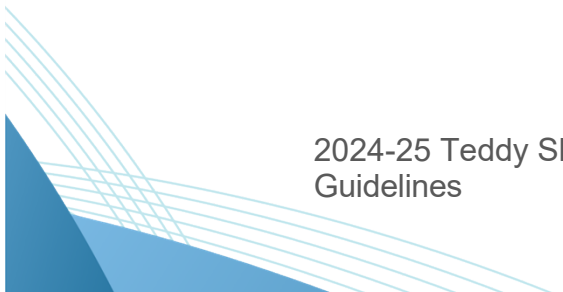


2024-25 Teddy Sheean VC Memorial Grants Program – Round Two

Guidelines

Contents

About Edward ‘Teddy’ Sheean VC	3
Aim/Purpose	4
Funding Arrangements	4
Eligibility Criteria	4
Eligible Applicants	4
Ineligible Applicants	5
Eligible Projects	5
Ineligible Projects	6
Guide to Applicants	6
Assessment	7
Timeframes	8
Successful Grant Applications	9
Partial Funding	9
Provision of Grant Funding	9
Reporting and Evaluation	9
Taxation and Financial Implications	10
Administration and Contact Details	10
Personal Information	10
Right to Information	10
Appealing a decision	10



About Edward ‘Teddy’ Sheean VC

Edward “Teddy” Sheean VC was an ordinary seaman serving on HMAS Armidale whose death during a Japanese aerial attack on his ship has become a well-known episode in Australian Second World War lore.

Sheean was born at Lower Barrington, Tasmania on 28 December 1923. He received his education in a Catholic school at Latrobe in Tasmania and, having completed his schooling, worked on farms in the area where he grew up. He enlisted in the Royal Australian Navy Reserves in April 1941 and began his initial training in Tasmania. In February 1942 he was sent to the Flinders Naval Depot at Westernport in Victoria to continue his training, and the following May he was posted to Sydney.

At the end of that month, the vessel on which he was billeted, the former ferry Kuttabul, was sunk during the Japanese midget submarine attack on Sydney Harbour.

Fortunately for Sheean, he was in Tasmania on home leave that night. He returned to Sydney 11 days later to begin his service as an Oerlikon anti-aircraft gunner on the newly commissioned corvette, HMAS Armidale. Armidale spent her early months on relatively uneventful convoy escort duties along Australia’s east and northern coasts.

In October 1942 Armidale’s captain, Lieutenant Commander David Richards, was ordered to Darwin and, on 29 November, the corvette began her last operation. Along with two other vessels, she was to undertake a resupply and evacuation mission to Japanese-occupied Timor.

Having been seen by Japanese reconnaissance pilots shortly after leaving the port, Armidale was destined for a dangerous journey. She and the other corvette on the operation, HMAS Castlemaine, missed the rendezvous with the third ship in Timor’s Betano Bay, but met her later some 100 kilometres offshore. The plan having gone awry, Armidale was ordered to return to Betano the following night. Facing a long day in enemy waters and the certainty of attack, the crew waited.

The Armidale was hit by two aircraft-launched torpedoes and began to sink fast. Sheean was wounded and, rather than abandon ship, he strapped himself to his Oerlikon and began to engage the attacking aircraft even as the ship sunk beneath him. He shot down two planes, and crewmates recall seeing tracer rising from beneath the surface as Sheean was dragged under the water, firing until the end. He died on 1 December 1942 aged just 18. Only 49 of the 149 men on board survived the attack and subsequent ordeal on rafts and in lifeboats.

Many consider that Sheean’s actions deserved the Victoria Cross, an award for which he was not recommended at the time, although he was Mentioned in Dispatches. Teddy was subsequently honoured for his heroism and was invested with the Victoria Cross for Australia on 1 December 2020. He is the first member of the Royal Australian Navy to be awarded a VC, the 101st ADF member overall and the 15th Tasmanian. This continues Tasmania’s proud history of VC winners and maintains the State’s status of having the most VC recipients per-capita of any Australian State or Territory. Teddy is also honored in a well-known painting at the Australian War Memorial and has a Collins Class submarine named after him – the only vessel in the Royal Australian Navy to be named after an ordinary seaman. (Source: [Australian War Memorial](#))

Aim/Purpose

The Teddy Sheean VC Memorial Grants Program (the Program) will provide funds to Tasmanian ex-service organisations and clubs for minor capital works and equipment purchases and welfare initiatives for veterans. Funds are also available to a range of organisations for the repair and maintenance of war memorials, and for the construction of new memorials in Tasmania.

