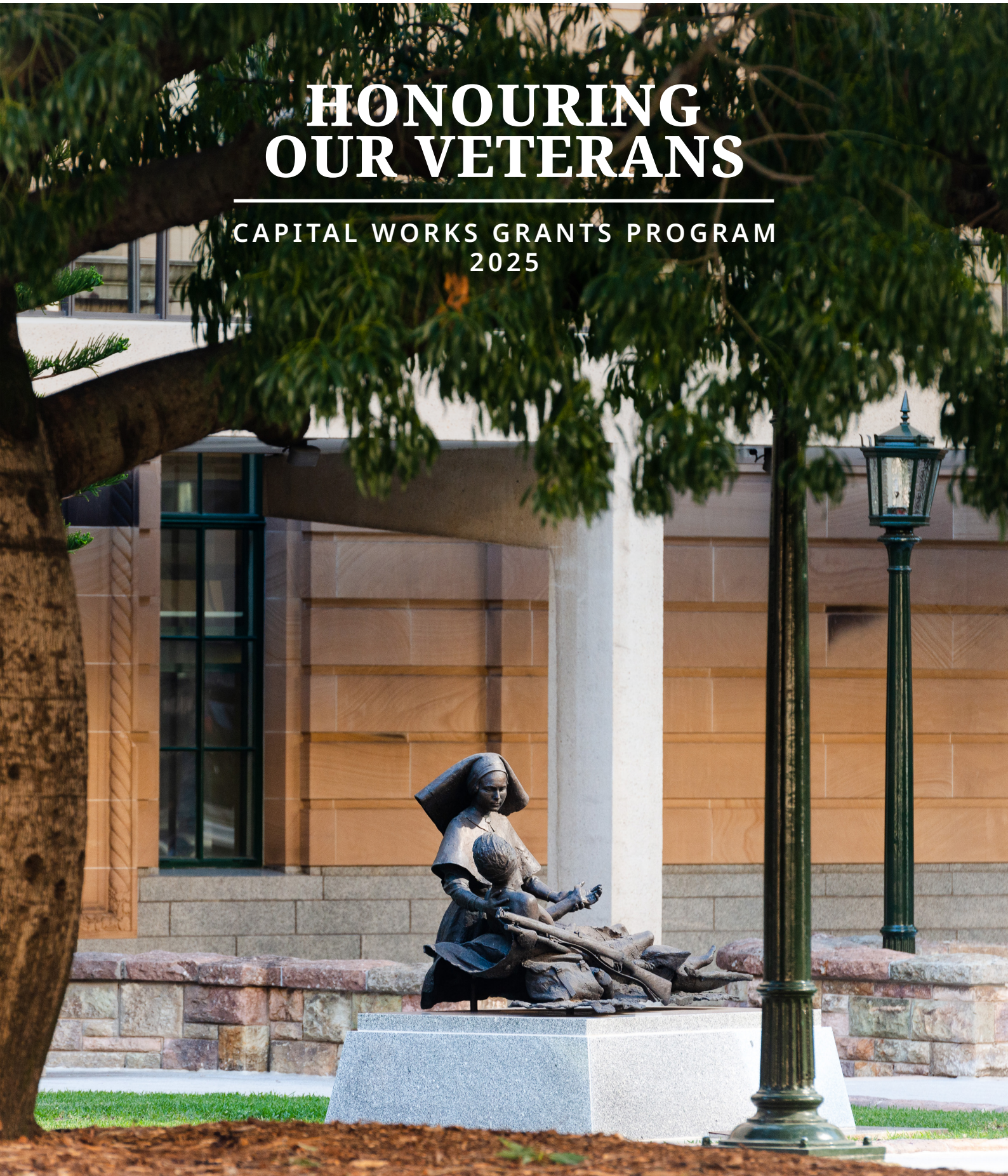


# HONOURING OUR VETERANS

CAPITAL WORKS GRANTS PROGRAM  
2025





## **Veterans Acknowledgement**

The Department of the Premier and Cabinet extends its gratitude and appreciation to all veterans who have served our nation with courage and dedication. Your contribution and sacrifices have safeguarded our freedoms and preserved the values we hold dear in our State and our Country.

We recognise the families of veterans who have often stood steadfastly by their side, offering support and sacrifice of their own.

Today and everyday we honour and remember our veterans, ensuring that their service and sacrifices are never forgotten.

