

# Community War Memorials Fund Application Form 2024/25 - Round 1

## Form Preview

### Community War Memorials Fund

\* indicates a required field

#### Instructions for Applicants

**The Community War Memorials Fund (CWMF) helps to conserve, repair and protect war memorials across NSW to support community commemoration, by funding projects that follow best practice conservation principles and processes. The program is proudly delivered by the [NSW Office for Veterans Affairs \(OVA\)](#).**

#### Before starting your application:

- Read the [CWMF 2024/25 Program Guidelines](#) ('Program Guidelines'), which contain important information about the CWMF, including the mandatory eligibility criteria.
- Visit the 'Support for applicants' section of the [OVA website](#) for helpful tips and guidance, including answers to Frequently Asked Questions about the CWMF and the application form.
- Obtain your mandatory supporting documents, optional supporting documents, and undertake your stakeholder consultation.
- Preview the full application form using the 'Preview' button in SmartyGrants, to familiarise yourself with the questions and the format. You may also find it useful to prepare your answers in a word processing program first, before completing this form in SmartyGrants.

#### Important:

- Incomplete applications and/or applications received after the closing date will not be considered.
- Applicants must notify the OVA if grant funding is secured from another source, in order to withdraw their application from consideration in this round.

**Contact:** You can write to OVA about the CWMF by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).

#### Application Number

This field is read only.

#### Program Details

##### Grant Program Name

This field is read only.

The program this submission is in.

#### Project categories

Applications to the CWMF must align with and be submitted under one of the below category descriptions:

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- Category A - Engaging heritage or other relevant specialists (such as engineers) to produce reports relating to the repair, protection and/or conservation of existing war memorials.
- Category B - Physical works relating to the repair, protection and/or conservation of existing war memorials.

Reminder: The CWMF supports projects for existing war memorials. Applications cannot be submitted for the construction of new war memorials.

### Heritage and conservation

The CWMF is a conservation-focused grant program. This means funds are awarded for applications that demonstrate work to war memorials will be carried out in accordance with best practice conservation principles and processes. Refer to the 'Heritage and conservation' section of the [Program Guidelines](#) for more information.

**Applicants are expected to obtain relevant heritage advice for their project before applying to the CWMF or to apply for funding to obtain heritage advice from a qualified specialist.**

- If you are preparing a Category B application and you do not have written or verbal heritage advice, please consider submitting a Category A application to request funding for heritage advice, as a first step.
- If your war memorial is located on council-owned or managed property, or is listed as a local heritage item, you must consult with council prior to applying to the CWMF. Your local council's heritage advisor may be able to provide heritage advice in these instances.

### Funding amounts

The CWMF is valued at \$250,000 annually. This amount is split evenly across two application rounds per financial year. The amount available in Round 1, 2024/2025 is \$125,000. Refer to the 'Funding amounts' section of the [Program Guidelines](#) for more information.

### Eligibility Confirmation

Refer to the [Program Guidelines](#) for the mandatory eligibility criteria, including who can apply to the CWMF and what you can apply for. Only eligible applications will progress in the assessment process.

**I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines \***

Yes

### Applicant Organisation Details

\* indicates a required field

**This section of the form asks for details about your organisation and key contact people. You may need to consult with other members of your organisation to answer these questions.**

