QUEENSLAND
Veterans' Council

ANZAC DAY TRUST FUND

GRANTS PROGRAM

2026 guidelines and terms and conditions

STREAM B

www.qvc.qld.gov.au

Queensland Government

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Front page photo: Neville O'Brien and Valma O'Brien, VP80 celebration in Townsville, August 2025

Message from the Chairperson

The Anzac Day Trust Fund (ADTF) has been a cornerstone of support for Queensland's veteran community since its establishment in 1965. Today, the Queensland Veterans' Council is proud to uphold this meaningful legacy by providing vital funding to organisations that work tirelessly to enhance the wellbeing of veterans, their families, and dependants across the state.

These guidelines outline Stream B of the 2026 ADTF, which offers grants of up to $100,000 for ex-service organisations. This funding supports initiatives that deliver significant and lasting benefits to the veteran community, creating meaningful services, programs, and activities that improve lives. I encourage organisations to think boldly and submit proposals that will have a transformative impact on those who have served our nation.

The Queensland Veterans' Council deeply values the critical role ex-service organisations play in fostering the welfare of veterans and their families. Your dedication, compassion, and commitment are vital to the strength and resilience of our veteran community. I warmly invite all eligible organisations to apply for Stream B funding with innovative and impactful projects. While this is a competitive funding program, we acknowledge and celebrate the ongoing contributions of every applicant.

Finally, on behalf of the Queensland Veterans' Council, I want to express my gratitude to all current and former members of the Australian Defence Forces. Your service, bravery, and sacrifice are honoured and remembered every day.

Together, let us continue building a brighter future for Queensland's veteran community.

Lest we forget.

Quentin Masson DSM
Chairperson
Queensland Veterans' Council

Introduction

The Anzac Day Trust Fund (ADTF) was established by the Queensland Government in 1965 to support the welfare of Queensland veterans and their dependants. Under the provisions of the *Anzac Day Act 1995*, the Queensland Veterans Council (QVC) administers the ADTF, through an annual grant program which supports organisations providing assistance to ex-service personnel and their dependants.

This document (the Program Guidelines) provides information to applicants about the way the grant program will be administered in 2026. Potential applicants are strongly encouraged to read this document before they start preparing their application, including the supporting document checklists, as it provides important information on the application process.

These Guidelines are for Stream B only.

Structure of this document

If you are reading an electronic version of this document, you will be able to click on the links (shown like this in blue underlined text in the document) to take you directly to a specific section, if you wish to.

You may have to use your keyboard and your mouse to use the electronic links: hover your cursor over the link, hold down the Control (Ctrl) button and then click on the blue underlined words.

Two types of grants (referred to as "Funding Streams") are in place for 2026. An overview of the 2026 round is provided on page 5.

Key Dates for the delivery of the program are outlined on page 6.

Only certain organisations can apply for funding. The section on Eligible Organisations (page 6) explains which **types of organisations** can apply for which streams of funding.

Likewise, only certain **types of expenses** can be funded. Refer to page 7 for an overview of the eligible expenditure categories.

Specific details on Stream B Applications can be found on page 9.

Appendix A contains a **glossary**.

Appendix B lists detailed examples of **eligible and non-eligible expenditure items**

Appendix C has a handy **checklist** with details of all **supporting documentation required**

Appendix D contains the **Terms and Conditions** of the grant funding

Appendix E has detailed information about the **assessment process and assessment criteria for Stream B**. There are also examples of competitive and non-competitive responses to help you when you write your application.

Overview of the 2026 Program

The 2026 round of the ADTF offers two Funding Streams tailored to support welfare outcomes for veterans in Queensland: a non-competitive stream designed for smaller organisations who make a difference in their local communities, and a merit-based competitive stream for organisations with the capacity to initiate broader, more extensive assistance programs. Both streams are focused on nurturing solutions and services that enhance the welfare and quality of life for veterans and/or their dependants and families and addressing their unique needs.

> Under **Stream A,** smaller organisations can apply for grants of **up to $10,000** for the reimbursement of eligible expenditure incurred during the 2024-25 financial year. Only organisations with an annual income of less than $180,000 can apply for Stream A funding.
>
> **Stream B** will provide grants of **up to $100,000** per organisation to fund specific future expenses. Applicants will need to provide details of how the funding will be spent and explain how the use of the funding will provide improved welfare outcomes with impact for the veteran community. Stream B is open to eligible organisations of any size.

Unless specifically stated otherwise, the term "Financial Year" (or FY) refers to the financial year defined by the Australian Taxation Office, i.e. the annual period from 1 July in one calendar year to 30 June in the following calendar year.

These Guidelines are for Stream B only.

Eligibility criteria, required documentation and the application process for Stream B are detailed in separate sections of this document, but a summary is provided in Table 1 below.

	Stream B
Minimum grant amount	$10,000
Maximum grant amount	$100,000
Total funding pool available	$1.2 million[1]
Funding mechanism	Prospective funding for future activities
Period for which expenditure can be claimed	A 12-month period from the date of full execution of Grant Agreement[2]
Selection process	Competitive - Applications are assessed against nominated selection criteria and then ranked in order of merit.
Will a Grant Agreement be required?	Yes
Payment structure	Instalments as detailed in the Grant Agreement

Table 1 - Summary of 2026 Funding Streams

To improve reporting on the impact of grant funding and positive outcomes achieved for the veterans' community, all applicants will be required to provide the following information:

- the number of veterans and/or their dependants who are directly supported through ADTF grants,
- the types of services and support being provided, and
- the benefits of these services to the veteran community.

[1] *The exact amount of funding available for disbursement will be confirmed at a later stage, but this amount is commensurate with the allocation in previous years, adjusted by projected CPI increases*

[2] *At the time of release of these guidelines, it is anticipated that this will be late December 2026. These dates are subject to change.*

Key Dates

The table below shows the key dates in the delivery of the 2026 program. These dates are correct as at the date of release of the Guidelines but are subject to change depending on the volume of applications received and/or factors beyond the reasonable control of the QVC.

	Stream B
Applications open	10 July 2026
Applications close	31 August 2026
Announcement of recipients	Early 2027
Funding released	First instalment: Early 2027[3] Subsequent instalments as per Grant Agreement.
Completion of funded activities	Within 12 months of the execution of a Grant Agreement

Table 2 - Key Dates: ADTF Grant Program 2026

Eligible Organisations

This section sets out which organisations can apply for funding. In order to be eligible for funding, applicants must meet a range of criteria. The organisation must:

1. Have the main purpose of supporting or helping to veterans and/or their dependants and families.
2. Operate on a not-for-profit basis.
3. Be financially solvent.
4. Operate in Queensland **or** provide support services to members who live in Queensland.

