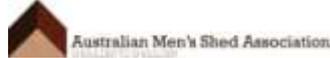


**Australian Government
Department of Health
National Shed Development Programme
Administered by the Australian Men's Shed Association (AMSA)**



A Guide to Preparing Your Round 22 Application

1. The Guidelines

- Please ensure you understand eligibility, funding priority groups, the categories and funding limits.
- Applications must be submitted by the closing time outlined. Please ensure you have a full understanding of each section of the application early and ask for assistance if there are areas of concern.
- If the application form is being submitted electronically, the form must be submitted as one complete form (attachments can be provided separately), otherwise the application must be posted via conventional mail.
- It is your responsibility to ensure that the application form is completed correctly, on time and signed, and that all of the required information and documents are available.
- If you have questions relating to the Application Form, or the programme, the AMSA can be contacted by email at amsa@mensshed.net, or by telephone on 1300 550 009.

2. The Application

- Answer all questions- do not leave spaces.
- Priority will be given to Men's Sheds that provide services in areas of greatest need, in particular to individuals and/or communities experiencing levels of disadvantage. Please describe in detail the need and level of disadvantage in the region/district in which your Men's Shed is located.
 - Your response to Part D: Question 1 provides important information for the Evaluation Panel to determine levels of disadvantage within your community.
- For Round 22, applications will also be prioritised where they can evidence a strong health/safety intent in acknowledgement of the heightened importance of these factors during the period of COVID-19 recovery.
- Additionally, in light of COVID-19, IT equipment and training will be prioritised to facilitate connectivity.
- Defibrillators, and associated training, will be prioritised where sheds can evidence not having a defibrillator, or having one that was purchased prior to 2015.

- Where the above elements do not apply, applications will be prioritised where sheds can evidence being in an area of social disadvantage and/or supporting members that are from the 12 priority population 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.
- Make sure you have completed the checklist and attached all necessary documents.
- Make sure the application has been signed by a person with delegation of authority.

3. Compulsory Attachments

Quotes

- You must provide two quotes for each of the goods and/or services you are seeking funding for under your application.
- Pricings from online vendors will be considered acceptable as quotes, provided:
 - the vendor has a current Australian Business Number (ABN); and
 - appropriate detail on what is being provided by the vendor is included with the pricing.
- If you experience difficulty with obtaining two quotes, or are uncertain as to whether your online pricings meet requirements, you **MUST** contact the AMSA to discuss your situation **BEFORE** submitting your application.
- AMSA can be contacted by email at amsa@mensshed.net, or by telephone on 1300 550 009.

Insurance Certificate of Currency

- Must be provided if your Shed is not insured under AMSA Group Insurance [*but only if your application for funding is successful*].

Non Member

- If an AMSA Non Member, please provide evidence to allow your shed's status to be confirmed, for example shed constitution, program of events, or other evidence of activities

Relevant permissions

- Applications for grant funding to refurbish a building will require written permission by the owner of the premises.
- Local Government approvals/permits must be supplied if you are applying for renovations/improvements in *Category Two- Shed Improvements*
- A Memorandum of Understanding between an auspicing body and your shed should be provided, where relevant.

4. Lodging the Application

- Applications including supporting documentation should be submitted electronically to amsa@mensshed.net by the due date.
- If you are unable to provide your application electronically, or cannot provide it electronically as a single document, an address to which you can post your application is provided in the application form.