**Application form help is available on the [OVA website](#).**

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### Organisation Details

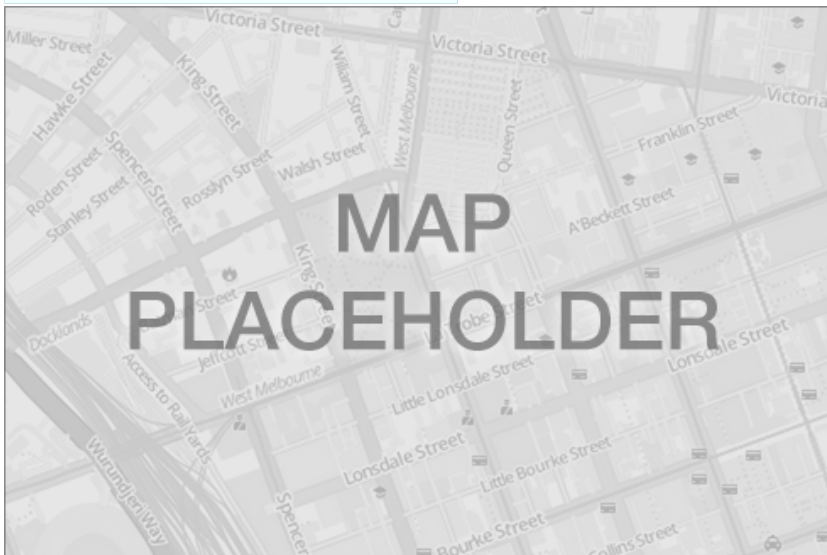
#### Organisation Name \*

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

#### Primary Address

Address



#### Postal Address

Address

#### Primary Phone Number \*

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

#### Other Phone Number

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

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### Email Address \*

Must be an email address.

### Website

Must be a URL.

## Organisation Type

### Which category below best describes your organisation? \*

If you select 'Other', please explain in the box provided. If you do not know what your organisation's type is, you should start by speaking with the person who handles your organisation's legal matters.

### Does the applicant organisation have an Australian Business Number (ABN)? \*

Yes  No

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Statement by a Supplier

If the applicant organisation does not have an ABN, you are required to upload a completed 'Statement by a Supplier' form to explain why you have not provided an ABN. A template is available from the [Australian Taxation Office website](#).

### Attach a Statement by a Supplier form \*

Attach a file:

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### Applicant Organisation Contact Person

Provide details for a contact person from the applicant organisation who we can contact for general or administrative questions about your application.

Note: If this person leaves the organisation before you have been notified about the outcome of your application, it is your responsibility to notify OVA.

#### Primary Contact \*

Title First Name Last Name

This is the person we will correspond with about this grant.

#### Primary Contact Position \*

e.g., Manager, Board Member or Fundraising Coordinator.

#### Primary Contact Phone Number \*

Must be an Australian phone number.

Country code not required, area code for landlines is required.

#### Primary Contact Alternative Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

#### Primary Contact Email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

### Applicant Authorised Signatory or their Delegate

Provide details for a person who is authorised to sign legal documents on behalf of the applicant organisation. This is the person who would sign the Grant Funding Agreement, if your application is successful.

Note: If this person leaves the organisation before you have been notified about the outcome of your application, it is your responsibility to notify OVA.

#### Title \*

Mr  Ms  Mx  Miss  Mrs  Dr  Cr  Other:

#### First name \*

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**Last name \***

**Position \***

**Are they an authorised signatory or a delegate? \***

- Authorised signatory  Delegate

### Financial Position

**Is your organisation financially solvent? \***

- Yes  No

### Alert - Financial solvency

You have indicated your organisation is not financially solvent. Being financially solvent is a mandatory eligibility criterion to apply to the CWMF. Please check your answer.

### Insurance

Refer to the 'Insurance' section of the [Program Guidelines](#).

**If your application is successful, your organisation will be required to take out appropriate insurance, as outlined in the Program Guidelines. Does the applicant organisation have or is the applicant organisation willing to obtain the required insurance? \***

- Yes  No

### Alert - Insurance

You have indicated your organisation does not have or would not be willing to take out the appropriate insurance. This a mandatory eligibility criterion to apply to the CWMF. Please check your answer.

### Landowner consent

Note: For the purposes of the CWMF, the owner of the war memorial is the entity who owns or manages the land on which the war memorial is located, or the building in which it is housed, referred to throughout as the 'landowner'. If you are not the landowner, you must have the consent of the landowner to apply to the CWMF.

**Is the applicant organisation the landowner for the memorial? \***

- Yes  No

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### Landowner - Details

Provide the landowner's details.

**Name \***

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Phone Number \***

Must be an Australian phone number.

Country code not required, area code for landlines is required.

**Email \***

Must be an email address.

**What is the applicant organisation's relationship with the landowner and the memorial? \***

Word count:

Must be no more than 100 words.

**Have you received the consent of the landowner to apply to the CWMF? \***

Yes       No

**Attach evidence of landowner consent or support (if available).**

Attach a file:

Explanation - Landowner consent not received

**Explain why you have not obtained the consent of the landowner to apply to the CWMF. \***

Word count:

Must be no more than 100 words.

