

# Tasmanian Men's Shed Association Grants Program 2021-22

## Application Form

Please submit completed application forms by email to [csrgrants.applications@communities.tas.gov.au](mailto:csrgrants.applications@communities.tas.gov.au) or post to:

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

Applications must be received by **5:00 pm on Friday, 29 October 2021**. Late applications will not be accepted. Please call 1800 204 224 if you have any questions or require any assistance with the application process.

### Is your organisation a current member of the TMSA?

- Yes If you are a member of the TMSA, your organisation is eligible to apply; please proceed to the "Application Details" section.
- No If you are not a member of the TMSA, your organisation must demonstrate eligibility; please proceed to the section below.

If your organisation is not a member of the TMSA, please provide a brief description below explaining how your organisation meets the eligibility criteria. Please attach any supporting evidence, for example constitution, policies and procedures.

**Applicants that are not able to clearly demonstrate eligibility will not be considered.**



## Application Details

<b>Region</b>	North <input type="checkbox"/>	North-west <input type="checkbox"/>	South <input type="checkbox"/>	Statewide <input type="checkbox"/>
<b>Category</b> (rounded down to nearest dollar)	One (Max \$6 000) <input type="checkbox"/>	Two (Max \$20 000) <input type="checkbox"/>		
<b>Organisation</b> (or auspicing body if unincorporated)				
<b>ABN</b> (or auspicing body if unincorporated)				
<b>GST Registered</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Name of Project</b>				
<b>Amount Requested</b> (rounded down to the nearest dollar)				
<b>Project Start Date</b>				
<b>Project End Date</b>				
<b>Do you have public liability insurance for the purpose of this application?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Would you be willing to accept partial funding towards your project?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>If you are submitting more than one application, what is the priority of this application?</b>	1 <sup>st</sup> <input type="checkbox"/>	2 <sup>nd</sup> <input type="checkbox"/>		

## Physical Address (this is required but will be used for internal CSR reporting only)

Street address	
City/Town and Postcode	



## Postal Address (all correspondence will be sent to this address)

Street address/PO Box	
City/Town and Postcode	

## Authorised officer

The authorised officer is the office bearer, who has the organisation's authority to submit the application and to enter into funding arrangements on behalf of the organisation. This is the person who will receive all correspondence.

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other
Name	
Position	
Phone	
Mobile	
Email	

## Contact officer

Only required if the authorised officer is unable to discuss the project with CSR staff during business hours, or where the project requires specialist knowledge that can be better provided by someone other than the authorised officer.

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other
Name	
Position	
Phone	
Mobile	
Email	



## Shed Details

The following questions are designed to provide the assessment panel with some background information regarding your Shed and the type of activities undertaken at the Shed.

<b>How many people on average access your Shed on a weekly basis?</b>	
<b>What other groups, if any, use your Shed facilities?</b>	
<b>Describe the type of activities that your Shed offers to members and other groups that access your facilities.</b>	

Sheds are invited to submit up to five photographs that may support this application. This includes, but is not limited to, photographs of Shed premises, areas within Sheds that the requested grant funding will be used towards (such as specific work areas), and Shed activities.



## Project Details

Provide details of the project for which you are seeking funds.



## Assessment Criteria

Please address the Grants Program criteria against which all applications will be assessed.

### Criterion 1: Benefit to the Men's Shed

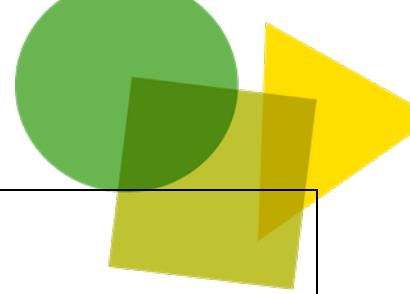
- The application should identify the anticipated benefits for the Men's Shed as a result of the project. This may include the Shed's capacity to undertake the project without grant funding.

### Criterion 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.

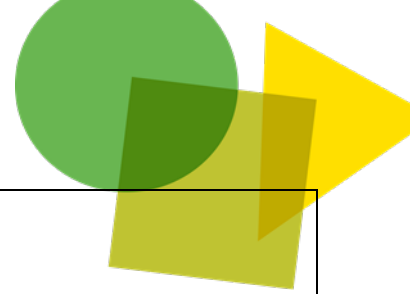


### Criterion 3: Benefit to the Community

- The project should be able to deliver a broader community benefit.
- Partnerships between organisations to deliver project outcomes are strongly encouraged.

### Criterion 4: Project management

- Proposals should be based on a sound project plan that includes timelines, required resources and skills and a detailed budget.
- The application should identify who is responsible for ensuring the project is undertaken and acquitted.
- Applicants must ensure they have identified any potential issues that could arise and how they intend to address these potential issues.
- Summarise your project plan, noting timelines, required resources and skills.



