

GUIDELINES, ELIGIBILITY CRITERIA AND CHECKLIST  
FOR INDIVIDUAL APPLICANTS TO THE  
ETERNAL FLAME FOUNDATION – NUMBER 1 TRUST



**ETERNAL FLAME**  

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**F O U N D A T I O N**

# INTRODUCTION

The Eternal Flame Foundation Number 1 Trust provides one-off grants up to a maximum value of \$2500 or at the Trustees discretion in special circumstances.

Funds from the Eternal Flame Foundation, which are currently limited, are available for the relief of poverty and sickness, and to provide care to ex-servicemen and ex-servicewomen, and their dependants, in necessitous circumstances in Australia.

The expression 'necessitous circumstances' refers to financial necessity. It involves some degree of poverty, though it may be less than abject poverty or destitution. Necessitous circumstances do not extend to the absence of merely desirable advantages.

Grants will not be paid as a reimbursement of debts or accounts.

First read these guidelines. If you believe that you are eligible for assistance, and have any questions, prior to completing an application form, please contact the EFF Assessment Officer to discuss the proposed application. The EFF Assessment Officer may be contacted by telephoning (07) 3634 9444 or by email: [assess@rslqld.org](mailto:assess@rslqld.org)

Examples of **eligible** grant applications may include:

- Emergency accommodation and respite care
- Emergency crisis funding
- Medical/Health/Nursing expenses
- Disability/Health services medical aids and equipment
- Special transportation needs
- Home modifications for disability or health reasons

Examples of **ineligible** grant applications may include:

- To meet existing debts i.e. no retrospective funding
- Applications from a person who is not in necessitous circumstances
- Applications from a person who is not in Australia
- Applications from a person who is not an ex-serviceman or ex-servicewoman or their dependant
- Applications that may be more appropriately funded from another source
- Applications that have been funded by another organisation to 100% of the amount requested, i.e. double-dipping
- Applications that request more than the maximum amount
- Recurrent expenses e.g. ongoing telephone bills
- Overseas travel costs
- Major capital costs e.g. purchase of a house or car
- Domestic travel costs except where necessary for approved medical treatment

# APPLICATION CHECKLIST

After checking the eligibility criteria, you must complete the checklist below which forms part of the application form. Please ensure that you have provided correct information on the front and back of this form, and tick the boxes which are relevant to your circumstances. The application cannot be assessed if the completed checklist is not provided.

- I am an ex-serviceman in necessitous circumstances;
- I am an ex-servicewoman in necessitous circumstances;
- I am the dependent, in necessitous circumstances, of an ex-serviceman or ex-servicewoman;
- I have spoken with the Assessment Officer prior to completing the application;
- The application form is complete, including signature, date and contact details;
- I have attached two legible original quotes for each service and/or purchase with the suppliers full trading name and contact details;
- I have checked with my RSL Sub Branch and/or District to determine if funds are available from their Welfare/Distress Account for my purpose;
- I have checked with the War Widows' Guild, Legacy, VVF, VVA, National Servicemen's Association or other Ex-Service organisations, State and Commonwealth agencies and welfare charities to determine if funds are available from it for my purpose;

- I meet the financial eligibility criteria and attach financial information e.g. original of bank and/or credit card statements verifying my necessitous circumstances and have retained copies for my records;
- I have attached written confirmation of my household income, salary and/or earnings including government benefits such as pensions, Austudy, Child Allowance, scholarships and bursaries.

If a partial grant is made I can/cannot still proceed. If you can proceed, state the source of the additional funds below:

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## MEDICAL

I am the holder of the following DVA/Centrelink card:

- Pensioner Concession Card
- White Card
- Gold Card
- Orange Card
- Medicare
- Other medical insurance
- I have attached written confirmation of costs, including Medicare rebate, from medical specialists.

# TIME FRAME

Assessment of applications will be conducted on an ongoing basis.

However, Trustees consideration of final recommendations will be conducted at least quarterly at the end of February, May, August and November. All applicants will be notified of the outcome by mail within two weeks of the Trustees meetings. If the matter is urgent, please contact the EFF Assessment Officer by telephoning (07) 3634 9444 or by email: [assess@rslqld.org](mailto:assess@rslqld.org)

# PAYMENT

Successful applicants will not receive payment/s direct to them. Payment will be direct to the supplier of the goods and/or services in the form of a cheque or voucher with a covering letter.