

# Changing Places Commonwealth Funding Offer – Tranche 3 -2024/25

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## Grant Program Guidelines

February 2025

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# Changing Places Commonwealth Funding Offer – Tranche 3

The Changing Places Commonwealth funding offer - Tranche 3 Grant Program Guidelines contains information to assist applicants to complete the grant application. It includes an overview of the Changing Places Commonwealth funding offer - Tranche 3, information about the application process, eligibility and assessment criteria, how the funds can and cannot be used, and reporting requirements.

Read these guidelines before completing the Changing Places - Tranche 3 grant program application.

Further information on the Commonwealth Changing Places funding offer can be found on the [DSS Website](#). Alternatively, please feel free to contact [ChangingPlaces@dss.gov.au](mailto:ChangingPlaces@dss.gov.au).

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# Overview of the Changing Places: Tranche 3 grant

## Purpose of the Changing Places Commonwealth Funding Offer – Tranche 3 grant program

The Commonwealth Government is investing \$32.2 million from 2022 -23 to 2025-26 to build Changing Places facilities in Local Government Areas (LGAs) across Australia.

The Commonwealth has committed to contribute up to half of the total build cost for each facility agreed to under this funding offer. The Australian Government Department of Social Services (DSS) is responsible for the implementation, which will be undertaken in partnership with state and territory governments.

Changing Places are facilities for people with high support needs who are not adequately supported by standard accessible toilets. Changing Places facilities are larger than standard accessible toilets. They have extra features and more space to meet the needs of people with disability and their carers. Tranche 3 will run for the 2024-2025 financial year. The Commonwealth has partnered with the Department of Communities and Justice (DCJ) to administer Tranche 3 on their behalf.

As of 1 February 2024, the Commonwealth has increased the funding offer from the previous one-third, and made all LGAs eligible for funding, regardless of existing facilities. In July 2024, portable Changing Places facilities became eligible for Commonwealth funding. This is reflective of the Australian Government's commitment to improve accessibility in public spaces for people with disability in Australia, through increasing the availability of Changing Places.

The Commonwealth will provide:

- 50% of the funding towards build costs for Changing Places facilities in LGAs without an existing facility,
- 40% of the funding towards build costs for all subsequent facilities in any LGA with at least one Changing Places, or
- 40% of the funding towards build costs of portable Changing Places facility.

It is recognised that build cost may vary amongst jurisdictions, and between regional or metropolitan locations. Given this, funding allocation will be based on quoted build cost for each facility, as supported by at least one quote.

Further information on Changing Places can be found at the Changing Places Australia website [changingplaces.org.au](https://changingplaces.org.au). The Changing Places Australia website is overseen by the Victorian Department of Families, Fairness and Housing. It contains the following:

- a list of all accredited and registered Changing Places facilities
- the Changing Places Design Specifications 2020
- design files
- online registration and accreditation processes

## Objectives and outcomes

To improve accessibility in public spaces for people with disability in NSW, through increasing the availability of Changing Places.

## Eligibility Criteria

All applicants are required to meet the following eligibility criteria:

The following are mandatory eligibility criteria. Further information is provided in sections below:

- all applicants **must** have appropriate insurance minimum of \$10 million,
- all applicants **must** address the NSW National Redress Scheme sanctions (included in this template),
- as per the Commonwealth Funding Offer Fact Sheet and Frequently Asked Questions and the Portable Changing Places Frequently Asked Questions.

Department of Communities and Justice (DCJ) will review and send all eligible submitted applications to the Commonwealth to make a recommendation to award funding.

This grant will be assessed by the Commonwealth Government as per the above guidelines and FFA documents.

The Commonwealth is the decision maker for and funder of successful recipients. The delegated authority to approve NSW payments to successful recipients is the DCJ Deputy Secretary, Strategy, Policy and Commissioning.

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## Changing Places Facilities Assessment

All Changing Places must be accredited by a Changing Places assessor. Accreditation ensures that Changing Places are built to standard, ensuring users can be confident that design is fit for purpose.

Locations of each facility must be agreed with DSS prior to the commencement of building works.

Facilities must meet the Changing Places Design Specifications 2020, which can be downloaded from [changingplaces.org.au](http://changingplaces.org.au).

Facilities must be accredited by a Changing Places Assessor.

Once a Changing Places Assessor has assessed a facility and is satisfied it meets the requirements of the Changing Places Design Specification 2020, a Statement of Compliance will be issued. The funding recipient must provide a copy of the Statement of Compliance to DSS.

Recipients must ensure that once the Changing Places facility is accredited, it is listed on the National Public Toilet Map. Accredited Portable Changing Places facilities are not required to be listed on the Map.

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## Funding amounts

As per the Commonwealth Grant Information provided in this document

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## Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

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## Grant fund exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant. Items or activities that funding cannot be used for include, for example:

- Demolition costs
- Changing Places assessor and accreditation costs
- Costs not directly related to the Changing Places facility (e.g. the building costs associated with larger construction project)

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## Application process

### One step application process:

This is an open non-competitive grant program, where applications are assessed against the criteria, not competitively against other applications.

Applications will be assessed by the Commonwealth assessor in the order they are received.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- All applications for grant funding are managed using the SmartyGrants portal.
- All eligible submitted applications will be forward to the Commonwealth for assessment

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## NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

[Visit the website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

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## Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants may be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as

required by law, for you and any of your employees or sub-contractors, in relation to 8 the performance of the services.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

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## Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

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## Successful applicants – grant funding agreement.

The application, Grant Funding Agreement and reporting for the grant will be managed using the SmartyGrants management system and Adobe Acrobat Sign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via Adobe Acrobat Sign, DCJ will countersign the agreement and return to you by email.

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## Successful applicants' obligations and reporting

- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.
- To discuss a variation, please contact the Disability Inclusion and Reporting Team by email [actionforinclusion@dcj.nsw.gov.au](mailto:actionforinclusion@dcj.nsw.gov.au) OR Grant Design and Support by email [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au).
- All successful applicants are required to submit two six-monthly Progress Reports.
- All projects must be completed 18 months after your approved project start date. You are required to submit a Final Report as per your approved Federal Funding Agreement (FFA) with Commonwealth.
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

## Timeframes

Identify relevant dates and key activities for **example** in the table below.

Date	Event/Action
13 February 2025	Grant applications open
07 March 2025	Grant applications close
16 April 2025	Project Plans submitted to DCJ/via SmartyGrants
30 June 2025	Grant funding paid to successful applicants

## Communities and Justice

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10 Darcy Street  
Parramatta NSW 2150

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Parramatta 2124

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Monday to Friday  
9:00am – 5:00pm

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