



VETERANS' *Health Week*

Funding Registration & Application Guidelines - 2024



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Introduction

These guidelines contain information for the Veterans' Health Week (VHW) Program. ***Please ensure you read these guidelines carefully before filling out an application form.***

This document sets out:

- the purpose of the VHW Program
- the eligibility and assessment criteria
- how applications are considered and selected
- how the applicants are notified and receive the funding payment
- responsibilities and expectations in relation to the VHW Program.

This funding opportunity and process will be administered by the Department of Veterans' Affairs (DVA).

What is Veterans' Health Week?

VHW is a DVA program that aims to generate interest in, and raise awareness around, improving health and wellbeing for former and current serving Australian Defence Force personnel, their families and carers. Four priority health and wellbeing themes for VHW rotate on an annual basis—they are, Get Moving (physical activity), Eat Well (nutrition), Mental Wellness Matters (Mental Wellness) and Keep Connected (social connectedness). The VHW 2024 theme is **Keep Connected**.

In 2024, VHW will be held from **Sunday 13 October to Sunday 20 October 2024** but events can also be held from 1 October to 31 of October 2024. Events can be either DVA funded or registered (where DVA funding is not sought). Both registered and DVA funded events will be included in the VHW National Events Calendar, which is published on the DVA website www.dva.gov.au/vhw. **A VHW event is free for anyone to attend!**

Please note: VHW events are to be held from 1 October to 31 of October 2024. Events held outside of these dates are ineligible for funding.

Educate our Community

Applicants are required to include an education component as part of their event(s), as the aim is to deliver health promotion events during VHW for the benefit of the veteran, their family and their community. An example of a VHW event could be a healthy morning tea with a guest speaker/instructor educating attendees on mindfulness and relaxation in social settings. This could also include providing informative pamphlets or flyers on social connection to the attendees at your VHW event(s). To access DVA's VHW resources, please visit www.dva.gov.au/vhw.



Funding Provisions

DVA provides a maximum funding of \$1,000 AUD (GST-inclusive) to ESOs and community organisations to deliver an event that supports the theme and encourages an education component, to be held during VHW.

Please note:

- If you are successful, you are responsible for any expenditure incurred until successful notification is received.
- If you are unsuccessful, the department is not responsible for any expenditure incurred.

Optional: Funding request less than \$1,000.00

If the proposed VHW event is less than the total VHW provisional amount, it may be considered. Applicants that wish to be considered for less than the total provisional funding amount, should indicate the total funding required on the application form to proceed with the VHW event. The evidence and detail required for expenses in the application must be in proportion with the amount requested.

Eligibility Criteria

Who is eligible to apply for VHW funding/register a VHW event?

To be eligible to apply you must be either:

- an Ex-Service Organisation (ESO)
- a non-ESO (an organisation external to the ESO community) operating as a Trustee on behalf of a Trust that includes an ESO
- a non-ESO in a partnership with at least one ESO
- a community organisation (incorporated association) with established links to the veteran community

For definitions, please visit the Frequently Asked Questions and Glossary 2024.

Who is not eligible to apply?

You are not eligible to apply if you are a/an:



- DVA contracted provider and/or health care professional
- Overseas organisation or International Entity
- Corporate Commonwealth Entity or a State or Territory Entity
- Non-corporate Commonwealth Entity, Commonwealth Statutory Authority, State or Territory Entity, and State or Territory Statutory Authority
- Local State or Territory Government organisation
- Person or Sole Trader.

For definitions, please visit the Frequently Asked Questions and Glossary 2024.

Partnerships

Where the initial interested party is not eligible for funding, they may approach a local (eligible) ex-service organisation or community organisation with established links to the veteran community to work in partnership. The eligible party becomes the Applicant and is responsible for receiving the funds and managing the procurement, including keeping their receipts for five years for auditing purposes. The eligible partner will not receive the funds as they are not the applicant.

