



Government of **Western Australia**  
Department of **the Premier and Cabinet**



# **VETERANS FACILITIES FUND 2025/26**

**GRANTS UP TO \$200 000**

## **GRANT GUIDELINES**

**Applications close 6:00 pm on Saturday, 20 December 2025**



## WHAT IS THE VETERANS FACILITIES FUND?

Ex-service organisations (**ESO**) across the state of Western Australia (**WA**) are facing significant challenges in securing the funding necessary to upgrade aging infrastructure that supports WA veterans and their families (**the WA veterans community**). Upgrades are necessary for a variety of reasons, including keeping facilities fit for purpose, meeting current safety and accessibility standards, and maintaining memorial sites.

The Veterans Facilities Fund (**VFF**) is a \$4 million pilot program administered by Defence West as part of the Department of the Premier and Cabinet (**the Department**). The pilot program includes two grant rounds conducted over the 2025/26 and 2026/27 financial years.

### What are the objectives of the VFF?

The objectives of the VFF are:

- Enable the WA veterans community to meet, celebrate and commemorate at safe and fit-for-use facilities and memorial sites.
- Preserve, and provide access to, information about Australia's wartime heritage to support broader education.
- Promote engagement with current and future veterans within the ESO community.
- Enhance capacity to support current health and wellbeing programs within the ESO community.

### What is a VFF Grant?

The VFF Grant is a competitive grant that offers successful applicants up to \$200,000 in one-off grant funding for use in upgrading aging infrastructure for their ESO. Projects that will be supported can include capital works and non-capital works, as needed to complete approved updates and upgrades to owned, managed or operated facilities.

A VFF Grant is initiated through an application process that involves registration on a Grant Management System and the submission of a detailed Project Plan Form. This document will include questions about the ESO and the nature of the funding it is seeking. The Minister for Veterans approves a VFF Grant, and successful applicants are informed of their approval through an approval letter.

Any approval of a grant is subject to the applicant complying with these Guidelines and any specific terms and conditions contained in the approval letter.

Only one application per facility can be submitted, and the ESO will receive an approval letter for each successful application.

All projects supported in this 2025/26 financial year must commence before 30 June 2026.

A VFF Grant is not a community or sporting club grant, and any project that involves the remediation of facilities that are owned or co-owned by or partially operated by an entity that is not an ESO must involve co-funding from that entity.



### **What can the funding under a VFF Grant be used for?**

A VFF Grant can be used to fund the following costs:

- Construction of a new structural component of the facility.
- Renovations or extensions to an existing structural component of the facility.
- Leasehold improvements, including fit-outs or internal structural changes.
- Permanent fixtures including ablution installations, doorways and kitchen furnishings and others that require installation by a tradesperson.
- External Structural works including driveways, fencing, earthworks, concrete structures, monuments and memorial features.
- Electrical and plumbing infrastructure including embedded wiring, plumbing and ducted or reverse-cycle air-conditioning.
- Information and Communications Technology upgrades required for the ESOs purpose.
- Demolitions of existing components of a structure.
- Landscaping of a new or existing plot.
- Repairs and maintenance for an existing structure or land plot.
- Insurance required specifically and only for this project is required.
- Contribution to short-term staffing costs up to 5% of the VFF Grant.

### **What costs cannot be funded by a VFF Grant?**

A VFF Grant cannot be used to cover the following costs:

- Any expenses incurred prior to notification of being awarded the VFF Grant.
- Any purchase of land or infrastructure.
- Any recurring, ongoing or existing operational or organisational costs of the ESO or for the facility.
- Purchase of any non-fixed or portable equipment, including whitegoods, electronic goods, vehicles or furniture.
- Any feasibility plans, designs or specifications for capital works or non-capital works.
- Any travel costs, incidentals or allowances for personnel.
- Any gifts, prizes or non-monetary compensation for contribution to the project.

### **WHO CAN APPLY FOR A VFF GRANT?**

Applicants must be a WA-based ESO, and must either own, manage or operate (under lease) a facility that is used either in full or in part for that ESO.

#### **What is an ESO?**

An ESO is an independent, not-for-profit organisation that works to support current and/or



former Australian Defence Force (**ADF**) members and their families. They exist for the sole purpose of supporting the WA veterans community through recognition, commemoration, congregation and socialising activities. Many also provide advocacy or health and well-being support services to the WA veterans community.

An ESO is broadly recognised within both the WA veterans community and the local community in which they exist, operate and serve. They are likely to interact with several stakeholders in the community, including their greater organisation (if applicable), WA veterans and their families, the Local Government, other ESOs and community groups. They would also be known to Defence West through contact with the Veterans Office. Collectively, these entities would be considered the stakeholders for an ESO.

Any group that is primarily a commercial entity, a political organisation, or an educational institution is not considered an ESO.

