



Australian Government
Department of Health and Aged Care
NATIONAL SHED DEVELOPMENT PROGRAMME
Administered by the Australian Men's Shed Association



Round 27- Programme Guidelines

| | |
|---------|-------------------------|
| OPENS: | Monday 15 January 2024 |
| CLOSES: | |
| Cat 1-4 | Friday 23 February 2024 |
| Cat 5 | Friday 22 March 2024 |

Enquiries

Email: amsa@mensshed.net

Telephone: 1300 550 009

Statement relating to R27 changes and priorities

Round 27 of the NSDP will specifically prioritise applications requesting events/improvements/equipment with a strong health, mental health, wellbeing or safety emphasis. Additionally, considering ongoing COVID-19 impacts, IT equipment and training will be prioritised to facilitate connectivity.

The NSDP now includes two new categories (introduced in round 24):

Category 4 to support applications for activities/items with a specific focus on promoting good mental health and wellbeing for shed members.

Under Category 5, Men's Sheds seeking funding to purchase a defibrillator will be able to apply at any time **before 22 March 2024**, ensuring faster delivery of their defibrillator.

Please Note: If an applicant lodges a Category 5 application, they are also eligible to lodge a separate application in Round 27 Categories 1-4; it will not count toward the \$10,000 total funding round limit of NSDP applications.

Introduction

This is a guide to the Australian Government National Shed Development Programme (NSDP).

It provides the information needed to apply for a grant under this programme.

Grants are open to all Men's Sheds across Australia.

The Australian Government Department of Health and Aged Care funds this programme which is administered by The Australian Men's Shed Association (AMSA) on its behalf.

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2. What is a Men's Shed?

A Men's Shed is any community-based organisation which is open to males, where:

- The primary objective is to advance the health and well-being of male members.
- The primary activity is the provision of a safe, friendly, and inclusive environment where males are able to gather and/or work on meaningful projects at their own pace, in their own time.

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

Men's Sheds may:

- Make a variety of products including toys, household or garden furniture, Indigenous crafts, breeding boxes or wood turned articles.
[**Please note** that these articles cannot be sold for commercial gain or in competition with existing local businesses.]
- Undertake activities that may include gardening, wood turning, metalwork, undertaking repairs or restoration such as heritage machinery, bicycle and small engine maintenance and cooking.
- Undertake community projects if desired.
- Participate in training programmes such as First Aid, Test and Tag, skills-based training (e.g., basic welding and computers/IT, cooking and demonstrations in nutrition).
- Participate in activities that advance the health and well-being of male members.
- Engage in traditional and cultural activities such as arts 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.

3. About the National Shed Development Programme (NSDP)

The NSDP provides direct financial assistance to:

- Address the health and wellbeing of the shed members within the shed environment.
- Support health education for shed members.
- Deliver appropriate activities and programmes.
- Improve facilities and the sustainability of Men's Sheds across Australia.

The NSDP is open to all Men's Sheds in Australia and is a competitive grants programme. It supports Men's Sheds and organisations supporting a Men's Shed to better respond to the local needs of their community.

Please Note: Auspicing bodies applying for the NSDP on behalf of a Men's Shed must have an MOU/Agreement in place.

4. Funding purposes

Men's Sheds can apply for financial support across the following funding categories:

| | | |
|-------------------|-------------------------------------|-----------------|
| Category 1 | Health, Wellbeing and Events | \$8,000 maximum |
| Category 2 | Shed Improvements | \$8,000 maximum |
| Category 3 | Tools and Equipment | \$5,000 maximum |
| Category 4 | Mental Health, Wellbeing and Events | \$8,000 maximum |
| Category 5 | Defibrillators | \$2,250 maximum |

5. Detailed descriptions of the funding categories

Applicants can apply for funding under each Category, however, the total funding to each successful applicant for categories 1 to 4 will not exceed \$10,000.

Purchase of defibrillators under category 5 may be applied for in addition to funding under categories 1 to 4.

Category 1-Health,Wellbeing and Events - \$8000 maximum

i. Health and wellbeing event

Funding can be requested to plan and deliver, or broadly participate in, an event within their region with a strong health focus, which may also include some Men's Shed operational topics. It is recommended that the AMSA Events model/template and Manual (AMSA Resource- The Men's Shed Gathering and Health Event Manual Jul 2022V4) be used as a guide when planning and delivering a health event.