More information on each of these criteria is provided below. Note that individuals are not eligible to receive funding from the 2026 round of the ADTF grant program.

Services provided by the organisation

The *Anzac Day Act 1995* (the Act) defines the type of organisations that are eligible to receive funding under this program. The exact wording and further definitions are provided in the glossary in Appendix A but for the sake of simplicity, the provisions of the Act are summarised below.

Funding is available for organisations that provide specific services and support to groups within the veteran community, i.e:

1. Organisations that provide support for **aged veterans where they live**. This support can include:
   - home maintenance, alterations and improvements
   - help with buying homes (or land on which to build homes)
   - maintenance and care for aged veterans in their homes.
2. Organisations that support the welfare of **spouses and children of deceased veterans**.
3. Organisations that have the **main objective** of supporting or helping veterans and their dependants or have a membership base that includes veterans or their dependants.

For the purposes of number 1 above, a home is defined as *a place where accommodation, daily meals or nursing care are provided*.

Not-for-Profit

Only not-for-profit organisations are eligible for funding.

[3] *Within 10 business days of the full execution of the grant agreement*

Solvency

All applicant organisations must demonstrate that they are financially solvent.

Operating in Queensland

Funding is only available for organisations that:

- provide support services to veterans who are Queensland residents; or
- provide support activities or events in Queensland.

If an organisation provides services outside Queensland, only the proportion of funding that is provided to Queensland veterans; **or** that is allocated to Queensland activities, will be eligible for funding through the ADTF grant program. The applicant organisation will need to provide evidence satisfactory to the QVC of this distribution of services.

Auspice arrangements

Organisations that support or assist veterans, but do not have this as their primary objective, may still be eligible to access funding through an auspice arrangement.

Under an auspice arrangement, the organisation responsible for delivering the activity or service must formally partner with an eligible ex-service organisation (ESO). If the application is successful, the ESO will be responsible for:

- signing the Letter of Agreement with the Queensland Veterans' Council (QVC),
- ensuring the legal and financial requirements of the grant and the Letter of Agreement are met
- receiving and distributing grants funds
- ensuring all project activities are completed, and
- submitting reports and financial acquittals on behalf of the organisation

Applications submitted under an auspice arrangement must include a letter of support from the auspice organisation (ESO). The letter should clearly outline the roles and responsibilities of both parties and confirm the ESO's acceptance of its responsibilities as outlined above.

For the purposes of the application, the auspice organisation (ESO) will be regarded as the applicant. However, the Secretariat may contact the auspiced organisation directly to request additional information if needed.

Ineligible Organisations

The QVC does not make payments from the Fund to the following:

- Individuals
- Organisations operating on a 'for profit' basis
- Organisations who do not have a presence in Queensland or cannot prove, to the QVC's satisfaction, they support veterans or their dependants residing in Queensland
- State or federal government departments
- Government owned corporations or Statutory entities
- Political parties
- Primary or secondary schools, universities or parents' and citizens' associations

Eligible Expenditure Categories

This section provides an overview of the types of expenses that can be reimbursed through the program. Expenditure on activities which are eligible for funding are grouped into three categories.

Welfare expenses

Welfare expenses relate to activities that provide financial and other support to veterans and/or their dependants.

Examples include caring for aged veterans in their homes, financial support, advocacy support, hospital visits, bursaries and member functions. Refer to Appendix B for specific examples and criteria.

Commemorative expenses

Funding can be claimed for all reasonable expenses incurred as part of commemorative activities or events as well as towards the cost of maintaining or repairing memorials, associated gardens and honour boards.

Administrative expenses

Organisations applying under Stream A, may claim administrative expenses that directly support the cost of providing welfare services to the veteran community.

Some components of administrative expenditure are specifically excluded from funding, for example the costs associated with the day-to-day operation of an affiliated club or other commercial operation of the organisation.

Detailed examples of **eligible expenses** and examples of **non-eligible** expenses are provided in Appendix B.

Funding priorities

In keeping with the intent of the Act, the QVC may choose to prioritise grants for expenditure on welfare and benevolent support for veterans over other expenditure types, such as administrative expenses.

Offsetting of other Income Streams

Applicants should note that any other **support** or **income** received by the applicant which is also related to support activities or events (e.g. local government grants or Honouring Our Veterans Grants Program) should be declared as income as part of the application process.

For example:

- *An organisation is hosting an Anzac Day event.*
- *The total cost to the organisation (for eligible expenditure items like catering, wreaths, equipment hire, etc) is $20,000.*
- *The organisation received a $5,000 grant from its local Council as well as other donation income of $1,000 from the event.*
- *Since the total cost has been offset by $6,000, the maximum amount that can be claimed from the Anzac Day Trust Fund is: $20,000 minus $6,000 = $14,000.*

Application queries

Please contact the Queensland Veterans' Council Secretariat if you have any questions regarding these Guidelines, eligibility requirements or any other aspect of the application process or your application:

Telephone: (07) 3003 9950

Email: anzacdaytrustfund@qvc.qld.gov.au

If you have any technical queries regarding completion of your application through Smartygrants, please contact the Smartygrants Support Desk.

The Support desk is staffed from 8am to 6pm, Monday to Friday (except on Victorian public holidays)

Telephone: (03) 9320 6888

Email: service@smartygrants.com.au

Stream B Applications

Under Stream B, grants of **up to $100,000** are available to ESOs that can demonstrate that they have a plan in place to provide focused support to veterans and their dependants during a 12-month period starting in December 2025.

Applicants should note that Stream B is a ***prospective grant for future expenditure***.

Applicants will have to

- articulate how their services and/or activities will benefit the Queensland veteran community or a specific sector of that community; and
- provide detailed costings on the projected expenditure.

Successful recipients will be required to enter into a Grant Agreement with the QVC. More information on the conditions of the agreement is provided below.

The total available funding pool for Stream B grants is approximately $1.2 million.

Eligibility – who can apply?

Unlike Stream A, organisations of any size are eligible to apply under Stream B, provided they meet the general eligibility criteria outlined on page 6 of these guidelines.

How to apply

Applications are only accepted through the Smartygrants online platform. A link to the application form will be available at www.qvc.qld.gov.au between **Friday 10 July 2026 and Monday 30 August 2026.**

Eligible expenses

Examples of eligible expenses can be found in Appendix B.

Eligible expenditure period

Stream B funding can only be used for expenses budgeted within a 12-month period from the date of execution of the Grant Agreement.

Given the time required to assess the current round of applications, it is anticipated that successful recipients will be notified in December 2026. Furthermore, Stream B funds cannot be used until a Grant Agreement is in place and signed by the applicant and the QVC. As a result, the activity period for Stream B grants will be (approximately) **January 2027** to **December 2027**.

