GOVERNMENT OF WESTERN AUSTRALIA

DEFENCE WEST

Veterans' Facilities Fund (VFF) Grant 2026-27 Guidelines

Administered by: Defence West Veteran's Office through the WA Department of the Premier and Cabinet

Grant Opportunity: Competitive – up to $200,000 per applicant
Funding Mechanism: Upfront payment; acquittal required

Round closes: 4pm AWST, 13 January 2027
Funding awarded: June 2027

Enquiries: veteransoffice@dpc.wa.gov.au

Contents

Contents **1**

ABOUT THE VETERANS' FACILITIES FUND (VFF) GRANT: **2**

Program Objectives 2
Funding Available 2

APPLICANT ELIGIBILITY – WHO CAN APPLY? **3**

PROJECT ELIGIBILITY – WHAT FACILITIES AND REMEDIATION ACTIVITIES CAN BE FUNDED? **3**

Facilities 3
Remediation Activities 4

ADDITIONAL ELIGIBILITY INFORMATION **5**

INELIGIBLE EXPENDITURE – WHAT COSTS AND ACTIVITIES CANNOT BE FUNDED? **6**

APPLYING FOR A VFF GRANT **7**

ASSESSMENT CRITERIA **7**

Alignment with Grant Objectives (20%) 7
Project Outcomes and Impact (30%) 8
Demonstration of Need (30%) 8
Capability and Capacity (10%) 8
Value for Money (10%) 8

EVALUATION PROCESS **9**

MANAGING YOUR GRANT (IF SUCCESSFUL) **10**

CONTACT **10**

ABOUT THE VETERANS' FACILITIES FUND (VFF) GRANT:

The Veterans' Facilities Fund (VFF) is part of a 2025 election commitment made by the Western Australian Government, to support veterans and families of veterans living in Western Australia (WA). The $4 million two-year pilot program comprises two grant rounds, the first of which was conducted in the 2025-26 financial year.

Administered by the Defence West Veteran's Office through the Department of the Premier and Cabinet (the Department), VFF grants are open to Ex-Service Organisations (ESOs) to fund remediation, repairs and other improvements to ageing facilities and memorial sites across the State. Grants are intended to keep facilities fit for purpose, meet current safety and accessibility standards, and maintain memorial sites.

Many ESOs are facing funding challenges, limiting their ability to upgrade ageing infrastructure that supports the WA veteran community. Through a competitive process, VFF grants offer successful applicants up to $200,000 in funding as a once-off payment, to assist in addressing these funding challenges.

Program Objectives

The objectives of the VFF grants are to:

- Enable WA veterans and families of veterans (the WA veterans community) to meet, celebrate and commemorate at dedicated facilities and memorial sites that are safe and fit-for-purpose.
- Preserve and provide access to information about Australia's wartime heritage, to support community education and commemoration.
- Encourage current and future veterans to engage with the ESO community.
- Enhance the capability and capacity of ESOs to support and/or deliver programs and initiatives improving veteran health and wellbeing.

Funding Available

The maximum grant amount available under this round is $200,000 per applicant. Applicants are not required to co-contribute financially towards the approved activities.

For recipient entities that ***are*** registered for GST, the Department will cover the cost of GST in addition to the approved funding***.*** Where applicants ***are not*** registered for GST, the Department will not pay GST.

APPLICANT ELIGIBILITY – WHO CAN APPLY?

In order to be considered eligible, applicants must:

- Be an independent, non-government ESO located and operating within WA.
- Own or lease the land on which the facility/facilities seeking to be upgraded are located.
- Own or operate the infrastructure which is seeking to be upgraded.

An ESO is an independent, non-government entity established specifically to support current and/or former serving Australian Defence Force (ADF) families. Most ESOs are not-for-profit or charitable organisations. They exist for the sole purpose of supporting the veterans' community through providing recognition, commemoration, community connection, advocacy and/or health and wellbeing support services.

ESOs are typically entities that are broadly recognised within both the veterans' community and the local community in which they exist. They are likely to interact with other community stakeholders such as Local Government, veterans and families of veterans, other ESOs and community groups. They are also likely to be known to Defence West through engagement with the Veterans Team.