Where possible, funding for hosting health events should include:

- Letters of support for the event from ideally two (2) regional Men's Sheds confirming their members' intention to attend, unless impractical due to remoteness or other reason which should be specified in the application.
- Health related guest speakers, health information sessions/stands (such as Spanner in the Works), and community services participation.

Funding requests may also include:

- Transport subsidies (fuel cards) for visiting Men's Shed members and/or accommodation subsidies (**Note:** only available for significant events where shed members are required to travel considerable distances and is limited to \$500 per grant applicant).
- Catering, venue hire, hire of equipment such as a public address system.
- Auspicing bodies cannot request funds for administration or transport and accommodation costs for these events.

Please Note:

The AMSA Events Coordinator and Men's Health Project Officer are available to provide advice and support about planning and delivering potential events (including guest speakers), regardless of AMSA affiliation. The AMSA has also developed a series of resources to assist you in the planning and delivery of an event. They are available on the AMSA website under 'Shed Resources' or you can email, and copies will be provided. Please contact AMSA on amsa@mensshed.net or call 1300 550 009.

Support with Health Events, and NSDP applications in general can also be provided by the Regional Coordinators for each state and territory. The contact details for your Regional Coordinator can be obtained by:

- for sheds in NSW, the ACT, SA and the NT, calling the AMSA on 1300 550 009;
- for sheds in VIC, calling the Victorian Men's Shed Association on 0408 465 228;
- for sheds in QLD, calling the Queensland Men's Shed Association on 0413 205 499;
- for sheds in WA, calling Men's Sheds of WA on (08) 6381 5324; and
- for sheds in TAS, accessing the Tasmanian Men's Shed Association website at <https://www.tasmanianmensshed.org.au/>

Building work/improvements to address health and safety such as shade blinds, air conditioning, or dust extraction are not eligible in Category One - these items should be included in *Category Two – Shed Improvements requests*. Funding may not be sought for contingency costs.

ii. Health and wellbeing equipment may include (but is not limited to):

- First Aid kit, eye wash systems.
- Chemical storage cabinets.
- Shed health and safety equipment (e.g., safety signage, fire extinguishers and blankets).
- Test and tag equipment.
- Fitness equipment.
- Computer and IT equipment (when used *to support and facilitate shed-based connectivity, online interaction, and participation in online events*).
- Personal Protection Equipment (PPE)– safety glasses, hearing protection.

iii. Health and wellbeing training for members may include:

- First Aid and other health related training programmes.
- Computer and IT training (where justified through health and wellbeing means).
- Defibrillator training (particularly where the shed is applying for a defibrillator).
- Health and wellness workshops (e.g. wellness workshops/meditation courses, general health courses).
- Food handling and safety and nutrition training.
- Men's Shed health and safety courses such as handling chemicals, test and tag, workshop occupational health and safety and the safe use of machinery.
- Health and wellbeing resources such as books, handbooks and manuals, DVDs.

Category 2-Shed Improvements - \$8,000 maximum

Premises occupied by the Men's Shed are eligible for funding to undertake improvements, modifications and refurbishment including:

- Upgrades to improve the health and safety of the shed environment, such as dust extraction systems, or air filters.
- Construction of disability access ramping, accessible toilet facilities, disability friendly showers, etc.
- Electrical upgrade including additional lighting and/or power points.
- Plumbing upgrades including repair/replacement of toilet facilities.
- Upgrades to or replacement of kitchens to improve hygiene, cooking skills or social connection.
- Enclosing outdoor spaces for additional work and or storage areas.
- Materials and equipment to support construction of food growing garden beds.
- Purchasing containers to address storage or lack of workspace.
- Labour/materials to address health and safety issues including disability access.

Please Note:

Priority will be given to shed improvements that can be justified from a health perspective. Where this is not possible (e.g., security systems and solar panels), significant evidence of need will have to be provided to make the application competitive against health related applications.

Applications for partial funding should provide information on how the remaining funding will be sourced.