### Key Project and War Memorial Details

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\* indicates a required field

**This section of the form asks for key information about your project and the related war memorial. You are required to answer all the questions in this section.**

**Application form help is available on the [OVA website](#).**

### CWMF Categories

**Reminder: Applications to the CWMF must align with and be submitted under one of the below category descriptions and your application must include the mandatory supporting documents for that category. Upload these at the 'Supporting Documents' section of the application form.**

**Which CWMF category are you applying for? \***

- Category A: Engaging heritage or other relevant specialists to produce reports relating to the repair, protection and/or conservation of existing war memorials
- Category B: Physical works relating to the repair, protection and/or conservation of existing war memorials

### Alert - Category B: Physical Works

You have selected that your project relates to Category B: Physical works relating to the repair, protection and/or conservation of existing war memorials.

You are required to complete all questions in the 'Physical works - Heritage advice' section of the application form.

Reminder: The CWMF supports projects for existing war memorials. Applications cannot be submitted for the construction of new war memorials.

### Project Information

**Title \***

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

**Brief description \***

Word count:



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Must be no more than 50 words.

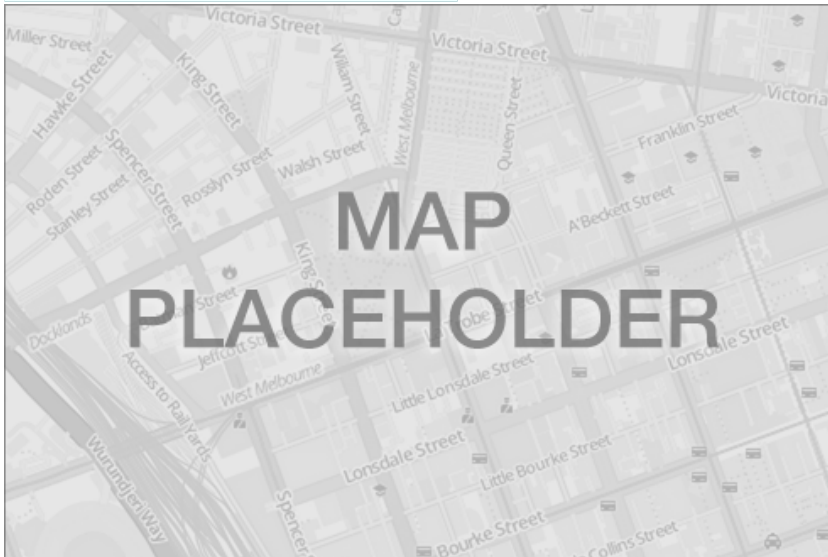
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

### Anticipated start date \*

### Anticipated end date \*

### Primary location of your initiative

Address

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

### Alert - Project Start Date

You have indicated the project is anticipated to start prior to 31 October 2024.

Reminder: Funds are not awarded retroactively. This means you should not plan to start the work you are requesting funding for until after you have been advised of the outcome of your application. If your project has ongoing stages, you should not commence the stage your grant application relates to until you have been advised of the outcome. The approximate date for the announcement of outcomes is 31 October 2024.

### Capacity to Deliver

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**Explain how the applicant organisation has the capacity to deliver this project, and administer the grant funding. \***

Word count:

Must be no more than 200 words.

For example, who will be overseeing the project, what project management strategies will they use, how will they monitor timelines or stay on budget.

## War Memorial Details

**Name of the war memorial \***

**When was the war memorial built or installed? \***

Note: The date may be listed on the NSW War Memorials Register.

**Which conflict/s does the war memorial commemorate? \***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Colonial period, 1788-1901              | <input type="checkbox"/> Occupation of Japan, 1946-51      | <input type="checkbox"/> Iraq: the First Gulf War, 1990-91  |
| <input type="checkbox"/> Sudan, March-June 1885                  | <input type="checkbox"/> Korean War, 1950-53               | <input type="checkbox"/> Afghanistan, 2001-present          |
| <input type="checkbox"/> South African War (Boer War), 1899-1902 | <input type="checkbox"/> Malayan Emergency, 1950-60        | <input type="checkbox"/> Iraq: the Second Gulf War, 2003-09 |
| <input type="checkbox"/> China (Boxer Rebellion), 1900-01        | <input type="checkbox"/> Indonesian Confrontation, 1963-66 | <input type="checkbox"/> All conflicts                      |
| <input type="checkbox"/> First World War, 1914-18                | <input type="checkbox"/> Vietnam War, 1962-75              | <input type="checkbox"/> Other: <input type="text"/>        |
| <input type="checkbox"/> Second World War, 1939-45               |  |   |

At least 1 choice must be selected.

