# Mobility Equipment Grant Guidelines

## Introduction

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

Before starting your application, we recommend speaking with your GP, medical specialist or therapist. Please show them these guidelines or refer them to our website for more information - 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 'Mobility Equipment Assessment' grant.***

## Eligibility

- Child is aged 18 years or under (application must be submitted before child's 18th birthday)
- Child had a disability or long-term health condition formally documented by a medical 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.
- Must live in one of these Local Government Areas:
    - Goulburn
    - Lithgow
    - Newcastle
    - Griffth

## Eligible requests

You can apply for one or more item, that directly relates to your child's diagnosis and is supported by a GP. 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 trialled 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 receives NDIS funding, they may not be eligible for this grant. If the item you're applying for isn't included in their NDIS plan, please explain why and share a copy of the NDIS decision letter showing their reason for not funding the requested item.\

## Your Application

- Will be accepted all year round
- Is 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.

## 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.
   - Outlines the need for requested mobility equipment
   - Must be dated within 6 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, 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:

- Explain why item(s) requested are not included in child's NDIS plan
- Provide a copy of the decision letter from the NDIS.

5. **Proof of Household Income**

Each parent/carer who is financially responsible for the child must provide the following documents based on their employment status:

| Employed | Self Employed or Not Employed |
|---|---|
| **1.** Two recent payslips showing annual income | **1.** Last 3 months of Bank statements |
| **2.** Recent Notice of Assessment from the ATO | **2.** Recent Notice of Assessment from the ATO *(if applicable)* |
| **3.** Most recent Centerlink Income Statement *(if applicable)* | **3.** Most recent Centerlink Income Statement *(if applicable)* |
| **4.** Details of Child Support payments, investments and overseas income *(if applicable)* | **4.** Details of Child Support payments, investments and overseas income *(if applicable)* |

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

## Ineligible grant requests

Requests that will not be considered under the grants:

- Explain why item(s) requested are not included in child's NDIS plan
  - 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 and standard Swing sets

## 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 at monthly meetings 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 don't hesitate to contact the Kids Support Team on kidssupport@varietynsw.org.au

## Application Steps/Process

