



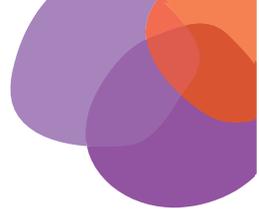
## Grant Guidelines

### Changing Gears: Women behind the wheel project

*Changing Gears: Women behind the wheel project* provides financial support for women who have experienced domestic and family violence to develop the skills and confidence needed to gain a driving licence.

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## 1.0 Introduction

These guidelines contain information for the Changing Gears: Women behind the wheel project grants. The Changing Gears grants aim 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.

It is recommended to read these guidelines before completing a grant application.

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

## 2.0 About Changing Gears Grants

The Centre for Women's Safety and Wellbeing (CWSW) is responsible for facilitating *Changing Gears: Women behind the wheel project*, a new four-year Department of Communities grant for the brokerage of funding 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 through subsidised driving lessons and other supports for women exiting refuge. The project is part of the McGowan Government 2021 Election Commitment *Supporting Survivors* package.

Over the four-year term of the grant the Centre will facilitate a staged disbursement of the funding. A 12-month pilot phase, commencing in late 2021, will be followed by a comprehensive review and refined brokerage program delivered for the remaining term (2023-2025). This staged approach aims to ensure the structure of the project meets the needs of women who have experienced domestic and family violence and the services they are engaged with, disburses funding efficiently and effectively, and supports improved outcomes for women.

During the initial 12-month pilot phase, *Changing Gears* grants were initially available for eligible women who are currently accommodated in a refuge or have recently exited a refuge (within a three-month period) and are engaged with outreach services. In July 2022, based on review and feedback, the eligibility criteria was expanded to make *Changing Gears* grants available for women who are engaged with a Service Provider supporting their recovery from domestic and family violence through case management (applicant must have a case management plan with the service provider).

Grants are available to fund a range of activities that are necessary to support the skills development and attainment of a driving licence.

Grant applications are to be completed and submitted by service providers who are engaged with eligible women; grant applications cannot be submitted directly from women themselves. Applications received by the CWSW will be assessed and processed within 14 days. Successful grants will be disbursed fortnightly to the service provider who is then responsible for the payment of eligible activity costs and reporting requirements.

The grants are available for women across Western Australia. In the unlikely event the project is oversubscribed, applications will be assessed, and priority given to Aboriginal women, women from culturally and linguistically diverse backgrounds, women in regional and remote locations, and women currently residing in or who have recently exited refuge. See [8.0 Grant assessment process](#).



### 3.0 Overview of grant process

#### **Complete and submit grant application**

The service provider completes the grant application form and addresses the eligibility and assessment criteria to be considered for a grant. Application is submitted to CWSW for assessment.



#### **Application assessed**

CWSW assesses the application against the eligibility and assessment criteria. CWSW will contact the service provider if additional information is required.

Applications are assessed within 14 days once all required supporting information is received.



#### **Notification of outcome**

CWSW will advise the service provider of the outcome of the application. Information regarding decisions for unsuccessful grants and grants with variations from the application will be provided.



#### **Grant disbursement**

Grants for successful applications will be disbursed fortnightly. A single payment of the total grant amount will be made to the service provider.



#### **Undertake activities**

The service provider is responsible for the payment of eligible activity costs in line with details (activities and timeline) included in the grant application. Changes to grant activities can be negotiated between CWSW and the service provider.



#### **Reporting**

At the conclusion of the grant activities and timeline, the service provider is responsible for completing the reporting and evaluation template and submitting to CWSW.

The information provided will be used as part of the pilot phase review.



## 4.0 Grant amount and grant period

### 4.1 Grants available

The WA Government has announced a total of up to \$605, 000 (GST exclusive) over 4 years for the *Changing Gears: Women behind the wheel project*. For the 12-month pilot phase, up to \$124, 000 (GST exclusive) will be available for project grants.

During the pilot phase there is no set maximum grants amount per individual woman supported through the project, or maximum total grants amount available to each service provider. However, CWSW reserves the right to amend maximum grant amounts through the pilot phase as required, and grant limits will be considered as part of the comprehensive review at the completion of the pilot phase.

Grants are only available to fund eligible activities. Activities that are not necessary to support the skill development and attainment of a driving licence for eligible women are unable to be included in the grant amount. See [6.0 Eligible activities](#).

### 4.2 Grant period

Each grant can include eligible activities to be undertaken in a 12-week period. A timeline outlining the eligible activities to be funded needs to be completed as part of the application form.

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.

## 5.0 Eligibility criteria

CWSW cannot consider applications that do not satisfy the eligibility criteria.

A woman (the applicant) is eligible for a Changing Gears Grant when the following criteria has been met:

- The applicant:
  - is currently residing in refuge; OR
  - has recently exited a refuge (within a three-month period) and is engaged with an outreach service; OR
  - is engaged with a service provider and has a current case management plan that is supporting their recovery from family and domestic violence.
- The applicant does not currently have a valid provisional or full driver's licence.
- The applicant is experiencing financial hardship.