If you select 'Other', explain in the box provided.

## Public Access to the Memorial

**Is the memorial located on public land? \***

- Yes  No

For example, in a public park.

## Non-Public Land

**Is the memorial easily accessible by the general public? \***

- Yes  No

For example, is it visible from the street, or is it in a building that has regular opening hours.

## Commemorative Services

**Are commemorative services held at the memorial? \***

- Yes  No

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### List of Commemorative Services

#### What types of commemorative ceremonies are held at the memorial? \*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Anzac Day, 25 April               | <input type="checkbox"/> Korean War Day, 27 July         | <input type="checkbox"/> War Widows Day, 19 October   |
| <input type="checkbox"/> Indigenous Veterans Ceremony, May | <input type="checkbox"/> VP Day, 15 August               | <input type="checkbox"/> Kokoda Day, 3 November       |
| <input type="checkbox"/> Boer War Day, 31 May              | <input type="checkbox"/> Vietnam Veterans Day, 18 August | <input type="checkbox"/> Remembrance Day, 11 November |
| <input type="checkbox"/> Battle of Fromelles, July         | <input type="checkbox"/> Battle for Australia, September | <input type="checkbox"/> Other: <input type="text"/>  |

Select all that apply. If you select 'Other', explain in the box provided.

### NSW War Memorials Register

Before applying to the CWMF, the memorial must be recorded on the [NSW War Memorials Register](#). If the memorial is not listed on the Register, or you are unsure if it is listed, contact OVA by email at [war.memorials@veterans.nsw.gov.au](mailto:war.memorials@veterans.nsw.gov.au)

#### Is the memorial listed on the NSW War Memorials Register? \*

- Yes                       No                       Submitted to the Register, awaiting response

### Link to the War Memorial on the NSW War Memorials Register

#### Insert the link to the memorial's page on the NSW War Memorials Register. \*

Must be a URL.

Copy and paste the URL for the memorial's page on the Register into this field.

### Alert - Not on the NSW War Memorials Register

You have indicated the memorial is not listed on the NSW War Memorials Register, please contact OVA by email at [war.memorials@veterans.nsw.gov.au](mailto:war.memorials@veterans.nsw.gov.au)

### Meeting the Funding Program Objective

The objective of the CWMF is to help **conserve, repair and protect** war memorials across NSW to support community commemoration.

#### How does your project meet the above objective of the CWMF and the principles and processes of best practice conservation, as outlined in the Burra Charter and the Caring for Our War Memorials guide? \*

Word count:

Must be no more than 200 words.

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Caring for Our War Memorials guide <https://www.veterans.nsw.gov.au/assets/Uploads/Caring-for-war-memorials.pdf> and the Burra Charter <http://australia.icomos.org/publications/burra-charter-practice-notes/>

### Condition of the War Memorial

**Provide a concise description of the current condition of the memorial, including specific information relevant to your project. \***

Word count:

Must be no more than 200 words.

Explain what the main concerns are that your project proposes to address.

### Heritage and Conservation

\* indicates a required field

**This section of the form relates to the heritage and conservation aspects of your project and the related war memorial. For more information about these requirements, see the 'Heritage and conservation' section of the [Program Guidelines](#) and the 'Support for applicants' section of the [OVA website](#). You are required to answer all the questions in this section.**

**Application form help is available on the [OVA website](#).**

**Is the war memorial listed as a heritage item in Schedule 5 of your local council's Local Environmental Plan (LEP)? \***

Yes  No

LEPs guide planning decisions for local government areas. Schedule 5 of your local council's LEP contains a list of heritage items. If you are unsure whether the memorial is listed as a heritage item on an LEP, contact your local council or OVA.

