

# Teddy Sheean VC Memorial Grants Program 2025-26

## Guidelines



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# 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)*

## Personal Information

All personal information will be managed according to the *Personal Information Protection Act 2004*. Individuals may request access to their information by contacting the Department of Premier and Cabinet.

## Right to Information

Information provided to the Department may be subject to the *Right to Information Act 2009*. The Act is available on the Tasmanian Legislation [website](#).

## Record Management

Your application and any supporting documents will be retained and managed under the *Archives Act 1983 (Tas)*. The Act is available on the Tasmanian Legislation [website](#).

## Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet (DPAC/the Department) 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](mailto: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.

# Teddy Sheean VC Memorial Grants Program 2025-26

## Aim

Under the Tasmanian Government's [2030 Strong Plan](#), The Teddy Sheean VC Memorial Grants Program (the Program) aims to:

- Contribute to Tasmanian ex-service organisations and clubs undertaking minor capital works, purchasing equipment, or delivering welfare initiatives that benefit veterans and ex-serving personnel by supporting wellbeing and strengthening community connection.
- Contribute to community organisations constructing, maintaining, or repairing war memorials, helping Tasmanians to continue honouring veterans through attendance at Anzac Day and other commemorative services.

## Funding Arrangements

The total funding for this Program is up to \$100,000.

- **Category 1:** grants of up to \$20,000 are available for minor capital works and/or refurbishment.
- **Category 2:** grants of up to \$10,000 are available for equipment purchases.
- **Category 3:** grants of up to \$10,000 are available for welfare initiatives.
- **Category 4:** grants of up to \$10,000 are available for the construction, maintenance and repair of war memorials.

Applicants must indicate on their application whether they will accept partial funding.

Eligible organisations may apply once, under multiple categories to a combined maximum of \$30,000.

If an eligible applicant applies and also auspices<sup>1</sup> another organisation(s) for this Program, then the auspicee applies under their legal name and the application must include formal written confirmation from the auspicing organisation that it will accept the relevant administration, legal and financial responsibilities for the grant.

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

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<sup>1</sup> Auspicing is when an eligible organisation (the auspicator) helps unincorporated organisations (the auspicee) fund their activities.. An auspice agreement is a legally binding contract, where the auspicator enters into the Grant Agreement/Deed and receives the project funding.

# Eligibility Criteria

## Eligible Applicants

All applicants must be based in Tasmania and 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.

### *Categories 1-3 are open to:*

- An incorporated Not-for-Profit organisation (or auspiced by an incorporated organisation), or
- Tasmanian Commercial RSL Clubs, with the following conditions:
  - Grant funds can only be used to directly support veterans. Grant funds cannot be used to pay for salaries or other expenses.
  - 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.

### *Category 4 is open to:*

- An incorporated Not-for-Profit organisation (or auspiced by an incorporated organisation), or
- Local councils, or
- Schools, with the following conditions:
  - Ex-service clubs and organisations 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.
  - 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.

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact the administration contact under the section: "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.

## 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 – with some exceptions in the case of categories 1-3.**
- Political parties; and
- Individuals and or sole traders.

## Eligible Projects

### ***Category 1: Minor Capital Works and/or Refurbishment***

#### **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).

### ***Category 2: Equipment Purchases***

- 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).

### ***Category 3: 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.

### ***Category 4: Construction or maintenance and repair of 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.
- Maintenance and repair work includes all actions necessary for retaining an item or asset in, or restoring it to, its original condition (in this case, war memorials).

# Ineligible funding

Grant funding must not be used:

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

## Guide to Applicants

Applicants must complete the online application form, which is run through the Department's grants management software, SmartyGrants.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please contact Community Grants on 1800 204 224 or email at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) before the program closes.

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.

We encourage your organisation to consider using SmartyFile to manage SmartyGrants applications.

## Taxation and Financial Implications

Organisations must indicate whether they are registered for Goods and Services Tax (GST) in their grant application.

To help with understanding GST, you can visit our [website](#) for information and access our [Grants Fact Sheet – GST and Grants](#).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. You can read about who is eligible to use and access the form through the [ATO website](#)

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



# Assessment

Please note that meeting all eligibility criteria does not guarantee approval for grant funding.

**Assessment Criteria** Applications from eligible organisations will be evaluated based on the level of detail and evidence provided against the following equally weighted criteria. The assessment will consider:

- 1. Demonstrated Need
- 2. Benefits for members and/or the local community
- 3. Capacity to implement the project
- 4. Value for money

Funding history of the applicant will not be scored as part of the assessment criteria but may be considered by the panel in its final deliberations if the program is oversubscribed.

# Timeframes

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

Description	Date
Program opens	2pm, 29 September 2025
Program closes	2pm, 7 November 2025
Outcome expected to be advised (estimated date)	Mid-December 2025
Funding disbursed	January 2026
Projects are expected to be completed by	January 2027

Late applications will not be accepted.

During the assessment process the department, at its discretion, may require further information to support or clarify an application. If the information isn't provided within 3 business days, may result in the application being unsuccessful.



# 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.

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

## Current DPAC Grant Recipients

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.

## 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.

## Partial Funding

If the program is oversubscribed, some applicants may receive partial funding. Clearly outline how each part of the requested funding will be used and indicate whether your project can proceed with partial funding, as declining partial funding will result in either full or no funding.

## Reporting and Evaluation

Organisations awarded funding through the Grants Program must complete a **Final Report** using a template provided by the Department of Premier and Cabinet. This report allows the Department to evaluate the Grants Program's effectiveness and fulfill its reporting requirements.

The **Final Report** must include:

- A detailed explanation of how the grant funds were used against the Approved Purpose ,and
- A financial acquittal

# Unsuccessful Applications

Unsuccessful applicants will receive an email notification informing them of the decision.

## Appealing a decision

Applicants may request a review of a decision if they can demonstrate a conflict of interest, process error, or discrimination. Grounds for appeal include:

1. Decision-makers having a financial interest in the application's outcome.
2. Incorrect advice affecting the application's preparation.
3. Discrimination based on irrelevant personal factors.

Requests for review must be submitted in writing to [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) within 28 days of receiving the decision notification.



Tasmanian  
Government

Department of Premier and Cabinet

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[www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)