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

If in doubt about whether your organisation is considered an ESO, please contact veteransoffice@dpc.wa.gov.au for clarification.

PROJECT ELIGIBILITY – WHAT FACILITIES AND REMEDIATION ACTIVITIES CAN BE FUNDED?

Facilities

Only those facilities that the ESO uses for activities that support the WA veterans' community are considered eligible for VFF grant funding under these guidelines. Memorial sites that are owned or maintained by the ESO are also considered eligible.

REQUIREMENT	ELIGIBLITY
Location	Project Site must be located within Western Australia.
Ownership	Must *not* be owned by the WA Government or the Commonwealth Government.
Lease Arrangements	If leased, the facility must be subject to a valid lease agreement recognised under applicable laws.

Compliance	Facility must be used for lawful purposes and in accordance with all applicable laws and regulations, including meeting (or having previously met) relevant design standards and receiving required building approval(s).
Purpose	Must *not* be used for religious or political purposes, to conduct separate, for-profit business activities, or for personal / private use (e.g. as a private dwelling) unless the exception specified below applies
ESO Connection	Facility must be approved for use, operation or management by the ESO applying for funding, and be used wholly or in-part for the ESO's activities.

Exception: In cases where facilities are ***also*** used by external organisations (for example, through a regular venue hire arrangement with a local business to host weekly yoga classes), the ESO must specify the level of external use. Funding may then be provided on a proportional basis, reflecting the extent to which the facility is used to support the WA veterans' community.

Remediation Activities

Both capital works and non-capital works projects are eligible for funding, provided they are managed and undertaken by parties with the appropriate expertise and/or licenses.

Capital works projects are those which create, improve, extend, replace or significantly enhance a physical asset, resulting in a long-term benefit such as increasing the asset's useful life, functionality or capacity.

CATEGORY	EXAMPLES
Construction	Building a *new* toilet block, memorial pavilion, or storage shed.
Renovations and Extensions	Roof replacement, conversion of storage space into counselling rooms, or expansion of existing kitchen facilities.
Leasehold Improvements	Internal wall construction, creation of a permanent reception area, or construction of accessibility ramps.
Permanent Fixtures	Items permanently attached to a building or site, such as emergency exit lighting, security doors, and irrigation systems.
External Infrastructure and Structural Works	New or significantly upgraded driveways, carparks, retaining walls, or major earthworks to support new infrastructure.

Electrical, Mechanical and Plumbing Infrastructure	Embedded building services such as new plumbing or fire detection systems, installation of ducted air-conditioning or solar systems, or ventilation and extraction systems.

Non-capital works projects are activities that maintain, repair, upgrade or service a physical asset, but the benefits realised are not of the same significance or magnitude as those from capital works.

CATEGORY	EXAMPLES
Accessibility Improvements	Installation of ramps, handrails, automatic doors, hearing loop systems, or accessible toilets.
ICT Infrastructure (permanently installed)	Permanently mounted CCTV or audiovisual systems, security alarms, or network infrastructure.
Demolition and Site Clearing	Demolition of old fencing, removal of unsafe memorial structures, site clearing, or waste disposal.
Landscaping	Garden bed construction, planting trees, irrigation repairs, or lawn establishment.
Repairs and Maintenance	Gutter, roof or window repairs, painting, lift servicing, or electrical maintenance.
Heritage and Memorial Works	Restoration of memorial walls, refurbishment of honour boards, or memorial lighting upgrades.

ADDITIONAL ELIGIBILITY INFORMATION

In addition to eligible capital and non-capital works, VFF funding can also be used for certain project-specific costs which are directly related to delivery.

COST TYPE	ELIGIBLE?
Project-specific insurance(s)	Yes
Project-specific staffing costs	Yes (up to 5% of the requested grant amount)
ICT and Security Infrastructure	Yes (if permanent / fixed)
Land purchase	No
Travel or incidental costs for personnel	No
Feasibility or design services	No
Ongoing operational expenses (e.g. utilities, routine staffing costs, subscriptions or rent)	No

All applicants must have an Australian Business Number (ABN) and may only submit one application per round. Where multiple applications are submitted by the same organisation, only the first will be considered, unless it is formally withdrawn prior to the round closing.

