



Australian Government

Department of Veterans' Affairs



VETERANS' HEALTH WEEK

Veterans' Health Week

**Funding, Registration &
Acquittal Guidelines - 2021**

Please refer to your state and territory advice about COVID-19 restrictions

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What is Veterans' Health Week?

Veterans' Health Week (VHW) is a Department of Veterans' Affairs (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 Wellbeing Matters (mental wellness) and Keep Connected (social connection). The VHW 2021 theme is ***Get Moving (Physical Activity)***.

In 2021, VHW will be held from **16 October to 24 October** but events can also be held two weeks before and two weeks after these dates. Events can be either DVA funded or registered (where DVA funding is not sought). DVA funded and registered events are included in the VHW events calendar, published on the DVA website www.dva.gov.au/vhw.

COVID-19 Restrictions

With restrictions imposed due to the COVID-19 pandemic, please consult the public advice available from the Department of Health in your state or territory. Organisers are encouraged to avoid activities such as bus trips and boat trips as these events require people to gather in close proximity.

Purpose of VHW funding

The purpose of VHW funding is to encourage and assist ex-service organisations (ESOs) and community organisations to deliver events during VHW for the benefit of the veteran community.

Eligibility

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

- ESOs
- Community organisations (incorporated or unincorporated) with established links to the veteran community.

Who is not eligible to apply for VHW funding/register a VHW event?

You are not eligible to apply/register if you are:

- An individual
- DVA contracted providers and/or health care professionals
- Australian Government departments, agencies and statutory authorities, (Federal, State/Territory or local)
- Overseas organisations or individuals
- An organisation receiving other government funding for the same purpose as the VHW event

Financial support from DVA

DVA provides funding of \$720 to ESOs and community organisations to deliver an event that supports the annual theme, ***Get Moving (Physical Activity)***, held during Veterans' Health Week.

DVA will provide the funds directly into the nominated bank account on your application form. Please be aware that it could take up to three weeks for the funding to appear in your nominated bank account.

Your organisation is responsible for paying all expenses. Any extra costs over \$720 will need to be covered by your own organisation.

Use of VHW funds

Funds can be used to pay for expenses for activities/events listed in your VHW application form. For example:

- A walking event
- Lawn bowls day
- Kayaking or surfing
- Yoga classes
- A bike ride
- Dance classes
- Exercise physiologist talk
- A golf day
- Promotion – paid adverts in local newspapers.

Where catering/meals are involved in a VHW event (funded or registered), we prefer you provide healthier options to support the overall positive health messages of the VHW program.

Funding exclusions

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

- To purchase alcohol or to provide alcohol as a prize
- Inter-state travel
- Accommodation
- Provision of welfare/advocacy services to organisation members
- Motor vehicle allowance/petrol reimbursement for private car use

Application process

Before you submit your VHW Funding and Registration application, you are encouraged to read these Guidelines.

DVA is able to provide advice about completing your application form, and contact details are also on the DVA Veterans' Health Week webpage www.dva.gov.au/vhw.

All VHW Funding and Registration applications must be completed using the online DVA Form (D9310) [Veterans' Health Week Funding and Registration Application Form](#).

Hand written and late applications cannot be accepted. Completed applications must be emailed to the **VHW National Administrator** at vhw@dva.gov.au before the closing date of **10 September 2021**, these details are on the application form.

Australian Business Number

Applicants for VHW funding should have an Australian Business Number (ABN)—otherwise a **Statement by a Supplier** (Australian Taxation Office form) is required if not already provided previously to DVA. Alternatively, an applicant without an ABN may partner with another ESO or similar that does have an ABN and request their funding be directed through that group.

Application process and timing

Online applications to be received by the closing date **10 September 2021**.

Successful applications

All applications will be allocated with a VHW2021 reference number. This will refer to the current year, be specific to each state/territory and will appear on any correspondence from DVA regarding your VHW event. Please quote your VHW2021 number when contacting DVA about your event.

(i) Funded events

Once DVA has assessed your application for funding, DVA will arrange for the funding to be paid to your organisation's nominated bank account provided on your application form. Please be aware that it could take up to three weeks for the funding to appear in your nominated bank account.

(ii) Registered events

DVA 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.

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)
- How to demonstrate your event is 'COVID-19 SAFE'? or how to manage participation in your event to comply with COVID-19 restrictions?
- What information is important, what can you leave out?
- How can the people access further information? (contact details, your website)
- Have you considered inviting VIPs? (e.g. your local member)

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.

Acquittal Process

To acquit the funding received from DVA for Veterans' Health Week, you will be required to:

1. Download the VHW Statutory Declaration, found on the DVA webpage, www.dva.gov.au/vhw.
2. Complete and email the Statutory Declaration to DVA at vhw@dva.gov.au, including a paragraph summary of the event and any photos of the event.
 - Any photos provided must be accompanied by a photo consent form by all the people within the picture.
 - Please do not provide any photos with alcohol in them, DVA does not promote alcohol use.
 - Only photos taken in high resolution can be used in DVA media.
3. Applicants are requested to retain their receipts for five years for audit purposes.

Use of the VHW Logo

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

Further information

If you have any questions regarding these Guidelines, please contact the VHW National Coordinator.

PH: 1800 VETERAN: (1800 838 372) or email vhw@dva.gov.au.

Privacy Notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependents.