

**Changing Gears Grant Application Form**

The Centre for Women’s Safety and Wellbeing’s (CWSW) Changing Gears: Women behind the wheel project aims to assist women who have experienced domestic and family violence to build their independence and develop the skills and confidence needed to gain a driving licence by providing financial support for subsidised driving lessons and other eligible activities.

Changing Gears grants are available for eligible women who:

* are currently accommodated in a refuge; or
* have recently exited a refuge and are engaged with an outreach service; or
* have a current case management plan with a service that is supporting their recovery from family and domestic violence.

Grant applications are to be completed by services who are engaged with eligible women. Successful grant funds will be dispersed to the service, who is then responsible for managing grant activity payment.

Any unexpended funds over $20 must be returned to CWSW. Please see the [Changing Gears Grant Guidelines](https://cwsw.org.au/wp-content/uploads/2022/07/Changing-Gears-grant-guidelines_V3_29.07.22.pdf) for more information.

Grant applications are not to be completed by applicants themselves and no grant funds will be dispersed directly to applicants.

Applications are assessed and successful grant funds disbursed fortnightly. There is a maximum period of 14 days for application assessment once all required information is received by the CWSW.

It is highly recommended to read the [Changing Gears Grant Guidelines](https://cwsw.org.au/wp-content/uploads/2022/07/Changing-Gears-grant-guidelines_V3_29.07.22.pdf) before completing this application form.

If you have any questions or require further information, please contact [info@cwsw.org.au](mailto:admin@cwsw.org.au) or (08) 9420 7264.

Please complete and return this form to:

Centre for Women’s Safety and Wellbeing

[info@cwsw.com.au](mailto:admin@cwsw.com.au)

|  |  |
| --- | --- |
| **Service details** | |
| Name of Service Provider/Organisation |  |
| Name of program or service the applicant is engaged with |  |
| Name of Approving Manager or CEO |  |
| Name of Case Worker/contact person |  |
| Contact email address for Case Worker/contact person |  |
| Contact phone number for Case Worker/contact person |  |

**Applicant details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of applicant (client) |  | | Age |  |
| Has the applicant previously received a Changing Gears grant? (if known) | |  | | |
| Is the applicant of Aboriginal or Torres Strait Islander origin?  For applicants of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes. | | No  Yes, Aboriginal  Yes, Torres Strait Islander  Prefer not to say | | |
| Applicants’ cultural background | |  | | |
| Applicants’ residency status | | Australian citizen  Permanent resident  Visa  Visa type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Eligibility criteria (please tick all that apply)**

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| *A woman (the applicant) is eligible for Changing Gears Grant when the following criteria has been met:* | |
| **1** | The applicant is currently residing in refuge.  **OR**  The applicant has recently exited the refuge (within a three-month period) and is engaged with an outreach service.  **OR**  The applicant is engaged with a service provider and has a **current case management plan** that is supporting their recovery from family and domestic violence. |
| **2** | The applicant does not currently have a valid provisional or full driver’s license. |
| **3** | The applicant is experiencing financial hardship. |
| *The grant application must meet the following criteria:* | |
| **4** | The application is for eligible activities that will be undertaken in a 12-week period. |
| **5** | The application for financial support through this grant has come from a service provider. |
| **6** | The service provider accepts responsibility for payment of eligible activity costs from grant funds, reporting requirements, return of any unexpended funds and conditions outlined in the grant guidelines. |
| **7** | The application is endorsed by the Approving Manager or CEO. |
| **8** | All required information has been provided on the application form below. |

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| **Total grant amount requested** | **$** |

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| --- | --- | --- | --- |
| **Bank details for payment** | | | |
| Name of Bank |  | Account Name |  |
| BSB |  | Account Number |  |

Reminder: The service accepts responsibility for payment of eligible activity costs from grant funds. The bank details required are the service’s details.

**Grant timeline and activities**

Each grant application can include eligible activities to be undertaken in a 12-week period. Consideration will be given to funding for reasonable additional related costs that are necessary to support the skill development and attainment of a driving licence for eligible women. Additional related costs must be clearly explained and justified, with appropriate costings included. CWSW may contact the service provider if more information regarding additional related costs is required.

Please note: multiple applications can be submitted for grants to support an individual woman at different times; however, all applications must meet the eligibility criteria.

**Please refer to the** [**Changing Gears Grant Guidelines**](https://cwsw.org.au/wp-content/uploads/2022/07/Changing-Gears-grant-guidelines_V3_29.07.22.pdf) **for more information.**

**Eligible activities**

|  |  |
| --- | --- |
| **Eligible activity** | **Cost (incl GST)\*** |
| New licence application fee (includes 1 practical driving assessment) | $126.10 |
| Computer Theory Test (initial) | $20.40 |
| Computer Theory Test (re-sit) | $16.90 |
| Printed logbook | $10.00 |
| Learner’s Permit card replacement | $30.90 |
| Hazard Perception Test (initial) | $25.80 |
| Hazard Perception Test (re-sit) | $21.00 |
| Practical driving Assessment re-sit | $104.40 |
| Provisional driver’s licence fee | $46.85 |
| Up to 10 professional driving lessons with a licenced WA driving instructor per applicant (@ maximum $70 per hour)  Please note: Eligible activities include a maximum of 10 professional driving lessons per applicant across all grant applications. | Varies |
| Final lesson and use of instructor car for driving test | Varies |
| **Additional related costs** including:   * Travel costs to and from DVS centers * Childcare costs (e.g., during lessons or tests) * Identity documentation * Transferring an overseas licence fees | Varies |

\*costs listed are correct at time of publication and are indicative only. Actual costs may vary.

Please include details of activities and costs that will be undertaken in the maximum grant period of 12 weeks. Details of the activities anticipated to be conducted each week should be included in the corresponding section of the table on Page 5 and any Additional Related Costs included in the table on Page 6.

Please leave the section blank if there are no proposed activities in that week.

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| --- | --- | --- |
| **Week** | **Proposed activities** | **Proposed cost (incl GST)** |
| **EXAMPLE** | * New licence application fee, computer theory test and printed logbook * 1 x 1-hour professional driving lesson and childcare | $148  $130 |
| **Week 1** |  |  |
| **Week 2** |  |  |
| **Week 3** |  |  |
| **Week 4** |  |  |
| **Week 5** |  |  |
| **Week 6** |  |  |
| **Week 7** |  |  |
| **Week 8** |  |  |
| **Week 9** |  |  |
| **Week 10** |  |  |
| **Week 11** |  |  |
| **Week 12** |  |  |

**Additional related costs**

Please include details of any additional related costs in the table below.

Additional related costs are activities outside the range of eligible activities listed in the table on Page 3. Consideration will be given to funding for reasonable additional related costs that are necessary to support the skill development and attainment of a driving licence. Additional related costs must be clearly explained and justified, and costs included.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Reason** | **Cost (incl GST)** |
| **EXAMPLE**  Childcare during driving lessons | Applicant cannot complete driving lessons without care for her 2 children. | $50 per hour |
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