**Is the war memorial listed on the NSW State Heritage Register (SHR)? \***

Yes  No

The State Heritage Register is managed by Heritage NSW and lists items of state heritage significance. You can search for the memorial on the SHR via the Heritage NSW website at <https://www.environment.nsw.gov.au/topics/heritage/search-heritage-databases/state-heritage-inventory>. If you are unsure how to search for your memorial, contact OVA. Please note, this question is not about the NSW War Memorials Register.

**Have you checked if any approvals are required for the proposed works from your local council or the NSW Heritage Council? \***

Yes  No

Reminder: You cannot apply for funding to pay for approvals.

**Have you read the NSW Government's Caring for Our War Memorials guide? \***

Yes  No

The Caring for Our War Memorials guide is available on the OVA website at: <http://www.veterans.nsw.gov.au/assets/Uploads/Caring-for-war-memorials.pdf>

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### Local Heritage

Heritage items listed on Schedule 5 of your local council's LEP have an identifying listing number.

**What is the listing number of the memorial on the LEP? \***

For example, the listing number of the Hyde Park Anzac Memorial on the City of Sydney LEP is I1654. If you are unsure how to find the listing number of your memorial, contact your local council or OVA.

### State Heritage

Items on the SHR each have an identifying listing number.

**What is the listing number of the memorial on the SHR? \***

For example, the listing number of the Hyde Park Anzac Memorial on the State Heritage Register is 01822. If you are unsure how to find the listing number of your memorial, contact OVA. Please note, this question is not about the NSW War Memorials Register.

### Physical Works - Heritage Advice: Overview

**All applicants who are submitting Category B applications to the CWMF are expected to obtain heritage specialist advice before applying. Your application will be strengthened by providing written advice.**

**Which type of heritage specialist advice have you obtained for the project? \***

- Written - attached to this application
- Verbal - heritage advisor details provided in this application
- Nil - no heritage advice obtained

### Heritage Advice - Details

Provide details of the individual who provided you with verbal heritage advice for your project.

**Title \***

- Mr       Ms       Miss       Mrs       Dr       Cr       Other:

**First name \***

**Last name \***

**Position \***

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### Organisation \*

### Phone Number \*

Must be an Australian phone number.

Country code not required, area code for landlines is required.

### Email \*

Must be an email address.

### Summary of verbal advice \*

Word count:

Must be no more than 200 words.

Outline the verbal advice you received about your project and/or the war memorial.

## Alert: Category B Application - No Heritage Advice

You have indicated you have not obtained either written or verbal heritage advice for your project.

Reminder: Applicants are expected to obtain relevant heritage advice for their project before applying to the CWMF or to apply for funding to obtain heritage advice from a qualified specialist. If you are preparing a Category B application and you do not have written or verbal heritage advice, please consider submitting a Category A application to request funding for heritage advice, as a first step.

### Please explain why you have not obtained heritage advice for your project. \*

Word count:

Must be no more than 100 words.

**The State War Memorials Committee may determine your project would benefit from a heritage or condition report. If so, would your organisation be willing to accept a grant to fund a report? \***

Yes

No

## Stakeholder Consultation

\* indicates a required field

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**This section of the form asks about the consultation you have undertaken with the war memorial's stakeholders. You are required to answer all the questions in this section.**

**Application form help is available on the [OVA website](#).**

OVA strongly recommends you consult with the memorial's key stakeholders before planning any work to the memorial, or before applying to the CWMF. These may include the local council, local RSL sub-Branches or other veterans' groups in your area.

### Local Council

Your local council is your first source of information on heritage in your local area. You should approach council's heritage advisor in the first instance. If your council does not have a heritage advisor, ask to speak to someone who can discuss the war memorial.

**Have you consulted with local council? \***

Yes

No

Not applicable - the applicant is local council

Explanation - Local council consultation not undertaken

**Please explain why you have not consulted with local council \***

Word count:

Must be no more than 100 words.

Details of the person at local council consulted, or their external heritage advisor

**Title \***

Mr

Ms

Mx

Miss

Mrs

Dr

Cr

Other:

**First name \***

**Last name \***

**Position \***

**Organisation**

Include if the person does not work with Council.

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### Phone Number \*

Must be an Australian phone number.

