



QUEENSLAND
Veterans' Council



ANZAC DAY TRUST FUND
GRANTS PROGRAM

2025 guidelines and terms and conditions

STREAM A

www.qvc.qld.gov.au



Queensland
Government

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Front page photo: 25 April 1937, Anzac Square, Brisbane. Negative no 203403 held by the State Library of Queensland.



Message from the Chairperson

The Anzac Day Trust Fund (ADTF) has proudly supported Queensland's veteran community since its establishment in 1965. In 2025, the Queensland Veterans' Council (QVC) continues this enduring legacy by providing funding to organisations dedicated to enhancing the welfare of veterans and their dependants across the state.

The publication of these Guidelines marks the launch of Stream A of the 2025 ADTF, which this year offers grants of up to \$10,000 to smaller organisations for the retrospective reimbursement of eligible expenditure. The QVC recognises the invaluable contribution of smaller ex-service organisations in supporting the wellbeing of veterans and their families. Funding from the ADTF plays a vital role in ensuring these organisations can sustain their presence within the veteran community.

I strongly encourage all eligible ex-service organisations to apply for Stream A funding to ensure they can continue to make a meaningful difference in the lives of Queensland's veterans, their dependants and their communities. Later in 2025, the QVC will launch Stream B of the ADTF, which will provide larger, prospective grants to support a broader range of initiatives by eligible organisations.

Finally, I wish to acknowledge the courage, dedication, and sacrifice of all those who have served in the Australian Defence Forces, both past and present. Your service will always be remembered and honoured.

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 dependents. 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 dependents.

This document (the Program Guidelines) provides information to applicants about the way the grant program will be administered in 2025. 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 A only.

The Guidelines for Stream B will be released at a later date (to be confirmed). The Stream B opening date and the release of the Guidelines for Stream B will be published on the QVC website, communicated to previous ADTF applicants via email, as well as advertised to the public.

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 2025. An [overview of the 2025 Program](#) is provided on page 4.

[Key Dates](#) for the delivery of Stream A of the grants program are outlined on page 5.

Only certain organisations can apply for funding. The section on [Eligible Organisations](#) (page 5) explains which **types of organisations** can apply for which streams of funding.

Likewise, only certain **types of expenses** can be funded. Refer to page 6 for an overview of the [eligible expenditure categories](#).

Specific details on Stream A Applications are provided on page 8.

[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



Overview of the 2025 Program

The 2025 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 dependents 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 2023-24 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.

These Guidelines are for Stream A only.

The Guidelines for Stream B will be released at a later date (to be confirmed). The Stream B opening date and the release of the Guidelines for Stream B will be published on the QVC website, communicated to previous ADTF applicants via email, as well as advertised to the public.

Eligibility criteria, required documentation and the application process is detailed in separate sections of this document, but a summary of the whole Stream A grant program is provided in Table 1 below.

	Stream A
Minimum grant amount	No minimum
Maximum grant amount	\$10,000
Total funding pool available	\$500,000
Funding mechanism	Reimbursement of past expenses
Period for which expenditure can be claimed	1 July 2023 to 30 June 2024
Selection process	Non-competitive - Applications are assessed against eligibility criteria
Will a Grant Agreement be required?	No
Payment structure	A single payment upon approval of the funding

Table 1 - Summary of 2025 Funding Streams

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.

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 dependents 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.



Key Dates

The table below shows the key dates in the delivery of the 2025 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 A
Release of Guidelines	28 April 2025
Applications open	28 April 2025
Applications close	9 June 2025
Announcement of recipients	August 2025
Funding released	August 2025
Completion of funded activities	N/A

Table 2 - Key Dates: ADTF Grant Program 2025

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. Provide specific services to veterans and/or their dependents 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 2025 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 dependents or have a membership base that includes veterans or their dependents.

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.

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.

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 dependents 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 [Queensland Remembers Grants](#)) 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 A Applications

Eligibility – who can apply

Total funds of \$500,000 have been made available under this category for small ESOs who meet the following criteria:

- Annual income of less than **\$180,000**
- Are claiming reimbursement for eligible expenditure incurred between **1 July 2023 and 30 June 2024**

The maximum funding amount for Stream A applications is \$10,000.

Who is eligible for support funded through the ADTF?

ADTF funding may be used by ESO's in their support of:

- veterans;
- the families and dependents of veterans; and/or
- the spouses and children of deceased veterans.

