The Men’s Shed Grants Handbook

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Please contact amsa@mensshed.net
or
Phone 1300 550 009
1. **Introduction**

There are four main methods not-for-profit organisations raise income:

- Donations, sponsorships and fundraising
- Providing services
- Marketing products
- Funding from Federal, State and Local Government sources as well as other corporate and philanthropic organisations and services.

According to the *Australian Charities Report 2016*, registered charities had total revenue of $142.82 billion generated through:

- Membership fees, user-pays services and other income sources – 49.7%
- Government grants and contract payments – 43%
- Donations and bequests – 7.3%

**What is a Grant?**

A grant is money given by one organisation (such as a Government Department) to another organisation (such as a community group) to conduct a specific project that will provide some broader benefit to individuals and/or the community.

To receive a grant, a group must submit an application describing in detail:

i. What will be done  
ii. How the money will be spent  
iii. The expected outcomes/benefits

Grant applications are usually assessed against specific criteria (*Selection Criteria*) that reflect the priorities of the funding provider and these will be stated in the Guidelines or application forms. Grants have specific conditions about what the money can be used for and applicants may be required to:

- Submit a financial report at the end of the project to account for all money spent (this is known as an *Acquittal*) and/or
- Lodge an Evaluation or Performance Report that describes the outcomes/benefits of the project.

Grants can assist a group achieve things that will benefit their members or others which may not have been affordable otherwise. However, Men’s Sheds are encouraged to expand their fundraising strategies and not be solely reliant on community grants and/or government funding as the sector becomes more competitive for these limited resources.

Great Sheds work hard as a team to source funding:

- They don’t rely solely on grants  
- They generate ongoing ‘donations’  
- They are creative, think outside the square and are proactive  
- They actively participate in fundraising activities such as markets, raffles, BQQ’s

2. **Types of Grants**

Grants are available from different sources such as:

- Large Corporations (e.g. major banks, Auspost, Jetstar)  
- Philanthropic Bodies (e.g. The AMP Foundation, The Ian Potter Foundation)  
- Government Departments i.e. local Council, State and Federal Government  
- Local Service Clubs (e.g. Rotary, Lions and Apex)
Local Government funding options
Many local governments provide support for community organisations in their area of responsibility. Search your Council's website for any funding opportunities that might be available.

Philanthropic Bodies
Trusts and Foundations refer to gifted funds set up in perpetuity and these funds are distributed to organisations that have charitable status. There are about 300 Trust and Foundations in Australia distributing millions of dollars each year to organisations that undertake activities in education, the arts, health and welfare, sport and other causes. The Application Form normally requests details of your Deductible Gift Recipient (DGR) status.

3. Where to Find appropriate grants information

Useful Websites
Please be aware that website addresses can change and may need updating.
- All Department of Social Services (DSS) grants are advertised on the Community Grants Hub website including Volunteer Grants

4. State Specific Information

NSW
The NSW Community Building Partnership program awards grants for community infrastructure projects

NSW Govt Resource

Qld
[https://www.gamblingcommunityfund.qld.gov.au/#/welcome](https://www.gamblingcommunityfund.qld.gov.au/#/welcome)

Victoria
Tasmania
http://www.tascomfund.org/

South Australia

Western Australia
https://dlgc.communities.wa.gov.au/GrantsFunding/Pages/Community-grants-programs.aspx

Northern Australia

ACT

### 5. **Grant Language**

<table>
<thead>
<tr>
<th><strong>Acquittal</strong></th>
<th>A report lodged at the end of the project to account for all money spent and description of outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Body</strong></td>
<td>The Government Department or organisation that is granting the money</td>
</tr>
<tr>
<td><strong>Selection Criteria</strong></td>
<td>The compulsory responses that are required by the funding body that will be evaluated against a scoring format</td>
</tr>
<tr>
<td><strong>In Kind contributions</strong></td>
<td>Many businesses and organisations may donate goods and services rather than cash donations. e.g. tools, equipment, plumbing or electrical services, a waiver of council fees, earthworks. These goods and services have a monetary value.</td>
</tr>
</tbody>
</table>
| **Objective** | Purpose, aim, intention of the project- an outcome that can be measured.  
Examples:  
- To address safety issues through the installation of a dust extractor.  
- To promote the shed project in order to attract new members, sponsorship and donations.  
- To deliver a men’s health education and awareness clinic |
| **Outcomes** | An actual achievement, result or impact of the project.  
Examples:  
- increase in membership  
- 81 members participated in health checks |
6. Applying for a Grant

