas speakers, supplementation of recurrent or ongoing costs of an existing organisation.

#### Expenditure Item / Activity Funding Sought

\$

| Please describe the activity and provide an estimate of the cost (GST Exclusive) | Totaling no more than \$5,000<br>Must be a whole dollar amount (no cents). |
|--|--|
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
|  | \$   |
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|  | \$   |
|  | \$   |

### Budget Totals

#### Total Expenditure Amount \*

\$

This number/amount is calculated.

### Quotes

**A quote must be provided for items over \$500.**

**This may include quotes or advertised prices.**

#### Upload all Quotes \*

Attach a file:

A minimum of 1 file must be attached.

### Declaration

\* indicates a required field

**I / we, the persons making this application declare that: \***

☐ The information provided in this application is true and correct in every detail;

# VSA Capacity Building Grant Fund Application 2024-25

## Form Preview

☐ I / we have been authorised by the applicant organisation to prepare and submit this application for a grant from the Government of South Australia as represented by Veterans SA.

☐ I / we understand that applications made to this fund are subject to the Freedom of Information Act 1991 and that if a freedom of information request is made, the Premier or a representative will consult with the applicant before any decision is made to release the application or any supporting information; and

☐ I / we acknowledge that Veterans SA may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities

All 4 choices must be selected. Applicants must tick each box to indicate they agree with the declarations being made

**Should this application for funding be successful and our organisation enters into a grant agreement, our organisation undertakes to acquit the grant in accordance with the requirements of Veterans SA by: \***

☐ Completing an evaluation report, including reporting on the outcomes and impact outlined in this application

☐ Completing an accountability statement

☐ Providing copies of receipts for the full grant amount

☐ Providing evidence that the organisation publicly acknowledged receipt of government support.

All 4 choices must be selected. Applicants must tick each box to indicate they agree to provide the information or evidence required to acquit the grant.

### Applicant Declaration Details \*

Title First Name Last Name

### Position \*

Must be authorised by an appropriate executive member of the organisation

### Organisation \*

Organisation Name

### Phone Number \*

Must be an Australian phone number.

Provide Area Code e.g. (08), plus number

### Email \*

Must be an email address.

### Declaration Date \*

Must be a date.



