



**Australian
Men's Shed
Association**
SHOULDER TO SHOULDER

AUSTRALIAN GOVERNMENT SHED DEVELOPMENT PROGRAM

ROUND 3

“WRITING YOUR APPLICATION HANDY HINTS”

For all enquiries

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1. **The Funding Guidelines**

- Read the Funding Guidelines carefully
- Is your organisation eligible to apply? 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) can apply.

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.

- Make sure you have a very good understanding of the funding grant objectives:
 - What are the different categories of funding and what is it that your shed is looking for?
 - What application form should you be using- if you complete the incorrect application form your application will be set aside and culled from the evaluation process.
 - How much funding is available in each category?
 - what are the main objectives of the Australian Government Shed Development Program?
 - who are the priority groups? Identify the priority groups that engage with your shed or are evident within your community. Is there evidence and information you can provide in your application of specific priority groups within your region?
 - Does your proposed application fit within the guidelines?
 - Make sure you fully understand what will NOT be funded.
 - Read and make sure you understand all selection criteria.
 - What is the Application process timeline?
 - all essential documents must be included or the application will not be considered.

2. Preparing the Application

Organisational Details

- All funding applications will require organisational details
- Applications lodged by an auspicing or sponsoring body will need to have in place written consent such as a Memorandum of Understanding between the Shed and the applicant body/organisation and this must be provided with your application.
- Information will be required for both the auspicing body and the shed project and this includes:
 - Name and address (postal and street) of applicant organisation
 - Name and contact details for at least one contact person for the organisation
 - The type of legal or registered entity- this identifies the legal status of the organisation ie Incorporated body
 - The organisation's Incorporation Number, ABN etc
 - Whether your organisation is registered for GST
 - Insurance coverage- type of policies, Insurer, Policy Number
 - shed project address and name/contact details of contact person

Responsibilities

- Preparing an application can take a great deal of time and effort
- Read and make sure you have a full understanding of each section of the application- ask for assistance if there are areas of concern
- Who will be the 'owner' of the application?
- the 'owner' must ensure that:
 - all the required information and documents are available
 - the correct application form is completed correctly and on time.
 - all selection criteria and sections of the application form are completed
 - all the relevant documents required have been included
 - the application is lodged by the due date
- Who else needs to provide information? Is a budget required?
- Do you need to get quotes and how many?
- Make sure everyone involved in the application process know the application deadlines

3. Writing an Application

- Read the questions carefully
- Complete ALL questions- do not leave spaces.
- Keep it simple and concise
- Selection criteria usually include questions such as
 - a description of your area- include information about its location, population, social and demographic factors unique to your area.
 - what is your proposal and why is it needed?
 - What issues/problems will the proposal address?
 - Who will benefit and why?
 - How will you engage the main target/priority groups?
 - How will you evaluate the proposal? How will you assess whether the project has been successful and how will you measure the outcomes? How will you gather data and what data will you collect?
- If possible, try to provide some evidence such as statistical data relating to your community-use ABS statistics, information from your local government and other government departments. Eg local unemployment rates, population figures
- Look at the funding Priority Groups and gather information that relates to your local area.
- Partnerships and in kind support/ contributions- provide information about existing and potential partnerships- this demonstrates your engagement with the community, level of joint activities and the additional support that you will be receiving.
- Always have someone read your draft application and make comments.
- Again, have all sections and questions been completed?
- Have all boxes been actioned?
- Have you completed the checklist?

Attachments

- Compulsory- those that must be attached with your application according to the document checklist

4. THE AUSTRALIAN GOVERNMENT SHED DEVELOPMENT PROGRAM- APPLICATION FORMS

- Make sure you have selected the correct application form.



CATEGORY ONE: TOOLS & EQUIPMENT (previously called Workspace Development) to a maximum of \$4,000



CATEGORY TWO: BUILDING MAINTENANCE & DEVELOPMENT (previously called Building & Operational) to a maximum of \$6,000



CATEGORY THREE: SHED ACTIVITIES & PROGRAMS
(A new category) to a maximum of \$5,000

5. LODGING THE APPLICATION

- READ THE SUBMISSION INSTRUCTIONS VERY CAREFULLY
- What date is it due?
- How many hard copies are required? Most funding processes normally request that the applicant submit multiple copies of their application. The Australian Government Shed Development Program requires five (5) copies of the application + one (1) copy of the attachments
- Does it have to be posted? **YES** Can it be emailed? **NO**
- Make sure the delivery address is correct and prominently displayed.
- Secure the package well
- Make sure the Post Office stamp is prior to the closing date – late applications will NOT BE ACCEPTED- it will be set aside and culled.

6. ENQUIRIES

- If there are sections of the application that you do not understand or you require some additional information please contact AMSA who may be able to assist.
- AMSA cannot assist with your actual responses

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