

Tasmanian Men's Shed Association Grants Program 2021-22

Guidelines



Tasmanian Men's Shed Association Grants Program

The Tasmanian Men's Shed Association (TMSA) is the peak body for Men's Shed members in Tasmania.

The TMSA currently represents 64 Sheds, which collectively have over 3 000 members.

Men's Sheds provide a vital role supporting the health and wellbeing of members by reducing social isolation, encouraging participation and sharing experiences and expertise in a safe environment.

The Tasmanian Government has provided \$175 000 for the 2021-22 TMSA Grants Program (the Grants Program).

The Grants Program is coordinated by Communities, Sport and Recreation (CSR), a division of the Department of Communities Tasmania.

Purpose

The Grants Program will support capacity building, men's health and wellbeing, including mental health initiatives, and the sustainable development of Men's Sheds in Tasmania. It is TMSA's vision that, as a result of increased capacity and sustainability, Sheds will be able to provide and support additional community activities that create enhanced opportunities for education, skills exchanges and intergenerational mentoring that positively impact their members and communities.

Funding overview

Funded projects must start no later than two (2) months after receipt of funding, with the grant money expended and Final Reports provided to CSR by 30 November 2023.

Funding is available through two categories:

Category One

- Grants of up to \$6 000 for tools, equipment, men's health, including mental health and wellbeing initiatives, member training and community initiatives.
- Funding is also available for Sheds to purchase hygiene and other equipment to assist with their relevant COVID-19 Safe Workplace Guidelines and COVID-19 Safety Plans.

Category Two

- Grants of up to \$20 000 for capital works.

Organisations may submit **up to two applications, one in each category**, with applications ranked in order of priority.

Grant funding is not available for operational expenses including:

- Local Government approvals and/or permits;
- Design fees;
- Consumables;
- Energy, water and sewerage;
- Rates and taxes;
- Insurance;
- Communications or Wages.



Funding Categories

CATEGORY ONE

Grants of up to \$6 000 are available to support the following:

- Purchase of new tools and equipment;
- Member training and education;
- Men's health, including mental health and wellbeing programs. These may be support and engagement programs, such as peer mentoring, workshops, awareness raising, increasing participation, education or training;
- Initiatives delivered by Men's Sheds that benefit the broader community; and
- The purchase of hygiene and other equipment to assist with their relevant COVID-19 Safe Workplace Guidelines and COVID-19 Safety Plans.

Funding is **not** available for the purchase of second-hand tools, equipment or machinery.

Funding requests for defibrillators are also ineligible. Funding for defibrillators is available via the Community Defibrillator Fund. For more information

visit www.dhhs.tas.gov.au/ambulance/community_information/community_defibrillators .

CATEGORY TWO

Grants of up to \$20 000 are available to support:

- The construction of new sheds where the remaining required funds have been secured; and
- Capital works to current shed premises including building construction, alteration, improvements and maintenance.

Important – please note:

- Capital works may include building construction and extensions, installation of disability access, power upgrades, construction of partitions and/or special workspaces, driveways, fences and connections to services such as power, water, telephone and internet connections.
- Evidence of freehold or leasehold arrangements (for a period of a minimum of three years) must be submitted with the application. If the building is owned by another entity, written consent by the building owner for the works to occur must be obtained and submitted with the application.
- Where relevant, copies of site plans must be submitted with the application.
- Funding will not be provided for the building of a new shed or premises where the remaining required funds have not been secured. Funds secured from other sources must be included in the budget section of the Application Form. Evidence confirming any funding secured from other sources must be submitted with the application.
- If your application is successful and the project requires Local Government approvals and/or permits, these will be listed as a 'Condition Precedent' in the organisation's Grant deed, and copies of applicable documentation will need to be provided prior to funds being released.

Current, formal quotations for all requested items and/or services must be submitted with the application.

Applicants are encouraged, where possible to utilise available discounts provided to the TMSA and member Sheds and/or use local Tasmanian suppliers.



Eligibility Criteria

To be eligible, applicants must:

- Have public liability insurance. A copy of the applicant's current public liability insurance cover must be attached to the application; and
- Be a current member of the TMSA; or
- Operate as a 'Men's Shed' in Tasmania that:
 1. Has, a major function, the provision of hands-on workshop activities aimed at men but not necessarily exclusive of women;
 2. Is an Incorporated Association, or is auspiced by an Incorporated Association; and
 3. Meets the values and vision of the TMSA in the following aspects:
 - Provide a safe, friendly, tolerant and healing environment which assists in building confidence and personal development of individual members;
 - Advance the health and wellbeing of its members and encourage social inclusion;
 - Provide a benefit to individual members and the broader community; and
 - Have minimal joining fees.

Assessment Criteria

All applicants must have public liability insurance. A copy of the applicant's current public liability insurance cover must be attached to the application.

Applications must address the following assessment criteria:

1. Benefit to the Men's Shed

- The anticipated benefit of the project to the Men's Shed. This may include the Shed's capacity to undertake the project without grant funding.

2. Demonstrated need by the Men's Shed

- How the funding will contribute to the ongoing sustainability of the Shed and/or develop the Shed's capacity to be sustainable; and/or
- How the funding will contribute to the health and wellbeing of its members; and/or
- How the funding will contribute to the mental health of its members; and/or
- How the funding will develop the Shed's capacity to provide a safe and supportive environment for men to undertake activities to support its members.

In demonstrating need, the application should also identify:

- How members and/or the local community have been involved in the planning and development of the project.
- Any additional funding or in-kind support secured for the project.