How to apply

Applications are accepted through the Smartygrants online system. A link to the application form will be available at www.qvc.qld.gov.au between **Monday 28 April 2025 and Monday 9 June 2025**.

Eligible expenses

A list with examples of eligible expenses can be found in [Appendix B](#).

Eligible expenditure period

Funding under Stream A is only available for eligible expenditure incurred in the 2023-24 Financial Year as defined by the Australian Taxation Office (ATO), i.e. the period between 1 July 2023 and 30 June 2024. Applicants must provide financial statements covering their full claim period.

If your organisation's annual financial reporting period is from July to the following June, you will only need to provide financial statements for the 2023-24 Financial Year.

If your organisation's annual financial reporting cycle is **not** from July to June, you may be required to submit statements for more than one reporting year e.g. the table below shows the requirements for organisations with different financial reporting calendars.

Period of claimable eligible expenditure	Organisation's Reporting Calendar	Which financial statements should be provided?
1 July 2023 – 30 June 2024	July to June	1 July 2023 – 30 June 2024
	January to December	1 Jan 2023 - 31 Dec 2023 1 Jan 2024 - 31 Dec 2024

Table 3 – Financial Statements required based on organisational reporting calendar

Required supporting documents

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

1. Annual financial statements that cover, at least, the full period from 1 July 2023 to 30 June 2024
2. A statutory declaration by the organisation's current President confirming the accuracy of the information provided in the application.
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

A Statutory Declaration completed by the current President or Chairperson of the organisation must be provided. The declaration must (at a minimum) state the following:

- The expenses claimed in the application are for the support of veterans or their dependents residing in Queensland and/or their dependents and families.
- All income received from other sources, including other grants programs, has been declared.
- The application does not claim reimbursement of expenses which have been funded through other grant programs or from donations.
- All income directly related to the expenses claimed in the application has been declared.
- The financial statement/s provided are verified as true and correct.
- No expenses associated with the commercial interests and operations of the applicant have been claimed in the application.

Statutory Declarations completed by a person other than the current President or Chairperson of the organisation will not be accepted.

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

Should my financial statements be audited?

To ensure the accuracy and authenticity of financial statements, they will have to be audited and/or verified by a person with appropriate authority to do so, depending upon the organisation's obligation to have its financial statements audited.

External auditing or review by an independent qualified accountant or auditor, as the case may be, is required if either of the following applies to you organisation:

- if the governing documents of your organisation state that financial statements should be audited; **or**
- if financial review or auditing is required by legislation, e.g. ACNC requirements. (Note: This includes the *Gaming Machine Act 1991* which will apply to your organisation if you have gaming machines (pokies)).

For all other Stream A applicants, the following minimum verification requirements apply:

- Your financial statements (which should include a Profit and Loss Statement) must be **verified and signed** by the current President or Chairperson of your organisation.

How will applications be assessed?

Eligible applications will be assessed and decided by the QVC or its delegates. Only complete applications (including all required supporting documentation) that are received by the closing date will be considered for funding support. Meeting the eligibility criteria and making an application does not automatically guarantee funding.

Applicants should note that in recent years the ADTF grant program has been significantly oversubscribed; the requests for funding have far exceeded the total amount available in the funding pool. The number and value of grants awarded in any round is at the sole discretion of the QVC.

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

Payments

If your application is successful, a single payment will be made to your nominated bank account by electronic transfer.

If your organisation does not have an ABN, you will also be asked to submit a [Statement by a Supplier](#), before the payment can be processed. This document can be downloaded from the ATO website.



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 <i>Statutory Declarations Regulations 2023</i> . 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.
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 <ul style="list-style-type: none"> • 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	<p>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).</p> <p>Alternatively, solvency may be demonstrated by using the "<i>balance sheet</i>" test: An organisation is considered solvent if the total sum of its assets is greater than its liabilities.</p>
statement by supplier	<p>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.</p> <p>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).</p>
veteran	<p>A veteran for the purposes of the Anzac Day Trust Fund aligns with the <i>Anzac Day Act 1995</i> as:</p> <ul style="list-style-type: none"> ○ <i>An aged person who served Australia in its defence forces,</i> ○ <i>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:</i> <ul style="list-style-type: none"> • <i>a war in which Australia was involved; or</i> • <i>a conflict with the attributes of a war (as considered by the QVC)</i>



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 7 for an example.