The Funding Pool
- There is always a limit on funds available in the national ‘grant funding pool’
- Grants are extremely competitive
- Be prepared before you start looking at grant opportunities

a. Consult Shed members
- Discuss needs - additional tools & equipment, activities, education & training, Shed improvements, guest speakers, health seminars
- Develop a ‘wish list’
- Prioritise them

b. Before you Apply
- Completing applications are time consuming
- Don’t be anxious about the process - you can access information and support
  * AMSA Resources e.g. Grant Writing Guidelines, the NSDP Manual
  * AMSA staff

c. Be Prepared
- All applications will require certain information about the applicant organisation
- They often ask similar questions
- Be organised and store information on the computer - all together in one folder
- Create a folder ‘Grants- Shed Information’
- File current copies of important documents:
  ✓ Incorporation Registration
  ✓ Insurance Certificates of Currency
  ✓ Memorandum of Understanding if applicable
  ✓ DA, Council approvals, site plan if applicable,
  ✓ Letters of Support
* You may have to attach these documents with your application - have them ready

- Complete one document that contains all relevant information about your Shed
- Make sure you keep it up to date
- Copy and paste the information onto your application
- AMSA has developed a template for you to use
# Men's Shed Details

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th></th>
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<tbody>
<tr>
<td>Legal Name</td>
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<tr>
<td>The type of legal entity</td>
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</tr>
<tr>
<td>Inc/ABN number</td>
<td></td>
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<tr>
<td>GST Status</td>
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<tr>
<td>Address - Postal</td>
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<td>Address - Street</td>
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<tr>
<td>Contact 1 details</td>
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<td>Contact 2 details</td>
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<tr>
<td>Insurance Details</td>
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<tr>
<td>Bank Account Details</td>
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<tr>
<td>Shed Description</td>
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<tr>
<td>Aims, Objectives</td>
<td></td>
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<tr>
<td>Management structure</td>
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<tr>
<td>Ability to Manage projects</td>
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<tr>
<td>Partners/Networks</td>
<td></td>
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<tr>
<td>Letters of Support</td>
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</tbody>
</table>
- Type of legal entity - legal status such as Incorporated entity
- Incorporation/ABN number
- GST - registered?

- Contacts - normally require two - make sure you complete all sections - *NSDP - missing and incorrect phone numbers, no email provided, incorrect email
- Insurance - Public Liability, insurer, period of insurance
- Bank Account Details - *be careful with BSB and Account numbers
- Organisational Description - What is a Men’s Shed, Aims, Shed activities, Values, how many members, how long has the Shed operated, achievements
- Management structure - Committee details, policies, governance, procedures, key people involved in project management
- Ability to manage projects - expertise and experience, describe other successful programs and projects, outcomes
- Partners/networks - organisations with whom you work, examples
- Other - community projects, awards, news articles, Shed newsletter, photos

d. Grants Documentation
- Funding bodies provide a range of documents when a specific funding round opens:
  1. Guidelines
  2. Application Form
  3. FAQ’s
  4. Sample Funding Agreement
- They will also provide a ‘support’ facility - contact via email and/or phone
The Guidelines
READ THEM THOROUGHLY!!!

- Are you eligible to apply?
- What are the Funding Body objectives?
- Do you meet their requirements?
- Can you deliver what you want to do within the funds available?
- Is Priority being given to certain target groups?
- Are there different categories?
- Do you have to provide a co-contribution? i.e. match $ for $
- Ensure you understand what will NOT be funded e.g. Overseas travel, vehicles
- Do background reading on the funding body and have an understanding of their:
  - Values
  - Strategic direction
  - Issues that are important to them.
- Ensure that you understand their Selection Criteria
- Read them carefully-answer the question e.g. Describe your area......? Applicant describes their Shed
- Selection Criteria attract a score

e. Preparing for the Application

- Plan to start your application early in the application period
- Do you have the necessary time to work on the submission? It takes effort and time