3. Benefit to the community

- How the project should be able to deliver a broader community benefit.



- Partnerships between organisations to deliver project outcomes are strongly encouraged.

4. Project management

- Provide a project plan that includes timelines, required resources and skills, and who is responsible for ensuring the project is undertaken and acquitted.
- Risk management planning - applicants must ensure they have identified any potential issues that could arise and how they will be managed.

5. Value for money

- Applications must demonstrate value for money by submitting a realistic budget. All sources of funding for the project must be included in the application.
- This includes funds received from other grants programs (such as the Tasmanian Community Fund) and other in-kind support.
- Provide current, formal quotations (preferably two) for each of the items outlined in the budget that will be funded by the grant program (such as equipment, services, building alterations and extensions). Photographs can also be attached to assist the panel to assess your application.
- If applicable, any discounts negotiated by the TMSA on behalf of members must be reflected in your budget.
- Applicants are encouraged to seek quotations from Tasmanian based businesses where possible.

Funding Conditions and Restrictions

1. Applicants must meet the eligibility criteria.
2. Organisations that currently have a grant from CSR with overdue reporting and acquittal obligations will not be eligible to receive grant funding from CSR until the reporting and acquittal obligations for the previous grant are completed.
3. All funding is subject to the terms and conditions which will be outlined in the grant agreement to successful applicants. Major funding terms and conditions include:
 - The support of the Tasmanian Government must be recognised through the use of the Tasmanian Government logo;
 - Funding must be used for the purposes outlined in the application and the subsequent grant agreement, and any changes to the purposes of funding must be requested in writing to CSR and agreed to;
 - Organisations seeking retrospective funding for projects that have already started or have been completed will not receive funding; and
 - A financial acquittal of the grant must be provided to CSR.
4. Projects that require ongoing or additional funding that is not secured will not be considered.
5. Funding for capital works will only be approved if:



- The building is owned by the Men's Shed or if the Men's Shed has a formal lease arrangement in place for a period of at least three years, and the owner has provided written consent for the works to occur; and
 - If available, copies of site plans and Local Government approvals and/or permits be submitted with the application. If not available, funding can be made conditional on these being secured. However, the costs associated with doing so must not be included in the organisation's application. These costs are the responsibility of the individual sheds.
6. Partial funding may be provided under the Grants Program.
 7. Organisations may submit up to two applications, one in each category, with applications ranked in order of priority.
 8. Applicants must demonstrate that the project or activities to be undertaken will be completed by appropriately qualified and experienced people who have appropriate insurance cover, where needed.
 9. Applications which are incomplete or missing any supporting documents or attachments will not be considered. To assist you in providing the requested information, please review the checklist on page 13 of the Application Form.
 10. Applicants that receive funding for the purchase of tools and equipment must not sell or otherwise dispose of those tools and equipment unless the funds raised by the sale will be used to purchase new tools and equipment or the tools and equipment are being gifted to another shed.
 11. In the event of closure of a shed then all tools and equipment obtained through the Grants Program must be offered, as a gift or at minimal cost, to another Tasmanian based shed.

Guide to Applicants

Applicants must complete an application, available at www.communities.tas.gov.au/csr

Electronic submission of applications via email to csrgrants@communities.tas.gov.au is preferred.

Hard copies can be mailed to:

Tasmanian Men's Shed Association Grants Program 2021-22
Communities, Sport and Recreation
Department of Communities Tasmania
GPO Box 65
HOBART TAS 7001

If you are having difficulty accessing the application form, or have any questions regarding the application process, please call CSR on 1800 204 224 or email at csrgrants@communities.tas.gov.au.

Applicants are strongly encouraged to contact Wendy Kennedy, TMSA Executive Officer, prior to submitting an application, for feedback and advice to assist in providing the strongest case for funding. Wendy Kennedy can be contacted by telephone on 0438 100 446 or by email at tmsaxo@gmail.com.

Your organisation will be contacted to acknowledge receipt of your application within five working days. If you do not receive confirmation of your application within this time, please contact CSR by telephone on 1800 204 224.



Goods and Services Tax (GST)

Organisations must indicate whether they are registered for GST in their grant application.

Please reference the fact sheet *CSR Grants Fact Sheet – GST and Grants* for further information, available at www.communities.tas.gov.au/csr

Need help?

Please contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au if you require any clarification on GST.

Assessment

An assessment panel will assess each application against the assessment criteria and make recommendations to the Deputy Secretary, Communities, Sport and Recreation for approval. The outcomes of the assessment process are final.

Timeframes

The TMSA Grants Program **opens on 20 September 2021 and closes at 5:00 pm, 29 October 2021**. Late applications will not be accepted.

Applicants can expect to be notified of the outcome of the application within two months of the closing date. Successful applicants will receive a grant agreement outlining the funding terms and conditions.

The details of all successful applicants, including the amount of funding they receive, will be made publicly available at www.communities.tas.gov.au/csr.

Unsuccessful applicants will receive a letter advising they have been unsuccessful, with details of how to request feedback on their application.

Reporting and Evaluation

Organisations that receive funding through the Grants Program are required to complete a Final Report using a template that will be provided by CSR.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy CSR's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal. Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from Department of Communities Tasmania.



Right to Information

Information provided to Department of Communities Tasmania is subject to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au



Tasmanian
Government

Department of Communities Tasmania

Communities, Sport and Recreation

Phone: 1800 204 224

Email: csrgrants@communities.tas.gov.au

www.communities.tas.gov.au/csr