Checklist

**Anytime**

[ ]  Report any changes to your milestone schedule or approved deliverables for Office of Veterans’ approval. ***Please do not proceed with any changes to the project until you have received written approval from the Office for Veterans.***

Please contact the Office for Veterans via email at queenslandremembers@premiers.qld.gov.au to discuss any issues you might be having with the delivery of your project.

**Getting started**

[ ]  Submit the **Project Initiation Form** in [SmartyGrants](https://premiersqld.smartygrants.com.au/) and include:

[ ]  signed Letter of Agreement

[ ]  public liability and workers’ compensation insurances

[ ]  vendor creation form

[ ]  milestone one invoice (refer to your Letter of Agreement).

The form is available in [SmartyGrants](https://premiersqld.smartygrants.com.au/) under ‘My Submissions’. This should be completed within 14 days of receiving your Letter of Agreement.

**Are you having a launch event?**

Note: This information should be provided at least eight weeks prior to launch event or project completion.

[ ]  Create your invitation to the Minister for Treaty, Minister for Aboriginal and Torres Strait Islander Partnerships, Minister for Communities and Minister for the Arts, and submit with your progress report (via [SmartyGrants](https://premiersqld.smartygrants.com.au/)) for approval prior to issuing. You can download a copy of the template under ‘Ministerial invitation’.

[ ]  Obtain approvals for any promotional material or media releases/announcements from the Office for Veterans via email queenslandremembers@premiers.qld.gov.au.

**Progress report**

[ ]  Submit your **Progress Report** – the form is available in [SmartyGrants](https://premiersqld.smartygrants.com.au/) under ‘My Submissions’.

**The progress report should include:**

[ ]  photographic evidence of the progress of your project *(see Photo tips for advice and consent forms)*

[ ]  draft invitation to the Minister/flyer/poster submitted for approval

[ ]  draft plaque/signage artwork submitted for approval (capital works and restoration projects).

Where a milestone payment is attached to your progress report, the Office for Veterans will request an invoice once the progress report has been approved.

**Finalising your project and acquitting the grant**

[ ]  Submit your **Final Acquittal Report** – the form is available in [SmartyGrants](https://premiersqld.smartygrants.com.au/) under ‘My Submissions’.

The final acquittal report should include:

[ ]  photographic evidence of completion of your project *(see Photo tips for advice and consent forms)*

[ ]  evidence of Queensland Government funding acknowledgement

[ ]  receipts showing proof of payment of invoices for the approved expenditure items.

The information you provide in the final acquittal report gives us an opportunity to promote the project on the department’s website, social media, and media releases.

[ ]  Submit invoice – once the final acquittal report has been approved, the Office for Veterans will request an invoice for the final payment.

[ ]  A project completion letter will be sent to you once the final payment has been processed.

**Feedback**

We would appreciate feedback from you about your experience with the Queensland Remembers Grants Program. This gives us an opportunity to make improvements for future rounds of the grant program.

Feedback can be emailed to queenslandremembers@premiers.qld.gov.au.