## Criterion 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.
- Please outline how you intend to spend the requested grant funding in the table below. A separate table to identify other funding sources and in-kind support is also provided. Please make sure to indicate if other funding sources for your project have been secured.
- Please reference the fact sheet *CSR Grants Fact Sheet – GST and Grants* for further information related to GST, available at [www.communities.tas.gov.au/csr/grants](http://www.communities.tas.gov.au/csr/grants).





Please list how you intend to spend the requested grant funding	Amount (GST exclusive)
	\$
	\$
	\$
	\$
<b>TOTAL AMOUNT REQUESTED FROM THIS GRANT</b> <i>(please round down to the nearest dollar)</i>	\$

Please list other funding sources, including in-kind support, for your project	Secured	Amount (GST exclusive)
	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Total amount from alternative funding		\$
<b>TOTAL PROJECT BUDGET</b>		\$

## Ownership, Access and Conditions of Land Use

(For Capital Works Applications Only)

### Who owns the land?

- Crown Reserve Land
- Privately owned land held for public purposes

Owner's name:

- Land owned by a public authority (state/local government)

Authority's name:

**If you do not own the land, do you have a minimum three-year lease/tenure arrangement over the land?**

Yes (and I have attached the lease/tenure agreement)

No, please provide further details below:

In progress, please provide further details below:

Not applicable

**If you do not own the land, do you have the owner's permission to undertake the proposed project?**

Yes (evidence attached)

No, please provide further details below:

In progress, please provide further details below:

Not applicable

**If your project is on land controlled by a school, do you have a Memorandum of Understanding/agreement with the school regarding the use of the school grounds, and is the school supportive of the project?**

Yes (signed Memorandum of Understanding attached)

No, please provide further details below:

In progress, please provide further details below:



Not applicable

For each attached quotation, please explain why the identified tools, equipment and/or capital works best suit the needs of the Shed.

All projects or activities must be undertaken by appropriately qualified and experienced people who have appropriate insurance cover, where needed. Please describe how your project or activities will meet this requirement and include the licence number of anyone who will be involved in delivery.

<b>If successful, could any potential issues affect the project?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, describe the potential issues and how they would be addressed:	

# Applicant Declaration

## Declaration by authorised persons

The declaration **must** be signed by two authorised officers of the organisation (such as the current president, chairperson, general manager or commodore). In the case of local government, it **must** be signed by the general manager (only).

I make the following declaration:

I, the undersigned, certify that I am authorised to submit this Application, that I have read, understand and agree to the Terms and Conditions of the Grant Program as outlined in the Applicable Guidelines, and that the information contained herein and attached is, to the best of my knowledge, true and correct.

I understand that providing false or misleading information may result in the application not being considered or withdrawal of an offer of a grant.

### Officer 1:

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Officer 2:

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### To submit your application:

Email your signed application form and scanned attachments to:

[csrgrants.applications@communities.tas.gov.au](mailto:csrgrants.applications@communities.tas.gov.au)

Alternatively, post your application and attachments 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 have provided an email contact, you will receive an email reply confirming the application has been received.

**Applications must be received by 5:00 pm on the closing date.**

Late applications **will not be accepted.**

Please call 1800 204 224 if you have any questions or require any assistance with the application process.



## Checklist

Have you fully read the TMSA Grants Program Guidelines?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a member of the TMSA, have you demonstrated your eligibility in the “Eligibility” section of the Application Form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to meet the funding conditions outlined on Page 5 of the Guidelines?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you answered all the questions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you double checked your budget?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you included current, formal quotations for each of the items listed in your budget which you wish to purchase using grant funding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you provided correct budget information for GST purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you attached a copy of your organisation’s current Public Liability Insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your application is being auspiced by an incorporated organisation, have you provided written evidence confirming the incorporated organisation agrees to this?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your project is for capital works, have you provided evidence of freehold or leasehold arrangements in your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your project is for capital works and the building is owned by another party, have you provided written consent from the building owner for the works to occur?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If available and your project is for capital works, have you attached evidence of Local Government approvals and/or permits to your application?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
If available and your project is for capital works and requires a site plan, have you attached this to your applications?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
If your project includes funding secured from other sources, have you attached evidence of this support to your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you attached other information that may support your application such as photographs and letters of support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In the event that your application is unsuccessful, would you like a copy of your application to be forwarded to the Executive Officer, TMSA for assistance with the preparation of applications to relevant grant programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>



**Department of Communities Tasmania**

Communities, Sport and Recreation

**Phone:** 1800 204 224

**Email:** [csrgrants@communities.tas.gov.au](mailto:csrgrants@communities.tas.gov.au)

**[www.communities.tas.gov.au/csr](http://www.communities.tas.gov.au/csr)**