Recipients of a VFF Grant 2025-26 may only apply if they **did not** receive their total requested funding amount from that grant.

INELIGIBLE EXPENDITURE – WHAT COSTS AND ACTIVITIES CANNOT BE FUNDED?

This section provides guidance on what is considered ineligible expenditure. This list is not exhaustive and applies to all costs and activities that ESOs seek VFF funding for.

Examples of ineligible expenditure include:

- Any project costs incurred prior to being awarded a grant.

  (Note: applicants are permitted to commence their project before receiving a notification of outcome, however any activities undertaken are done so at their own financial risk. For example, a project involves construction of a new building; if demolition occurs before notification of grant outcome, it cannot be funded by the VFF, but the other activities involved still can if commenced after the awarding.)

- Support of any legal action.

- Any cost that is considered "business as usual" or operational expenditure for the ESO or for the facility (e.g. purchase of general equipment such as chairs, photocopiers, cutlery and crockery).

- Purchase of any equipment that is non-permanent or portable. This includes motor vehicles, furniture, whitegoods and computer hardware.

- Any travel costs, allowances or incidentals for personnel.

- Development of feasibility plans, designs or specifications, for capital or non-capital works.

- Gifts, prizes or non-monetary compensation for contribution to project activities.

- In-kind contributions.

- Paid or unpaid activities carried out by personnel without the relevant expertise, licenses or qualifications. Employees of the ESO may not be paid with VFF funds for such work.

- Activities that are already receiving, or will be very likely to receive, funding from another Federal, State or Local Government grant. (The project as a whole may have multiple funding sources, but no single element or activity can be funded from two different Government sources.)

- Activities relating to any facilities located outside of Western Australia.

APPLYING FOR A VFF GRANT

Applications will be administered through an online Grant Management System, and applications will be made available via www.wa.gov.au/defencewest, under Veterans Issues. 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.

A preview of the application form is available on the portal, and applicants are also able to save their progress as they go, prior to submission. Once submitted, an email advising receipt will automatically be sent to the address provided.

As part of the application, an indicative project budget will be required, detailing all elements of the project, however exact quotes will not be needed. Rough order of magnitude (ROM) estimates or indicative quotes are acceptable, particularly for activities such as renovations, plumbing or electrical infrastructure etc. which involve use of external contractors.

Applicants should review the eligibility and assessment criteria in advance – if you are unsure of any requirements, contact veteransoffice@dpc.wa.gov.au for confirmation.

KEY DATES	
Grant Round Close:	4pm AWST 13 January 2026
Shortlisting and Interview Process: (may involve site visits to applicant facilities)	January – March 2027
Shortlisted applicants to submit final project budgets	April 2027
Ministerial Consideration of recommended funding allocations:	May 2027
Grant recipients awarded:	1 June 2027
All projects must be completed by:	1 June 2029

ASSESSMENT CRITERIA

All assessment criteria must be addressed within the grant application. Responses should be supported with clear explanations and/or evidence, proportionate to the size, complexity and requested funding amount of the project.

There are five weighted assessment criteria that applications will be evaluated against:

Alignment with Grant Objectives (20%)

Explain ***how*** the project / requested upgrades will contribute to achieving two or more of the

four identified objectives of this funding round and identify *what* these contributions are expected to look like.

The ESO's connections with the veteran community should also be clearly stated.

Project Outcomes and Impact (30%)

Responses should clearly identify *what* tangible outcomes are expected as a result of completing the project / requested upgrades, including *who* these outcomes will benefit and *how* it will improve the ESO's ability to conduct activities aligned to its purpose.

Responses should also outline the *extent and significance* of expected benefits.

Demonstration of Need (30%)

Applications should clearly demonstrate the *need* for the project / relevant upgrades, and *why* it represents a current priority. This can also include consideration of other available supports in the community.