Category 3-Tools and Equipment - \$5,000 maximum

The priority for funding under Category 3 is providing financial support to either

- a) new Men's Sheds (less than 2 years old),
- b) Men's Sheds that have not previously received NSDP funding, or
- c) Men's Sheds that have not received any funding under Categories 1-4 in the past six rounds (rounds 21-26).

Sheds that do not meet any of these criteria are **ineligible**, regardless of the level of disadvantage experienced by the community, unless strong justification is provided from a health or accessibility perspective.

Tools and equipment are generally aimed at supporting interaction and activities within sheds and may include:

- Tools for Men's Shed activities such as woodwork, metalwork, crafts, gardening.
- Air compressors, power tools, gardening tools, leatherwork tools.
- Equipment to develop/improve areas within the Men's Shed such as kitchen microwave units, office computer, and filing cabinets.
- Equipment to attract new demographics into the Shed.
- Replacement/repair/updates of tools for safety reasons, such as a saw stop.

Where multiple items are requested that are reliant on each other to fulfil their intended use (e.g., engine crane and engine stand), **please specify** to ensure that these items are considered together and are not partially funded.

Category 4-Mental Health, Wellbeing and Events - \$8000 maximum

i. Mental Health Event

Funding can be requested to plan and deliver, or support attendance at, an event with a strong mental health focus, which may also include some Men's Shed operational topics. It is recommended that the AMSA Shed Mates Handbook and the Events model/template and Manual (AMSA Resource- The Men's Shed Gathering and Health Event Manual Jul 2022V4) be used as a guide when planning and delivering a mental health event.

Where possible, elements for funding for regional events should include:

- Mental health related guest speakers, health information sessions/stands, and community services participation.
- Letters of support for the event from ideally two (2) regional Men's Sheds confirming their members' intention to attend, unless impractical due to remoteness or other reason which should be specified in the application.

Funding requests may also include:

- Transport subsidies (fuel cards) for visiting Men's Shed members and/or accommodation subsidies (**Note:** only available for significant events where shed members are required to travel considerable distances and is limited to a total of \$500 per grant applicant).
- Catering, venue hire, hire of equipment such as a public address system.
- Auspicing bodies cannot request funds for administration or transport and accommodation costs for these events.

Please Note: The AMSA Events Coordinator and Men's Health Project Officer are available to provide advice and support about planning and delivering potential events (including guest speakers), regardless of AMSA affiliation. Please contact AMSA on amsa@mensshed.net or call 1300 550 009.

Support with Mental Health Events, and NSDP applications in general can also be provided by the Regional Coordinators for each state and territory. The contact details for your Regional Coordinator can be obtained by:

- for sheds in NSW, the ACT, SA and the NT, calling the AMSA on 1300 550 009;
- for sheds in VIC, calling the Victorian Men's Shed Association on 0408 465 228;
- for sheds in QLD, calling the Queensland Men's Shed Association on 0413 205 499;
- for sheds in WA, calling Men's Sheds of WA on (08) 6381 5324; and
- for sheds in TAS, accessing the Tasmanian Men's Shed Association website at <https://www.tasmanianmensshed.org.au/>

ii. Mental health and wellbeing equipment may include:

- Equipment related to activities to support mental health, e.g., yoga mats, meditation pillows, art therapy materials and supplies.

iii. Mental health and wellbeing training for members may include:

- Mental Health First Aid and mental health related training programmes.
- Computer and IT training to support regular interaction and help-seeking

behaviour between and of members.

- Mental health and wellness workshops (e.g., mental wellness workshops, meditation and mindfulness courses, yoga classes).
- Mental health and wellbeing resources such as books, handbooks, manuals, DVDs.

Category 5-Automated External Defibrillators - \$2,250 maximum

Men's Sheds are eligible for funding to purchase an Automated External Defibrillator, where either:

- the Shed does not currently have a working defibrillator on its premises; or
- it has a defibrillator that was purchased prior to 2018 (hence is older than 6 years).

Sheds that can meet the eligibility requirement will be able to apply at any time before of the Category 5 deadline, ensuring faster delivery of their defibrillator.

Applicants that currently have a defibrillator can also apply for replacement batteries and pads that are not under warranty.