Grant recipients may nominate a shorter time period, but it must fall within this window.

Plan

A detailed plan will be required as part of the application. The plan should clearly articulate how the funded activities will contribute to the welfare of veterans in Queensland.

In preparing your plan, you should consider

- the services your organisation will provide to veterans and/or their dependants and families; and
- the activities that your organisation will undertake to support the welfare of veterans and/or their dependants.

The application form will guide you by asking you to address the focus areas below.

Needs

In this section, we ask you to clearly describe the **specific issue or need** your proposed service or activity will address using the Anzac Day Trust Fund (ADTF) grant funding.

Funding under **Stream B** is aimed at addressing an identified need for:

- Veterans
- Dependants of veterans
- Spouses and children of deceased veterans

We understand that your organisation may support members with a variety of needs. However, for this application, we ask that you **focus only on the specific need(s) that your proposed service or activity will address**. Please avoid detailing needs that are not the primary focus of your proposed project.

To help you clearly define the need, we encourage you to include as much detail as possible and consider the following questions:

- **What is the specific need?** What issue are veterans and/or their dependants in your community experiencing, which you are aiming to address?
- **Why does this need exist?** Provide background information where possible, including any relevant data, statistics, or insights.
- **How does this issue impact veterans and their dependants?** Explain how the issue affects their welfare, wellbeing, or quality of life.
- **Who is affected?** Identify the specific group within the veteran community that is experiencing this issue (e.g. elderly veterans, children of veterans, veterans experiencing homelessness, younger veterans under 40, etc.).
- **How many people are affected?** Provide specific numbers for each need where possible. (For example, how many cases has your welfare officer/claims advocate handled in the past 12 months?)
- **How did you identify this need?** Explain the steps your organisation has taken to understand the issue and its impact.
- **What are the gaps?** Identify any gaps in current services or resources that your proposed service will address. For example, are there shortcomings in existing support offered by other organisations or government programs, such as the Federal Department of Veteran's Affairs? (Note: If your organisation has an annual income over $1 million, you will be asked to provide a brief explanation of why you are requesting ADTF funding rather than using your own financial resources.)

Key Points to Remember:

1. **Be specific and focused**: Target your description to the key issue(s) your proposed activities aim to address. Avoid broad descriptions of your organisation's overall work or needs that are outside the scope of the proposed project. The strongest applications focus on one, two or three specific needs and provide detailed information, rather than listing multiple needs without sufficient detail.
2. **Provide sufficient detail**: The strongest applications provide a clear and detailed explanation of the identified need, including relevant data to support your case.
3. **Understand the priorities**: The QVC may prioritise applications focused on welfare and benevolent support for veterans and their dependants.

You are welcome to include supporting information to strengthen your application, such as reports, data, feedback, or letters of support (optional).

Proposed services and/or activities

In this section, you will provide details about how you plan to use the Anzac Day Trust Fund (ADTF) grant funding.

It is important to clearly explain how your proposed services or activities address the needs or challenges described in the previous section (justification). The Queensland Veterans' Council (QVC) may prioritise funding applications that focus on welfare and benevolent support for veterans and their dependants. We encourage innovative ideas, new services, or improvements to existing services, especially those designed to be sustainable over time.

To help you create a strong application, we recommend addressing the following questions for each service or activity you are proposing:

- **What will you do?** Provide a clear description of the service(s) or activity you plan to deliver with the grant funding. How will it work?
- **Who will benefit?** Identify which groups within the veteran community will directly benefit (e.g. widows, elderly veterans, children of veterans, young veterans under 40, veterans experiencing homelessness).
- **What are the outcomes?** Explain how the service or activity will increase welfare outcomes for veterans and their dependants.
- **How does it address the need?** Describe how this service or activity will alleviate the problem or need identified in the justification section.
- **Why this solution?** Explain why you chose this as the best solution to the identified problem. If applicable, what other options did you consider?
- **Is it new or improved?** If the service or activity has been delivered before, explain what improvements will be made (e.g. innovation, expansion, new elements). For new services, clearly describe the key elements and how they will achieve better welfare outcomes.
- **What is the scope?** Will this service or activity be a one-off event, a series of events, or an ongoing service? How many people will benefit? Provide specific numbers for each service or activity. Will there be broader benefits to the wider veteran community?

To strengthen your application, make sure you provide as much detail as possible, considering the following:

- **Timing:** When will the activity or service happen?
- **Resources:** What resources will you need to deliver this activity or service (e.g. volunteers, venues, or contributions from other sources)? What is your organisation contributing?
- **Management:** Who will oversee the delivery? What experience do they have to ensure the project is delivered successfully?
- **Sustainability:** How will you ensure the funded activities are sustainable after the 12-month period?

Important Information:

1. **Stream B is a competitive, merit-based grant program.** It is heavily oversubscribed, and unfortunately, not all applicants will receive funding. Applications that clearly outline the proposed activities and demonstrate strong welfare outcomes are more likely to succeed than those with brief or general responses.
2. The **QVC may give priority to applications that focus on providing welfare and benevolent support** for veterans and their dependants.
3. Providing **clear data and evidence** in your application will strengthen it. For example, include specific numbers of veterans who will benefit from the proposed service or activity.

You are encouraged to attach any relevant supporting documents, such as plans, reports, feedback, or letters of support, to help strengthen your application (optional).

Budget

Applicants are required to provide a detailed forward budget.

The budget should include:

1. All the estimated costs associated with the delivery of the specific service/activity (cost breakdown). Note that not all costs associated with the activity would be eligible for funding.
2. Categorization of these costs into welfare, and commemorative expenses.
3. Details of how amounts requested were calculated
4. The amount of ADTF grant funding you wish to apply for to offset the cost of each budget line item.
5. The anticipated timing of the proposed expenditure
6. The amount your organisation will contribute to the planned activity/activities (if any)
7. If applicable – the other sources of income that you will use to offset the costs of the planned service/activity, e.g. other grant funding, corporate sponsorships, donations, participant payments, etc
8. If applicable – a quote obtained for an item proposed for purchase (optional supporting document)

Tip: Applicants should ensure that line items in the budget have been sufficiently justified in the narrative of your application. That is, line items should be linked to an identified need and a proposed service/activity.

Applicants will have the opportunity to upload additional supporting documentation (optional).

Applicants should note that, in keeping with the intent of the ADTF under the Act, the QVC will prioritise expenditure on welfare and benevolent support for veterans for funding over other expenditure types, such as administrative expenses related to the operation of your organisation.

If your application is approved, you will be contractually obliged to

- only use the ADTF grant funding as proposed;
- report any relevant changes to your budget; and
- refund to the ADTF, any unspent portion of the grant.

