



**Australian
Men's Shed
Association**

SHOULDER TO SHOULDER

AUSTRALIAN GOVERNMENT NATIONAL SHED DEVELOPMENT PROGRAMME

ROUND 15

A Guide to Preparing Your Application

For all enquiries:

Email: liz@mensshed.net
amsa@mensshed.net

Phone: 1300 550 009

1. The Funding Guidelines

- ❖ Read the Round 15 Funding **Guidelines** carefully to ensure:
 - You have a good understanding of the recent changes to the NSDP
 - Your organisation is eligible to apply
 - The funding requested is permitted
 - You understand the funding priority groups
 - You are aware of the timelines.

Preparing an application can take a great deal of time and effort.

- Read and make sure you have a full understanding of each 'Part' 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 application form is completed correctly and on time
 - ❖ All selection criteria and sections of the application form are completed
 - ❖ Copies of all required documentation are included in the application. e.g. quotes, Certificate of Currency for insurance (if applicable); the owner's written permission if building work is being undertaken on a property owned by another party
 - ❖ Everyone involved in the application process is aware of the application deadlines
 - ❖ The application is lodged by **MAIL** on or before the closing date.

2. Writing the Application

- Read the questions carefully.
- Complete ALL questions- do not leave spaces.
- A description of your area-include information about the location, population, social and demographic factors unique to your area that relate to the priority groups.
- Partnerships and in kind support/ contributions - provide information about existing and potential partnerships- this demonstrates the level of your engagement with the community, joint activities and the additional support that you have received.
- Always have someone read your draft application and make comments.
- Ensure you have completed the checklist.
- Ensure the application been signed by a person with delegation of authority.

Attachments

Some attachments are Compulsory—such as quotes, Insurance Certificate of Currency for those not insured under AMSA Group Insurance.

There may be exceptional circumstances where an applicant cannot obtain two quotes. In this instance, please contact AMSA by email liz@mensshed.net to discuss potential solutions.

3. Application Forms

The previous application forms have now been combined into one template. Please do not use Application Forms from previous rounds as they are now obsolete.

4. Lodging the Application

- Read the submission instructions very carefully
- The NSDP requires :
 - one (1) original completed application
 - four (4) copies of the completed application
 - one (1) copy of the attachments.

Please do not put the application into a bound folder.

- Does it have to be posted? **YES** Can it be emailed? **NO**
- Ensure the delivery address is correct and prominently displayed.
- Secure the package well.
- Ensure package is postmarked **on or prior to the closing date** – late applications will not be accepted.

5. Enquiries

Please contact liz@mensshed.net if:

- There are sections of the application that you do not understand
- You need to confirm that an item/service is eligible
- You require additional information- AMSA cannot assist you with your actual responses.

Lodging the Application

Mail to:
Round 15
Australian Government National Shed Development Programme
Australian Men's Shed Association
PO Box 793
The Junction NSW 2291

Applications close on Friday 7th July 2017