## **Acknowledgement of Country**

The Department of the Premier and Cabinet would like to acknowledge Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and Custodians of this Country. We recognise their connection to land, sea, and community. We pay our respects to them, their cultures, and to their Elders, past, present and emerging.

## Message from the Premier and Minister for Veterans

Queensland has a proud history of honouring the service and sacrifice of our veterans and their families – their invaluable contributions have shaped our state and nation.

The courage, resilience, and dedication of our veterans are legacies that deserve to be recognised now and into the future, equally, the unwavering support and sacrifices made by their families.

The Honouring our Veterans Grants Program is an important initiative within the Queensland Government's \$26.4 million commitment to veterans and their families, reflecting our commitment to ensure the stories of our veterans are preserved.

Community grants – the first stream of the Program – provides funding to organisations to deliver commemorative activities, events, and initiatives that honour veterans and their families. They may also educate the community about their service, sacrifices, and enduring impact and aim to enhance community understanding and appreciation.

Whether it's local commemorative services, educational workshops and exhibitions, or community events, these projects play a crucial role in strengthening our bond with the veterans' community, and building a stronger, more-connected state.

The second stream are the Capital Works grants which include funding for building improvements, creating or refurbishing war memorials, avenues of honour and memorial gardens, and the purchase of equipment.

Queensland is proud to be home to the largest veterans' community in Australia, with around 163,000 current and former Australian Defence Force members calling our great state home.

This grants program demonstrates the Queensland Government's commitment to ensuring veterans and their families feel valued and connected for generations to come.

I encourage all eligible organisations to consider applying and think creatively about how we can ensure the legacy of Queensland veterans live on and their sacrifices are never forgotten.



A handwritten signature in black ink that reads "David Crisafulli".

**David Crisafulli MP**  
**Premier and Minister for Veterans**

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## Overview of the program

The *Honouring our Veterans Grants Program* offers two grant streams:

### Honouring our Veterans – Capital Works grants (Minor and Major)

**Minor** – Designed to support projects such as the creation or refurbishment of war memorials, avenues of honour, memorial gardens, or the repair and maintenance of buildings or facilities.

**Major** – Focused on delivering larger-scale projects, including the construction of new infrastructure or facilities that directly support services for veterans and their families. This may also include building refurbishments or upgrades, improving accessibility for people with disabilities, or enhancing communal meeting areas.

### Honouring our Veterans – Community grants

Providing grants to support eligible organisations in delivering commemorative activities, events, and initiatives that educate and raise awareness about veterans' contributions.

This document sets out the guidelines for the Honouring Our Veterans Grants Program – Capital Works (Capital Works grants).

Information and guidelines for this program can be found at [www.qld.gov.au/honouringourveterans](http://www.qld.gov.au/honouringourveterans).

Applicants may submit applications to both streams of the *Honouring Our Veterans Grants Program*, provided each application is for a distinct and separate project.

**Projects funded under the Honouring Our Veterans Grants Program will not receive additional funding for the same project or subsequent stages of the same project in future funding rounds.**

Veterans Queensland, Department of the Premier and Cabinet (the department) is responsible for administering the *Honouring Our Veterans Grants Program*.

The Queensland Government acknowledges the Australia International Council on Monuments and Sites (ICOMOS) Burra Charter as a guide to good heritage conservation practice. A core principle of the Burra Charter is to do as much as is necessary but as little as possible to heritage places. For more information on the Burra Charter visit <https://australia.icomos.org/publications/burra-charter-practice-notes/>.

## Program objective

The primary objective of the Capital Works grants is to support communities to honour veterans and strengthen wellbeing by investing in commemorative spaces, facilities, and infrastructure that are safe, inclusive, and sustainable for current and future generations.

## Expected program outcomes

Capital Works grants will achieve the following outcomes:

- **Preserve commemorative spaces** – Support the creation, refurbishment, and maintenance of memorials, gardens, and avenues of honour to ensure their longevity and significance.
- **Enhance community facilities** – Repair and upgrade buildings and spaces to ensure they are safe, functional, and fit for purpose.
- **Strengthen recognition and connection** – Develop quality spaces that honour veterans, strengthen community bonds, and enhance visitor experiences.
- **Expand service capacity** – Deliver new or upgraded infrastructure to enhance the delivery of services for veterans and their families.
- **Strengthen long-term community hubs** – Create sustainable, high-quality spaces that promote wellbeing, participation, and connection for veterans and their families.
- **Advance accessibility and inclusivity** – Ensure facilities are modern, inclusive, and safe, meeting the diverse needs of all users.