The direct phone number of Council's heritage advisor is preferable. Country code not required, area code for landlines is required.

### Email \*

Must be an email address.

The direct email address for Council's heritage advisor is preferable.

## Returned and Services League of Australia NSW (RSL NSW)

You should approach the closest RSL sub-Branch to the memorial about your project, to ensure the veterans community is consulted. You can find a list of sub-Branches here:

<https://www.rslnsw.org.au/get-involved/find-a-sub-branch/>.

### Have you consulted with RSL NSW? \*

Yes

No

Not applicable - the applicant is an RSL sub-Branch

## Explanation - RSL consultation not undertaken

### Please explain why you have not consulted with RSL NSW \*

Word count:

Must be no more than 100 words.

## Details of the person at the RSL NSW sub-Branch consulted

### Name of the sub-Branch \*

### Title \*

Mr

Ms

Mx

Miss

Mrs

Dr

Cr

Other:

### First name \*

### Last name \*

### Position \*



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### Phone Number \*

Must be an Australian phone number.

The direct phone number of your RSL contact is preferable. Country code not required, area code for landlines is required.

### Email \*

Must be an email address.

The direct email address of your RSL contact is preferable.

## Other Stakeholders

### Have you consulted with any additional stakeholder/s who are not listed above? \*

Yes

No

## Other Stakeholders - Summary

### Summarise your consultation with other stakeholders not listed above \*

Word count:

Must be no more than 200 words.

For example, who did you consult, what was the nature of the consultation and what was the outcome of the consultation.

## Project Funding

\* indicates a required field

**This section of the form asks about the financial elements of your project. You are required to answer all the questions in this section.**

**Application form help is available on the [OVA website](#).**

## Project Cost

### Total Project Cost? \*

Must be a dollar amount.

Must be equal to or more than the 'Total Amount Requested'.

## Amount Requested from the CWMF

**Applications can request a maximum of \$10,000 (excl. GST), except in the following situations:**

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- Applications for work to improve the accessibility of war memorials, such as access ramps, can request a maximum of \$2,000 (excl. GST).
- Applications for necessary work to conserve significant trophy guns can request a maximum of \$10,000 (excl. GST). Subsequent grants will only be considered in extraordinary circumstances.
- Where a strong case can be made for funds up to \$15,000 (excl. GST) that can be determined by the State War Memorials Committee (see below).

### Total Amount Requested

\*

\$

What is the total financial support you are requesting under this grant?

### Alert - Amount Requested Exceeds Limits

You have indicated you are requesting a grant that exceeds the limits of the CWMF. Please revise the amount you are requesting in line with the limits set out above.

**The State War Memorials Committee may consider special requests for funding of up to \$15,000 for extraordinary circumstances. Would you like to make a special request for increased funding? \***

Yes

No

Extraordinary circumstances may include the necessity for urgent works to protect original fabric, or to rectify immediate safety concerns.

### Extraordinary Grant Requested - Special Request

**Outline in detail the extraordinary circumstances to support your special request for increased funding. \***

Word count:

Must be no more than 200 words.

Extraordinary circumstances may include the necessity for urgent works to protect original fabric, or to rectify immediate safety concerns.

### List of quoted expenses

Summarise the quotes obtained for the project you are seeking to fund with this CWMF grant. List one quote in each row in the below table. Reminder: You are required to attach these quotes at the 'Mandatory Supporting Documents' section of this form.

**You can add more rows by clicking the 'Add More' button. Before you save, make sure you delete any unused rows by using the 'Minus' (-) button at the end of the row.**

For help calculating GST, visit the [Australian Government's GST Calculator website](#).

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Note: You may see an error message in the 'Quote amount (inc. GST)' column that reads 'This response is not a valid dollar amount'. You can ignore this, and the error message should resolve the next time you save the form.

Quote description	Quote type	Quote amount (ex. GST)	GST component	Quote amount (inc. GST)	Notes
		\$	\$	\$	
What is the nature of the expense? E.g. Regilding; Repairs to stonework.	Select 'Project and Production'.	Do not add commas to amounts. Must be a dollar amount.	Do not add commas to amounts. Must be a dollar amount.	This number/amount is calculated.	Additional detail to explain this expense.

