

## **SMALL GRANTS PROGRAM INFORMATION**

Men's Sheds of WA, supported by Lotterywest, is pleased to be able to offer a small grants program designed to boost and strengthen men's sheds and community sheds throughout WA.

Grant applications open periodically throughout the year. Members of Men's Sheds of WA are notified by email.

You can apply for a grant and if successful, download resources to assist in your project and acquit your grant on our website: <https://mensshedswa.org.au/small-grants-program/>.

## **SUMMARY**

Various grant rounds are held throughout the year.

There is a limit of one application per round per shed.

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 community involvement.

You are welcome to apply regardless of whether you were successful or unsuccessful in a previous grant round.

Sheds who have outstanding acquittal requirements will be flagged in the decision making.

## **DEDICATED PROJECT OFFICER SUPPORT**

A dedicated Project Officer is available to help you 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.

The Project Officer can also answer questions about the application process and provide advice, support and assistance to complete an application form if needed.

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

## **Contact our Project Officer**

Rebecca Talbot

[rebecca.talbot@mensshedswa.org.au](mailto:rebecca.talbot@mensshedswa.org.au)

08 6381 5324

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

This grants program is directed at increasing participation in sheds. It is focused on strengthening and sustaining men's sheds throughout WA by supporting initiatives that will achieve positive change 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).

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
- LGBTQIA+ groups
- institutional care leavers/Veterans/prison-leavers
- groups likely to experience social isolation/discrimination.

## **2. 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 Constitution (possibly referred to as Charter or Rules of Association) that will include your:

- Object/purpose as a men's shed or community shed.
- not for profit status (you must be not for profit, community organisations).
- legal status (e.g., incorporated association).

## **3. WHERE TO APPLY FOR YOUR GRANT**

Grant applications should be made online through the dedicated form on our website <https://mensshedswa.org.au/small-grants-program/application-form/>. If you can't apply online please contact our Project Officer.

## **4. WHAT INFORMATION WILL YOU NEED TO PROVIDE IN YOUR APPLICATION?**

As well as your shed's information and a point of contact within your shed, you will need to provide the following information about the project you are applying for:

- Description of your project
- Purpose, outcome and targeted groups

- List of expenses (anything over \$500 will need a formal quote)
- Information on in-kind support and any other fund sources
- You will need to agree to the grant conditions (available as [Appendix 1: Conditions of grant application](#) of this document)

## 5. CAN I SUBMIT A JOINT APPLICATION WITH ANOTHER SHED OR ORGANISATION?

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

## 6. WHAT CAN THE GRANT PAY FOR?

Think about what you can do or need to help people to participate and engage with your shed:

- **promote community connections, inclusion and diversity**  
Holding an open day, funding a new activity group (photography, computers, walking, singing groups etc).
- **improve access for people**  
Installation of 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 in your shed**  
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.

## 7. WHAT CAN'T THE GRANT PAY FOR?

The grant can't be used for:

- on-going operational costs
- ongoing initiatives or programs
- contingency costs
- retrospective costs (for items or expenses incurred prior to grant approval).

There cannot be a financial benefit to shed members or committee members in sheds.

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

The application 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.
- evidence that the project will create a positive change 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).

## **9. WHO ASSESSES THE GRANT APPLICATIONS?**

All grant applications will be considered by the Project Officer and a recommendation will be made to an independent panel comprising of:

- A Men's Sheds of WA appointed board member (not an elected board member or shed representative).
- Peer organisation officer (for example, Wayde Mclean, Senior Grants Officer from Lotterywest was part of the panel for round 1 of our grant.

The CEO of Men's Sheds of WA will be an observer at the recommendation meeting.

## **10. WHEN WILL I KNOW IF OUR GRANT APPLICATION WAS SUCCESSFUL?**

Applicants will receive an email informing them of the outcome of their application within two weeks of the panel making its decision.

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

If you are not satisfied with the decision and feedback you receive, you are encouraged to write to the CEO:

James Wild  
CEO  
Men's Sheds of WA

Email: [admin@menssheds.org.au](mailto:admin@menssheds.org.au)

Post: PO Box 663  
Wembley WA 6913.

If you are not successful, you are entitled to reapply in a subsequent grant round. The Project Officer can work with your shed to strengthen your application.

## 12. IF I AM SUCCESSFUL, HOW DOES OUR SHED GET THE GRANT MONEY?

Successful applicants will need to invoice Men's Sheds of WA for the approved amount. Once the invoice is processed by our office your shed will receive the grant as an electronic funds transfer.

- Grants are made as an advance payment (and as such are not retrospective).
- The bank account details provided in your application must be correct and must be for your shed's bank account and not an individual.
- If your Shed **is GST registered** then you should include GST on your invoice.
- If your Shed **is not GST registered** then you should not include GST on your invoice. In this instance, your Shed will be required to fund the GST component of your submission. (i.e. If quotes from suppliers includes GST then the Shed will be required to pay for this element from their own funds)

For more information on how to invoice see the link [How to invoice | business.gov.au](https://www.business.gov.au).

## 13. PROMOTING MEN'S SHEDS OF WA AND LOTTERYWEST AS SUPPORTERS OF YOUR PROJECT

Your project has been funded by Men's Sheds of WA and Lotterywest. It is beneficial for the whole community if you can raise awareness of your funders throughout your project. You can do this by including:

- temporary signage for event associated with your grant
- permanent signage/decal for building/fit-out/vehicle/equipment
- media statements
- speeches or announcements
- social media posts
- newsletters
- Lotterywest logo on website
- Lotterywest logo in advertisements
- Lotterywest logo on merchandise
- Men's Sheds of WA logo on website
- Men's Sheds of WA logo in advertisements
- Men's Sheds of WA logo on merchandise

You will be asked about this, and to provide evidence when you acquit your grant.

You can download logos and other information on our website at <https://mensshedsWA.org.au/small-grants-program/resources/>

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

### Acquittal

At the end of your project, you will need to acquit your grant. To complete your acquittal, you will need to be able to provide information about the success of your

project and who was involved. The acquittal is completed through the online form [on our website](#). The questions you will need to answer on that form is provided at *Appendix 2: Acquittal form questions* of this document.

- Unless otherwise agreed the final acquittal will take place within three months of when you are notified that your grant was successful.
- The acquittal form needs to be completed by someone able to submit this form as a true record of accounts regarding the project undertaken and funding provided as part of this grant
- While not part of the acquittal process, you should retain any receipts relating to expenditure of the grant as they may be required by Men's Sheds of WA or Lotterywest to verify expenditure.

Men's Sheds of WA will also be seeking information from you after the event on:

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

This will help us understand more about projects undertaken and ideas that didn't work so well. We can share this with other sheds to create stronger future projects.

### **Reporting**

Please involve our Project Officer once your project is ready to commence. You will need to provide evidence of your event in the form of photographs and how successful it was by way of case studies, surveys etc. This information will be used by Lotterywest and Men's Sheds of WA in our own reporting to government on the success of the grants program.

Information about your event will also be used Men's Sheds of WA's website, social media and corporate publications.

You must ensure that authorisation and approval was sought from people who may appear in any media content prior to sharing it with us. Information about permissions and image consent forms together with other information and resources can be found on our website at <https://mensshedswa.org.au/small-grants-program/resources/>.

Our Project Officer will also work with you to demonstrate any positive changes for your community from your event such as:

- **Increase in participation** (more members/more supporters).
- **Increase in volunteering** (more helpers).
- **Increase in shed diversity** (more people from more backgrounds).
- **Reduced social isolation, loneliness, improved sense of community connection** (members feel better about their lives).

## **15. RETURNING UNUSED FUNDS**

Unused funds of \$50 or more will be returned to Men's Sheds of WA after the acquittal process is complete.

## **APPENDIX 1: CONDITIONS OF GRANT APPLICATION**

Prior to submitting your grant application [on our website](#) you will be asked to accept the following conditions:

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You are a legal signatory for the 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 your described project.

You will, on request, promptly provide Men's Sheds of WA (and Lotterywest) with information, reports and documentation relating to your project.

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, the property (if any) and your organisation:

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 information relating to this grant (including any previous grant and acquittal history with Men's Sheds of WA and/or 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 back some or all of the grant monies and if requested, your shed must promptly make such payment.

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

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

1. of the building
2. of the property (other than the 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 organisation; and for the vehicle for its full reinstatement value.

## **APPENDIX 2: ACQUITTAL FORM QUESTIONS**

- Legal name of your shed
- ABN of your shed
- Is your shed registered for GST
- Shed address
- Contact information of a responsible person in your shed able to complete the form as a true record of accounts regarding the project undertaken and funding provided by this grant
- Project title and start / end dates
- Project description
- How many members of your shed were actively involved in the design, planning and implementation of your project?
- How many men participated in your project?
- How did you determine the number of volunteers and participants and beneficiaries of your project? (This may include a range of methods (e.g., estimates, head counts, surveys, registers, admissions, attendance lists)).
- Were any government, non-profit, and or business organisations actively involved in the planning, delivery and/or evaluation of your project?
- What feedback was received from your shed / the community / community organisations in response to the project?
- If you delivered your project again, would you change anything? If yes, what?
- What learnings would you share with others undertaking a similar project / applying for a grant for a similar purpose?
- If/how you acknowledged Men's Sheds of WA and Lotterywest support throughout your project?
- I state that material provided in this acquittal can be used as promotional material by Men's Sheds of WA and Lotterywest.
- Summary of financials – amounts spent / in-kind support / other agency financial support. \$50 or more to be returned
- A brief questionnaire about our grant program for our ongoing improvement
- Declaration certifying that
  - I am authorised to prepare and submit this acquittal report.
  - The grant provided by Men's Sheds of WA has been spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.
  - Any changes to the project and expenditure are with the prior approval of Men's Sheds of WA.
  - The information I have provided is, to the best of my knowledge, true and correct.