## Key dates

Projects funded under this round of Capital Works grants must be delivered and acquitted between **6 March 2026** and **30 June 2028**.

Applications open	23 September 2025
Applications close	14 November 2025
Applicants notified	6 February 2026
Project commencement	6 March 2026
Project completion	Projects must be delivered by <b>30 June 2028</b>

## Program funding

**Minor Capital Works** – Funding up to \$75,000 (excluding GST)

**Major Capital Works** – Funding up to \$250,000 (excluding GST)

**Expenditure incurred before 6 March 2026 is ineligible for funding.**

Applicants cannot apply for funding for items that have been funded from another source. Applicants will be asked to provide a detailed breakdown of funding support in the application form.

Applicants with outstanding financial accountability, service delivery or performance issues for activities previously funded by the Queensland Government may be ineligible to receive funding under this grants program. Applicants are required to declare any issues during the application process.

The applicant will be responsible for meeting any cost increases that may occur for any reason over the course of the project.

### Minor Capital Works

**The department will prioritise projects where the applicant commits to making a cash co-contribution of at least 10 per cent toward the project.**

Applications may include project management fees up to **\$5,000 per project** (excluding GST).

Written quotes must be provided with your application for all items **over \$500** (excluding GST).

Funding will be contingent on the constructed works being used by the applicant or on eligible third party for **at least two years** after the funded work project is completed.

### Major Capital Works

**The department will only consider projects where the applicant commits to matching the funding amount being sought.** For example, if the total project cost is \$300,000 and the grant amount requested is \$150,000 the applicant must contribute \$150,000. Applicants must provide evidence satisfactory to the department, of their ability to meet this financial commitment as part of their application.

Applications may include project management fees up to **\$10,000 per project** (excluding GST).

Written quotes must be provided with your application for all items **over \$1,000** (excluding GST).

Funding will be contingent on the constructed works being used by the applicant or eligible third party for **at least five years** after the funded work project is completed.

## Eligibility

**Eligible organisations – applicable to both Major and Minor Capital Works (unless otherwise stated)**

Organisations eligible for funding:

- ex-service organisations
- a registered charity or not-for-profit organisation
- schools
- school parent or former student associations
- local authorities.

In addition, to be eligible for funding applicants must:

- be an organisation incorporated<sup>1</sup> under the *Associations Incorporation Act 1981* (Qld) or equivalent legislation or
- be a company incorporated under the *Corporations Act 2001* (Cth) and registered as a charity through the Australian Charities and Not-for-profits Commission (ACNC)
- have a valid Australian Business Number (ABN)
- demonstrate financial solvency with supporting evidence
- be based in Australia, provided the project is located in Queensland
- have met acquittal conditions for previous Queensland Government grant funding (if applicable)
- have appropriate public liability insurance cover (at least \$20 million).

**Note 1: Minor Capital Works only - If your organisation is unincorporated, you can arrange for an incorporated organisation to act as an auspice on your behalf. Refer to the 'Auspice arrangements' section on next page.**

## Ineligible organisations

Organisations ineligible for funding:

- individuals
- organisations operating on a 'for profit' basis
- organisations that receive revenue from electronic gaming (applicable to Minor Capital Works only)
- hospitals, nursing homes or health care centres
- state primary or secondary schools (although a parent or former student association for that school may be eligible)
- state or federal government departments or agencies
- government owned corporations
- political parties
- organisations that have failed to comply with the terms and conditions of previously awarded grants from any Queensland Government grant program.

## Auspice arrangements – applicable to Minor Capital Works only

If your organisation is not incorporated or does not have an ABN, you may consider partnering with another organisation that meets these eligibility criteria who will accept legal responsibility for the grant. This is known as an auspice arrangement.

If the application is successful, your organisation will deliver the activity, but the auspice organisation will be responsible for:

- signing the grant funding agreement with the department
- ensuring the legal and financial requirements of the grant and funding agreement are met
- receiving and distributing grant funds under the funding agreement
- ensuring all project activities are completed
- submitting reports and financial acquittals on behalf of your organisation.

If you want to propose an auspice arrangement the application must include:

- a letter of support from the auspice organisation (mandatory for all applications involving auspice arrangements)
- a memorandum of understanding outlining roles and responsibilities between the two organisations.