This application will constitute the funding available to that Applicant for the defined period.

Please consult with your local DVA **Community Support Advisers** in your State or Territory if you require assistance with finding a partner. For more information on the Community Support Advisers, visit [The Community Support Team](#).

What can the VHW funds be used for?

Funds must be used to pay for expenses for event(s) listed in your VHW application form. For example:

- Guest Speaker e.g. psychologist to deliver a talk on building social connections
- Exercise class e.g. instructor to deliver yoga class and discuss the benefits of yoga for managing stress
- Training or workshop on improving wellness
- A self-care, relaxation or stress management activity in a social setting
- Peer support or mentoring event



- Art or creative activity to promote social connectedness
- An event to share and celebrate social connectedness stories and/or overcoming adversity
- An animal therapy event to promote social connectedness
- Game Nights
- Nutritious catering e.g. healthy lunch options including sandwiches/wraps and fruit.

Where catering/meals are involved in a VHW event, DVA prefers you provide healthier options to support the overall positive health messages of the VHW program.

Not all of the proposed expenditure on your event application(s) may be eligible for the funding (see below for what funding cannot be used for). The final approval for applications and the amount of funding to be awarded, is at the discretion of the DVA **VHW National Coordinator** and the VHW team.

The evidence and detail required for expenses in your application must be in proportion with the amount requested.

Funding Exclusions

Organisations **may not** use VHW funding for the following purposes:

- Business as usual activities*
- Promotion – this excludes using event posters. Visit our website www.dva.gov.au/vhw to access the 2024 VHW event poster
- Fundraising and paid events**
- To purchase alcohol or to provide alcohol
- Prizes
- Travel costs including public transport, vehicle costs, tolls, car hire, parking, flights and other associated costs
- Accommodation
- Provision of welfare/advocacy services to organisation members.

*Business as usual activities are activities already provided by your organisation which may include: general meetings, sport and recreational activities, advocacy and wellbeing support.



**The purpose of VHW funding is to promote well-being to the Veteran community and must be free for participants to attend. Fundraising events are not supported as VHW events are not for the purpose of financial gain to your organisation.

You are unable to obtain VHW funding if your proposed event is entirely or partially funded from another government source.

The Application Form

Prior to completing your online VHW Funding and Registration application form, you are encouraged to read these guidelines.

Applications must address the following:

- the theme - **Keep Connected**
- be within the VHW dates – **1 October to 31 of October 2024** with the main VHW being **13 to 20 October 2024**
- an educational component
- the funded total amount or less.

Please note: Applications close on **30 August 2024**. Late applications will be assessed on a case by case basis and may not be publicised on the VHW 2024 National Events Calendar.

Approved Funded Events

Once DVA has assessed your application for funding, DVA will advise your organisation (by email) if the application was successful, provide an application reference number, and a Bank Account Details form for you to complete. Please submit the Bank Account Details form to vhw@dva.gov.au as soon as possible.

DVA will transfer these funds directly into the organisation's nominated bank account as listed on the form. Please be aware that it could take up to three weeks for the funding to appear in your nominated bank account from the date the bank details form is received.

Registering Your Event (for both funded and registered/unfunded events)

Please indicate in your application if you would like your VHW event(s) to be registered for inclusion on the VHW events calendar. Once DVA has received and assessed your application(s), we will confirm your registered event by email. This email will also include advice that your event



will be placed on the DVA VHW events calendar on the VHW DVA webpage:
www.dva.gov.au/vhw.

Multiple Events

Eligible applicants are able to apply for **up to seven (7) unique** events hosted between 1 October and 31 of October 2024.

Organisations seeking to apply for multiple events are able to do so provided they can demonstrate how each event uniquely targets different cohorts and interests within the veteran community. For example, an organisation may choose to host the same type of event but over different days and times (i.e. days, evenings, weekend), in order to include veterans that work or have families. Similarly, organisations may choose to apply for multiple unique events in order to meet a variety of interests and abilities within their community (e.g. yoga classes, walking groups, psycho-educational workshops).