Applications for Category 5 need to be submitted using the separate Application Form to the standard NSDP rounds and can be submitted at any time before 22 March 2024. The Application Form for Defibrillators will be found on the AMSA website at <https://mensshed.org/development-grants/>

Note - Applications for Defibrillator training need to be made through Category 1 – Health and Wellbeing and Events, sub category iii. This is suitable for sheds where current users are not proficient in the use of the existing defibrillator.

6. What cannot be funded by the NSDP?

- Building a new shed/facility is not supported under this programme.
- Funds to support a designated co-ordinator or organisational office bearer expenses.
- Utility expenses such as electricity, telephone, internet etc.
- The purchase, leasing, and associated maintenance of vehicles.
- Organisational expenses, including for sponsoring bodies, other than for those expenses incurred directly by the Men's Shed project.
- Sponsoring bodies' staff training expenses.
- Organisational staff expenses.
- Requests to apply an administration fee to grants (by sponsoring bodies).
- Individual projects requiring ongoing funding.
- The purchase of land.
- Repair of facilities damaged by vandalism, fire, or other natural disasters where the act is covered by insurance.
- Contingency costs.
- Additional funding for Men's Sheds that have already received substantial funding from governments for similar applications and for which need is not identified.

7. Which groups will be given priority under this grant programme?

Sheds in areas recognised as having high levels of socioeconomic disadvantage or high membership of the below priority groups will be given priority:

- Males not in work.
- Aboriginal and Torres Strait Islander males.
- Socially disadvantaged males.
- Isolated males.
- Males with a disability.
- Males with a mental health condition (e.g. depression).
- Migrant males.
- Males living in rural and remote areas.
- Defence veterans.
- Males experiencing dependence on alcohol.
- Males experiencing dependence on illicit drugs.
- Males who need support due to relationship issues.

Applications that do not meet the eligibility criteria will be unsuccessful regardless of relevance to priority groups, unless supported by a strong health argument.

8. What Men's Shed applications will be given priority in Round 27?

The priorities for Round 27 include:

- Applications evidencing a strong mental health/health/safety intent.
- IT equipment and training to facilitate connectivity.
- Defibrillators and associated training for eligible sheds providing necessary evidence (refer to Section 5 of the Guidelines).
- Men's Sheds that provide services in areas of greatest need, in particular to individuals and/or communities experiencing levels of disadvantage.
- Applicants who have not received previous NSDP funding and can demonstrate need of, and engagement with the Priority Groups (see Section 7 above), noting:
 - 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.

9. Who can apply?

- All Men's Sheds regardless of their location or membership of AMSA.
- All Men's Sheds registered as a legal entity.
- Men's Sheds that are not a registered legal entity can have an overseeing sponsor body act on their behalf and apply.

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.

- Applicants who have previously received funding under the NSDP are eligible to apply and will be required to list all prior funding received both from the NSDP and other government funding. This will form part of the consideration by the Evaluation Panel and will be provided to the Australian Government Department of Health and Aged Care.

10. 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, or Rotary or Lions Clubs, Health Services or any other relevant community-organisation who wish to support an existing Men's Shed. Community-based organisations applying on behalf of a Men's Shed must have the capacity to specifically offer shed-type activities* to males in the local community and/or within a wider region (Mobile Sheds).

b) Complete the Application Form

- You must apply using the Application Form available from the AMSA website <https://mensshed.org/development-grants/>.
- Information and instructions are available on this site to assist with completing each section of the form.
- There are also application and document checklists provided to assist you.
- To ensure fairness and equity, AMSA staff cannot assist individual organisations to complete the selection criteria in their application form. However, AMSA staff may answer technical questions and provide guidance relating to the application form and the process.
- Complete Application Form and any supporting documentation need to be submitted as one PDF document only. Instructions on how to merge files are available alongside supporting documentation on the AMSA website. Alternatively, applications can be physically submitted in paper form.

Please note that contact details (name and telephone number) provided on the application form may be provided to your Federal Member of Parliament. Please contact the AMSA if you have any concerns.

**See Guidelines section 2 – What is a Men's Shed? – for a list of 'shed-type' activities.*

11. How many times can a Men's Shed apply for funding, and can they apply for the same shed project they applied in a previous Round?