### Other sources of funding

It may be helpful if you can secure other sources of funding to contribute towards the costs of your project. These are often referred to as co-contributions. The State War Memorials Committee may consider your application favourably if you have secured other funding, as this demonstrates your project has strong support.

**Do you have other sources of funding (co-contributions) to contribute towards the costs of your project? \***

Yes  No

### List of other sources of funding

List all the other sources of funding you have already confirmed, or are seeking for your project. This includes other grants you have applied for, or will be applying for (excluding the CWMF), donations and in-kind support.

Other source of funding	Type of other funding source	Amount	Pending or Confirmed
The name of the other source of funding	Select from the list	Do not add commas to amounts. Must be a dollar amount.	Indicate whether this funding source is pending or confirmed
		\$	
		\$	
		\$	

### Total amount of other funding

\$

This number/amount is calculated.

### Partial Funding

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CWMF grant rounds are generally oversubscribed and not all applications are successful. Even if your application is successful, you may not be awarded the entire amount you requested.

**The State War Memorials Committee may recommend to award your project partial funding. If so, would your organisation be willing to accept partial funding? \***

- Yes  No

Note: Partial funding is not a set amount. The amount would be determined by the State War Memorials Committee on a case-by-case basis.

**Generally speaking, would your project be able to proceed with partial funding from the CWMF? \***

- Yes - as described in this application  
 Yes - the priority works described in this application  
 Unsure  
 No

## Previously Awarded Community War Memorials Fund Grants

\* indicates a required field

**This section of the form asks about previous CWMF grants your organisation may have received.**

**Application form help is available on the [OVA website](#).**

**Has your organisation previously received a CWMF grant from the NSW Office for Veterans Affairs? This includes all CWMF grants, not just for the same war memorial. \***

- Yes  No

This question refers to CWMF grants from the NSW Office for Veterans Affairs and not the Australian Government Department of Veterans' Affairs (for example, Saluting Their Service).

## Details of Previously Awarded CWMF Grants

**What are the names of the war memorials for which your organisation received a CWMF grant? \***

If your organisation has received multiple CWMF grants, list each project separately. Do not provide information about 'Saluting Their Service' grants, as these are provided by the Australian Government Department of Veterans' Affairs and are not CWMF grants.

**What is the total amount of funding your organisation has previously received from the CWMF? \***

\$

Must be a dollar amount.

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**Has your organisation acquitted the CWMF grant/s it has previously been awarded? \***

Yes

No

### Alert: Unacquitted CWMF Grants

Important: Acquitting CWMF grants is a formal condition of funding. If you have an unacquitted CWMF grant that is overdue for acquittal, you may not be eligible for further funding. This includes all CWMF grants for your organisation, not just for the same war memorial.

If you have an unacquitted overdue CWMF grant, contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).

**Is your unacquitted CWMF grant overdue for acquittal? \***

Yes

No

Refer to your Acquittal Form in SmartyGrants for your acquittal due date.

## Missing and/or Additional Information

**This section of the form allows you to explain any information that is missing from your application or to provide additional information that is relevant to your project. This section is optional.**

**Application form help is available on the [OVA website](#).**

### Missing information

All applications to the CWMF received via SmartyGrants by the closing date of each round will first be reviewed by OVA staff for completeness and for compliance with the mandatory eligibility criteria outlined in the [Program Guidelines](#). Only eligible applications will progress in the assessment process.

If your application is incomplete, or if the required documents are missing without explanation, your application may be withdrawn from consideration during the eligibility check and you will be notified accordingly.

**Explain any documents and/or information that are missing from your application**

Word count:

Must be no more than 200 words.

### Additional information

**Provide a concise description of any additional, relevant information that is otherwise not included in your application**

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For example, relevant historical or planning information.

### **Attach additional supporting document/s**

Attach a file:

Please name the files to clearly identify their contents. For example, 'History of the memorial written by Council, 2024'.

## Supporting Documents

\* indicates a required field

**This section of the form is for you to upload your supporting documents. Refer to the 'Key information and supporting documents' section of the [Program Guidelines](#) for more information.**

**Application form help is available on the [OVA website](#).**

### Mandatory Supporting Documents - Quotes

#### **Required for both Category A and B applications.**

You are required to attach formal quotes from all consultants/contractors for all elements of the proposed work. The CWMF does not accept ambit claims. Applications received without quotes will be deemed ineligible.