Please note:

- The auspice organisation must formally agree to support your application before you submit and will be required to sign the funding agreement.
- The department may decide to communicate with the auspice organisation (instead of, or in addition to, the grant recipient) in relation to any aspect of the funding agreement.

## Eligible projects – applicable to both Major and Minor Capital Works (unless otherwise stated)

While it is not possible to provide an exhaustive list of projects and items that qualify or do not qualify for funding, the following examples serve as a general guide:

### Minor Capital Works

Commemorative works

- Create new monuments, avenues of honour, memorial gardens, honour boards (including digital honour boards), and other public memorials that acknowledge Queensland veterans.
- Restore existing monuments, avenues of honour, memorial gardens, honour boards, and other public memorials that acknowledge Queensland veterans.
- Restore outdoor military heritage objects, such as memorial fountains, war trophies, or similar commemorative structures.
- Create new monuments or memorial gardens with or without flagpoles acknowledging Queensland veterans in Queensland schools.

Facility upgrades

- Upgrade or develop meeting rooms, service delivery areas, or activity spaces.
- Enhance accessibility by widening doors or corridors, and installing ramps, accessible toilets, or accessible meeting areas.
- Install specialised lighting to improve accessibility and security (excluding general lighting).

## Major Capital Works

### Expand service capacity

- Construction of new veteran support centres or multipurpose facilities to deliver services to veterans, their families and their communities.
- Major extensions or refurbishments of existing facilities to increase capacity for veteran and family welfare service delivery.
- Development of purpose-built spaces for counselling, health services, training, or veteran support programs.

### Improve accessibility

- Comprehensive facility redesigns to meet accessibility standards, including lifts, ramps, accessible toilets, and assistive technology for people with disabilities.
- Redevelopment of communal areas to provide inclusive and safe access for all users.

### Build sustainable community hubs

- Development of modern multipurpose spaces to host commemorative events, education programs, and community activities.
- Integration of dedicated spaces for war heritage collections, digital archives, or museums to preserve veterans' history for future generations.

Applications must ensure that the project meets relevant legislative requirements and other Australian standards, and appropriately qualified professional service providers are engaged to undertake the works.

Where appropriate, applicants planning to undertake capital works projects should contact peak bodies, local authorities, and regional or state organisations to seek their support and input into the planning, design and approvals of proposed changes. Evidence of this should be provided with the application form (e.g. building approvals).

### Ineligible projects – applicable to both Major and Minor Capital Works (unless otherwise stated)

Examples of ineligible projects are those that:

- do not provide a direct benefit to the veterans' community or do not directly educate the broader community about the service and sacrifice of Queensland veterans
- are not undertaken in Queensland
- result in a profit
- commemorate individuals
- involve purchasing an asset or conducting works to an asset that will not be owned and/or controlled by the applicant for at least two years (Minor Capital) or five years (Major Capital)

- involve changes or additions to, or the restoration of, war graves
- are the responsibility of other government authorities, e.g. roads, footpaths, gutters
- other than in relation to a school, prohibit public access
- involve smoking and/or gambling areas
- have not completed all requirements in the application form including providing evidence of consent, or support and financial commitment from any funding partners.

In addition, funding will not be approved for items that have already been funded by other external sources or for items ordered or purchased before **6 March 2026**.

### Property ownership

Evidence must be provided regarding ownership of the property. Where the applicant does not own the premises on which the works are proposed, the following are mandatory requirements:

- written consent from the relevant property owner approving the project, e.g. local government authority
- evidence from the property owner or landlord that the applicant or eligible third party has approval to use the property for at least **two years** (Minor Capital) or **five years** (Major Capital) from the date of the project completion and the facility will be used to support the veterans' community.

### Eligible items – applicable to both Major and Minor Capital Works (unless otherwise stated)

Total project costs are likely to include a mix of eligible and ineligible items. Ineligible items are not funded by the grants program and will need to be met by the applicant.