### **Why would an ESO apply for a VFF Grant?**

An ESO would apply for a VFF Grant if they need to sole-source or co-fund the remediation of the infrastructure or memorial site at their aging facility. They would only do so for infrastructure or memorial sites which they either own, manage or lease (to operate) under a legal arrangement. Under each of these circumstances, the ESO will be required to provide evidence of its arrangement and would need to prove that the proposal/project is supported by the owner (if ESO does not own the infrastructure).

Wherein the aging facility is no longer fit-for-purpose or safe, the ESO would have a use case to apply for funding under a VFF Grant, which would support the undertaking of a project consisting of remediation activities. It is expected that an ESO would only apply for a VFF Grant for their use case if their stakeholders support them. This would be demonstrated through evidence of a motion from the ESO's board to undertake the project and a letter of support from the Local Government.

An ESO will not be supported with a VFF Grant when the remediation activities have already been completed, or when the grant would fund remediation activities that have already been funded through a previous, non-ongoing grant. They would also not be supported if the VFF Grant, in combination with any other funding, does not finish the remediation activities to be completed.

### **What facilities are applicable for a VFF Grant?**

Only those facilities that an ESO uses for its purpose are applicable for a VFF Grant. The facility must be used to support the WA veterans community with recognition, commemoration, congregation or socialising activities. It may be used to provide advocacy or health and well-being support services to the veterans community. Memorial sites that are a part of a facility are applicable for a VFF Grant. The facility must be owned or leased under applicable laws by the ESO.

These facilities cannot be used to enable or conduct separate for-profit business activities.

These facilities cannot be used to enable or conduct activities contrary to any applicable laws.

These facilities cannot be used for personal or private use, such as a private dwelling



## Eligibility criteria

To be eligible for consideration of a VFF Grant, applications must meet the criteria below:

- The applicant must:
  - Be an independent ESO (not a commercial entity, political organisation or educational institution).
  - Be located and operate in WA.
  - Own or lease the land the facility is on.
  - Own or operate the infrastructure which makes up the facility.
- The facility must:
  - Be located in WA.
  - Not be owned by the State of Western Australia.
  - Be used in compliance with all applicable laws.
  - Be used in full or in part for the ESO's purposes.
  - Be approved for use, operation or management by the ESO.
- If leased, be under a lease recognised by applicable laws.
  - If managed or operated, be approved for the use of the ESO's purposes.
- Meet or have previously met Australian Design Standards and relevant building approval(s).
  - Not be used for religious purposes.
- The proposed remediation activities must:
- Be on the facility of the ESO (including the infrastructure or memorial sites).
  - Be managed by the ESO or a solvent contractor.
  - Commence before 30 June 2026.
  - Be compliant with all applicable laws, including regarding work health and safety.
  - Not be currently funded by the State of Western Australia.
  - Not be already complete.
  - Not support another entity who is not co-contributing funding to the remediation activities.
- The requested funding must:
  - Be used solely for costs that can be funded under a VFF Grant.
  - Either solely or as part of co-contribution, be used to finish the remediation activities.
  - Be expended only on appropriately registered suppliers, who are compliant with all applicable present and future laws and are not employees of the ESO.
  - Not be used for maintenance or operational costs of the facility or ESO.



## GRANT ASSESSMENTS

### Selection criteria

The selection criteria for a VFF Grant application reflect the intended use of the VFF and represent a balanced approach to the use of available funds. The Selection Criteria and their associated weightings are listed below:

1. **Eligibility (30% weighting).** The application meets the contents of these grant guidelines:

- a. Application meets all eligibility requirements.
- b. Application was submitted within the designated timeframe and in accordance with requirements.

2. Application documentation is complete, accurate and detailed.

3. **Merit and Impact (20% weighting).** The application details the use case of the facility and communicates how the remediation of it will directly benefit the WA veterans and community:

- a. The applicant is a recognised ESO with strong connections to the veterans community.
- b. The application demonstrates a strong need for the remediation of the ESO's facilities.
- c. There is a clear articulation of what remediation activities are going to be undertaken.
- d. There is an obvious use for the facility and a need for their remediation amongst the veterans community.

4. **Project outcomes (15% weighting).** The application demonstrates that the project to be undertaken will position the ESO to continue its activities and deliver a fit-for-purpose facility in support of the veterans community:

- a. The project will, through this sole funding or with co-funding, remedy the ESO's facility.
- b. The project will enable the ESO to conduct activities aligned to its purpose of supporting the WA veterans community.
- c. The project will result in a tangible benefit to the ESO and to the WA veterans community.

5. **Capability and Capacity (15% weighting).** The application identifies that the ESO can and is supported in completing the project:

- a. The applicant has the internal support (the ESO's Board) and external support (the local government) to complete the project.



