Changing Gears Grant Application Form

The 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.

Procedure for administration of grant -

- Grant applications are to be completed by services who are engaged with eligible women.
- There is a $3000 cap on the grant amount, with the following conditions –
    - For approved applications, where eligible activities (such as driving lessons and daycare fees) can be invoiced, the service worker asks the activity provider to invoice CWSW. 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. These must coincide with the day of the driving lesson.
    - 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.
    - For further reimbursement details, please see the Reimbursement Process on page 4.
    - 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 this application, you will receive a form requesting the client's contact details and bank account information to be sent back to CWSW **when the client exists the service**.

Where further financial support is required for any of the eligible activities, so long as the grant amount hasn't been exceeded, amendments to the above conditions are at the discretion of CWSW.

Please note that we are unable to process outdated forms. Please only ever access the form through the CWSW website, so that you are always accessing the most up to date information.

Last updated:
5th August 2024

Please complete and return this form to:
Centre for Women's Safety and Wellbeing
admin@cwsw.org.au

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

Service Details

Organisation	
Program/Service	
Approving Manager/CEO	
Service Worker	
Service Worker Email	
Service Worker Phone#	
Date of Application	

Applicant Details

Name of client		Age	
Has the client previously received a Changing Gears grant?	Yes No		
Is the client Aboriginal or Torres Strait Islander? For clients of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.	No Yes, Aboriginal Yes, Torres Strait Islander Prefer not to say		
What is the client's cultural background			
What is the client's residency status	Australian citizen Permanent resident Visa Visa type:		

Eligibility Criteria (please tick all that apply)

Please indicate if the following criteria has been met:	
1	The client is currently residing in a refuge. **OR** The client is engaged with an outreach service. **OR** The client is engaged with a service provider and has a **current case management plan** that supports their recovery from family and domestic violence.
2	The client does not currently have a valid provisional or full WA driver's license.
3	The client is experiencing financial hardship.
4	The application is for eligible activities.
5	The application is endorsed by the Approving Manager or CEO.
6	All required information has been provided on the application form below.

Eligible activities

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)	$143.30
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	$114.50
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: • Childcare costs (e.g., during lessons or tests, at a maximum of $45 per session for up to 20 sessions) • Identity documentation • Transferring of overseas licence fees	Varies

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

Reimbursement process

- An invoice billed to the Centre for Women's Safety and Wellbeing are required for all reimbursements.

- Any licencing fees are paid by the service provider or client as these need to be paid on the spot. The fees are reimbursed to the service or the client by the Centre for Women's Safety and Wellbeing (CWSW) within a week of receipt of an invoice.

- For all other approved costs, the service provider can choose one of the following payment processes:

    - Send an invoice with the applicant's costs to the CWSW and the payment will be made directly to the activity provider (for example the driving school). If your service selects this option, please ensure the Centre for Women's Safety and Wellbeing is listed as the payee/customer on the invoice – along with the additional information:
      Attention: Administration / Address: 2 Delhi Street, West Perth WA 6005 / Email: admin@cwsw.org.au / **Reference**: your client's name.

    - Alternatively, your service can choose to pay for the fees on behalf of the applicant and send an invoice with the costs to CWSW for reimbursement. Please ensure that a copy of the invoice from the supplier is provided with the invoice for reimbursement. Reimbursement will only be made on eligible activities.

Evaluation Form process

At the conclusion of the Changing Gear grant activities or if the applicant leaves the service, the Changing Gears Evaluation Form which is provided when applications are approved, needs to be completed and submitted to the CWSW within two weeks. Please contact CWSW if a new Evaluation Form is required.