Required supporting documents

The following supporting documents must be provided at the time of application:

1. The most recent annual financial statements of your organisation. Depending on your financial reporting obligations, the statements may have to be reviewed, audited or verified.
2. A statutory declaration by the organisation's current President or Chairperson confirming the accuracy of the information provided in the application. See more details below.
3. A recent bank statement to confirm your organisation's banking details.

More information and a document checklist are provided in Appendix C. You should familiarise yourself with the requirements before you start preparing your application.

Statutory Declaration

Each application must be accompanied by a signed and witnessed Statutory Declaration made by the current President or Chairperson of your organisation. At a minimum, the document should include confirmation that:

1. The activities or services mentioned in the application will be delivered to support veterans residing Queensland and/or their dependants and/or families.
2. The budget provided in the application is accurate and contains all relevant information.
3. Where estimated costs or numbers are provided in the application, due care has been taken to ensure that these estimates reflect the anticipated costs as accurately as possible.
4. All expected income from other sources for the specific activities in the application has been declared.
5. The application does not include budgeted expenses that are funded through income from other sources.
6. That the actual amounts of income from other sources will be declared upon the acquittal of the grant.
7. The financial statement/s provided have been verified as true and correct by the organisation's President or Chairperson ***and*** where required, by an independent qualified accountant or auditor.
8. No expenses associated with the commercial interests and operations of the applicant are included in the application.

Note that the authorised witness of the Statutory Declaration should be a qualified person who is **independent** from your organisation.

Bank details

If your application is successful, funding will be paid into your nominated bank account via electronic transfer.

How will applications be assessed?

All Stream B applications are subject to a competitive, merit-based assessment process. This ensures that the highest quality proposals that demonstrate welfare outcomes with impact for veterans and their dependants will receive funding.

Determining factors the QVC may consider include, but are not limited to:

- The financial position of the organisation
- The number of veterans, their dependants, or family members that will be supported
- The needs of the veterans, their dependants, and their families and how these needs will be addressed
- The type of support that the organisation is proposing to provide
- Location of the organisation

Detailed information on the assessment process, the assessment criteria and examples of competitive and non-competitive responses can be found in Appendix E

Applicants should note that in previous years, the total amount of funding requested under the ADTF grant program far exceeded the available funding pool. Meeting the eligibility criteria and making an application does not automatically guarantee funding. The number and value of grants awarded in any round is at the sole discretion of the QVC.

The QVC reserves the right to undertake reasonable checks and due diligence investigations of applicants and their applications, and if required, and upon provision of appropriate consent, criminal history checks.

Announcement

All applicants will be notified of the outcome of their application in writing.

Grant Agreement

Successful applicants will be required to enter into a Grant Agreement with QVC.

Please note that you should only commence the specific activities for which you are approved for funding ***after*** full execution of the Grant Agreement by both the applicant and the QVC. Expenditure incurred before the execution of the Grant Agreement will not be eligible for funding.

Schedule 1 of the Grant Agreement will set out the details ***specific to your application***. This will include, but is not limited to:

- A brief description of the services and or activities that you will deliver using the grant funding.
- The agreed activity period of your funding. For most recipients this is expected to be December 2026 to December 2027.
- Payment dates and amounts.
- Details of the progress report you will have to provide half-way through the activity period.
- Details of the final report you will have to submit upon completion of the activities.
- Details of the supporting documentation you will have to submit to financially acquit your grant.
- Payment terms.
- Any other conditions as determined by the QVC.

Refer to Appendix D for the General Terms and Conditions of the Grant Agreement. These conditions will be incorporated into your Grant Agreement.

Payments

Grants under $50,000		
Initial payment	90%	Payable within 10 business days of the full execution of a Grant Agreement
Final payment	10%	Payable within 25 business days of the receipt of a satisfactory final acquittal report and supporting financial documentation.

Grants over $50,000		
Initial payment	60%	Payable within 10 business days of the full execution of a Grant Agreement
Second payment	30%	Payable within 15 business days of the receipt of a satisfactory progress report
Final Payment	10%	Payable within 25 business days of the provision of a satisfactory final acquittal report and supporting financial documentation.

Payments will be made to your nominated bank account by electronic transfer.

Delay in submitting required documents and reports may result in delayed payments to the applicant.

Any funds that have not been expended within the period specified in the Grant Agreement must be returned to the QVC.

Reporting requirements

All funded organisations will be monitored and evaluated by the QVC to ensure the ADTF is achieving the program objectives.

All recipients will be required to submit a progress report (midway through the contract period) and a final report and acquittal at the end of the activity period.

You will be required to provide information on the type of support provided, the outcomes achieved, and the number of veterans and/or dependants that were supported.

For the full financial acquittal of your grant, you will have to provide satisfactory evidence of the appropriate expenditure of grant funding.

All reports must be submitted via the Smartygrants portal. You will receive email notification with a link to the relevant reporting template for each report approximately one month before its due date.

GST

All applicants are required to enter GST exclusive amounts in the grant application.

If the applicant is **registered for GST**, the funding provided will be provided GST exclusive. GST registered applicants can claim an input tax credit through the Australian Tax Office for the GST component.

If the applicant is **not registered for GST**, the funding will be provided GST inclusive.

The QVC does not provide advice to applicants on tax issues and recommends applicants seek independent professional advice or seek assistance from the ATO on their tax obligations.

Acquittals of previously approved ADTF funds

If your organisation was approved grants funds under Stream B in the 2024 or 2025 rounds of the ADTF, you must ensure that all acquittals have been completed and any required performance reporting is up to date.

Applicants who have not submitted performance reports, or acquitted funds to a level considered satisfactory to the QVC, will not be considered for funding in the 2026 round (or future rounds).