Community Grants in the Department of Premier and Cabinet is responsible for administering the Program. For the 2024-25 Program, funding is administered in two grant rounds of equal value (\$50,000 per round), subject to demand.

Funding Arrangements

The total funding pool for Round Two is \$50,000.

- Grants of up to \$10,000 are available for minor capital works and/or refurbishment.
- Grants of up to \$5,000 are available for equipment purchases.
- Grants of up to \$5,000 are available for welfare initiatives.
- Grants of up to \$5,000 are available for the repair and maintenance of existing war memorials, and the construction of new memorials.

Applicants are requested to indicate on their application whether they will accept partial funding.

Organisations may apply under any of all categories up to a combined maximum of \$15,000.

The project must be completed, and the grant money expended within 12 months.

Eligibility Criteria

Eligible Applicants

If you are unsure about your ability to meet all aspects of the eligibility criteria please contact the administration officer of the grant program. Details of the administration officer can be found under the heading “**Administration and Contact Details**”.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

Not-for-profit organisations must either be:

- incorporated, or
- sponsored by an incorporated organisation. In this instance, the application must include written confirmation from the sponsoring organisation that it will accept the relevant administration, legal and financial responsibilities for the grant.

Commercial RSL Clubs

Applications from RSL clubs that are commercial enterprises will be viewed more favourably if the clubs either:

- Contributes part of the project financial cost
- Contributes other support such as volunteer labour, or
- Organises funding or support from another external source.

When assessing the contribution from those clubs, the income derived from commercial enterprises and the current assets will be considered.

Minor capital works and equipment purchase and Welfare Initiatives

- Open to RSL clubs, RSL sub-branches, and ex-service clubs and organisations¹.
- For-profit organisations and businesses are eligible to apply for a grant to support a welfare initiative. However, grant funds can only be used to directly support veterans. Grant funds cannot be used to pay for salaries or other expenses.

War Memorials – Repair, maintenance, and construction

- Open to RSL clubs, RSL sub-branches, and ex-service clubs and organisations¹.
- Open to not-for-profit organisations, local councils, and schools.
 - These organisations must demonstrate that they are responsible for the maintenance of the memorial, and do not have a dedicated source of funding to undertake repairs; and
 - Higher priority will be given to organisations that demonstrate support (such as a letter of support) for the project from an RSL or ex-service organisation.

Ineligible Applicants

The following entities are not eligible to apply for funding under the Program:

- Australian Government agencies;
- Tasmanian Government agencies;
- Tertiary institutions;
- **For profit organisations - unless for reasons specified above in ‘Minor capital works and equipment purchase and Welfare Initiatives’.**
- Political parties; and
- Individuals and or sole traders.

¹ Ex-service clubs and organisations that are not directly associated with an RSL sub-branch or an ex-service organisation must demonstrate evidence of organisational commitment to the ex-serving community - for example, a copy of the constitution

Eligible Projects

Minor Capital Works

- Minor capital works are projects undertaken to improve an existing building or infrastructure within the property boundaries.
- Minor capital works may also include additions to an existing building or space.

Refurbishment

- Refurbishment works are projects undertaken to improve the condition and/or functionality of an asset or space.
- Refurbishments may include repainting, re-carpeting, and installation of new fixed fit-out items (such as benches and cupboards).

Equipment

- Equipment is items that the organisation requires for ongoing use, which will improve facilities to enable greater efficiency in the operation of the organisation, or to improve the quality and/or safety of activities delivered.
- Equipment may include computers, large kitchen items (such as fridges and ovens) and maintenance items (such as lawn mowers).

Welfare Initiatives

- Welfare initiatives are programs or services that are intended to support the health and wellbeing of veterans.
- Welfare initiatives may include support that is provided directly to individual veterans or programs and services that seek to support the collective health and well-being of veterans.

Repair and maintenance or construction of War Memorials

- Repair and maintenance work includes all actions necessary for retaining an item or asset in, or restoring it to, its original condition (in this case, war memorials).
- Construction of a war memorial includes the building of a monument, statue, or other structure to commemorate/celebrate a war or military related events.

Ineligible Projects

Grant funding must not be used:

- For recurrent or operational costs including: energy, water and sewerage, rates and taxes, insurance, communications, and wages; or
- To offset current debt.



Guide to Applicants

Applicants must complete the online application form, which can be found from https://www.dpac.tas.gov.au/divisions/cpp/community-grants/teddy_sheean_grants_program.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact Community Grants on 1800 204 224 or email at grants@dpac.tas.gov.au.

On submission of your application, you will receive a confirmation email with your application form in PDF format from Smartygrants.

If you do not receive the confirmation email of your application, please contact Community Grants on 1800 204 224.

Assessment

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

Applications must address each of the following assessment criteria:

1. Demonstrated need

Applications must clearly explain the capital works, equipment purchase, welfare initiative or repair/maintenance/construction that needs to be undertaken, including any occupational health and safety aspects, heritage considerations and risks associated with not undertaking the works.

2. Outcomes for members and/or the local community

Applications should demonstrate how ex-service members and the local community will benefit from the outcomes of the project.

3. Capacity to implement the project

Proposals should be based on a sound project plan that includes the required resources, and skills and timelines.

4. Value for money

Applications must demonstrate value for money by submitting a realistic budget that enables the delivery of objectives within the proposed timelines. All sources of funding for the project must be included in the application.

Other aspects that must be covered in the application are:

- The application should provide details of any specific skills required to perform the works. Where possible well-prepared quotes and/or project proposals from appropriately qualified tradesperson should be submitted with the application. Photographs of the infrastructure to be repaired/maintained may also be included with the application.
- Applicants must demonstrate that the works to be undertaken will be completed by appropriately qualified persons and meet all relevant building

standards and regulations for public buildings.

- Applicants must provide information on the outcomes that a welfare initiative will achieve. This information should include how the outcomes will be assessed.
- Applicants should seek, where practicable, to purchase Tasmanian products or source from Tasmanian based suppliers.
- Applicants must also have appropriate levels of Public Liability Insurance for the purpose of the proposal. A copy of the applicant's current Public Liability Insurance cover is required to be attached to the application along with a copy of the applicant's most recent annual report.
- Applicants must ensure that relevant written consent, approvals and permits for the works to be carried out have been received from all relevant stakeholders and landowners, particularly local councils, or relevant government agencies. Copies of consent must be included as part of your application. If consent was received via email, please include the email showing the sender and recipient details, the date sent, and any relevant signature information.
- For information about undertaking maintenance and repair works on Crown Land, contact Property Services via email at PropertyServices@parks.tas.gov.au or by phone on (03) 6169 9015.

Timeframes

Applications must be received by 2:00pm, 18 March 2025. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application by early April 2025.

Below is a table for the critical dates of the grant program.

Description	Date
Program opens	2:00 pm, 6 February 2025
Program closes	2:00 pm, 18 March 2025
Outcome expected to be advised (estimated date)	prior to ANZAC Day
Funding disbursed	April 2025
Projects are expected to be completed by	30 June 2026

During the assessment process the department may, at its discretion, require further information to support or clarify an application, this information must be provided within 3 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Unsuccessful applicants will receive an email advising they have been unsuccessful.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit their application to any future rounds of the Grant Program.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Premier and Cabinet's website.

Partial Funding

Successful applicants under this program may be offered partial funding. Please consider this when completing your application form and clearly identify how all funding you are applying for will be used.

Funding conditions

Organisations that currently have a grant with overdue reporting and acquittal obligations will not receive grant funding from this Program until the reporting and acquittal obligations for the previous grant are completed.

All funding is subject to the terms and conditions which will be outlined in the grant acceptance form to successful applicants.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting the requirements of the grant, being the intended purpose outlined in the grant application, any further terms and conditions outlined in a grant funding agreement/deed and meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the department.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

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 Department of Premier and Cabinet.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Department of Premier and Cabinet'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.

Taxation and Financial Implications

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

Please reference the fact sheet *Grants Fact Sheet – GST and Grants* for further information, available at <https://www.dpac.tas.gov.au/divisions/cpp/community-grants/grants-and-the-goods-and-services-tax-gst>.

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: grants@dpac.tas.gov.au or 1800 204 224.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of Premier and Cabinet.

Right to Information

Information provided to the Department of Premier and Cabinet is subjected 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.

Appealing a decision

The Department may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

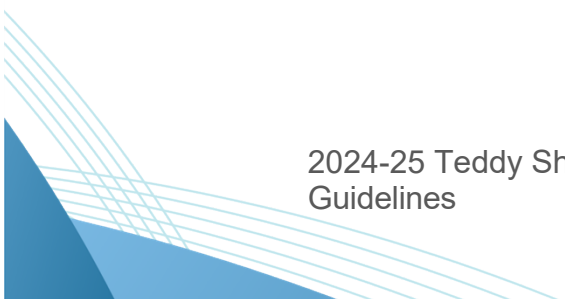
If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

- I. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
- II. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
- III. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing to the contact details shown in these guidelines or to the Manager, Community Grants by email to grants@dpac.tas.gov.au.

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.





Tasmanian
Government

Department of Premier and Cabinet

Phone:
1800 204 224

Email:
grants@dpac.tas.gov.au

www.dpac.tas.gov.au