APPLICANTS ARE REQUIRED TO COMPLETE AN ONLINE APPLICATION FOR EACH SEPARATE EVENT THEY WISH TO HOLD.

For further information, please contact the **VHW National Coordinator** vhw@dva.gov.au or the Community Support Advisers CommunitySupport@dva.gov.au.

Open to All

The Department strongly encourages VHW events to be open to all. This means the VHW event is open to the community including to a variety of different cohorts and held at an open venue.

Limited Numbers

Due to venues having limited capacity and activities having health and safety requirements, the Department understands that VHW events can have limited attendance.

Working out your budget

Realistic planning and promotion are essential to support the successful delivery of your event. Please avoid the need for cancellations, refunds or return of unspent funds to DVA. DVA recommends that you prepare a budget and obtain some quotes so you have a realistic idea of the total cost to deliver your event. As the cost for certain items could increase when it comes time to purchase, consider adding a percentage to the quote to cover the potential increased cost. The



budget should support delivery of your event to a level that will allow you to meet your identified outcomes and the needs and requirements of your participants.

How to Apply

Before applying, you must read and understand these guidelines.

The VHW Funding and Registration application form is available on www.dva.gov.au/vhw website. Any changes to the VHW Funding and Registration application form will be published on www.dva.gov.au/vhw.

To apply you must:

- complete the online application form on www.dva.gov.au/vhw
- provide all the information requested
- address all the questions
- include all relevant attachments

Only submitted online applications will be accepted. Posted and/or faxed applications will not be accepted. Applications must be submitted by **30th August 2024** in order to appear on the VHW2024 National Events Calendar.

The applicant is responsible for making sure the application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and any false or misleading information will be investigated and may exclude your application from further consideration. If we find an error or something missing, we may ask for clarification or additional information from you that will not change the nature of your application.

You will receive an automated notification acknowledging the receipt of your application.

PLEASE ENSURE YOU HAVE READ AND CHECKED YOUR FORM PRIOR TO SUBMITTING IT ONLINE AS YOU WILL NOT BE ABLE TO OBTAIN A COPY.

If you require help with the application process or submitting an application online, have any technical difficulties or find an error in your application after submission, you should contact the **VHW National Coordinator** and the VHW team at vhw@dva.gov.au or the **Community Support Advisers** in your State or Territory. For more information on the Community Support Advisers, visit [The Community Support Team](#).



Australian Business Number (ABN)

Applicants for VHW should have an ABN, otherwise a Statement by a Supplier is required. More information can be found on the Australian Taxation Office website: [Statement by a supplier not quoting an ABN](#).

Promotion and Media Guide

Before promoting your event it is important to consider the following:

- Who do you want to attend your event?
- What are the best ways to reach these participants (especially the hard-to-get ones)?
- How do you want to let people know about your event? (e.g. Newspaper, newsletter, social media)
- What information is important and what can you leave out of your application?
- How can people access further information? (e.g. contact details, your website)
- Have you considered inviting VIPs? (e.g. Your local MP)

Use of the VHW Logo

Any group or organisation advertising their event for Veterans' Health Week is **encouraged to use the VHW logo**. This is available on the DVA webpage: www.dva.gov.au/vhw, which includes instructions and examples of how it should be used.

Organisations must promote the event as a Veterans' Health Week event, use the VHW logo and acknowledge DVA's support where other sponsors are acknowledged.

Social media platforms such as Twitter, Facebook and Instagram can be excellent ways to promote your VHW event for free. The key is to plan ahead and consider how you're going to effectively use your social media presence.



