

Australian Men's Shed Association
SHOULDER TO SHOULDER

**AUSTRALIAN GOVERNMENT NATIONAL SHED
DEVELOPMENT PROGRAMME**

ROUND 14

PROGRAMME GUIDELINES

OPENS Monday 28th November 2016

CLOSES Friday 13th January 2017

For all Round 14 enquiries

Email: liz@mensshed.net

Phone: 0408 466 401

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1. About the NSDP

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. To date 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- *refer Part 6 page 6.*

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 funding available includes provisions for applicants to apply for a wide range of items and services. Comprehensive details are available in *Part 3 'What items/ services are eligible?'* page 4.

What is a Men's Shed

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; and
- The primary objective is to advance the health and well-being of their male members.

Men's Sheds are a vital community investment delivering programmes and activities that foster community spirit, connect communities and contribute to building a more inclusive Australia. Most 'shedders' see themselves as having a strong sense of belonging and ownership of their Shed, share fellowship, camaraderie and devote most of their time to worthwhile community projects. Men's Sheds not only play important roles in the overall improvement of health and wellbeing but also positively engaging within their community for the benefit of their community.

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

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

2. Funding Overview & Recent Changes

IMPORTANT NOTICE

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?

Tools and equipment Community Projects Training Max \$5000	<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 a '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

- ❖ The NSDP is open to both developing and established Men's Sheds
- ❖ The NSDP is open to both members and non members of the Australian Men's Shed Association
- ❖ 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 or phone 0408 466 401 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 Round 14 application form
- The Round Fourteen Application process
- Items/services that are eligible for funding

4. Combination funding requests

- The original three application forms based on Category have now been eliminated
- Applicants can now include **all** requests across the three categories onto **one** Application Form
- Applicants can apply for a combination of items/services across the three categories to a **total maximum of \$10,000**.

To apply for requests please refer to and complete the following pages within the Application Form:

Tools, Equipment, Community Projects & Training	Pages 4 and 5
Building Maintenance & Development	Pages 6 and 7
Health Improvement Activities	Pages 8 and 9
All Applicants must complete	Pages 10, 11 and 12
Non AMSA members must complete	Attachment 1

Budgets

On page 4 of the Application Form, applicants are required to complete a summary of the funding being sought.

A range of examples has been included to demonstrate how to complete the budget sections.

Example 1:

Part E: Summary of Round 14 Funding Requests (page 4 Application Form)

Type of Funding	Amount Requested
A – Tools, Equipment, Community Projects & Training up to \$5,000	\$ 3,773.00
B – Building Maintenance & Development up to \$7,5000	\$4,387.00
C – Health Improvement Activities up to \$5,000	\$1,550.00
Total funding requested	\$9,710.00

Budgets	
Item/Service Detailed Description	Cost \$
Tools & Equipment, Community Projects and Training	
1. Thicknesser 15” 1HP 240V	1673.00
2. Timber/ consumables-community project ‘Tiny Tots’ Toy Library	1500.00
3. First Aid training for 4 members	600.00
TOTAL	3773.00
Building Maintenance & Development	
1. Materials to weatherproof roof and repair ceiling in work shop	4387.00
TOTAL	4387.00
Health Improvement Activities	
1. Costs to cover the transport, registration and accommodation for 3 members to attend ‘Men’s Health Conference’	1550.00
TOTAL	1550.00

Example 2:

Part E: Summary of Round 14 Funding Requests (page 4 Application Form)	
Type of Funding	Amount Requested
A – Tools, Equipment, Community Projects & Training up to \$5,000	\$ 3,338.00
B – Building Maintenance & Development up to \$7,5000	\$4,150.00
C – Health Improvement Activities up to \$5,000	\$1,300.00
Total funding requested	\$8,788.00

Item/Service Detailed Description	Cost \$
Tools & Equipment, Community Projects and Training	
1. Test and Tag training for members and associated equipment	2800.00
2. Wet and dry 20L workshop Vac	79.00
3. 255mm table saw	459.00
TOTAL	3338.00
Building Maintenance & Development	
1. Power upgrade to Shed-new switchboard, lights, extra power points	4150.00
TOTAL	4150.00
Health Improvement Activities	
1. Men’s Shed Health Expo for members- seminars, guest speakers	1000.00
2. Health resources- DVD, books	300.00
TOTAL	1300.00

Example 3:

Part E: Summary of Round 14 Funding Requests (page 4 Application Form)	
Type of Funding	Amount Requested
A – Tools, Equipment, Community Projects & Training up to \$5,000	0.00
B – Building Maintenance & Development up to \$7,5000	\$5,820.00
C – Health Improvement Activities up to \$5,000	\$500.00
Total funding requested	\$6,320.00