Any current challenges or impacts of the current situation on the veteran community, and *how* the project will address these issues should be explained. Evidence to support the identified need, such as facility condition, stakeholder feedback or community demand, should be provided.

Capability and Capacity (10%)

Demonstrate that the ESO has appropriate capability, project governance, risk management and oversight arrangements required to successfully deliver the project / requested upgrades.

Identify *who* will contribute (e.g. contractors, volunteers, staff) and *why* they are well-placed to do so (e.g. relevant experience, trades qualifications).

Applicants should also demonstrate that they have: secured the necessary internal, external and facility owner supports; and a clear understanding of project scope, requirements and delivery approach. This includes *identifying and describing* any financial risks and explaining *how* these will be managed to ensure successful project delivery and completion.

Value for Money (10%)

Demonstrate *why* project / relevant upgrade costs are reasonable, proportionate to the expected benefits, and represent value for money for use of public funds. A clear and realistic budget estimate should be provided, alongside evidence supporting project costs (i.e. quotes, estimates). Shortlisted applicants will be requested to submit a detailed final project budget following the interview period.

EVALUATION PROCESS

While the VFF Grant 2026-27 is open, ESOs are invited to apply, and may contact veteransoffice@dpc.wa.gov.au with any queries or clarifications about the grant or application process if required.

Once the grant round has closed, applications will be assessed by an independent evaluation panel of Department officers. All panel members will be required to declare any conflicts of interest before assessing applications. Should any clarifications or additional information be required to support the assessment process, this will be requested in writing by the Department.

Responses will be evaluated in a two-step process.

First, all applications will have their applicant and project eligibility determined, then be assessed against the five abovementioned assessment criteria. A satisfactory response across all criteria is required in order for an application to progress.

A shortlisting process will then take place, with select applicants invited to an interview or a site visit with the assessment panel. Please note that applications may also progress without an interview being deemed necessary.

Secondly, following the interview period, all shortlisted applicants will be required to submit a detailed final project budget within 30 days of receiving a written request from the Department. This will form part of the material used to evaluate applications and determine funding recommendations.

When making funding recommendations, regard will be given to the total amount available in this grant round, in addition to the amount requested and the proposed use of those funds. The assessment panel retain the discretion to suggest awarding alternate amounts.

Following evaluation of final project budget submissions, the assessment panel will make funding allocation determinations. The Chair will then prepare a Final Recommendation Report for consideration of the approving authority.

Upon receiving approval on the awarding of the VFF 2026-27 Grants, the Department will facilitate:

- Notifying all applicants of the outcome of their submission.
- Execution of funding agreements with successful applicants.
- Provision of feedback to unsuccessful applicants (if requested within 14 days).
- Payment of grant funds to recipients.
- Periodic activity and financial reporting on the status of projects.

MANAGING YOUR GRANT (IF SUCCESSFUL)

If your application is successful, you will be notified of the outcome in writing. Receipt of grant funding is subject to execution of a Grant Agreement with the State. You will be required to accept the Grant Agreement by signing the document and submitting it to the Department by email, within 30 days of receipt.

Grants are disbursed as a lump sum, with payment to be made by the Department within 30 days of the Funding Agreement being fully executed.

All projects / facility upgrades must commence before 30 June 2027 and be completed within two years of the commencement date. Progress and expenditure is subject to monitoring by the Department and recipients will be required to submit six-monthly reports that briefly outline expenditure and any activities undertaken in the reporting period. Recipients can expect occasional contact from the Department, and/or requests for site visits.

Site visits may be undertaken as part of the assessment and/or acquittal process, and recipients will be required to complete a Final Report on the completed activities, including an acquittal of all expenditure. Templates for six-monthly and Final Reports will be provided. Any grant funds not expended must be returned to the Department within 30 days of project conclusion.

CONTACT

For any questions regarding the VFF Grants Program, this 2026-27 round, the application process, or eligibility for funding, please contact the Department using the details below.
To ensure a fair and equitable process, please note, however, that specific advice or feedback on the content of your application cannot be provided.

Email: veteransoffice@dpc.wa.gov.au
Address: Dumas House, 2 Havelock Street, WEST PERTH 6005.