- conservation management plans or condition reports, as part of an application to repair or conserve an existing monument or memorial
- construction costs, such as all site work required as part of the construction project, and construction related labour, materials and equipment hire
- construction of a new memorial, memorial garden, avenue of honour, honour board or plaque in an area that does not have an existing or similar item
- detailed design, e.g., the production of final or tender design drawings and/or specifications
- equipment purchases for the applicant's ongoing use, which will improve facilities or improve the quality and/or safety of services delivered to veterans where part of a larger capital works project
- flagpole supply and/or installation – maximum of \$2500 per project
- freight costs directly related to the project
- improving accessibility to an existing memorial



- interpretive information or signage that complements the design of an existing memorial or war trophy and respects its significance, noting the signage should be deferential to the memorial or war trophy
- landscaping – gardens, trees and open space within the historical design of the memorial/project (horticultural advice must be supplied with the application)
- lighting for a memorial for the purpose of increasing accessibility and security (excludes general lighting)
- preservation or protective casings for existing honour boards or rolls (Minor Capital Works only)
- project management costs, e.g., technical or professional adviser fees – third party (details of the project management plan will be required)
- provision of seating or shade structures at existing memorials, noting that the design must complement the existing memorial
- relocation of an existing memorial
- repair, restoration or preservation of military equipment displayed as an existing war trophy
- replanting or maintenance of trees forming an original public avenue of honour
- restoration of damaged memorial gates or fences
- restoration of memorial drinking fountains
- restoration or replacement of damaged commemorative plaques, noting replacement must be like-for-like and only when restoration is not a viable option
- signage costs relating to the project, including permanent signage, e.g. acknowledgement plaques
- tradespeople or expert professionals who are engaged with delivering the project (must have a valid ABN)
- updating existing memorials to reflect subsequent conflicts
- any other costs deemed eligible by the department.

#### **Ineligible items – applicable to both Major and Minor Capital Works (unless otherwise stated)**

Examples of ineligible items include:

- expenses incurred before **6 March 2026**
- accommodation and travel, including vehicle hire
- auspice fees (Minor Capital Works only)
- core business and general ongoing operating costs of the applicant including utility costs, ongoing routine operating and maintenance costs, or rent or venue hire for the applicant's day-to-day operations
- catering, hospitality, entertainment and official opening expenses, excluding permanent signage
- commercial projects or projects for profit
- contingency costs, e.g., money budgeted or set aside for costs not yet incurred
- costs beyond the project period, e.g., ongoing costs for administration, operation, maintenance, or management once the project has been completed
- costs of receiving financial advice
- donations, sponsorships or grants to third parties, including donations, honorariums or payments to volunteers
- electrical work or equipment outside the scope of the project
- entertainment not of a commemorative nature
- general ongoing administration costs of the organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery, rates or rent
- goods, services and fees provided to related parties, such as companies with shareholdings or directors, board members, employees or their immediate family members
- hire of a venue or equipment owned by the applicant
- in-kind support
- leasing vehicles or office equipment
- legal costs
- local authority approval costs
- marketing or advertising advice or services
- ongoing (recurrent) expenditure items
- purchase of core business capital equipment, e.g., vehicles, office equipment, computers, laptops or mobile phones
- regular maintenance work that should normally be undertaken to keep the premises in good repair
- repayment of debts and loans
- restoration of graves
- salaries or wages of regular staff, including overtime, meal allowances, honorariums, superannuation, fringe benefits tax, internal training, scholarships, or similar expenses
- statutory fees or charges, or any costs associated with obtaining regulatory and/or development approvals including grant writer fees, e.g., fees to manage grant applications and funding
- subsidies, e.g., using Capital Works grant funding to acquire or gain eligibility for other grants or contributions
- transportation costs, e.g., motor vehicle, taxi, toll, or parking costs
- trophies, prizes, awards, gifts, medallions, vehicle leasing or office equipment leasing.

## Applications

Applications must be submitted online through the SmartyGrants online portal accessible at <https://premiersqld.smartygrants.com.au/honouringourveteransminorcapitalworks2025> for Minor Capital Works and <https://premiersqld.smartygrants.com.au/honouringourveteransmajorcapitalworks2025> for Major Capital Works and will not be accepted in person, by email, post, or fax. Late submissions will not be considered.

The application form must be completed by a person authorised to submit the application on behalf of the organisation (e.g., grants officer, president, chief executive officer).

The applicant will receive an email notification from the SmartyGrants online portal confirming submission of the application. If the applicant does not receive this notification, contact Veterans Queensland on (07) 3003 9656 to confirm that the application form has been submitted correctly.

For guidance on using the SmartyGrants online portal please consult the Help Guide for Applicants, available at [Help Guide for Applicants \(smartygrants.com.au\)](https://premiersqld.smartygrants.com.au/help-guide-for-applicants)

Answers to frequently asked questions about the *Honouring Our Veterans Grants Program* are available online at [www.qld.gov.au/honouringourveterans](http://www.qld.gov.au/honouringourveterans).