Item/Service Detailed Description	Cost \$
Tools & Equipment, Community Projects and Training	
Not applicable	n/a
TOTAL	n/a
Building Maintenance & Development	
1. Materials to construct and line new internal walls to create separate work spaces and install 15 double power points	5820.00
TOTAL	5820.00
Health Improvement Activities	
1. ‘Spanner in the Works?’ men’s health programme for members	500.00
TOTAL	500.00

Example 4:

Part E: Summary of Round 14 Funding Requests (page 4 Application Form)	
Type of Funding	Amount Requested
A – Tools, Equipment, Community Projects & Training up to \$5,000	0.00
B – Building Maintenance & Development up to \$7,5000	0.00
C – Health Improvement Activities up to \$5,000	\$5,000.00
Total funding requested	\$5,000.00

Item/Service Detailed Description	Cost \$
Tools & Equipment, Community Projects and Training	
Not applicable	n/a
TOTAL	n/a
Building Maintenance & Development	
2. Not applicable	n/a
TOTAL	n/a
Health Improvement Activities	
2. Costs to cover the delivery of a ‘Spanner in the Works?’ men’s health check programme and regional Men’s Shed Health Expo including guest speakers, catering, promotion	5000.00
TOTAL	5000.00

5. What cannot be funded by the NSDP?

- The building of a new shed/facility is not supported under this Programme
- Funds to support a designated co-ordinator
- Sponsoring bodies requests to reimburse **their** organisational expenses - the grant funds are for those expenses incurred directly by the Men’s Shed project.
- Individual projects requiring ongoing funding from AMSA. **Note:** this 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, Crown reserve, land owned by a public authority or held for public purposes (e.g. 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.

6. What are the 12 Priority Groups?

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. What Men's Shed Projects will be given priority in Round 14?

The priorities for Round Fourteen include:

- Men's Sheds in areas of greatest need
- Men's Shed who engage with and have membership from the 12 priority groups
- Applicants who can demonstrate that their proposal is value for money and meets a specific need.

Applicants who have previously received funding are still eligible to apply.

Applicants will be required to list all prior funding received and this will form part of the considerations by the Evaluation Panel.

8. How to Apply

a. Applicant Eligibility

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.

b. The Application Form

IMPORTANT NOTICE

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

- The new R14 Application Form is 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. funds that does 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- <i>if applicable</i>
	❖ Section B - Building Maintenance & Development- <i>if applicable</i>
	❖ Section C - Health Improvement Activities- <i>if applicable</i>
Part G	Authorisations & Declaration
Part H	Application & Document Checklist
- **Non AMSA Members Only** Please complete **Attachment 1**
- **All** questions within each Part of the application form must be completed.

- Please do not respond to questions/sections with ‘refer to separate attachments’.
- To assist in completing your application, make sure you have a good understanding of all aspects of these NSDP Round 14 Guidelines.
- If you have queries about the eligibility of items/services, the application form or the recent changes, please email liz@mensshed.net
- To ensure fairness and equity, please note that AMSA cannot assist individual applicants with actual responses.
- Other documents that can assist in the preparation of applications include ‘Frequently Asked Questions (FAQ)’ and ‘Preparing your Application Guide’

c. Submitting your Application

- ❖ Applications close on Friday 13th January 2017
- ❖ Applications must be signed by a person with delegation of authority. e.g. Committee member
- ❖ Applications that are not signed by a person with delegated authority, have missing responses and/or compulsory attachments may be eliminated from the evaluation process.
- ❖ Applications cannot be lodged electronically- they must be posted.
- ❖ Applications must be postmarked **on or before** the closing date of 13th January 2017
- ❖ To avoid your application being eliminated from the Evaluation Process, applicants are advised to read the Document Checklist, complete all applicable Parts and ensure all required attachments are included in the application package.
- ❖ Applicants must provide:
 - One original copy of the completed application
 - Four (4) copies of the completed application form
 - One (1) only copy of any attachments.

Please do not package application and attachments into a bound/display folder

APPLICATION & DOCUMENT CHECKLIST

Total Amount requested	The total amount requested across the <u>three</u> categories must not exceed \$10,000
Auspiced/sponsored Men's Sheds	Memorandum of Understanding or Agreement between the Men's Shed and the applicant organisation
Quotes	Two Quotes from suppliers for all items/activities/services requested
Building Maintenance & Development (if applicable)	A proposed site plan
	Relevant building permits that meet regulatory standards (if applicable)
	Information on the ownership of the premises with written consent from the relevant owner for proposed improvements
Insurance	For applicants not insured with AMSA Group Policy, a Copy of the Men's Shed's Public Liability Insurance Certificate of Currency from an APRA approved insurer
Letters of Support Optional	Letters of Support or Agreements from partnering organisations and/or sponsors
Application Form	One (1) original copy of this completed application
	Four (4) copies of this completed application form
	One (1) copy of attachments
Please do not package application and attachments into a bound/display folder	

