

## **SMALL GRANTS PROGRAM INFORMATION**

Men's Sheds of WA was successful in applying to Lotterywest to manage a small grants program for sheds. Applications are simple and will be facilitated by our Senior Project Officer.

Our aim is to create ***inclusive and thriving sheds across WA***. This will help us to ensure that:

Our ***communities are connected*** through local initiatives that strengthen wellbeing, promote participation and/or volunteering, and encourage re-connection after a period of distancing and isolation.

***Marginalised, minority and disadvantaged groups*** that are at risk of experiencing prolonged impacts of social isolation and discrimination ***are actively included in our communities***.

### **1. WHAT IS THE PURPOSE OF THIS GRANTS PROGRAM?**

This grants program is directed at increasing participation in Sheds.

Sheds across WA have stated that they support people from the following groups and are hoping to increase participation from one or more of these groups:

- People with a disability (including those affected by age-related disability)
- Aboriginal People
- Young People
- Older People
- People experiencing poor health/mental health
- Minority groups
- Migrants
- LGBTQI+ groups
- Institutional care leavers/Veterans/Prison-leavers
- Other people that experience social isolation/discrimination

### **2. HOW MUCH MONEY IS AVAILABLE?**

There is \$100,000 available for both the 21/22 and 22/23 years.

- Grants up to \$5,000 (ex GST)
- Micro grants up to \$300 (ex GST) for training purposes

It is not essential that you contribute funds to your grant, but it's great if you can match this grant with other available funds and grants.

### 3. WHO CAN APPLY FOR A MEN'S SHEDS OF WA GRANT?

Not-for-profit Men's Sheds and Community Sheds throughout WA are eligible to apply. You can prove your Shed status by supplying your Shed's Constitution/Shed rules that will include your:

- Object/purpose as a Men's Shed/Community Shed
- Not for profit status (organisation's must be not for profit, community organisations)
- Legal status (e.g., incorporated association)

### 4. WHO CAN I TALK TO ABOUT MY GRANT APPLICATION?

Please contact our Project Officer to:

- Discuss your ideas
- Answer all your questions about the application process
- Provide advice and support
- Provide support and assistance to complete an application form if needed.

#### Contact our Project Officer

Jaxon Ashley

[Jaxon@mensshedsWA.org.au](mailto:Jaxon@mensshedsWA.org.au)

08 6381 5324

### 5. WHAT IS THE GRANTS APPLICATION AND PROCESS TIMELINE?

**November 2021** - The grant application form will go live on our website on 26 November 2021.

**January 2022** - Grant Applications close on 15 January 2022.

**February 2022** - The panel will meet to decide on applications in February 2022.

**March 2022** - Sheds will be notified of the outcomes in the first week of March 2022.

### 6. HOW MANY GRANT APPLICATIONS CAN I SUBMIT?

There is a limit of one submission per applicant per round.

### 7. CAN I SUBMIT A JOINT APPLICATION WITH ANOTHER SHED?

Yes, we encourage collaboration, however one Shed needs to be identified as the point of contact for communication.

### 8. WHAT CAN THE GRANT PROGRAM PAY FOR?

Please don't go straight to the tools (drills/benches/lathes). Instead, think about what you need to help people to participate and engage in what you do? We have listed some suggestions below, but don't feel restricted by these:

- **Promote community connections, inclusion and diversity.** Aboriginal engagement projects/family events + open days/fund new groups (photography, computers, walking, singing groups).
- **Improved access for people with a disability.** Handrails, ramps, all-ability activities.
- **Intergenerational projects.** Link with youth groups/schools.

- **Build digital connectivity, access and capability.** Wi-Fi connectivity, better computer equipment for members, digital skills training and mentoring opportunities.
- **Increase opportunities for volunteering.** Events, volunteer and activity coordinators, training, projects, marketing & promotion.
- **Increase opportunities to access and share knowledge and expertise.** Attend regional events, training, consultancy support, host your own knowledge-sharing events.
- **Improve health and wellbeing of Shedders.** Training, resources, equipment and upskilling of members.

Your application must be:

- a charitable or benevolent purpose (i.e., something that benefits your community)
- something related to your Shed's purpose (check your constitution/rules)
- WA based.

#### **9. WHAT CAN'T THE GRANT PROGRAM PAY FOR?**

- on-going operational costs
- projects that do not align directly with the outcomes
- ongoing initiatives or programs
- contingency costs
- retrospective costs (for items or expenses incurred prior to grant approval).

#### **10. CAN THE GRANT SUPPORT PAYMENTS FOR SHED MEMBERS?**

No. There cannot be a financial benefit to shed members or Committee Members in Sheds.

#### **11. WHERE CAN I READ THE GRANT CONDITIONS?**

The conditions are available as an appendix to this document. The conditions are also on the website form.

#### **12. WHAT IS THE GRANT APPLICATION PROCESS?**

There will be a dedicated Project Officer to work with your Shed to develop your ideas, projects and initiatives that address your Shed's needs in relation to the people that you support, your local environment and your wider community.

We will work with your Shed to develop both externally funded and self-funded projects.

Once your project is up and running, the Project Officer will work with you to share your story, what you achieved, how you did it, and your community outcomes across our network of WA Sheds.

#### **13. HOW WILL THE GRANT APPLICATIONS BE ASSESSED?**

The grants will be assessed against the following criteria:

- Applications targeting Lotterywest's priority groups (Aboriginal/youth/disability).
- Working with people/groups that are classed as disadvantaged/marginalised/minority.
- Evidence that the project will help to connect /re-connect the community.