## Application process

Funding under the *Honouring our Veterans Grants Program* is awarded through a competitive application assessment process.

### Step 1: Check eligibility

Check that the applicant and project are eligible for funding by reviewing these guidelines and the frequently asked questions or emailing [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au).

### Step 2: Prepare supporting documents

Prepare the following documents and submit them with the application (where relevant):

- project plans with start and end dates, timelines for key activities, responsibilities and implementation stages
- detailed budget and written quotes for project costs from appropriately qualified persons. Please supply the preferred quote(s) only (not competitive quotes for the same service)
- demonstration that the works to be undertaken will be completed by appropriately qualified people and meet all relevant building standards and regulations for public buildings

- General Exemption or Heritage Exemption Certificates (if applicable) for heritage listed sites. For more information on the application process visit [www.qld.gov.au/environment/land/heritage/development/approvals](http://www.qld.gov.au/environment/land/heritage/development/approvals)
- plans showing location of project and draft designs
- photographs of the infrastructure to be repaired or maintained for capital works projects
- letters of support from other organisations, agencies or partners involved in the project (on letterhead and signed)
- letter from the local authority or Crown Land manager (for projects on public land), including approvals, their role and who is responsible for maintenance and ownership after completion and acknowledgement that you have use of the premises for a minimum of two years (Minor Capital) or five years (Major Capital) after work is completed
- details of any consultation undertaken to support the application
- letters confirming any financial contributions from other parties, including details of the amount of funding and any conditions attached to the funding. (Note: all funding must be confirmed at the time of submission)
- the organisation's most recent annual financial statement. We need this to make sure your organisation is viable and financially responsible
- other key documents that are relevant to the project.

### Step 3: Apply online

If it is your first time using the SmartyGrants online portal, you will need to [create an account](#).

If you have previously used the SmartyGrants portal, [log in](#) using your organisation's details.

Applications can be saved and completed later. It is recommended that you start your application early to ensure you have all the required documentation.

Once submitted, you will receive an auto-generated email with an application identification number you can use as a reference. Please quote this number in all correspondence relating to your application.

The head of the applying organisation, e.g., chief executive officer or president, is responsible for ensuring that the application is complete and accurate. Giving false or misleading information may exclude the applicant from funding consideration.

Incomplete applications will not be accepted. Applications and all required supporting documentation must be submitted online by the closing date.

## Assessment criteria

**An application is not an agreement or contract.**

**Meeting the assessment criteria does not automatically guarantee funding.**

Applicants should prepare a thorough, detailed application and include all required information to assist the assessors, and the approvers in their decision making.

Applicants are encouraged to carefully consider the following assessment criteria and the weighting applied to each assessment criterion.

Assessment Criteria	Weighting
<b>Why is the project needed and how will it respond to needs of the veterans' community or increase awareness of veterans in the wider community?</b> Evidence that the project responds to an identified need or gap, or will deliver support to veterans, or provide school and or community education or increase awareness of the service and sacrifice of veterans.	25%
<b>What outcomes and benefits will be delivered for the veterans' community?</b> How the project will leave a legacy for future generations, increase the knowledge of the local service history of the community or provide a social or cultural benefit to Queensland's veterans' community.	25%
<b>How does the project meet program objectives?</b> Evidence that the project responds to the Capital Works grants objective to assist eligible organisations to deliver projects that commemorate their contributions, educate the public, and bring people together through meaningful participation.	25%
<b>Who is involved and what support exists?</b> The level of support for the project from key community stakeholders, community consultation and stakeholder engagement (e.g. letters of support from local council, school, or an ex-service organisation). Identify how the project or activity will be promoted to the community, and how they will be involved. Outline confirmed financial contributions toward the project.	10%
<b>How will the project be delivered?</b> Details of project planning and deliverables, timeframes, financial viability, value for money and details of all contributions to the project. All relevant supporting documentation must be supplied.	10%
<b>Does the applicant have the capability and capacity to deliver the project?</b> Applicants must demonstrate they have the capability and capacity to deliver the project.	5%

## Assessment process

Eligible applications will be assessed by an independent assessment panel against the Capital Works grants objective and assessment criteria listed above. Applicants may be contacted for further information.

Due diligence checking will be undertaken on the applicant, and outcomes from this process will inform the assessment process.

The number and value of grants awarded in any round is at the discretion of the Queensland Government.

