

HONOURING OUR VETERANS

COMMUNITY 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 honor 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 Grant 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

Contents

Message from the Premier and Minister for Veterans	3
Overview of the program	5
Program objective	5
Expected program outcomes	5
Key dates	5
Program funding	6
Eligibility	6
Applications	8
Application process	9
Assessment criteria	10
Assessment process	10
After the assessment	11
Media	11
Goods and services tax (GST)	11
Reporting requirements and acquittal of grant funds	11
Privacy	12
Contact us	12
Terms and conditions	12

Overview of the program

The *Honouring our Veterans Grants Program* offers two grant streams in 2025:

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.

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.

This document sets out the guidelines for the *Honouring our Veterans Grants Program – Community (Community grants)*.

Information and guidelines for this program can be found at 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 Honouring our Veterans funding.

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

Program objective

The primary objective of Community grants is to enhance community appreciation of veterans' service by supporting projects that commemorate veterans contributions, educate the public, and foster meaningful participation that brings people together to remember, learn and/or commemorate.

Expected program outcomes

Community grants will achieve the following outcomes:

- **Strengthen recognition and remembrance** – support communities to respectfully commemorate and honour Queensland veterans' service and sacrifice.
- **Increase awareness and understanding** – provide opportunities for the public, including younger generations, to learn about veterans' experiences and contributions.
- **Enhance social connection and participation** – foster inclusive activities and events that bring veterans, their families and communities together.

Key dates

Projects funded under this round of Community grants must be delivered and acquitted between **6 March 2026** and **30 November 2027**.

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 30 November 2027

Program funding

Funding up to \$75,000 (excluding GST) is available per project to support eligible organisations in delivering commemorative activities, events, and initiatives that educate and raise awareness about veterans' contributions.

Expenditure incurred before 6 March 2026 is ineligible for funding.

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

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.

The department will prioritise projects where the applicant makes a cash co-contribution of at least 10 per cent of the final project cost toward the project. Applicants must provide evidence satisfactory to the department of their ability to meet this financial commitment as part of their application.

Eligibility

Eligible organisations

Organisations eligible for funding:

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

In addition, to be eligible for funding applicants must:

- be an organisation incorporated 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 satisfactory to the department
- be based in Australia, provided the project is delivered 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: 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 below.

Ineligible organisations

Organisations ineligible for funding:

- individuals
- organisations operating on a 'for profit' basis
- organisations that receive revenue from electronic gaming
- 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
- organisations that have failed to comply with the terms and conditions of previously awarded grants from any Queensland Government grant program
- political parties.

Auspice arrangements

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

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:

Commemorative activities

- Hosting public ceremonies or events on significant dates to mark major anniversaries or milestones of commemoration.
- Community-led events that honour or commemorate the service and sacrifice of Queensland veterans, particularly events of local or regional significance.
- Exhibitions or community art projects highlighting veterans' contributions.

Education and awareness

- School or community education programs that raise awareness about the service and sacrifice of Queensland veterans.
- Digital education projects, e.g., websites, virtual tours, or e-learning modules about veterans' contributions.
- Oral history projects or digital storytelling initiatives, such as the creation of podcasts or short films.

Community engagement and wellbeing

- Workshops or seminars about veterans' wellbeing and inclusion.
- Development of printed booklets of local history of veterans' contributions.
- Community events, such as youth engagement activities that focus on veterans' history and values, promoting recognition and strengthening social connections.

Applicant 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 or deliver the events or activities where relevant.

Ineligible projects

Examples of ineligible projects are those that:

- do not provide direct benefit to the veteran community or do not directly educate members of or groups in the broader community about the service and sacrifice of Queensland veterans
- are not undertaken in Queensland
- result in a profit
- a personal memoir
- veterans' reunions and conferences
- are exclusively for research and will not be made available to the public in some form
- are sporting events
- 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 expenditure items that have been funded by other external funding sources, or items that have been ordered or purchased before **6 March 2026**.

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.

