



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.

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

If you have any questions or require further information, please contact admin@csw.org.au or (08) 9420 7264.

1.1 Definitions

Service provider – The service the client is engaged with, that is supporting the clients recovery from the experience of family and domestic violence i.e., refuge, outreach, etc.

Activity provider – The service engaged to support the skill development for clients wishing to obtain a driving licence, i.e., driving instructors, daycare, etc.

Client – The woman receiving support from the service provider

2.0 About Changing Gears Grants

The Centre for Women's Safety and Wellbeing (CWSW) is responsible for facilitating the *Changing Gears: Women behind the wheel project*, a 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 through the attainment of a driving licence. The project is part of the McGowan Government 2021 Election Commitment *Supporting Survivors* package.

Grants are available to fund a range of activities that are necessary to support the skills development for the 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 clients themselves.

Applications received by CWSW will be assessed and processed within 14 days. The cut off day for eligible applications is Thursday, and payments are made on Tuesdays.

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.

There is a \$3000 cap on the grant amount, with the following conditions –

- Where eligible activities, such as driving lessons and daycare fees, can be invoiced, the invoice is to be sent to CWSW, and the provider will be paid directly. Alternatively, the service can be reimbursed.
- A maximum of 20 lessons will be covered at a maximum rate of \$80 per lesson. A maximum of 10 will be paid for, initially. If further lessons are required, they will be paid for at the completion of the initial 10.
- A maximum of 20 sessions of childcare will be covered, and similarly, a limit of 10 sessions will be covered at a time. Maximum rate of \$45 per session.
- Any licencing fees are paid by the service and reimbursed to the service. Licencing fees are paid on the spot and cannot be invoiced. They are minimal and will be reimbursed within a week of receipt of an invoice and proof of purchase from the service.
- The funds must be used within 12 months.



Once the client has exited the service, she will still have access to the funds by corresponding directly with CWSW. The same principles will apply as above. On approval of the application, you will receive a form requesting the clients contact details and bank account information to be sent back to CWSW **when the client exists the service.**



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. Applications are assessed within 14 days.



Notification of outcome

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

Accompanying this notification will be a reporting and evaluation template, and a client contact details template, should she wish to have continued access to the grant funds, post her engagement with the service.



Grant disbursement

The service provider is to request that the activity providers invoice CWSW, directly, for payment. Alternatively, the service can pay the activity provider, and send proof of payment to CWSW for reimbursement.

Licensing fees at the Department of Transport must be paid on the spot. Therefore, the service provider must pay these fees and send proof of payment to CWSW for reimbursement.

All invoices and receipts MUST come from registered businesses for tax purposes.



Undertake activities

The client has 12 months to undertake the activities, and attain her licence. **Once the client has exited the service**, the service worker will provide CWSW with a client information form. She will then continue to have access to the funds by corresponding directly with CWSW. The same payment method applies to the client.



Reporting

Once the client has disengaged with the service, the case manager is responsible for completing the reporting and evaluation template and submitting to CWSW.



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*.

Grants are only available to fund eligible activities. Activities that are not necessary to support the skill development for the 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-month period.

5.0 Eligibility criteria

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

A 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-month period.

Applications cannot be submitted directly by clients themselves.

6.0 Eligible activities

There are a range of eligible activities that can be included in grant applications. CWSW may contact the service provider if more information regarding related costs is required.

All expenditure **must be obtained through a registered business for tax purposes**.

Eligible activity	Cost (incl GST)*
New licence application fee (includes 1 practical driving assessment)	\$138.70
Computer Theory Test (initial)	\$21.20
Computer Theory Test (re-sit)	\$18.20
Printed logbook	\$10.70
Learner's Permit card replacement	\$32.20
Hazard Perception Test (initial)	\$28.40
Hazard Perception Test (re-sit)	\$22.90
Practical driving Assessment re-sit	\$113.70
Provisional driver's licence fee	\$46.85



Up to 20 professional driving lessons with a licenced WA driving instructor per applicant (@ maximum \$80 per hour)	Varies
Final lesson and use of instructor car for driving test	Varies
Additional related costs including: <ul style="list-style-type: none"> • Childcare costs (e.g., during lessons or tests. Up to 20 sessions @ maximum \$45 per session) • Transferring of overseas licence fees 	Varies

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

7.0 How to apply

To apply:

- Complete the application form
- Provide all the information required
- Ensure the eligibility criteria is met
- Submit completed application to CWSW via email to admin@csw.org.au

For queries or further information, please contact admin@csw.org.au or (08) 9420 7264.

8.0 Grant assessment process

Applications will be assessed within 14 days, and funds disbursed weekly.

CWSW will review applications against the eligibility criteria.

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.

9.0 Notification of outcome

CWSW will notify service providers of the outcome of the application by email after the application has been assessed. Information regarding decisions for unsuccessful will be provided.

9.1 Successful grant applications

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

- reporting and evaluation requirements
- Client Information Form
- payment procedure information

9.2 Grant payments

Service providers, where possible, are to have activity providers invoice CWSW for eligible grant activities. CWSW will pay the provider, directly, on Tuesdays, and inform the service provider of payment. Please note that this may take up to 48 hours to clear the activity provider's account.

Alternatively, on approval of the grant application, service providers are welcome to pay for eligible activities and seek reimbursement from CWSW via receipt of an invoice from the service provider and proof of purchase.

The service provider will only be reimbursed for eligible grant activities, as set out in clause 6.0.



10.0 Reporting and Evaluation

At the conclusion of the grant activities and timeline, the service provider is responsible for complete a reporting and evaluation template and submitting to CWSW. The reporting and evaluation template is due two weeks after the client has exited the service. A copy of the template will be provided with notification of successful grant applications.

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.