



Australian Men's Shed Association
SHOULDER TO SHOULDER

**AUSTRALIAN GOVERNMENT
SHED DEVELOPMENT PROGRAM**

***ROUND 3
PROGRAM GUIDELINES***

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Australian Government Shed Development Program

Round 3 Program Guidelines

1. About the Australian Government Shed Development Program

The Australian Men's Sheds Association (AMSA) administers the Australian Government Shed Development Program (the Program) on behalf of the Australian Government in order to provide direct financial assistance to men's sheds across Australia.

Under the Program, \$250,000 (GST excl) is allocated each financial year and two funding rounds of approximately \$125,000 (GST excl) will occur in each financial year.

Across three years a total of \$750,000 (GST excl) will be allocated to assist new and existing Sheds.

All Sheds in Australia can apply for up to a total of \$10,000 (GST excl) for a range of financial support across the three funding categories:

-Category One: *Tools & Equipment* to a maximum of \$4,000

-Category Two: *Building Maintenance & Development* to a maximum of \$6,000

-Category Three: *Shed Activities & Programs* to a maximum of \$5,000.

This allows Sheds and organisations supporting Sheds within their communities to apply for funds to better respond to local needs.

Men's Sheds have long been recognised as meeting places where men can find social support and camaraderie. During consultations for the National Male Health Policy there was considerable support expressed for Men's Sheds for their demonstrated success in reaching marginalised and isolated males and in contributing to improvements in male health and wellbeing.

The funding available directly to Men's Sheds includes provisions for Men's Sheds to apply to AMSA for items such as:

- tools,
- equipment,
- purpose built workspaces,
- improvements to Sheds and
- costs associated with fundraising activities or items that will help Sheds to remain viable or increase their capacity over the longer term

A Men's Shed is any community-based, non-commercial organisation which is open to all males where:

- The primary activity is the provision of a safe, friendly and inclusive environment where males are able to gather together and/or work on meaningful projects at their own pace, in their own time and in the company of other males
- The primary objective is to advance the health and well-being of their male members.

A Shed can be a purpose built facility or a multipurpose community or private building used on a regular basis for the purposes of a Men's Shed.

Innovative Men's Shed models such as Mobile Sheds or Virtual Sheds will also be considered where it can be established that these models are the best way to reach a specific Priority Group.

Note: the building of new shed and premises is not supported under this Program.

2. What are the Priority Groups?

Priority Groups include males living in:

- rural and remote areas,
- Aboriginal and Torres Strait Islander males,
- males with a disability and/or mental illness,
- migrant males,
- males who are socially disadvantaged and/or isolated and
- groups from areas where there is a high percentage of males out of work.

3. How to Apply

(a) Which organisations can apply for an Australian Government Shed Development Grant?

Any Men's Shed or an overseeing body on behalf of a Shed with written consent (i.e. signed Memorandum of Understanding between the Shed and applying body).

The body needs to be a legal or registered entity, such as an Association incorporated under State and Territory Incorporation legislation, and act as a legal entity separate from its individual members that can hold property.

The Associations Incorporation Acts provide a means of creating a separate legal entity for small community-based organisations.

For the purposes of the Australian Government Shed Development Program, this includes community-based organisations that have a legal entity (eg. Men's Sheds, Rotary Clubs, Lions Clubs, other relevant community-organisations etc) and wish to establish/improve an existing Men's Shed.

Community-based organisations applying for a Men's Shed Project must have the capacity to specifically offer shed-type activities to males in the local community, to males within a wider region (Mobile Sheds) and/or to males via internet based activities (Virtual Sheds).

All Men's Sheds in Australia can apply.

A Men's Shed does not need to be an affiliated member of any particular organisation to be eligible to apply for a Men's Shed Project.

Note: organisations are not able to charge a fee or any other administrative cost(s) associated with submitting a funding application for a Men's Shed Project.