Eligible items

Examples of commemorative events and activities eligible items include:

- public awareness or cultural activities with a commemorative focus
- entertainment for a commemorative event or activity, e.g. band or bugler
- wreaths — maximum cost of \$250
- immersive and a commemorative experiences
- digital content development and execution of commemorative materials, e.g. documentary, podcast, website, where similar materials are not already available
- freight directly related to the event or activity
- marketing and advertising costs for commemorative events and activities, e.g. advertising, promotional collateral, marketing activities, public relations, graphic design, associated printing costs (external suppliers only with a valid ABN)

- production costs for commemorative projects, e.g. screen writers, cinematographers, editors, sound recordists and website creators with a valid ABN
- research with a commemorative focus, e.g. external researcher, writer or editor costs, purchase of photographs
- professionals engaged to deliver the project, e.g. historians or other external suppliers with a valid ABN
- venue and equipment hire (external suppliers with a valid ABN only) including rigging, generator hire, fencing, toilets, traffic management, marquees, chairs, table, staging, audio-visual equipment, waste management and wet weather contingency equipment
- any other costs deemed eligible by the department.

Ineligible items

Examples of ineligible items include:

- expenses incurred before **6 March 2026**
- accommodation and travel (including associated vehicle hire)
- auspice fees
- expenditure relating to the purchase or upgrade of assets for ongoing use by the applicant, e.g. audio-visual equipment, computers, televisions, printers, cameras, mobile phones
- catering and refreshments, including alcohol
- commercial projects or projects for profit
- contingency costs, e.g. money budgeted or set aside for costs not yet incurred
- local authority approval costs
- donations, sponsorships or grants to third parties, including donations honorariums, or one-off payments to volunteers
- entertainment not of a commemorative nature
- flags (these can be obtained free of charge through the Applicants state Member of Parliament)
- 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 by 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
- ongoing (recurrent) expenditure items
- private events for members or invitation only events
- project management fees
- projects commemorating individuals
- staff salaries and wages, remuneration of executive officers, overtime, meal allowances, honorariums, superannuation, fringe benefits tax, internal training, scholarships, or similar expenses

Applications

Applications must be submitted online through the SmartyGrants online portal accessible at <https://premiersqld.smartygrants.com.au/honouringourveteranscommunity2025> 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.

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://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.

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.

Step 2: Prepare supporting documents

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

- detailed budget and written quotes for project costs from appropriately qualified people. Please supply the preferred quote(s) only (not competitive quotes for the same service)
- letters of support from other organisations, agencies or partners involved in the project (on letterhead and signed)
- details of any consultation undertaken to support the application
- project plans including start and end dates, timelines for key milestones, responsibilities and implementation stages
- 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
Why is the project needed and how will it respond to needs of the veteran community or increase awareness of veterans in the wider community? 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%
What outcomes and benefits will be delivered for the veterans' community? 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%
How does the project meet program objectives? Evidence that the project responds to the Community grants objective to assist eligible organisations to deliver projects that commemorate their contributions, educate the public, and bring people together through meaningful participation.	25%
Who is involved and what support exists? 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.	10%
How will the project be delivered? 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%
Does the Applicant have the capability and capacity to deliver the project? The Applicant must demonstrate the capability and capacity to deliver the project.	5%

Assessment process

Eligible applications will be assessed by an independent assessment panel against the *Community 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.

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

Funding agreement

Successful applicants will be sent a legally binding Letter of Agreement. The Letter of Agreement is the legal and binding 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, and, 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 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 Community grants 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 ATO on 13 28 69 or via its website at 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 Federal 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

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 or telephone on (07) 3003 9656.

Terms and conditions

These guidelines are to be read together with the Terms and Conditions published on the [Queensland Veterans' Portal](#).

Honouring Our Veterans Grants Program - Community 2025 Guidelines

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Interpreter



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www.qld.gov.au/languages

Disclaimer

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Copies of this publication are available on our website at <http://www.qld.gov.au/honouringourveterans>.