Appendix A Glossary

Term	Definition
ACNC	The Australian Charities and Non-for-Profits Commission.
annual income / annual revenue	Total income during the most recent financial year, **before** any expenses are deducted. To be clear: 'annual income' includes total sales before any cost of sales are subtracted. For the purposes of this grant program, the terms income and revenue are used interchangeably.
Authorised witness for the Statutory Declaration	***Queensland Statutory Declaration submitted:*** an authorised witness is a person who is either a Justice of the Peace, or Commissioner for Declarations, notary public, or lawyer. ***Commonwealth Statutory Declaration submitted:*** an authorised witness is a person who falls under one of the categories in Schedule 1 of the *Statutory Declarations Regulations 2023*. This includes, for example, your local pharmacist, GP, accountant, solicitor, teacher, nurse, Australia Post officer, police officer, Justice of the Peace, or Commissioner for Declarations. The full list can be found at this link: Federal Register of Legislation - Statutory Declarations Regulations 2023 The authorised witness must hold a current registration, where applicable. For example, to be a considered an approved witness, a teacher must hold a current registration with the Queensland College of Teachers. A medical professional must be listed on the Australian Health Practitioner Regulation Agency (AHPRA) Register. A Justice of the Peace or Commissioner for Declarations must have current registration with the Department of Justice and Attorney-General.
compensation advocate	A Compensation Advocate assists the veteran and defence community and their dependants to prepare and lodge compensation and benefits claims with DVA
due diligence	The QVC reserves the right to undertake reasonable checks and due diligence investigations of applicants and their applications, and (upon provision of further consent), criminal history checks.
ESO	Ex-service Organisation
financial year	The financial reporting period as defined by the Australian Taxation Office, i.e. the annual period from 1 July in one year to 30 June in the following year.
home	a place where accommodation, daily meals or nursing care are provided (including associated maintenance and administration facilities and services).
members eligible for ADTF support	ADTF funding may be used by eligible ESO's in their support to members who are either • veterans; • the dependants of veterans; and/or • the spouses and children of deceased veterans.
not-for-profit	Not-for-profit organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). In a not-for-profit organisation, all profits go back into the services the organisation provides and are not distributed to members.
QVC	Queensland Veterans' Council

Term	Definition
solvent	An organisation is considered solvent if it can pay all debts as and when they become due and payable (this is typically known as the "*cash-flow*" test). Alternatively, solvency may be demonstrated by using the "*balance sheet*" test: An organisation is considered solvent if the total sum of its assets is greater than its liabilities.
statement by supplier	If your organisation does not have an ABN, you will also be asked to submit a Statement by a Supplier, a document that can be downloaded from the ATO website. This document enables the appropriate establishment of your profile in the QVC's financial system. It is QVC policy that no funds can be paid to a grant recipient until this has been received. (click on 'Statement by a Supplier' or visit www.ato.gov.au to download the form).
veteran	A veteran for the purposes of the Anzac Day Trust Fund aligns with the *Anzac Day Act 1995 as:* ○ *An aged person who served Australia in its defence forces,* ○ *a person who served Australia in its defence forces in time of war or armed conflict; or a Queensland resident who served in the defence forces of a country allied with Australia in either of the following situations:* • *a war in which Australia was involved; or* • *a conflict with the attributes of a war (as considered by the QVC)*

Appendix B Eligible Expenses

Offsetting of Expenses

Applicants should note that any support or income received in relation to a claimed expense, should be declared as part of the application process. Refer to page 8 for an example.

Examples of Eligible Expenses – Stream B

Under Stream B, the onus is on the applicant to demonstrate a link between the planned expenditure and welfare outcomes for the veteran community. To be clear, it will be considered insufficient to simply list the below expenses as proposed activities – the applicant must provide context and justification for each listed expense. Retrospective costs (that is, those expenses incurred before the execution of a Grant Agreement) will not be eligible for funding.

Eligible expenses include, but are not limited to, the following examples:

Welfare Expenses

Examples of eligible expenses may include:

- Subsidising programs designed specifically to support veterans (e.g. health)
- Financial support for veterans, including paying their household bills, car registration, insurance, medical bills, food or clothing
- Wages, honoraria or travel for wellbeing and welfare advocacy officers (Note: in the 2026 round, expenses for compensation officers will not be considered for funding)
- Donations towards members' funeral expenses.
- Hospital expenses such as visiting members (mileage), supplying amenities, personal items and flowers.
- Bursaries to assist with education expenses for veterans and/or their dependants.
- Subsidising 'members' functions, outings, lunches or dinners.
- Mowing and gardening services for veterans, widows, and other dependants
- Cost of maintaining homes/units for aged veterans.
- The purchase of equipment that would assist the physical or mental welfare of veterans or their dependants.
- Counselling or therapy sessions to assist veterans to assist with their mental health

Commemorative Expenses

- The costs associated with commemorative activities including catering, equipment hire, donations for assistance events (such as to cadets, school bands or community groups), wreaths, program printing, public notices, security, and the cost of insurance specifically mandated for the event.
- Maintenance of war memorials and honour boards (Note this excludes construction)

Note: Any expenses that will be claimed under the Honouring Our Veterans Grants Program or other grant programs should be excluded from your claim.

Administrative Expenses

Administrative expenses that are directly related to the delivery of programs, services or activities that support the welfare of veterans and/or their dependants.

Examples of Ineligible Expenses

- Expenses that do not provide direct benefit to members of the veterans' community
- Expenses that are not undertaken in Queensland
- Expenses funded by other Government funding sources
- Capital works relating to housing construction for non-aged persons
- Capital works projects funded through the Honouring Our Veterans Grants Program
- Construction of war memorials and honour boards
- Other than welfare and advocacy staff – any salaries and wages, overtime payments, meal allowances, honorariums, superannuation payments, fringe benefits tax or similar expenses.
- Only financial expenses which are related to welfare operations of the organisation may be claimed. Financial expenses, such as bank fees and audit charges, relating to the running of a club or other commercial venture (such as a bar) are not permitted.
- General bursaries or purchases for a school (i.e. not allocated specifically for a dependent of a veteran)
- General donations to cadets (a donation that is not specifically for assistance at commemorative events)
- Interest on loans
- Capitation, affiliation or association fees and levies
- Commemorative pens/badges/wrist bands and similar expenses
- Trophies donated to events such as bowls, golf or race days
- Depreciation on buildings, plant and equipment
- Items purchased, or costs incurred, for the purpose of fund-raising
- Donations made to other organisations (including other ESOs, schools, and not-for-profits)
- Wages, training and other administrative expenses for Compensation advocates

Appendix C Supporting Documentation Checklists

Supporting Documentation Checklist – Stream B

The following supporting documents must be provided at the time of application:

	Item	Details/ requirements	
1	Annual Financial Statements	The most recent Annual Financial Statements, including a Profit and Loss statement and Balance Sheet. Statements must be verified by the current President or Chairperson of the organisation and, where applicable, reviewed or audited. If your organisation has been operating for less than a year at the time of the application, you are still required to submit financial statements. In this circumstance you must submit verified interim financial statements for the year to date.	☐
2	Statutory Declaration by the organisation's current President or Chairperson	A statutory declaration by the organisation's current President or Chairperson confirming the accuracy of the information provided in the application. As a minimum, the document should include confirmation that: • The activities or services mentioned in the application will be delivered to support veterans, their dependants or families residing in Queensland. • The budget provided in the application is accurate and contains all relevant information. • Where estimated costs or numbers are provided in the application, due care has been taken to ensure that these estimates reflect the anticipated costs as accurately as possible. • All expected income from other sources for the specific activities in the application has been declared. • The application does not include budgeted expenses that are fully funded through income from other sources. • That the actual amounts of income from other sources will be declared upon the acquittal of the grant. • The financial statement/s provided have been verified as true and correct by the organisation's President or Chairperson ***and*** where required, by a qualified accountant or auditor. • No expenses associated with the commercial interests and operations of the applicant are included in the application.	☐
3	Copy of your organisation's most recent bank statement	Bank statement to confirm your organisation's banking details. You may redact (black out) confidential information on the statement, but the following must be clearly shown: • the financial institution's name • the date of issue (this should be in the last 6 months) • the name of the account holder the BSB number and the account number. Please note that transaction lists are not an acceptable form of evidence.	☐
4	Further information on your plan and budget ***(optional)***	Further documentation to support the information provided in the application form and the budgeted expenses, (e.g. letters of support, feedback from participants, additional planning documents, quotes, calculations, etc)	