- b. The applicant has the support of the owner of the facility in completing the project.
- c. The applicant has the capability, through paid and/or volunteer staff, or through partnerships, or through contracting support, to manage the project.
- d. The applicant has the necessary governance structures, risk management strategies and contingencies in place to complete the project.
- e. The application demonstrates that the applicant understands what the project will entail and how it will be completed.

6. **Alignment with Grant Objectives (10% weighting).** The application directly addresses two or more of the objectives of VFF:

7. The project will enable the WA veterans community to meet, celebrate and commemorate at safe and fit-for-use facility and/or memorial site.

- a. The project will enable the applicant to preserve, expand the knowledge on, and provide access to, information about Australia's wartime heritage.
- b. The facilities will allow the ESO to engage with current and future veterans within the veterans community.

8. The project will revive, enhance or expand the capacity of the ESO and the facility to support current health and wellbeing programs within the ESO community.

9. **Financial viability and risk (10% weighting).** The ESO will be able to complete the project with the funds, and any other known co-funding, without negative financial impact to the stakeholders:

- a. The ESO has a known, realistic and detailed budget which enables the completion of the project.
- b. The project demonstrates value for money and efficient use of public funds.

10. The completion of the project will not require payment in lieu of money for any contributing parties.

11. The requested funds, the status of ownership or length of lease, and the assessed benefit/s of the project reflects a suitable balance for the VFF Grant.

The facility will not require additional significant funding beyond the life of the project, as a result of the project being undertaken.





## **Grant assessment process**

This grant will be assessed by a panel with lived experience, as arranged by Defence West. The assessment process will be as follows:

### **The application period**

- Once the VFF Grant opens, ESOs are invited to apply for a VFF Grant and may contact Defence West for questions about the grant or application process, if required.

### **Preparation of the application pack**

- Once the VFF Grant closes, the administrators will compile an application pack consisting of:
  - A brief to the assessment panel on the VFF Grant round, including:
    - An overview of the applications in the given VFF Grant round, including a check of eligibility.
    - Detail on the administration process remaining to execute the VFF Grant round.
    - Instructions for the conduct of the assessment period.
  - All applications to be assessed within the VFF Grant round.

### **Conduct of the assessment period**

- The assessment panel will undertake the assessment of the applications, which consists of:
  - Shortlisting the applications based on the selection criteria, including confirmation of eligibility.
  - Interviewing of select applicants where it is considered necessary to progress the assessment process.
  - Consideration of the total available funds within the VFF Grant round, the requested funds of the applications and the use of those funds, to determine whether an alternate amount should or could be awarded.
  - Deciding on recommendations to be made to the Minister for Veterans for the allocation of a VFF Grant.

### **Approval of VFF Grant recipients**

- The administrators will facilitate the awarding of the VFF Grants for this round, which consists of:
  - Facilitating the process for gaining approval from the Minister for Veterans.
  - Notification of award and facilitating agreement with successful recipients.
  - Execution of funds to the recipients and the commencement of the projects.





## PROJECT MONITORING AND REPORTING

Following the execution of funds under a VFF Grant, the recipient will commence the projects. All projects will be subject to monitoring and reporting requirements.

### Monitoring

Defence West will monitor the execution of each funded project in accordance with the relevant Project Plan. This may involve occasional contact from Defence West representatives to facilitate an understanding of the project's status. Site visits may be requested and will likely be undertaken at the conclusion of each project, if not beforehand.

### Reporting

Recipients of a VFF Grant are required to provide periodic and final reporting on the status of the project. Periodic reporting should be aligned to milestones or significant activities, as identified in the Project Plan Form. Final reporting will be required at the conclusion or any termination of the project and must include a complete acquittal of all funds expended under the project. Appropriate forms for such reporting will be provided prior to the reporting requirement.

## HOW TO APPLY

The VFF Grant for 2025 will open in November 2025. ESOs will be able to contact Defence West to discuss the VFF, seek clarification on these guidelines, or inquire about the application process.

Applications will be administered through an online Grant Management System, and applications will be made available via [www.wa.gov.au/defencewest](http://www.wa.gov.au/defencewest), under Veterans Issues. Applicants will be advised that their application has been received. Completion of additional documentation to support the application or assessment process may be required and this will be advised in writing by the Veterans Issues Team at Defence West.

**The VFF Grant for 2025 will close at 6:00pm Saturday, 20 December 2025** – the anniversary date of when the last ANZACs were evacuated from Gallipoli. The assessment period will commence from January following the Christmas holiday period. Applications which are submitted beyond the closing date will be considered ineligible and will not progress to the assessment period.

### Contact details

Relevant parties within Defence West can be contacted using the details below:

**Email:** [veteransoffice@dpc.wa.gov.au](mailto:veteransoffice@dpc.wa.gov.au)

**Phone:** 08 6277 2822

The postal address of Defence West is Level 11, 1 William Street, PERTH 6000.