



THE NATIONAL SHED DEVELOPMENT PROGRAMME (NSDP) MANUAL



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1. Introduction

The Australian Men's Sheds Association (AMSA) has administered the Australian Government National Shed Development Programme (the NSDP) on behalf of the Australian Government since 2010. Up to and including Round Thirteen, a total of \$3,186,284.90 (GST excl) has been provided to assist new and existing Sheds.

The aim of the Programme through the provision of direct financial assistance is to:

- support health improvements through a focus on the social determinants of health through national activities in relation to key population groups such as men
- assist to address the health and wellbeing of the Shed members,
- deliver activities and programmes,
- improve facilities and the sustainability of Men's Sheds across Australia

To reflect Government policy, priority is given to those Sheds in areas of greatest need and those that engage and meet the needs of members from the designated Priority Groups.

Under the NSDP, the Australian Government will allocate \$800,000 (GST excl) in the 2016/2017 financial year - a funding pool of \$400,000 (GST excl) per round across two funding rounds.

The NSDP is a competitive Men's Shed grants programme that allows Men's Sheds and organisations supporting a Men's Shed within their community to apply for funds to better respond to local needs. The NSDP is open to both developing and established Men's Sheds and to both members and non members of the Australian Men's Shed Association.

The funding available includes provisions for applicants to apply for a wide range of items and services. Comprehensive details are available in *Part 3* of the Programme Guidelines.

Please Note: the building of a new Men's Shed and other premises is not supported under this Programme.

2. 2016 Changes

Since 2010 the NSDP has experienced various changes to reflect both Government Policy and the needs of Men's Sheds. In 2016 the NSDP underwent a comprehensive Evaluation- in response to the feedback from Men's Sheds, the AMSA and Department of Health, the final findings have recommended further changes that will be implemented from Round 14.

What are those Changes?

a. The Application Form

A major finding of the NSDP Evaluation highlighted the need to simplify the application process. The original three application forms based on Category have now been eliminated and one template has been developed to enable applicants to include **all** requests across the three categories onto **one** Application Form.




b. Maximum Funding

Applicants can apply for a combination of items/services across the three categories to a **maximum of \$10,000**.

c. Open Timeframe

Applicants will have **6 weeks** in which to complete and lodge their application.

3. What items/ services are eligible?

<p>Tools and equipment Community Projects Training Max \$5000</p> 	<p>Tools & Equipment may include:</p> <ul style="list-style-type: none"> - Tools and equipment for Shed activities such as wood and metal work, hobbies and crafts, garden activities e.g. Air compressor, power tools, raised garden beds, thicknesser, work benches, welders, leatherwork tools, wood lathe - Shed Health & Safety equipment e.g. PPE, fire extinguisher - Specific equipment to develop areas within the Shed such as the kitchen and office e.g. microwave, computer, filing cabinet - Dust extraction or air filtration system - Defibrillator - First Aid Kit <p>Community Projects such as:</p> <ul style="list-style-type: none"> - Hardware and consumables to support participation in community projects such as timber, paint, varnish, garden equipment <p>Community projects must benefit the wider community e.g. wooden toys for a women’s shelter, raised garden beds for a retirement village, community beautification projects</p> <p>Costs incurred to deliver skills based training for members such as:</p> <ul style="list-style-type: none"> - Training for members to mentor youth - Woodcraft skills - First Aid/CPR training - Test and Tag accreditation - Men’s Shed Health & Safety courses such as Handling Chemicals - Welding course - Workshop OHS and machinery safety - Furniture making skills - Decorative wrought iron work - Chainsaw operation and maintenance
<p>Building Maintenance & Development Max \$7,500</p> <p>Please Note: the building of a new shed or premises is not supported under this Programme</p> 	<p>Funding to be used for improvements, modifications or refurbishment to an existing building or space to allow for the operation of the Men’s Shed. This may include:</p> <ul style="list-style-type: none"> - Upgrade or installation of disability access - Dividing walls to provide a safe, quiet, dust free area for meetings and social interaction - Connections to services such as power, water, telephone and internet - Solar panels - Power upgrades to address health and safety - Additional lighting and/or additional power points - Weatherproofing roof or walls - Repair and/or replace toilet facilities - Upgrade or replace unhygienic kitchen-cabinets, bench tops - Enclose outdoor space for additional work area - A container to address storage or lack of work space - Concrete/paved access to address health and safety - Air conditioning - Items to address security such as window grills, locks
<p>Health Improvement Activities Max \$5,000</p> 	<p>Assistance with costs incurred for the:</p> <ul style="list-style-type: none"> - Delivery of ‘Spanner in the Works?’ men’s health check programme - Delivery and participation in activities that advance health and well-being of their male members such as health seminars, health related guest speakers, health information sessions - Registration, transport and accommodation costs to attend health focussed events and education programmes - Planning and delivery of regional Men’s Health event - Health resources e.g. books, CD’s

- ❖ Two quotes for all requested items/services must accompany the application. There may be exceptional circumstances where an applicant cannot obtain two quotes. In these instances, applicants must contact AMSA by email liz@mensshed.net to discuss potential solutions.
- ❖ If the building is owned by another party, the owner **must** provide written consent for the proposed work as an attachment to the application.
- ❖ If the building work requires Local Government approvals, these approvals/permits **must** accompany the application as attachments.