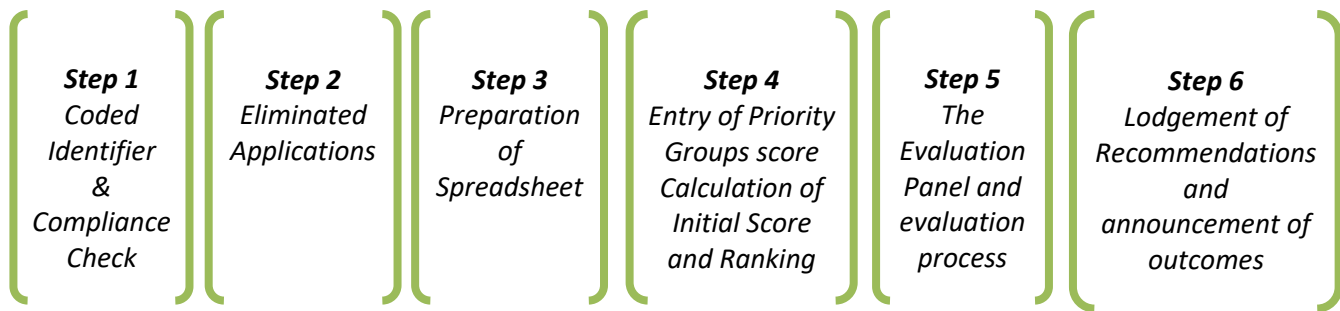
Please Note: in exceptional circumstances where an applicant cannot obtain two quotes, you must contact AMSA either by email liz@mensshed.net or phone 0408 466 401 to discuss potential solutions prior to lodgement of application.

Applications must be posted to:

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

APPLICATIONS CLOSE 13th January 2017

9. What is the Application 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.

Step 1: Compliance Check

On receipt, each application will be allocated a **coded identifier**.eg 071/R14. This indicates the numerical order in which application was received and the specific Round.

An assessment to ascertain whether the applications comply with the AMSA National Shed Development Programme Funding Guidelines and that the minimum content/essential requirements are met is then undertaken. This includes:

- The application was postmarked on or before the closing date
- The applicant is a legal or registered entity, such as an Association incorporated under State and Territory incorporation legislation, and acts as a legal entity separate from its individual members and that can hold property
- Adequate content is provided in the application to enable the Panel to make a reasonable assessment. Incomplete applications will be eliminated
- Two quotes from suppliers of goods and services are provided to validate the application
- If applicable, appropriate insurance cover is provided (e.g. copy of the applicant's Public Liability Insurance Certificate of Compliance)
- Building Maintenance & Development: a proposed site plan and quote from a qualified professional, relevant building permits that meet regulatory standards (*if applicable*), and information on the ownership of the premises with written/permission/consent provided from the owner to carry out the improvement
- Memorandum of Understanding or Auspicing Agreement (*if applicable*)
- Signed by a person with delegation of authority
- For non AMSA members, *Attachment A* has been completed.

Step 2: Eliminated Applications

The Evaluation Panel may eliminate an application from further consideration however the reasons must be documented. e.g. the applicant has not provided all necessary attachments, the application was received after the nominated closing date.

However, at the time of preparation of the applicant spreadsheets, applicants may be contacted by AMSA to be given an opportunity to correct an unintentional error which is not material to the submission. e.g. physical address of Men's Shed is not stated.

Step 3: Preparation of Applicant Spreadsheet

Information provided by applicants will be entered onto a master database. All future correspondence regarding Round 14 will be sent to the *Applicant Main Contact* and *Men's Shed Contact* nominated in the application.

Step 4: Calculation of Initial Score and ranking

Using 2011 data in percentages provided by the Department and Priority Group responses from the applicant, an Initial Score will be allocated and applications will then be ranked.

Step 5: The Evaluation Process

The Evaluation Panel will be provided with:

- A copy of the application
- A spreadsheet showing initial scores and ranking
- A Scoring Matrix
- Scoring Sheets
- A letter outlining Round statistical data, timelines and proposed meeting date

The Panel will have 3-5 weeks to undertake the evaluation of applications (dependent on agreed timelines).

a. Evaluation Panel Assessment

The Panel will initially assess the following before considering the other aspects of the application:

- eligibility
- need
- value
- organisational capacity (i.e. to operate effectively as a Men's Shed) and
- risk

Applications can be eliminated from further consideration at this point and reasons documented.