## After the assessment

### Notification of outcome

All applicants will be notified of the outcome of their application in writing approximately three months after the closing date.

If applicants require further information, please email [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au).

Complaints about the outcome of an application can be made in accordance with the department's complaints management policy, which is available at [www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints](http://www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints).

### Funding agreement

Successful applicants will be sent a legally binding Letter of Agreement. The Letter of Agreement is the legal and binding funding agreement between the Queensland Government and the successful applicant and contains project deliverables, milestone dates, payment terms and other conditions of the grant.

A binding funding agreement is only established once the applicant's delegate, where relevant, the delegate of the auspice organisation, signs and returns the Letter of Agreement.

In managing the funding provided, the successful applicant must comply with the requirements of the Letter of Agreement.

Funding will be provided for successful applicants once they have entered into a Letter of Agreement and are satisfied with the milestones detailed in this agreement.

Grant funding will be released as follows:

- **Milestone 1** - 70 per cent upon provision of a fully executed Letter of Agreement, signed by both the applicant and representative of the department
- **Milestone 2** - 20 per cent upon completion of the progress report and milestone(s) being achieved
- **Milestone 3** - 10 per cent upon completion of the final report and milestone(s) being achieved.

Extensions of time to the approved project completion date will only be considered in exceptional circumstances. Applicants are required to formally request an extension of time, via SmartyGrants, detailing the unforeseen circumstance impacting on project completion, the actions taken to minimise the impact and the adjusted project plan and milestones.

All funded projects will be monitored and evaluated by Veterans Queensland to ensure they are achieving the program objective.

Successful applicants will be required to provide project status reports as part of their key milestones and deliver the project at the times and in the manner specified in the Letter of Agreement.

Delays in submitting required reports may result in delayed payments to the applicant.

## Media

Applicants must seek and obtain the State's approval before contacting or responding to the media in relation to the *Honouring our Veterans Grants Program*. Please contact Veterans Queensland by email at [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au) or telephone on (07) 3003 9656.

## Goods and services tax (GST)

Applicants do not need to be registered for GST to receive a grant under the Capital Works grant program, unless they are required to be registered for GST by the Australian Taxation Office.

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

If the applicant **IS REGISTERED** for GST, the funding 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.

Applicants are required to notify Veterans Queensland of any changes to their GST registration status.

The applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the Australian Taxation Office on 13 28 69 or via its website at [www.ato.gov.au](http://www.ato.gov.au). Veterans Queensland is unable to provide advice on the applicant's particular taxation circumstances.



## Reporting requirements and acquittal of grant funds

Successful applicants will be required to provide project status reports as part of their key milestones and deliver the project at the times and in the manner specified in the Letter of Agreement. Delays in submitting required reports will result in delayed payments to the applicant.

## Privacy

Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld) (IP Act) and the Queensland Privacy Principles (QPPs).

The information collected is necessary to assess your grant application. If you choose not to provide the required information, we will be unable to assess your grant application.

To assess and respond to your grant application, it may also be necessary for us to disclose information to third parties and/or collect information from third parties including (but not limited to):

- relevant Queensland Ministerial Offices
- relevant Queensland Government department(s) and statutory bodies
- relevant Australian Government department(s).

This includes publishing grant information on the Department of the Premier and Cabinet website and disclosing information to the Australian Taxation Office for compliance purposes.

The [privacy policy](#) for the Department of the Premier and Cabinet provides additional information on how we manage the information we collect.

If you have questions regarding how your personal information will be handled, please contact:

Email: [privacy.contact@premiers.qld.gov.au](mailto:privacy.contact@premiers.qld.gov.au)

Phone: 07 3003 9230

Mail: PO Box 15185, CITY EAST QLD 4002

## Contact us

For more information about the grants, including guidelines, terms and conditions, and application instructions, please contact Veterans Queensland by email at [honouringourveterans@premiers.qld.gov.au](mailto:honouringourveterans@premiers.qld.gov.au) or telephone on (07) 3003 9656.

## Terms and conditions

These guidelines are to be read together with the Terms and Conditions published on the [qld.gov.au/honouringourveterans](http://qld.gov.au/honouringourveterans)

## Honouring our Veterans Grants Program - Capital Works 2025 Guidelines

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### Interpreter



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, you can contact us on 13 QGOV (13 74 68) and we will arrange an interpreter to communicate the guideline to you.

[www.qld.gov.au/languages](http://www.qld.gov.au/languages)

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