Help and Support

Please email liz@mensshed.net if you have enquiries about:

- Recent changes to the NSDP
- The NSDP Application Form
- The NSDP Application process
- Items/services that are eligible for funding

4. What cannot be funded?

- Sponsoring bodies cannot request funds to reimburse **their** organisational expenses - the grant funds are for those expenses incurred directly by the shed project
- The construction of a Men's Shed
- A designated co-ordinator
- Individual projects requiring ongoing funding from AMSA. The Men's Shed funding is provided for a specific activity/purpose on a one-off basis
- The purchase of land
- 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 has already received substantial funding from Government.
- Funding is no longer available for promotional and fundraising activities e.g. barbeques, cold storage containers, printing of flyers, and Shed logo shirts and/or hats

5. The Application Form

IMPORTANT NOTICE

Effective Round 14 November 2016, requests for funding must be lodged on the new application form.

- On the opening day of each Round, the Application Form will be available on the AMSA website - click on the *Funding* icon - www.mensshed.org or email liz@mensshed.net
- Applicants can combine all requests for funding onto one Application Form e.g. requests that do not exceed \$10,000 for a combination of items and/or services such as purchase drills, hand tools, an electrical upgrade of the Men's Shed, men's health seminar
- There are eight (8) separate Parts that all applicants are required to complete.

Part A	Applicant Details
Part B	Applicant Insurance Details
Part C	Men's Shed Details
Part D	Men's Shed Operations and Activities
Part E	Summary of Round 14 Funding Requests
Part F	Selection Criteria & Budgets:

- ✚ Section A - Tools, Equipment, Community Projects & Training- *if applicable*
- ✚ Section B - Building Maintenance & Development- *if applicable*
- ✚ Section C - Health Improvement Activities- *if applicable*

Part G
Part H

Authorisations & Declaration
Application & Document Checklist

Non AMSA Members Only Please complete **Attachment 1**

- **All** questions within each Part of the application form must be completed.
- To assist in completing your application, make sure you have a good understanding of all aspects of these NSDP Round 14 Guidelines.
- As all requests can be lodged onto the one Application Form, the Guidelines also provide a variety of examples of budget requests.
- To ensure fairness and equity, please note that AMSA cannot assist individual applicants with actual responses.

6. What are the Programme Priorities?

The priorities for the NSDP include Men's Sheds that:

- have not received funding within a category under previous rounds of the program
- are located in areas of greatest need
- can demonstrate a strong benefit in receiving the funds or a high level of unmet need that the funds will address
- that can demonstrate membership of the Priority Groups.

Please note: applicants that have previously received funding are still eligible to apply.

The 12 Priority Groups for whom Men's Sheds provide activities:

- Males not in work
- Aboriginal and Torres Strait Islander males
- Socially disadvantaged
- Isolated males
- Males with a disability
- Males with a mental illness (e.g. Depression)
- Migrant males
- Males living in rural and remote areas
- Defence veterans
- Males suffering alcohol abuse
- Males suffering drug abuse
- Males who need support due to relationship issues

7. Who can Apply?

The Associations Incorporation Act provides a means of creating a separate legal entity for small community-based organisations. For the purposes of the NSDP, this includes community-based organisations such as Men's Sheds, Rotary or Lions Clubs, Health Services or any other relevant community-organisation who wishes 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 and/or to males within a wider region (Mobile Sheds).

- All Men's Sheds can apply and do not have to be affiliated member of any particular organisation to be eligible to apply for a grant.

- Any Men's Shed that is a registered legal entity can apply.
- If the Men's Shed is not a registered legal entity, an overseeing sponsor body can act on behalf of a Men's Shed and submit an application.
- If a sponsor body acts as an applicant, written consent must be in place in the form of a signed Memorandum of Understanding/Agreement between the Men's Shed and applying body and this document must accompany the application as an attachment
- The sponsor body must 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.