- Someone needs to take charge
- The ‘owner’ must ensure that:
  - All selection criteria are answered
  - All relevant information is included
  - Attachments are available especially quotes
  - Everyone knows the closing date
  - Lodged by due date/time-funding bodies are strict about late lodgement
- Who else needs to provide information? e.g. Treasurer – budgets, quotes
- If the application form is confusing or difficult, seek support from AMSA
- Have all required attachments ready e.g.
  - Quotes
  - Copies of Insurance and Incorporation Certificates
  - MOU if applicable
  - Letters of Support
f. Writing the Application
   - Read the questions carefully
   - Online application - prepare drafts on a Word document - copy and paste final responses
   - Answer all questions - ask if you don’t understand
   - Put your responses on the form - don’t write ‘refer attachment’
   - Remember the reader of your submission may know nothing about Men’s Sheds or your proposed project - do not assume that they do
   - Many online applications are character or Word limited - this can be very challenging

Use Word Count facility - Click on the Review icon -

- Provide sufficient information for funding bodies to make an informed decision
- Provide a good description of who you are and what you do
- Provide information and evidence about your area
  - e.g. ABS data, information from your local or State Govt reports/websites

Spelling or Stuck for a Word?
- Use the Spell Check and Thesaurus facility through the Review icon

- Funding bodies look for value for money
- They will also look at your efforts to fundraise and any $ contribution

g. Selection Criteria:
   - What is the proposed project?
   - Why is it needed?
   - Who will benefit and why?
   - What are the main outcomes you are seeking?
   - How will you manage the project?
   - How will you evaluate the project? Was it successful? Has it benefitted the Shed?
h. Attachments
- **Compulsory** attachments e.g. Financial, Certificate of Incorporation, Insurance Certificates of Currency, quotes
- Those you have chosen- if permitted
- Showcase your Shed, the work you do, e.g. Newsletters, media articles, Letter of Support
- Sometimes on-line applications have file size limits

i. **Check, Check and Double Check**
- Read several times over several days- look for errors, does it read well and make sense?
- Undertake spell check but remember that some words will not show an error e.g. FROM/FORM
- Ask others to read and make comments
- Have all questions/sections been completed?
- Most applications have a checklist

j. **Lodging the Application**
   - Many grant programmes are online applications however,
   - Read the instructions!!!!!!
   - What date is it due? Is there a cut-off time?
   - Can it be emailed?
   - Are hard copies required i.e. Posted
   - Do you have to provide both?
   - How many copies are required? (some funding bodies may require two or more copies)

k. **Online Applications**
- Submit before due date
- ‘Uploading’ can be very slow if lodged close to closing deadlines-everyone is on line!
- Late applications are not accepted
- Don’t forget attachments
- Some funding bodies will provide an automatic notification that your application has been received – it usually contains a reference number- keep a copy for future reference
- For assistance contact the funding body through their assistance line
7. **Financial & Performance Accountability**
   
**a. The Acquittal Process**
   
- If successful, you will be required to sign a Funding Agreement
- **Conditions of the Funding Agreement include:**
  - Spending the grant on the specific project and usually within a specific time
  - Lodging an Acquittal and proof of purchases
- The Funding body normally provides the template
- Many funding bodies will not accept applications if Acquittals from previous grants are outstanding

- You are fully accountable for correct expenditure of the grant—don’t act fraudulently
- You must provide evidence that the grant has been spent on the project originally requested
- Do not alter the conditions of the grant without permission—communicate with the funding body if changes are required.

**b. Keeping Records**

If successful in securing funding you will have an increased responsibility to be accountable for those funds and you must be able to report on the project’s outcomes.

You must:
1. Have adequate financial systems to manage the grant
2. Maintain accurate financial reporting—retain documents i.e. Receipts (photocopy as they fade)
3. Monitor progress of the project—the Committee will need to report on the project’s performance—did you achieve the expected outcomes? Did the project work well?

**AMSA Support**

Resources are available on the AMSA website or email AMSA

- The Men’s Shed Grants Manual
- The National Shed Development Programme
- Grant Writing Guidelines

Don’t panic—AMSA is willing to read any draft application and provide feedback with suggestions—we will assist whenever we can