Timing of VHW Application Process

Table 1: Expected timing for VHW application process (subject to change)

Program	Timeframe
Application period	1 st of July to 30 th of August 2024
Assessment of applications	Within <u>two weeks</u> from received date
Notification of outcomes to applicants	Within <u>four weeks</u> from received date
Notification of payment	Payment to applicant made within <u>three weeks</u> of receipt of bank details

The Assessment Process

VHW National Coordinator and the VHW team will assess all eligible applications against the criteria. We will consider your application on its merits, based on:

- how well it meets the criteria
- the geographic distribution of funds when awarding funding, to take into account the distribution of veterans across Australia and those communities most in need
- the quality of the event
- whether it provides value with relevant money.

The **VHW National Coordinator** and the VHW team may seek additional information about you or your application and this may delay completion of the application process. We may also consider information about you or your application that is available through the normal course of business.

The **VHW National Coordinator** and the VHW team's decision is final in all matters, including the:

- approval of the VHW application
- the funding amount to be awarded.

Please note: There is no appeal mechanism for decisions to approve or not approve a VHW application.



Notification of application outcomes

Applicants will be notified by email of the outcome of their application.

Questions during the application process

If you have any questions during the application period, contact the **VHW National Coordinator** and the VHW team at vhw@dva.gov.au or the **Community Support Advisers** in your State or Territory. For more information on the Community Support Advisers, visit [The Community Support Team](#).

DVA will respond to emailed questions within five (5) business days.

Successful VHW Applications

Successful applications

All applications will be allocated with a reference number. This reference number will refer to the current year, be specific to each state or territory and will appear on any correspondence from DVA regarding your VHW event. Please quote your reference number/s when contacting DVA about your event.



Rescheduled/Cancelled events

If your event is required to be rescheduled or cancelled due to circumstances beyond your control, you should let us know as soon as possible. Where this is not possible, you may return the funding to DVA:

Bank details:

Bank: Reserve Bank of Australia

Account name: DVA Official Administered Head Account

BSB: 092-009

Account number: 112076

Amount: \$

Reference: Number (VHW2024 reference number) and organisation name.

The Department encourages your rescheduled event to be held throughout October 2024. Rescheduled events are assessed by the **VHW National Coordinator** and the VHW team.

Please note: if your VHW event is unable to be rescheduled during October 2024, please provide a reasonable justification to vhw@dva.gov.au.

Record Keeping

You are required to retain receipts from your VHW event for five years. DVA may request your receipts from your VHW event at any time for auditing purposes and to ensure compliance.

Evaluation/Photos

DVA encourages organisers to provide a brief summary (two – three paragraphs) of their event, including photo/s of the event for publication on one of DVA's online platforms. Any photos must be accompanied by the attached Photo Consent Form with written permission from each person in the picture. Please do not provide any photos with alcohol in them. Alcohol use does not support the intent of this program.



Please only provide quality high-resolution photos. You can find the photo consent form under the photo consent tab on the DVA website: www.dva.gov.au/vhw .

Enquiries and Feedback

Complaints about the VHW Process

The [Department of Veterans' Affairs Feedback Management Policy](#) applies to complaints about this VHW process. All complaints about the VHW process, including VHW decisions, must be provided in writing.

Any questions you have about the VHW decisions, processes, applications, and general enquires should be sent to vhw@dva.gov.au.

Feedback

You may provide feedback anonymously however please be advised if you do, we will not be able to respond to you personally. The [Department of Veterans' Affairs Feedback Management Policy](#) underpins our commitment to acknowledge, investigate and respond to feedback, and be open to opportunities to improve our systems and service of the Veterans' Health Week Program.

The Policy provides context for staff and transparency for individuals about how the Department will respond to feedback in line with the Commonwealth Ombudsman guidelines in the most efficient and appropriate way. Please send your written feedback to vhw@dva.gov.au.

Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.



We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and impose the same privacy obligations on officers and employees you engage to assist with, in respect of personal information you collect, use, store, or disclose in connection with the project, program, ongoing event and or activity. Accordingly, you must not do anything, which if done by DVA would breach an Australian Privacy Principle as defined in the Act.

THANK YOU