Shed Type Activities can be:

- 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 manufacture of a variety of products including toys, household or garden furniture, Indigenous crafts or wood turned articles
- Activities that may include gardening, wood turning, metalwork, undertaking repairs or restoration such as heritage machinery, bicycle and small engine maintenance, computer training & cooking
- The undertaking of community projects
- Participation in training programmes such as First Aid & computers
- Participation in activities that advance the health and well-being of their male members and
- Engagement in traditional and cultural activities such as art and crafts, traditional hunting and fishing.

These activities may not necessarily be conducted within a specific facility known as a 'Men's Shed' but in a meeting place designated and known as a Men's Group.

Please Note: Applicant 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.

8. When do the Rounds Open?

The NSDP offers two rounds per annum. The announcement of the outcomes of a particular round will trigger the opening of the next Round.

All downloadable documents for each round are placed on the AMSA website www.mensshed.org

9. How to Apply

All documents can be found on the AMSA website www.mensshed.org and include:

- The Application Forms
- Funding Guidelines
- Frequently Asked Questions (FAQ)
- A Guide to Preparing your Application

10. Submitting an Application

Applicants are required to:

- Complete the new template effective November 2016
- Ensure that all questions and sub sections have been answered on the form- *do not provide application responses as an attachment*
- Have the application signed by a person with delegation of authority
- Include all the required attachments
- Applicants must provide:
 - One original copy of the completed application
 - Four (4) copies of the completed application
 - One (1) only copy of any attachments.
- *Please note:* applications that are not signed by a person with delegated authority, have missing responses or compulsory attachments will be eliminated from the evaluation process.
- Please do not place applications within a bound folder
- Applications cannot be emailed and must be posted.
- Applications must be postmarked **on or before** the closing date of each Round.
- Post applications to:

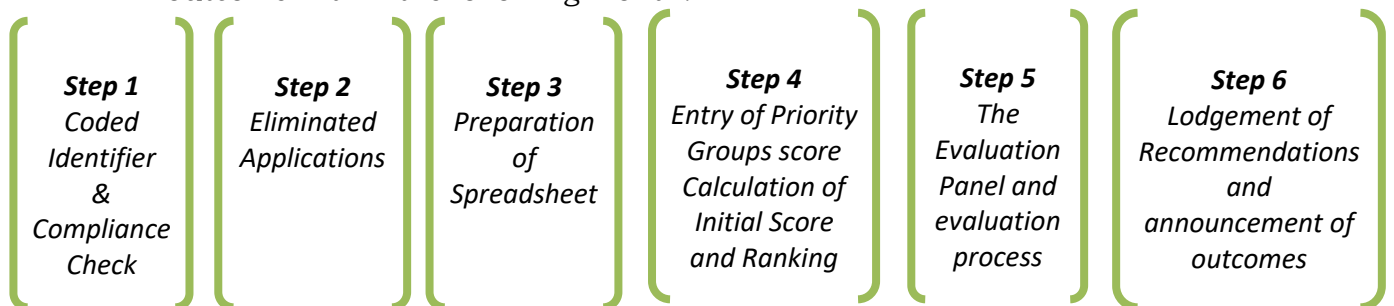
Australian Government National Shed Development Programme
Australian Men's Shed Association
PO Box 793
The Junction NSW 2291

11. The Evaluation Process

It is important that, without exception, all applications conform to the Guidelines to ensure that equity and fairness is applied across the application and evaluation processes. It is also equally important that applicants have an understanding of the Evaluation process.

The Evaluation of applications is undertaken by an Independent Evaluation Panel:

- A summary report of Recommended Successful Applicants will be provided to the Department of Health.
- The Australian Government may announce successful grants by a media release or other communication.
- AMSA will issue a News Bulletin outlining the successful applicants and the AMSA website will publish the complete list of successful applicants.
- All applicants, both successful and unsuccessful, will be notified in writing of the outcome within the following month.



Comprehensive details of the Evaluation Process are provided in the Programme Guidelines.

12. Notification of Outcomes

- A News Bulletin will be placed onto the AMSA website
- A Newsletter will be sent to AMSA members
- Notification will be sent to all unsuccessful applicants
- A Letter of Offer will be sent to all successful applicants

13. Successful Applicants

Successful applicants will receive a Letter of Offer setting out funding conditions, requirements for payment of grant and future acquittal reporting.

AMSA will send all documents to the applicant's main contact nominated on the application form and the postal address or email of the applicant organisation provided on the application. It is important that the main contact persons nominated on the application form are aware of the process.

14. Help and Support

Contact Liz MacDonald, AMSA Shed Development Manager

Please email liz@mensshed.net if you have enquiries about:

- ✚ Recent changes to the NSDP
- ✚ The NSDP Application Form
- ✚ The NSDP Application process
- ✚ Items/services that are eligible for funding



1300 550 009

Visit the AMSA website: www.mensshed.org