(b) The Application Forms

- Each category has a specific application form. **Please ensure that you have selected the correct document.**
- If you have any queries about the process or the application form please email your enquiries to liz@mensshed.net
- To ensure fairness and equity, please note that AMSA cannot assist individual applicants with actual responses.
- To assist you in completing your application, please make sure you have a good understanding of Australian Government Shed Development Program Round 3 Guidelines.
- Other documents that can assist in the preparation of your application are:
 - Frequently Asked Questions (FAQ)
 - “Writing an Application- Handy Hints”

All documents can be found on the AMSA website at www.mensshed.net

(c) Submitting your Application

- Check to ensure that you have completed the correct Application Form
- Make sure that all questions and sub sections have been answered
- Applicants must provide Five (5) copies of the application form plus one (1) copy of any attachments
- Please ensure that you have referred to the Document Checklist and have included all the required attachments.
- Please note that applications that are missing responses or attachments will be eliminated from the evaluation process.
- All applications must be posted to:

Round 3
Australian Government Shed Development Program
Australian Men’s Shed Association
PO Box 68
Windale NSW 2306

4. What Men's Shed Projects will be given priority?

- Preference will be given to organisations seeking to establish or improve an existing Men's Shed for particular **Priority Groups**.
- Sheds that can demonstrate a **strong benefit in receiving the funds or a high level of unmet need** that the funds will address especially for the *Priority Groups*.
- Sheds that can demonstrate **partnerships** with other relevant community groups such as the local council, community health centre, welfare organisations, men's health services and other community service groups.

5. What can be funded?

Sheds can apply for Category 1, 2 or 3. Regardless of the number of categories applied for, total funding requested cannot exceed \$10,000 (GST excl) for any one Shed per funding round:

Note: those Sheds that were successful in gaining funding in a category will not be eligible to gain funding in the same category until the following financial year.

Category 1 – Tools & Equipment funding up to a maximum of \$4,000 (GST excl) for:

- The development of purpose built workspaces including tools and equipment such as power hand tools, wood and metal lathes, work benches, safety equipment.
- Limited one-off funding for out-of-pocket expenses that Sheds are unable to meet may be considered for items directly related to the development of the Shed and its workspace.

Category 2 – Building Maintenance & Development funding up to a maximum of \$6,000 (GST excl) for:

- Improvements to an existing building to allow for the operation of a Men's Shed (eg. where a Men's Shed group has found a building that may be suitable, but needs improvement/modification/refit before it can be used).
- This may include improving disability access, insurance and connection to utilities such as power, water, telephone and internet.

Category 3 – Shed Activities & Programs funding up to a maximum of \$5,000 (GST excl).

Category 3 “Shed Activities and Programs” will help Sheds undertake coordinated activities in a nominated priority area or theme. For example, the Round 2 priority area focussed on Sheds affected by natural disasters such as bushfires or floods.

The priority area for Round 3 is for fundraising activities or items that will help Sheds to remain viable or increase their capacity over the longer term.

Examples of activities that may be funded under Round 3 include (but are not limited to):

- Purchase of fundraising equipment such as Barbeques, cold storage containers, printing of flyers and related items to undertake sausage sizzles or similar fundraising activities;

- Purchase of Shed logo shirts and/ or hats to wear at fundraising activities to increase community and sponsor awareness of the Shed;

- Costs incurred whilst planning or undertaking fundraising activities such as community/ sponsorship meetings, training and venue hire;

- Funding of a shed coordinator to plan, oversee and coordinate shed activities such as fundraising as part of a plan for self sustainability

Auspicing bodies cannot request funds to reimburse their organisational expenses- the funds are for those expenses incurred directly by the shed project.

IMPORTANT NOTICE
A SEPARATE APPLICATION FORM MUST BE
SUBMITTED FOR EACH OF THE ABOVE THREE
CATEGORIES.