The grant application must meet the following criteria:

- The application is completed and submitted by a service provider.
- The application is endorsed by the Approving Manager or Chief Executive Officer.
- The application is for eligible activities that will be undertaken in a 12-week period.
- The service provider accepts responsibility for payment of eligible activity costs from grant funds, reporting requirements, return of any unexpended funds, and any other conditions outlined in these grant guidelines.

Applications cannot be submitted directly by women (the applicant) themselves.



## 6.0 Eligible activities

There are a range of eligible activities that can be included in grant applications. During the pilot phase, 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 in the application form and appropriate costings included. CWSW may contact the service provider if more information regarding additional related costs is required.

| Eligible activity   | Cost*    |
|---|----------|
| 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)   | Varies   |
| Please note: Eligible activities include a maximum of 10 professional driving lessons per applicant across all grant applications.  |          |
| Final lesson and use of instructor car for driving test   | Varies   |
| <b>Additional related costs</b> including: <ul style="list-style-type: none"> <li>• Travel costs to and from DVS centers</li> <li>• Childcare costs (e.g., during lessons or tests)</li> <li>• Identity documentation</li> <li>• Transferring an overseas licence fees</li> </ul> | Varies   |

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

## 7.0 How to apply

Before applying it is strongly recommended to read and understand the most current version of these guidelines which can be found at the Centre for Women's Safety and Wellbeing [website](#).

To apply:

- Complete the [application form](#)
- Provide all the information required
- Ensure the eligibility criteria is met
- Submit completed application to the Centre via email to [info@csw.org.au](mailto:info@csw.org.au)

During the 12-month pilot the Changing Gears grants are always open and applications can be submitted at any time.

For queries or further information, please contact [info@csw.org.au](mailto:info@csw.org.au) or (08) 9420 7264.

## 8.0 Grant assessment process

Applications will be assessed, and funds disbursed fortnightly, resulting in a maximum period of 14 days for application assessment once all required supporting information is received.



CWSW will review applications against the eligibility criteria. Only eligible applications will be considered for successful grants.

If eligible, CWSW will assess applications against the following criteria:

- Reasonability of eligible activity costs.
- Feasibility of timeline.
- Clear and reasonable justification of any additional related costs.
- Priority groups – Aboriginal women; women from culturally and linguistically diverse backgrounds, women in regional and remote locations and women currently residing in or who have recently exited refuge.  
In the unlikely event the project is oversubscribed priority will be given to applications that support women from priority groups.
- Previous Changing Gears grants disbursed to support the applicant.

CWSW will contact the service provider if additional information is required for the assessment process. Please note that this may delay assessment of the application.

Assessment will be undertaken by CWSW staff and will use an assessment matrix of the criteria listed above to ensure consistent assessment of all applications. In the event the project is oversubscribed, a panel of CWSW staff will be convened to assess applications and make outcome decisions. If required final decisions will be made by the CWSW CEO.

Through the assessment process it may be decided that a grant amount lower than the amount submitted in the application is to be awarded. In the event this occurs, information regarding the decision will be provided to the service provider.

## 9.0 Notification of outcome

CWSW will notify service providers of the outcome of the application by email after the application has been assessed (within 14 days once all required information is received). Information regarding decisions for unsuccessful grants and grants with variations from the application will be provided.

### 9.1 Successful grant applications

Service providers with successful grant applications will receive communication that includes the:

- total grant amount and payment date
- grant activities
- grant timeline
- reporting and evaluation requirements
- process for variations to the grant

### 9.2 Grant payments

Grants for successful applications will be disbursed fortnightly. A single, GST inclusive payment of the total grant amount will be made to the service provider via bank transfer to the nominated account.

The service provider is responsible for the payment of eligible activity costs in line with details (activities and timeline) included in the grant application. Grant funds can be used to reimburse the service provider for applicant eligible activities that have been paid for during the application processing period.



## 10.0 Unexpended grant funds

CWSW recognises there may be varied circumstances which result in unexpended grant funds, for example the applicant disengages from the service or fewer eligible activities are required (e.g fewer lessons, change of childcare needs). Service providers are responsible for returning any unexpended grant funds over \$20 to CWSW. The unexpended funds will be made available for redistribution for successful Changing Gears grants.

In the event of unexpended grant funds, the service provider must contact CWSW as soon as possible by emailing [info@csw.org.au](mailto:info@csw.org.au). CWSW will then provide the necessary form and information.

Note: to reduce the likelihood of unexpended funds, service providers are encouraged to consider multiple sequential applications for grants to support an individual woman at different times, for example:

- *First grant* – new licence fee, computer theory test and 5 x weekly professional driving lessons
- On completion of first grant activities, *second grant* – 3 x weekly professional driving lessons, hazard perception test, final professional lesson and car use for practical driving assessment, and provisional driver's licence fee.

## 11.0 Reporting requirements

At the conclusion of the grant activities and timeline, the service provider is responsible for completing the [reporting and evaluation template](#) and submitting to CWSW. The reporting and evaluation template is due two weeks after the completion of the grant activities. A copy of the template will be provided with notification of successful grant applications. CWSW may request supporting evidence for grant activities i.e., receipts in addition to the completed reporting and evaluation template.

The information provided in the reporting and evaluation template will be used as part of the pilot phase review. In addition to the information collected, there will be other opportunities to provide feedback as part of the pilot phase review.