- Positive change will occur in the following areas:
  - Participation (more members/more supporters)
  - Volunteering (more helpers)
  - Shed diversity (more people from more backgrounds)
  - Social isolation and loneliness improved sense of community connection (members feel better about their lives).

#### **14. WHO WILL MAKE THE GRANT ASSESSMENT?**

All grant proposals will be submitted to an independent panel, comprising:

- CEO, Men's Shed of WA
- Men's Sheds of WA Appointed Board Member (not an elected Board member or Shed representative)
- Peer organisation officer/Board Member

#### **15. WHEN WILL WE KNOW IF OUR GRANT WAS SUCCESSFUL?**

Applicants will receive an email informing them of the outcome of their application within two weeks of the Panel's decision.

We expect that the grant process will be competitive. Whilst we will endeavour to ensure that the process is fair, we anticipate that some Sheds may not be successful in their application.

Projects that don't receive funding will receive ongoing support from the Project Officer and Men's Sheds of WA team to further develop the project and work to achieve an alternative solution where practical.

#### **16. CAN I CHALLENGE THE OUTCOME IF MY APPLICATION IS NOT SUCCESSFUL?**

If you are not satisfied with the decision, you are encouraged to write a reply to the CEO of Men's Sheds of WA.

If you are not successful, you are entitled to reapply in a subsequent grant round. We will work with your Shed to incorporate the assessment priorities in your submission.

#### **17. IF I AM SUCCESSFUL, THEN WHAT?**

Congratulations! We are here to support you to ensure your project is as successful as possible. We will stay connected with you throughout the process to assist where needed.

#### **18. HOW DOES OUR SHED GET THE GRANT MONEY?**

Successful applicants receive the grant as an electronic funds transfer in the two weeks following approval. Grants are made as an advance payment (and as such are not retrospective). Please ensure that the bank account details provided in your application are correct.

All grants are made exclusive of the cost of GST on the items that the grant has been approved for. You will receive a Recipient Created Tax Invoice (RCTI) for your grant that identifies a GST component that has been included within the payment to your Shed. If your Shed is registered for GST, when Men's Sheds of WA makes the payment, the GST component is required by the Australian Taxation Office as GST due on the grant payment itself and should be forwarded by your Shed to the Australian Tax Office.

## 19. WHAT GRANT ACQUITTAL OR REPORTING WILL I HAVE TO DO?

If you are successful in your grant, you will need to report back to Men's Sheds of WA. We will need to know:

- was it successful?
- how did you do it?
- what made it successful? ... or not?

It is equally important that we understand more about projects and ideas that didn't work so well. We can share this with other Sheds to create stronger future projects.

The Project Officer will work with you to report on the outputs (the numbers) and the outcomes (the positive change).

### **Grant acquittal could not be any easier.**

We will help your Shed to fill out the Lotterywest Grant Management Tool ([see example here](#)).

### **Sharing the news**

A key focus of this initiative is to demonstrate new and innovative ideas to other Sheds in WA and to other not for profits and community organisations.

The Project Officer will help your Shed to tell the story in the most appropriate way for you Shed. This could be through a brief report and case study/photos/video content. It doesn't matter how we do it, but we need to be able to share your grant story/successes.

We will work with Lotterywest and our partner organisations to promote as many of the good news stories as possible. We want the WA community to hear about your Shed and how you are making a difference to the WA community.

The funds for this grant were provided with the support of Lotterywest. Getting the word out that you have received a Lotterywest grant lets people know that the money spent on Lotterywest games supports fantastic WA not-for-profit organisations. It is also a great opportunity to raise your profile. We will therefore help you to share with the media, on social media and with your community.

## **APPENDIX: CONDITIONS OF GRANT APPLICATION**

In submitting a grant application, you agree to all the following:

- You are a legal signatory for the Men's Shed and are authorised to apply for funding on behalf of the Shed.
- No committee or board members will be remunerated with funds from this grant.
- You will use the Grant solely in accordance with the approved grant purpose.
- You will, on request, promptly provide Men's Sheds of WA (and Lotterywest) with information, reports and documentation relating to the Grant.
- You will keep any property purchased, refurbished, renovated, repaired or leased (as the case may be) with the Grant in good and safe working order and condition.
- You will, in relation to the Grant and your Shed:
  1. act lawfully, ethically and commercially prudently; and
  2. not do anything or allow anything to be done which causes or could cause Men's Sheds of WA, Lotterywest or the State of Western Australia to be publicly criticised, embarrassed or ridiculed.

You consent to Men's Sheds of WA and Lotterywest disclosing the information relating to the Grant and the application for the Grant. (Including your previous grant and acquittal history with Lotterywest) to:

1. the Western Australian government
2. another local, state or Commonwealth government agency, department or entity
3. another Western Australian statutory authority
4. Your referees
5. other not-for-profit organisations
6. research institutions working on behalf of Men's Sheds of WA or Lotterywest.

If you breach any of the Conditions, Men's Sheds of WA, acting reasonably, may ask your Shed to pay an amount of money equal to some or all the Grant and if requested, your Shed must promptly make such payment.

You warrant that all information (including assertions, representations and projections) made or given by you or your behalf in relation to this Grant application are true, correct and complete and in no way misleading or deceptive.

You shall take out and maintain insurance (for the duration of the grant) with a reputable and solvent insurer insurance:

1. of the Shed building
2. of any Property (other than the Shed building)
3. for public liability and products liability covering legal liability to third parties for death, illness or injury to any person or the loss, destruction, or damage to any property directly or indirectly caused by or arising out of the conduct of Your Shed; and for the full reinstatement value.