6. What cannot be funded?

- Building a Men's Shed.
- Individual projects requiring ongoing funding from AMSA. Note: this Men's Shed Project funding is provided for a specific activity/purpose on a one-off basis.
- The purchase of land. In general the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority or land held for public purposes (eg. trustees).
- Repair of facilities damaged by vandalism, fire or other natural disasters where the act is covered by insurance.
- Additional funding for Men's Shed components that have already received substantial funding from Government.

7. What is the Evaluation Process?

It is important that without exception, all applications conform to the Guidelines to ensure that equity and fairness are applied across Application and Evaluation Processes.

STEP ONE

- On receipt, each application will be allocated a coded identifier.eg BMD/336/11- this indicates Category of Application, numerical order in which application was lodged, year.
- Each application will be logged onto a Master database

STEP TWO

All applications will then be checked as follows:

- Post mark to ensure it has been received before the closing date- **those received after the nominated closing date will be eliminated from the evaluation process.**
- ALL sections and questions within the application form have been completed in accordance with the Guidelines- **partially completed applications will be eliminated from the evaluation process.**
- All essential documentation required and listed in the 'Document Checklist' (refer to last page of the application) accompanies each application form- **applications that do not include all required supporting documents will be eliminated from the evaluation process.**

STEP THREE

Eligible applications will be evaluated by the Evaluation Panel as follows:

- Each section of the application criteria will be evaluated and allocated a score.
- Information provided in applications will be cross-referenced using demographical data to verify geographical areas of need.
- The application criteria will be based on the priorities set out in the Guidelines as outlined in No 4. "*Which Men's Shed Projects will be given priority?*"
- All applications will be ranked according to their total scores.
- Funding will be awarded to the highest ranked applications in order of merit under each category.
- The Evaluation Panel will complete the selection process within two months of the nominated Funding Round closing date.
- No feedback on individual applications will be provided.

STEP FOUR

- A summary report of successful applicants will be provided to the Department of Health & Ageing and an announcement timeline prepared.
- The AMSA website will publish a list of successful applicants following the finalisation of the outcomes of each round.
- All applicants both successful and unsuccessful will be notified in writing of the outcome within the following month.
- All successful applicants will be required to enter into a Funding Agreement with AMSA and provide an invoice in order to action the deposit of grant monies.
- The agreement will set out the funding conditions and reporting requirements.

8. Round Three Application Timeline

Australian Government

Shed Development Program

Round Three Application Timeline

Monday 19 September 2011	Round 3 Australian Government Shed Development Program applications OPEN for a period of 6 weeks
Friday 28 October 2011	Round 3 Australian Government Shed Development Program applications CLOSE
Friday 25 November 2011	All Round 3 Australian Government Shed Development Program applications checked for eligibility
Friday 20 January 2012	Assessment of eligible Round 3 Australian Government Shed Development Program applications by AMSA Evaluation Panel completed
February 2012	Expected date of successful applicant announcement and release of grant outcomes on AMSA website All applicants formally informed of outcomes Successful applicants provided with documentation
20 February 2012	Round 4 Australian Government Shed Development Program applications open

9. DOCUMENT CHECKLIST

IMPORTANT: PLEASE ENSURE THAT ALL ESSENTIAL DOCUMENTATION IS ATTACHED TO YOUR APPLICATION FORM TO AVOID YOUR APPLICATION BEING ELIMINATED FROM THE EVALUATION PROCESS

- If applicable, a Memorandum of Understanding between this Shed and the applicant body/organisation
- Two (2) quotes from suppliers of goods and services to validate amount of funding requested
- Copy of the Shed's Public Liability Insurance from an approved Australian insurer
- If applicable, letters of support or agreements from partnering organisations and/or sponsors (both cash and in-kind)
- For Category Two "**Building Maintenance and Development**" only, a proposed site plan and quote from a qualified professional, relevant building permits that meet regulatory standards and information on the ownership of the premises with written permission/consent from the relevant owner for improvements.
- Five (5) copies of the application form plus one (1) copy of any attachments

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