Requirements relating to the Verification and/or Auditing of Financial Statements

All applicants must submit financial statements as part of their application.

To ensure the accuracy and authenticity of the statements, they will have to be reviewed, audited and/or verified by a person with appropriate authority to do so.

The level of verification, review and/or auditing of these statements are determined by several factors:

- If the **governing documents of your organisation** state that financial statements should be audited, you must submit audited financial statements. This clause will override any other legislative requirements.
- If financial auditing is **required by legislation**, (for example under the *Gaming Machine Act,1991,* that applies to any organisation that operate gaming machines (pokies) or conduct certain games), your financial statements should be audited.
- If you are **registered with the Australian Charity and Not-for-profit Commission** (ACNC), your level of annual revenue determines your reporting requirements.
- If you are an **Incorporated Association in Queensland not registered with the ACNC**, your annual revenue or the value of your current assets will determine your reporting requirements.

For the purposes of this grant program there are three levels of auditing required:

Minimum Requirement	Details/ requirements[4]
Internal verification	• For registered **small charities**: Financial Statement verified and signed by the current President or Chairperson of your organisation. • For all **other small organisations**: Financial Statement verified and signed by the current President or Chairperson of your organisation.
External verification or audit	• For registered **medium charities**: Financial Statements audited or reviewed by an independent registered company auditor, an audit firm or a qualified member of a relevant professional body (CPA, CAANZ or IPA). • For **medium incorporated associations**: Financial Statements verified or audited by an independent certified accountant, a registered auditor or a person approved under the Associations Incorporations Act 1981. • For **all other medium organisations**: Financial Statements verified or audited by an independent certified accountant, or a registered auditor.
Audited Financial Statements	• For registered **large charities**: Financial Statements audited by an independent registered company auditor, an audit firm, an authorised audit company. • For **large incorporated associations**: Financial Statements audited by an independent certified accountant or register auditor • For **all other large organisations**: Financial Statements audited by an independent certified accountant or registered auditor.

ACNC classification of charity size:

- Small charities - Annual revenue is less than $500,000
- Medium charities - Annual revenue is between $500,000 and $3 million
- Large charities - Annual revenue exceeds $3 million

Office of Fair Trading classification of the size of Incorporated Associations:

- Small associations: Annual revenue of less than $150,000; or current assets totalling less than $300,000.
- Medium associations: Annual revenue between $150,000 and $500,000; or current assets totalling between $300,000 and $1 million.
- Large associations: annual revenue of more than $500,000; or current assets totalling more than $1 million.

[4] *Sourced from: Appointing an auditor or verifier | Queensland Government (www.qld.gov.au)*

Appendix D Terms and Conditions

Terms and Conditions

1. The Anzac Day Trust Fund Grants Program is conducted by the Queensland Veterans' Council, or a sub-committee, agent or other duly authorised person, acting in accordance with the *Anzac Day Act 1995* and the *Queensland Veterans' Council Act 2021*, in accordance with the Guidelines and upon the following terms and conditions.

Definitions

2. In these terms and conditions:
a. "Act" means *Anzac Day Act 1995*
b. "application" means an application for a payment submitted by an applicant as part of the Anzac Day Trust Fund Grants Program
d. ''authorised witness'' means a person who is authorised under the the *Oaths Act 1867*; or who holds a current occupation registration or is included in the list of persons contained in Schedule 1 of the *Statutory Declarations Regulations 2023*, where applicable.
e. "closing date" means 11:59pm (Australian Eastern Standard Time) on **Monday 31 August 2026**
d. "QVC" means the Queensland Veterans' Council (ABN 29 897 388 226)
f. "Fund" means the Anzac Day Trust Fund
g. "Grants Program" means the Anzac Day Trust Fund Grants Program
h. "Guidelines" means the Guidelines for the 2026 Round of the Anzac Day Trust Fund Grant Program as published on the website of the Queensland Veterans' Council.
i. "Minister" means the Minister with responsibility for the *Anzac Day Act 1995*
j. "personal information" has the same meaning as in the *Information Privacy Act 2009*
k. ''acquittal'' means the discharge and settlement of the grant
l. ''income'' means any income received by an applicant by way of financial donations, grants, fundraising, merchandise sales, bar and bistro sales, rent and gambling income.
m. ''financially solvent'' means an applicant is able to pay all of that applicant's debts, as and when they become due and payable.

Eligibility

3. Applications must:
a. be received by the closing date;
b. contain all information specified in the application form;
c. be accompanied by a signed Statutory Declaration as required for the relevant Stream and as set out in the Guidelines;
d. be accompanied by the organisation's most recent annual financial statements; verified, reviewed or audited as required for the applicant and as set out in the Guidelines;
e. be accompanied by the organisations' most recent bank statement showing account name, BSB and account number;
f. for a Stream B application, be accompanied by a plan and budget for the proposed expenditure;
g. be submitted online through the SmartyGrants portal. Applications submitted by any means other than SmartyGrants will not be accepted.

Liability

4. Except for any liability that cannot be excluded by law, the QVC (including its members, officers, employees and agents) is excluded from all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special, or arising in any way out of an application.
5. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
6. The conduct of inviting applications does not give rise to any legal or equitable relationship between the QVC and any applicant or proposed applicants.
7. The QVC may, by direct notification to applicants or through the QVC website www.qvc.qld.gov.au, change the Guidelines (including these Terms and Conditions) or cancel or vary the application process at any time prior to the closing date.
8. No person shall be entitled to claim compensation or loss from the QVC for any matter arising out of the application process, including but not limited to cancellation of the Grants Program or failure by the QVC to comply with the Guidelines including these Terms and Conditions.

Withdrawals

9. Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must contact the Secretariat, QVC by email at anzacdaytrustfund@qvc.qld.gov.au.

