

# Tip sheet

## 2020-21 Men's Shed Funding Program - Support for Men's Sheds

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### About the 2020-21 program

Support payments of \$2,300 are available for all men's sheds across Victoria through the *2020-21 Men's Shed Funding Program – Support for Men's Sheds*. These grants can be spent on rent, bills, minor upgrade works or other expenses to enable sheds to be sustained until the group can reopen.

**Applications close 30 November 2020.**

### Process

1. Check that you are eligible to apply.
2. Review this tip sheet, and collect required details and electronic documents.
3. Submit an application via the Smarty Grants website (see instructions on page 3).
4. If your application is successful, you will be notified by email and invited to provide an invoice for payment.
5. A simple acquittal will be requested in March 2021.

### Eligibility

This funding round is open to the following men's shed groups:

- Located in Victoria
- Established before 1 October 2020
- An incorporated association with an ABN (or has an auspice organisation)

## What you'll need

To complete an application, you will need the following details and electronic documents:

- Evidence that your men's shed was operational before 1 October 2020, for example:
  - Membership with either the Victorian Men's Shed Association or the Australian Men's Shed Association; or
  - Certificate of insurance currency as a men's shed; or
  - Other evidence of the men's shed being established before 1 October 2020 (such as a bank statement in your organisation's name).
- High-level summary of what you intend to spend the grant on.
- Contact information (name, position, email, phone) for:
  - Yourself
  - Your men's shed group
  - Authorised representative of the shed (if not yourself)
- Registration numbers for your shed group, if applicable:
  - Australian Business Number (ABN)
  - Incorporation Number
- Details of your auspice organisation, if required:
  - Contact person details (name, position, email, phone)
  - Address details
  - Registration numbers (Incorporation and ABN)
  - A signed letter of confirmation

## Auspice arrangements

It is recommended that a Memorandum of Understanding is put in place between the men's shed group and the auspice detailing the terms of the relationship.

This should include information on how the funds will be stored and how they will be spent. It should also include information on the ownership of any items purchased with the funds.

## Queries

If you have questions about your group's eligibility, or the application, assessment and payment process, please email [mens.sheds@dhhs.vic.gov.au](mailto:mens.sheds@dhhs.vic.gov.au).

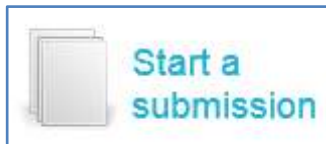
# How to apply

## Start a new application

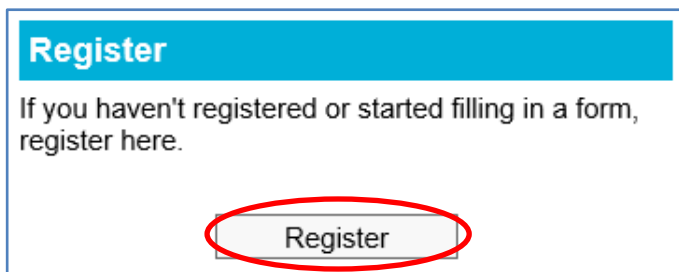
Go to the Smarty Grants website

<https://cfr.smartygrants.com.au/2020MenShedFundingProgram>

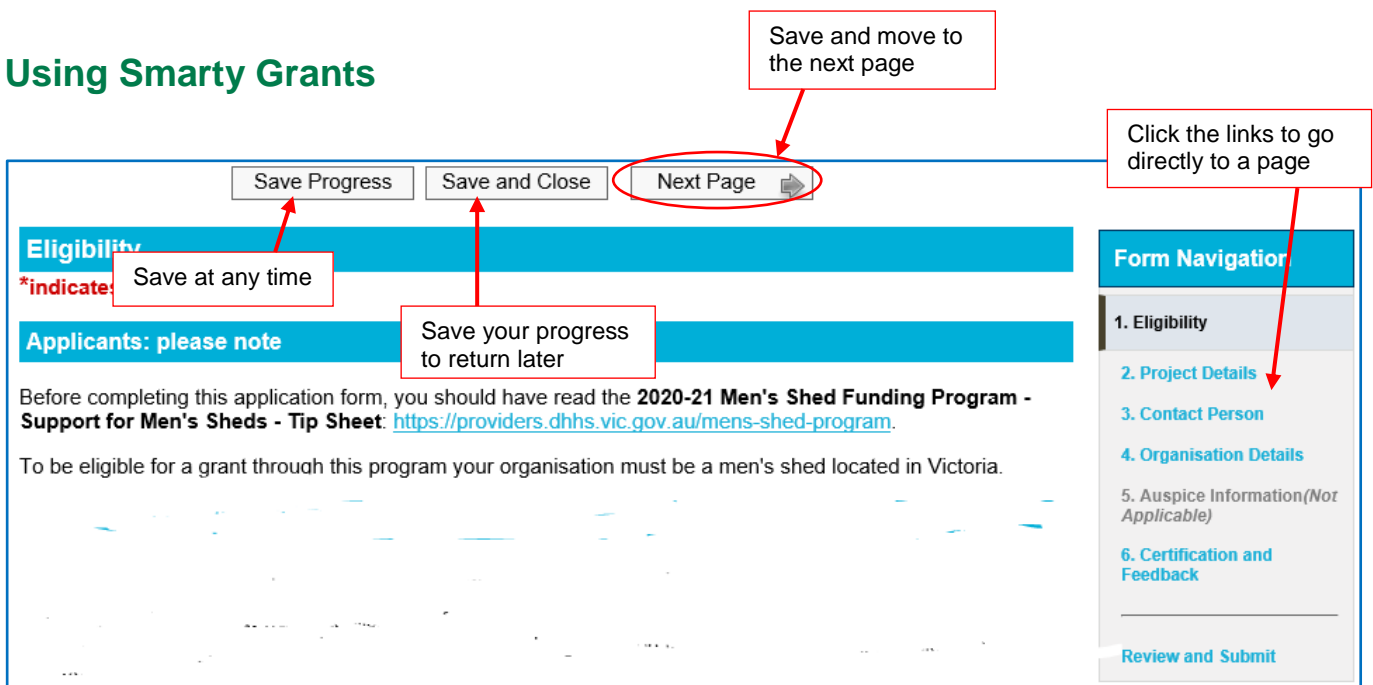
Click the 'Start a submission' button



Click the 'Register' button to start a new user account



## Using Smarty Grants



The screenshot shows the top portion of the Smarty Grants application form. At the top, there are three buttons: "Save Progress", "Save and Close", and "Next Page". The "Next Page" button is circled in red, with a red arrow pointing to it from a text box that says "Save and move to the next page". Below the buttons, there are two blue horizontal bars. The first bar has the text "Eligibility" and "\*indicate:" followed by a red arrow pointing to a text box that says "Save at any time". The second bar has the text "Applicants: please note" and a red arrow pointing to a text box that says "Save your progress to return later". Below these bars, there is a paragraph of text: "Before completing this application form, you should have read the 2020-21 Men's Shed Funding Program - Support for Men's Sheds - Tip Sheet: <https://providers.dhhs.vic.gov.au/mens-shed-program>. To be eligible for a grant through this program your organisation must be a men's shed located in Victoria." On the right side of the form, there is a "Form Navigation" sidebar with a list of steps: "1. Eligibility", "2. Project Details", "3. Contact Person", "4. Organisation Details", "5. Auspice Information(Not Applicable)", and "6. Certification and Feedback". A red arrow points from a text box that says "Click the links to go directly to a page" to the "2. Project Details" link. At the bottom of the sidebar, there is a "Review and Submit" button.