Selection Criterion	Score
<u>Eligibility</u> All items requested must be eligible for funding as outlined in the Guidelines or the application may not be considered	10
<u>Need</u> a) What unmet needs of the Men's Shed will this funding address e.g. a disabled ramp will allow members with wheelchairs/walkers easy access to the Shed and safer use of trolleys. b) Describe the potential outcomes for the Men's Shed e.g. having a Spanner in the Works event with catering for three local Sheds will reduce social isolation, allow exchange of ideas and potentially improve the health of members.	10
<u>Value</u> a) Detail how the proposal represents value for money, including likely benefits. e.g. this Shed has checked that these tools and equipment are the most inexpensive available locally and with them members will be able to make wooden toys that they can use for fundraising to ensure the financial sustainability of their Shed.	10
<u>Organisational Capacity</u> a) Who will be directly responsible for the management of the project and grant expenditure and acquittal? b) How will the project be managed? c) Outline the likely timeframes for delivery of the project.	10
<u>Risk</u> a) How will the Shed manage the finances for the project? a) Describe your organisational Governance structures. e.g. decision making, communication with members, reporting	10
Total:	/50

Please Note: to proceed, applicants must achieve a minimum Selection Criteria score of 5 for each of the following criteria: **Eligibility, Capacity and Risk.**

b. Short-listing

Short listing will be based on ranking which is based on the total score (ABS/Remoteness/Priority Groups sub-total + selection criteria sub-total).

Those applicants who have a lower score may be placed into a reserve pool for consideration by the Panel if required.

The Panel will then consider short-listed applicants based on their application. Factors considered in the Panel assessment include:

- *Category/categories* in which the applicant has been successful in previous rounds of the NSDP
- The *number of rounds* in which the applicant has been successful
- The overall *level of NSDP funding* previously received by the applicant
- The services/items requested
- Demonstrated need and demonstrated levels of disadvantage
- The applicant's efforts in sourcing other funding/fundraising

c. Clarify Responses

It is acceptable, after examining funding applications, for the Evaluation Panel to contact the applicant to seek clarification of matters relevant to the selection decision. e.g. further details of proposed community project/health initiative.

Step Six: Lodgement of Recommendations

- 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.

Please note: the NSDP attracts a large volume of applications however applicants may contact AMSA on liz@mensshed.net to request a debriefing.

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.

Please ensure the main contact person nominated is aware of the process.

1. Round Fourteen Proposed Application Timeline

Monday 28 Nov 2016	Round 14 applications OPEN for 7 weeks
Friday 13 January 2017	Round 14 applications CLOSE
Wednesday 15 February 2017	All Round 14 applications checked for compliance, eligibility. Scores and rankings formulated Finalisation of spreadsheets and associated documentation. Applications forwarded to Evaluation Panel.
Wednesday 15 March 2017	Assessment of eligible Round 14 applications by NSDP Evaluation Panel completed
Wednesday 22 March 2017	Documentation regarding Recommendations submitted to Department for approval
Monday 8 May 2017	Formal announcement of successful applicants and release of grant outcomes on AMSA website.
Wednesday 17 May 2017	All applicants formally informed of outcomes and successful applicants provided with Funding Agreement documentation
Monday 5 June 2017	Round 15 NSDP applications OPEN

APPLICATION & DOCUMENT CHECKLIST

Total Amount requested	The total amount requested across the <u>three</u> categories must not exceed \$10,000	Yes No
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Please tick ✓
(if attached)

Auspiced/sponsored Men's Sheds	Memorandum of Understanding or Agreement between the Men's Shed and the applicant organisation	
Quotes	Two Quotes from suppliers for all items/activities/services requested	
Building Maintenance & Development (if applicable)	A proposed site plan	
	Relevant building permits that meet regulatory standards (if applicable)	
	Information on the ownership of the premises with written consent from the relevant owner for proposed improvements	
Insurance	For applicants not insured with AMSA Group Policy, a Copy of the Men's Shed's Public Liability Insurance Certificate of Currency from an APRA approved insurer	
Letters of Support Optional	Letters of Support or Agreements from partnering organisations and/or sponsors –	
Application Form	One (1) original copy of this completed application	
	Four (4) copies of this completed application form	
	One (1) copy of attachments	
	Please do not package applications into a bound folder	

Please Note: in exceptional circumstances where an applicant cannot obtain two quotes or does not have insurance, applicants must contact AMSA either by email liz@mensshed.net or phone 0408 466 401 to discuss potential solutions prior to lodgement of application.

Please post applications to:

Round Fourteen
Australian Government National Shed Development Programme
Australian Men's Shed Association
PO Box 793
The Junction N.S.W. 2291

Applications close Friday 13th January 2017