Men's Sheds can apply for funding in any Funding Round (except Category 3 applications for tools & equipment - refer to Section 5 of the Guidelines) however the Evaluation Panel will consider all 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.
- Whether the services/items requested are similar to those previously granted.
- Demonstrated need and demonstrated levels of disadvantage (as outlined in 'Preparing your NSDP Application').

Men's Sheds that applied in a previous funding Round and were unsuccessful can re-apply for funding for the same purpose. Unsuccessful applicants are encouraged to consult with their regional coordinator in the development of an application for the following round. Please ensure that you include updated quotes.

12. How are applications assessed?

Full details are on the AMSA website <https://mensshed.org/development-grants/>

- Each application is assigned a score.
- The AMSA Evaluation Panel conducts an assessment.
- Recommendations for funding are made by the Panel.
- The Australian Government Department of Health and Aged Care (Department) reviews and examines the recommendations made by the Panel. The Department has the authority to review and change recommendations based on funding criteria.
- Final recommendations are submitted to the Minister for Health and Aged Care by the Department of Health and Aged Care.
- Successful applicants are informed, and results are publicly announced by AMSA and/or via a media release from the Minister for Health and Aged Care.

13. How will applicants be informed of the outcomes?

- AMSA will issue a News Bulletin detailing a list of all successful applicants.
- The AMSA website will publish the complete list of successful applicants.
- All applicants, both successful and unsuccessful, will be notified in writing via email of the outcome within the following month, using the contact details provided in application forms.
- The AMSA encourages applicants to contact AMSA on amsa@mensshed.net to request feedback on applications. Unsuccessful applicants are encouraged to consult with their regional coordinator in the development of an application for the following round.
- **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. Please ensure the main contact person nominated is aware of the process.
- **Successful applicants** are required to return the signed Letter of Offer and an invoice to the AMSA who can then initiate payment of grant monies through direct deposit.
- Please do not send the supplier's invoice to AMSA – all successful applicants will receive the grant funding to make those purchases.

14. Application timeline

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|--------------------------------|---|
| Monday, 15 January 2024 | Round 27 general applications OPEN for 6 weeks Applications for defibrillators OPEN for 10 weeks |
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|---------------------------------|---|
| Friday, 23 February 2024 | Round 27 applications CLOSE (Categories 1-4) |
|---------------------------------|---|

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|------------------------------|--|
| Friday, 22 March 2024 | Defibrillator applications CLOSE (Category 5) |
|------------------------------|--|

Indicative dates subject to change:

| | |
|------------------------------|--|
| Friday, 22 March 2024 | Applications checked for compliance, eligibility, scores & rankings calculated, finalisation of spreadsheets & documentation. Applications forwarded to Evaluation Panel. |
|------------------------------|--|

| | |
|------------------------------|---|
| Friday, 12 April 2024 | Assessment of eligible applications by Evaluation Panel completed. |
| Friday 19 April 2024 | Documentation regarding recommendations submitted to Department for approval. |
| Friday, 31 May 2024 | Recommendations considered and assessed by the Department. |
| Monday, 17 June 2024 | Formal announcement of successful applicants and release of grant outcomes on AMSA website. All applicants informed of outcomes and successful applicants provided with Funding Agreement documentation. |

15. Lodging your application

Applicants in Round 27 have **two lodgement options** to choose from:

1. Email: amsa@mensshed.net

PLEASE NOTE:

- i. Email your signed Application Form and attachments as **one complete PDF document and not individual jpeg or pdf pages.**
AMSA has prepared a *‘Step by Step Guide- multiple pages into one pdf document’* to assist you.
- ii. If you are unable to email as one complete document, please post by regular mail.

2. Post:

Australian Men’s Shed Association

Re: Australian Government National Shed Development Programme Round 27

PO Box 793

The Junction NSW 2291

How to obtain additional support, information, or assistance

Please email amsa@mensshed.net if you have enquiries about the NSDP programme, preparing your application, the Application Form and application process, and items/services that are eligible for funding. More information is also available on www.mensshed.org, or by calling 1300 550 009.

Support is provided to all applicants regardless of their location or membership of AMSA.