

# **WE MOVE – Equipment Grant**

## **Guidelines Individual NSW/ACT**



### **Introduction**

Variety NSW/ACT provides this grant to purchase life-changing disability equipment for children to increase physical development, independence, and social inclusion. The primary aim of the *We Move* grant is to provide disability equipment that is not easily available through standard services.

We recommend consulting with your GP, specialist, social/support worker before starting an application so they can best support you through the process. Please show them these guidelines or refer them to our website for more information - [www.varietynsw.org.au](http://www.varietynsw.org.au)

***If you need assistance to pay for an allied health professional to complete an assessment and write a support letter required for this grant please see our 'We Move – Equipment Assessment' grant.***

### **Eligibility**

- Child is aged 18 years or under
- Child had a disability or long-term health condition formally documented by a health professional.
- Family household income is below \$130,000 per year
  - this includes child support, investment income, overseas income, or any other income by parent/carers financially responsible for the child
- All residents of NSW and ACT can apply, including non-citizens, temporary visa holders and refugees.

### **Eligible requests**

You can apply for one or more item, that directly relates to your child's diagnosis and is supported by a GP or allied health professional. The items requested on the application will form the basis of the grant and if successful, cannot be amended after the approval date.

Examples of eligible requests include, but are not limited to:

- Adaptive toys and safety equipment
- Special needs strollers and pushchairs
- Wheelchairs – must be assessed, prescribed, and trialed by an OT
- Adaptive seating and specialised car seats
- Modified bikes, trikes and scooters
- Assistance dogs (partial funding). Only considered if they give mobility and independence

### **NDIS - National Disability Insurance Scheme**

If your child is part of the NDIS you will need to identify why the item(s) you are requesting are not covered by the child's NDIS plan.

Reasons may include, but are not limited to:

- planning meeting has yet to occur
- funds already allocated to other items
- item was not supported by the NDIS (decision letter will need to be provided)

### **Your application**

- Applications are open all year round.
- Are made on behalf of child by parent/carer or identified support person over 18 years
- If you need assistance completing the application form, please seek help from a support person such as an; health professional, caseworker, teacher, therapist, family member or friend.

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### **Required Documentation**

**Applicants are expected to submit a truthful and factual application and attach all requested documentation. Incomplete applications risk being delayed and, in some cases, denied.**

The following attachments must be included as part of your application

**1. GP or Paediatrician letter**

- Outlining child's diagnosis/condition.
- Must be dated within 12 months of application

**2. Support letter from healthcare professional**

Provide a support letter from a healthcare professional (e.g., occupational therapist, speech therapist, physiotherapist, or paediatrician) outlining the following:

- The need for requested equipment
- How the equipment will benefit the child and support them to pursue their goals
- Evidence of equipment trial (if applicable), dated within six months of application

**3. Equipment Quotes**

Two quotes for the requested equipment

- No older than three months at the time of submission
- Must remain valid throughout the assessment process.

**4. NDIS Funding**

If your child has NDIS Funding provide the following:

- Identify why item(s) requested are not covered by child's NDIS plan
- Proof of exhausted or denied NDIS funding

**5. Proof of Household Income**

For each parent/carer who is financially responsible for the child the following must be submitted:

- Your most recent **Notice of Assessment** from the Australian Taxation Office (ATO).  
PLUS
- If receiving **Centrelink Payments** - your most recent Centrelink Income Statement
- If parent/carer is **employed** - 2 most recent payslips showing your annual income
- If parent/carer is **not receiving Centrelink Payments and unemployed** - last 3 months of bank statements
- If parent is **self-employed** - last three months of bank statements.

It is important that you provide the correct financial information as we are unable to consider applications with insufficient financial evidence.

### **Need help finding the right document?**

- To access your Notice of Assessment from the ATO please follow the below link:  
<https://www.ato.gov.au/individuals-and-families/your-tax-return/check-the-progress-of-your-return-and-refund/your-notice-of-assessment>
- To access your Centrelink Income Statement from Centrelink please follow the below link:  
<https://www.servicesaustralia.gov.au/centrelink-online-account-help-request-document>

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### **Ineligible grant requests**

Requests that will not be considered under the grants:

- Equipment that is:
  - not directly related to a child's special/additional needs
  - not deemed medically/developmentally necessary
  - considered a standard toy, equipment, or everyday household item
  - sports equipment that is non-adaptive
  - considered a restrictive practice or constraint, outside of safe transportation requirements
- Expenses that have already been initiated or paid for prior to submission or written approval
- Incomplete application forms
- More than one grant request in a 12-month period
- Equipment from non-Australian distributors that cannot invoice Variety directly
- Travel expenses – including public transport and petrol
- Warranties, insurance, maintenance, service agreements, batteries, repairs
- Administrative fees or operational costs
- Capital works and installation costs
- Trampolines

### **Review and Approval of grant applications**

Each application is assessed by the Kids Support team on its own merit. Eligible submissions are presented to the Grants Committee every two months who make the final decision.

You will receive notification by email when your application has been assessed. Please allow up to 8 weeks for the review process to be completed.

Unsuccessful applications are at the discretion of the Grants Committee and eligible to reapply in 12 months. Reasons pertaining to unsuccessful applications are at the discretion of the Grants Committee and will not be disclosed to the applicant.

### **Successful applications and payment of equipment**

- An outcome letter is sent via email outlining how to use the grant
- Successful applicants have 12 months from the date of their approval letter to use their grant
- No retrospective funding i.e., the grant cannot fund equipment that has been purchased prior to the date of the approval letter.
- It is the responsibility of the parent/carer to upload a tax invoice to Variety's online portal from the supplier quoted in the application for the approved item at the approved amount
- Variety does not provide money directly to applicants unless an itemised receipt showing proof of payment for approved item is available
- Any unspent funds will be forfeited after the expiry date of the grant.

### **Further Information**

If you require further information, please do not hesitate to contact the Kids Support team on [kidssupport@varietyNSW.org.au](mailto:kidssupport@varietyNSW.org.au)



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### **Outcome Reporting**

Variety takes great care and pride to ensure that their grants are correctly used to the positive benefit of our children. Applicants will be invited to sign a media release form to grant Variety NSW/ACT the right to use any image or testimonial you have supplied to us on our website or through social media.

As we rely on donations and sponsors to fund our projects, this not only provides us with transparency, but is also a great way to say thank you to those who have helped and encourage any future support for even more children.

A short survey will be emailed when the grant period is completed after 12 months.

### **Application Steps/Process**