Examples of Eligible Expenses – Stream A

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

Welfare Expenses

Examples of eligible expenses include:

- Financial support for veterans, including paying their household bills, car registration, insurance, medical bills, food or clothing
- Wages, honoraria or travel for welfare officers, pension officers and advocacy officers
- Donations towards members' funeral expenses, including funeral notices or wreaths.
- Hospital expenses including visiting members (mileage), supplying amenities, personal items and flowers.
- Bursaries to assist with education expenses for veterans and/or their dependents, including fees for school, university or uniforms.
- Subsidising 'members' functions, outings, lunches or dinners (*members must be veterans or their family members, excluding the general public)
- Mowing and gardening services for veterans, widows, and other dependents
- Subsidising programs designed specifically to support veterans
- Cost of maintaining homes/units for aged veterans. Any subsidies/rent which have been received in relation to the housing must be declared and offset against the claimed expenses.

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 required for the event.
- Maintenance of war memorials and honour boards (Note this excludes the erection or construction of new memorials or boards).

Note: Any expenses that have been claimed under the [Queensland Remembers Community Grants Program](#) should be excluded from your claim.

Administrative Expenses

Examples of eligible expenses include:

- Committee expenses e.g. conference or travel expenses, and advocacy training
- Certain administrative expenses associated with occupying premises, such as offices, rooms or halls, to support welfare programs for veterans.
- Certain administrative expenses associated with the organisation e.g. audit/accounting fees, insurance, lease charges, legal fees (e.g. lease negotiation), advertising, computer, postage, stationery, telephone expenses.
- Hall/Room related expenses – cleaning, electricity/gas, rates, rental expenditure, equipment purchase/maintenance, repairs/maintenance of office or hall. If premises are also used for commercial activities, all income, including rent, from the premises should be offset against claimed expenses.

Note: Only the portion of accounting and administration costs that relate to welfare activities is eligible. If your organisation has a trading concern (such as a bar) the audit, accounting and administrative costs associated with those activities should be apportioned accordingly and excluded from your claim.



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 [Queensland Remembers Minor Capital Works 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.
- 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
- Donations made to other organisations



Appendix C Supporting Documentation Checklists

Supporting Documentation Checklist – Stream A

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

	Item	Details/ requirements	
1	Annual Financial Statements	<p>Financial Statements from multiple years may be required. Refer to Table 3 on page 8).</p> <p>Financial Statements must be verified by the President of the applicant organisation and, where required by legislation or the ACNC, by an independent qualified accountant or auditor.</p>	<input type="checkbox"/>
2	Statutory Declaration by the organisation's current President or Chairperson	<p>Confirmation of the accuracy of the information provided in the application. The declaration must (at a minimum) state the following:</p> <ul style="list-style-type: none"> • The expenses claimed in the application are for the support of veterans or their dependents residing in Queensland and/or their dependents and families. • All income received from other sources, including other grants programs, has been declared. • The application does not claim reimbursement of expenses which have been funded through other grant programs or from donations. • All income directly related to the expenses claimed in the application has been declared. • The financial statement/s provided are verified as true and correct. • No expenses associated with the commercial interests and operations of the applicant have been claimed in the application. <p>Statutory Declarations completed by a person other than the current President or Chairperson of the organisation will not be accepted.</p> <p>Note that the authorised witness of the Statutory Declaration should be a qualified person who is independent of the organisation.</p>	<input type="checkbox"/>
3	Copy of your organisation's most recent bank statement	<p>Bank statement to confirm your organisation's banking details.</p> <p>You may redact (black out) confidential information on the statement, but the following must be clearly shown:</p> <ul style="list-style-type: none"> • the financial institution's name • the date of issue (this should be within in the last 6 months) • the name of the account holder • the BSB number and the account number <p>Please note that transaction lists are not an acceptable form of evidence.</p>	<input type="checkbox"/>
4	If applicable: Statement by a Supplier	<p>If your organisation does not have an ABN, you must provide a 'Statement by a Supplier'. Click on the link to download the form or visit www.ato.gov.au for more information.</p>	<input type="checkbox"/>



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 ¹
Internal verification	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

¹ Sourced from: [Appointing an auditor or verifier | Queensland Government \(www.qld.gov.au\)](http://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 **9 June 2025**
- 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 2025 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 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