#### **Attach quote/s for the proposed works \***

Attach a file:

A minimum of 1 file must be attached.

Rename the files to explain who the quote is from and what it is for.

### Mandatory Supporting Documents - Photos

#### **Required for both Category A and B applications.**

You are required to attach a minimum of three different photos.

#### **Attach photo/s of the whole memorial \***

Attach a file:

A minimum of 1 file must be attached.

Rename the files to explain what the photo is of and the date it was taken. For example, 'Photo of the Anzac Memorial, 15 January 2024'.

#### **Attach photo/s of the memorial in its context/surrounding \***

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Attach a file:

A minimum of 1 file must be attached.

Rename the files to explain what the photo is of and the date it was taken. For example, 'Photo of the Anzac Memorial and surrounding park, 15 January 2024'.

### **Attach photo/s showing the current condition of the memorial and the areas where the proposed works are needed \***

Attach a file:

A minimum of 1 file must be attached.

Rename the files to explain what the photo is of and the date it was taken. For example, 'Photo of the Anzac Memorial, crack in north steps, 15 January 2024'.

## Optional Supporting Documents

Your application will be strengthened by providing the following optional documents:

- Evidence of the skills, experience, and qualifications of your selected consultants/contractors (Categories A and B)
- Written heritage or condition advice you have obtained about the war memorial (Category B only). If you do not have written advice, you are required to include the contact details of the consultant who provided you with verbal advice in the 'Heritage and Conservation' section of this application form.

### **Attach information about the relevant skills, experience and qualifications of your selected consultants/contractors**

Attach a file:

For example, this could be a letter or email from your consultant/contractor including a written description and photographs. We ask for this so the State War Memorials Committee can see that your consultant or contractor has proven and documented experience working on similar projects.

### **Attach written heritage or condition advice, if available**

Attach a file:

Rename the files to explain what the document is, who wrote it and when it was written. For example, 'Condition Assessment by Jane Smith, February 2023.'

## Declarations and Authorisation

\* indicates a required field

### Disclaimer

The Applicant acknowledges and agrees that:

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- submission of this application does not guarantee funding will be granted for any project, and the OVA expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the OVA does not accept any liability for such costs, whether or not this application is ultimately successful or unsuccessful;
- it has read the [Program Guidelines](#) and is fully informed of the relevant program requirements;
- successful applicants may only be awarded partial funding in cases considered appropriate by the assessing committee; and
- the OVA can withdraw funding in certain circumstances and delivery dates can be changed.

## Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the name of the organisation (Applicant), project title, project description, location, anticipated time for completion and amount awarded;
- information from this application may be provided to Members of NSW Parliament, the relevant Minister's office and the media unit of the relevant NSW Government Department for activities associated with media promotion of your grant;
- the OVA will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the OVA may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

## Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the OVA is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the OVA in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://dcj.nsw.gov.au/statements/privacy.html>);
- the information it provides to OVA in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the OVA



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and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

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Should you need to change or access your personal details, contact OVA at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).

## Declaration

The Applicant declares that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc), as relevant.

By submitting this application form I hereby declare that:

- I am authorised to submit this application on behalf of the Applicant;
- This application is being submitted with the permission and knowledge of all relevant stakeholders including landowners;
- I have read and understood each of the statements provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge and I agree to contact the OVA immediately if any information provided in this application changes or is incorrect;
- I understand that any false declaration may render this application ineligible/invalid;
- I understand that the OVA may ask for further information to assess or progress this application;
- I understand that if the Applicant is approved for this grant, they will be required to accept the terms and conditions of the grant as outlined in the letter of approval; and
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including assessors, and other advisors) as part of the assessment of this application.

## Authorisation

**I agree \***

Yes

**Name of authorised person \***

Title      First Name      Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.

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We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

### How did you hear about the Community War Memorials Fund?

If you select 'Other', explain in the box provided.

### How did you find the online application process?

Very easy     Easy     Neutral     Difficult     Very difficult

### How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour 60

### Outline suggestions about any improvements and/or additions to the application process/form that you think we should consider

Word count:

Must be no more than 200 words.