Disclosure and publication

10. By submitting an application, the applicant:
a. authorises the use and/or publication of the applicant's name and details of the eligible expenses claimed in relation to any promotional or advertising purposes in conjunction with the Grants Program;
b. consents to the applicant's name, address and details of funding awarded being provided to Queensland Members of Parliament, and the applicant's name and funding awarded being provided to the media;
c. acknowledges that the QVC and its members, officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application, including personal information, 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 Grants Program;

d. consents to the applicant's name and details of funding awarded being published on the Queensland Veterans' Council's website and the Queensland Government Open Data Portal
e. acknowledges that the *Right to Information Act 2009* provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies and public authorities including the QVC, subject to the exemptions under that Act;
f. warrants that the applicant is not in breach of any law, constitution, or any other requirement which the applicant is bound to comply with;
g. warrants that the use of such information or material as described above will not infringe the rights of any third party or any law.

Assessment
11. The applicant acknowledges that submission of an eligible application does not guarantee that they will receive a grant. The selection for a grant, and any quantum of funds allocated, shall be at QVC's sole and absolute discretion.
12. The QVC may request additional information and documents from the applicant to clarify or substantiate claims and help determine whether the eligibility criteria have been met. If the applicant does not provide the QVC with the requested information and documents, the application may be determined to be ineligible.
13. The QVC may conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical and financial appraisals.
14. The QVC, its members, any sub-committee members, officers, employees, agents or other duly authorised persons, may assess applications except where it has been determined that a person should be excluded from the assessment process.

Successful applications
15. Successful applicants under Stream B will be required to enter into a legally binding Grant Agreement with the QVC. The Grant Agreement will detail the grant deliverables, milestone dates, reporting requirements, and payment terms.
16. The applicant acknowledges that all Queensland Government funded programs are subject to audit. All records related to any applications made by the applicant must be kept for a period of 7 years after lodging the application and provided to the QVC upon request. The records must also be kept in a way that they are able to be readily produced if required.

Payments and GST
17. Payments from the Fund are GST exempt.
18. Payments will be made via electronic funds transfer.
19. Payments under Stream B are subject to the submission and acceptance of the required documentation in accordance with any executed Grant Agreement
20. If, following payment of a payment amount to an applicant, the QVC

- Becomes aware of any matter; and
- As a result of becoming aware, reasonably determines the eligibility criteria were not met for that payment amount,

the QVC may;

- Give written notice to the applicant of that determination; and
- Require the applicant to repay the relevant payment amount.

21.If the applicant receives a notice under clause 20, the applicant agrees to repay the relevant payment amount to the QVC, upon demand.

Other
22.The QVC reserves the right to amend these Terms and Conditions at any time.
23. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
24. Complaints pertaining to the outcome of an application should be addressed to the QVC.
25. Complaints can be submitted to the Secretariat, QVC:
Secretariat Queensland Veterans' Council
PO Box 15185 City East, QLD 4002 or to
anzacdaytrustfund@qvc.qld.gov.au

Appendix E Assessment Process for Stream B

Stream B applications are subject to the competitive, merit-based assessment process outlined below. All applications, and the pool of applications as a whole, undergo a rigorous peer-reviewed process. This ensures that the highest quality proposals that demonstrate welfare outcomes with impact for veterans and/or their families and/or their dependants will receive funding.

Eligibility Check

Each application will be reviewed to ensure it complies with the eligibility requirements. QVC Secretariat officers will check that each applicant meets the criteria of an eligible organisation, in accordance with the Guidelines, and has submitted a correctly completed and witnessed Statutory Declaration, verified, reviewed or audited annual financial statements (Profit and Loss Statement, and Balance Sheet), and a bank statement.

Applications that fail to meet the required standards of the Eligibility Check will not progress to the Assessment Stage. It is the responsibility of the applicant to ensure all required documentation has been provided at the time of submission.

Assessment Stage

Applications that meet the Eligibility Check will progress to the Assessment Stage.

1. Each application is independently reviewed in full and assessed by multiple (a minimum or two) QVC Secretariat Grants Officers. Applications are assessed against how well the presented plan and budget meets the objectives set out in the Guidelines. The financial statements will be analysed and due diligence checks of Applicants are undertaken.

2. The Grants Officers will then meet and undertake a formal and documented moderation process to reach an agreed initial assessment outcome. The analysis of each application is provided to the Advisory Committee.

3. The Advisory Committee is a sub-committee of the Queensland Veterans' Council. Members of the Advisory Committee are members of the Queensland Veterans' Council, or are external members who are veterans and/or have connections, experience and insights into the veteran community. They are appointed by the Queensland Veterans Council to provide independent advice.

4. The Advisory Committee meets to appraise the submitted applications and eligibility and moderation process undertaken by the Grants Officers. The members of the Advisory Committee review each application in full, taking into account the plan and budget provided, the analysis by the Grants Officers, and their own knowledge and experience of and in the veteran community. As a group they reach an agreed assessment outcome of each application and formal recommendation.

5. The recommendations are presented to the Queensland Veterans' Council. The Queensland Veterans' Council meets to consider the Stream B proposals and make the final decision on which applications will receive funding.

Assessment criteria for Stream B

Preferred applications will be identified based on the strength of the responses to the selection criteria and the demonstrated ability to meet the grant program requirements. Specifically, strong applications will be those that best:

- Demonstrate a strong understanding of the challenges faced by veterans, their dependants and/or families in their specific community
- Provide sufficient evidence in the application to demonstrate that the proposed activity will address a need and demand in the veteran community
- Demonstrate the extent to which the proposed activities will deliver welfare outcomes with impact for the veteran community

- Demonstrate the relevant experience and expertise within their organisation to deliver the services and/or activities in support of the veteran community, and to meet the intended outcomes of the ADTF grant program

Each eligible Stream B application will be assessed against the following categories:

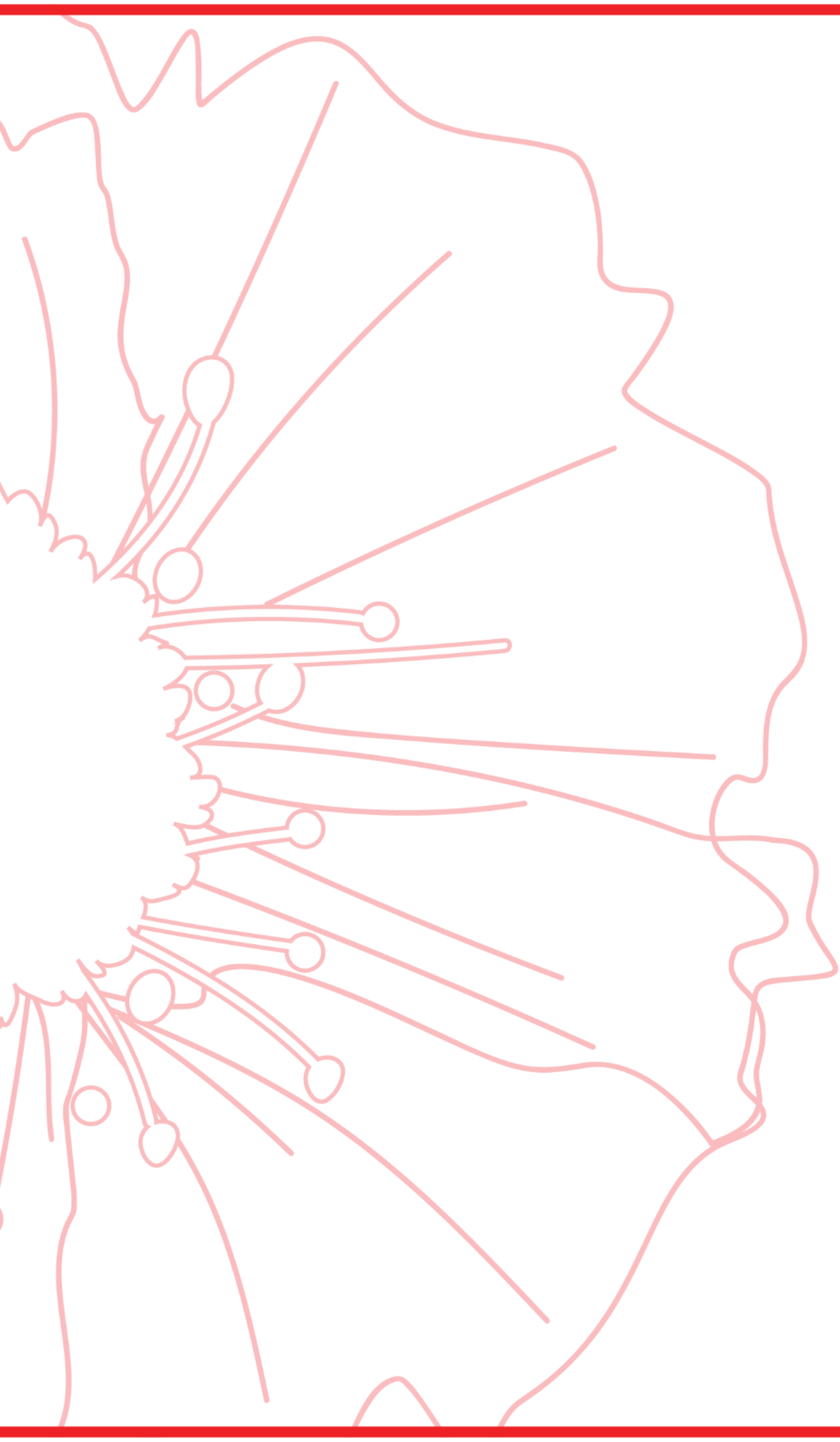
- Needs,
- Impact,
- Type of Assistance,
- Budget, and
- Capacity.

Examples of considerations in each category include:

Category	Details/ requirements
Needs	• Did the applicant identify and articulate a specific need amongst veterans and/or their dependants? • Does the need meet the requirements under the *Anzac Day Act 1995*? • Has the identified need been sufficiently detailed to provide full justification for the proposed activities including a description of the targeted demographic, quantification and identified shortfalls in existing services?
Impact	• Did the applicant describe how the proposed activities will address the identified need(s)? • What positive outcomes will the activities deliver for the veteran community? • To what extent will the proposed activity benefit veterans, their families and/or their dependants in the local community? • Has the applicant articulated how the intended activities will impact their target group? • Has the applicant linked the proposed activity to welfare outcomes for veterans, their families and/or their dependants? • Has the applicant provided evidence on how their previous experience has informed their response to the identified needs of the target group?
Type of Assistance	• What type of assistance is being proposed? (Welfare, Commemorative, or Administrative) • Does the organisation have a strong evidence-based track record of providing welfare activities to veterans? • Has the organisation provided information including future performance measurements based on previous experience?
Budget	• Is the budget comprehensive and realistic for the outlined project? • Has the applicant provided background information on how amounts were calculated? • Have all the projected expenses been detailed and justified? Do the budget line items align with the narrative provided in the application? • If Administrative costs have been included, have they been sufficiently linked to an activity/service that provides welfare outcomes?
Capacity	• Does the organisation have the capacity to carry out the proposed activities and successfully deliver outcomes with impact? • This may include (but is not limited to) the history of the organisation and experience of the project manager and other officers in delivering welfare outcomes, solvency of the organisation, ability to meet all projected costs (eg retained earnings, pattern of income, confirmed third party funding), and any available resources including non-financial inputs

Competitive vs Non-Competitive responses

Needs	
Competitive response	**Non-Competitive response**
Competitive applications clearly identify a target group (for example, elderly veterans, younger veterans, children of veterans, widows, veterans at risk of homelessness) and describe key challenges experienced by the group that would be addressed through the delivery of the proposed project. Competitive applications also provide relevant data and information to support claims made. Example: *The application described the target group in detail, including their demographics and the unique challenges they face. The number of persons in the target group experiencing the need is specified. The applicant has described how they identified the need (eg past experience, feedback surveys), and any shortfalls in current services provided by other sources (such as DVA). The applicant has demonstrated how the need affects the target group's welfare and wellbeing. Competitive applications may also provide further background and information to support their claims.*	Non-competitive applications do not clearly identify a target group, nor describe a need for the proposed activity Example: *"Mowing services for veterans"* *(Single sentence, no context information provided, no quantification, or description of the targeted group or the unique challenges they face, no identification of shortfalls from other sources).*
Proposed activity	
Competitive response	**Non-Competitive response**
Competitive applications demonstrate what activities would be undertaken by the project, including how many people from the veterans' community were expected to participate in such activities, and what the expected outcomes and impact would be. Example: *The application described in detail the project activities, how it was designed for the target group, how the target group would participate, the number of members that would benefit, how often, and who the management oversight would be provided by. The short term and long term welfare outcomes have been articulated. The application explained how the project will benefit not only their members but others in the local veteran community. The applicant has outlined how the project will be sustainable beyond the 12-month period.*	Non-competitive applications do not clearly address what activities will be undertaken in the project, nor their expected impact on welfare. They do not demonstrate how addressing the identified need of the target group will address challenges. Example: *"Wages for welfare officer"* *(Single sentence provided. No justification or detail provided. No data provided in regards to how many members would benefit. Limited link to identified needs. No detail on expected outcomes. No information on who would manage the service)*



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