

# Changing Places Funding round 2017

Funding guidelines and application form

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# Contents

<b>Minister’s foreword</b> .....	<b>4</b>
<b>What are Changing Places?</b> .....	<b>5</b>
<b>Changing Places in Victoria</b> .....	<b>5</b>
<b>Why is the Victorian Government funding more Changing Places facilities?</b> .....	<b>6</b>
<b>The Changing Places Funding Round</b> .....	<b>6</b>
<b>What are the funding conditions?</b> .....	<b>7</b>
<b>How will applications be assessed?</b> .....	<b>7</b>
<b>What is the application process?</b> .....	<b>9</b>
<b>Glossary</b> .....	<b>10</b>
<b>Application form: Changing Places Funding Round 2017</b> .....	<b>11</b>
<b>Section 1 – Contact information</b> .....	<b>11</b>
Part A: Applicant organisation details .....	11
<b>Section 2 – Project overview</b> .....	<b>13</b>
Project name .....	13
Project description .....	13
Location of Project including address .....	13
Is the Changing Places facility part of a larger project or development? .....	14
Is the project dependant on any other activities? .....	14
Estimated date to commence construction of Changing Places facility .....	14
Estimated date for completion of Changing Places facility .....	14
<b>Section 3 - Response to the assessment criteria</b> .....	<b>15</b>
1. Why do you want to build a Changing Places facility and how have you decided on its location? 40% .....	15
2. Where are you going to build the Changing Places facility? 40% .....	18
3. How will you deliver the Changing Places project? 20% .....	20
4. Supporting information .....	22
5. Declaration .....	23

## Minister's foreword



The Andrews Labor Government wants Victoria to be a national leader in realising the social, economic and civic aspirations of people with a disability. This means making sure everyone is capable of getting out and enjoying our world's most liveable city and diverse state.

*"Absolutely Everyone: State Disability Plan 2017-2020"* sets out the directions and actions we are taking to create more inclusive communities, which enable people with a disability to actively participate in all aspects of everyday life.

The state disability plan includes a commitment to universal design principles to ensure the built environment is accessible to Victorians with a disability. Changing Places facilities are an example of universal design principles in practice. Changing Places facilities are larger than standard accessible toilets, have extra features and more space to meet the needs of people with a disability and their carers.

We have recently announced funding for the construction of new Changing Places facilities at Healesville Sanctuary and the Werribee Open Range Zoo and others are planned for Bendigo, Geelong, Echuca and the Melbourne CBD.

It gives me great pleasure to announce that the Andrews Labor Government is providing \$2 million to fund a further 20 Changing Places facilities across Victoria, so that more people with a disability can participate in social, recreational and civic activities. When completed this will see a network of 32 Victorian Government funded Changing Places facilities statewide.

The Changing Places Funding Round opens on 14 June 2017 and I encourage not-for-profit organisations and Victorian local governments to apply for this funding and build much-needed Changing Places facilities in their communities.

I look forward to announcing the recipients of this funding round later in 2017 and to seeing more people with a disability having greater opportunity to participate in their community as a result of new Changing Places facilities.

A handwritten signature in black ink, appearing to read 'Martin Foley', written in a cursive style.

**Martin Foley MP**

Minister for Housing, Disability and Ageing

# What are Changing Places?

Changing Places facilities are larger than standard accessible toilets, and have extra features and more space to meet the needs of people with a disability and their carers. Each facility has a height adjustable, adult-sized changing bench, a tracking hoist system, space for two people and a safer and cleaner environment.

Changing Places originated in the United Kingdom in 2006 when a group of organisations working to support the rights of people with profound and multiple disabilities formed the Changing Places Consortium. This consortium led a campaign to install Changing Places facilities in big public spaces so people with disabilities could access their community. The success of this campaign resulted in over 900 Changing Places toilets being built across the United Kingdom.

## Changing Places in Victoria

Changing Places facilities were introduced to Australia in 2012, when Maroondah City Council established a relationship with Changing Places UK, developed a design for Australian Changing Places and received permission to use the Changing Places name and symbol. The first Changing Places Information Kit with design specifications was released in Australia in November 2013.

Victorian Government funding was provided in 2014 for six Changing Places facilities:

- Melbourne Cricket Ground (opened 1 April 2015)
- Melbourne Zoo (opened 21 September 2015)
- Victoria Park, Ballarat (opened 19 March 2016)
- St Kilda Lifesaving Club (opened 11 February 2017)
- Shepparton CBD (to be completed mid 2017)
- Marveloo mobile van, available for hire at events and festivals (operated by Maroondah City Council).

The Association for Children with a Disability was also funded to support the implementation of Changing Places and promote and educate other organisations and venues about Changing Places.

In September 2016, an online Changing Places Survey of people with disabilities, their families, carers and the community was undertaken by the Association for Children with a Disability to identify where Changing Places facilities were most needed in Victoria.

Over 1,300 people responded to the survey, which found that:

- 75 per cent of respondents were people who would use, or assist someone else to use a Changing Places facility
- 25 per cent of respondents have used a Changing Places facility
- The Melbourne Zoo Changing Places facility has been the most utilised facility
- 50 per cent of respondents who had not used a Changing Places facility stated the reason was because a Changing Places facility did not exist in their region
- The top four locations nominated for a Changing Places facility were Geelong, Bendigo, Echuca and the central business district of Melbourne.

The Victorian Government is now funding Changing Places facilities at the Werribee Open Range Zoo and Healesville Sanctuary. Another four will be funded in Bendigo, Geelong, Echuca and the central business district of Melbourne, in line with the results of the Changing Places Survey. More information about the survey can be found at **Appendix 1 – Changing Places Survey 2016**.

## Why is the Victorian Government funding more Changing Places facilities?

*Absolutely Everyone: State Disability Plan 2017-2020* underpins the Victorian Government's commitment to support the rights of people with disabilities through communities that are welcoming and inclusive.

This requires the built environment to be accessible to Victorian with a disability. The construction of Changing Places facilities provides a best practice example of the principles of Universal Design and accessible public infrastructure.

Changing Places facilities will support the 326,400 Victorians with high support needs to participate in their local community and access recreational and tourist attractions, parks, community spaces, entertainment and sporting venues.

## The Changing Places Funding Round

The 2017 Changing Places funding round provides \$2 million to support up to twenty additional Changing Places facilities across Victoria.

Funding of up to \$100,000 (plus GST) will be available to not-for-profit organisations and/or Local Government Authorities (Victorian) to construct a Changing Places facility in their community.

Changing Places projects will need to:

- demonstrate an identified need from people with disabilities, their families, friends and carers for a Changing Places facility in their locality and provide evidence of the extent of local support for a Changing Places facility.
- demonstrate social, economic and accessibility benefits for people with a disability.
- be built according to the Changing Places design specifications as outlined in *Changing Places Information Guide & Technical Standard* which can be downloaded from <http://changingplaces.org.au/resources-and-tools/> and be accredited as a Changing Place.

The Changing Places Funding Round will:

- establish a network of Changing Places facilities across Victoria
- support Victorians with high support needs to participate in their local community and access recreational and tourist attractions, parks, community spaces, entertainment and sporting venues
- support the implementation of *Absolutely Everyone: State Disability Plan 2017-2020* and its universal design approach, by making the built environment usable for as many people as possible through the construction of Changing Places facilities.

## What are the funding conditions?

- Recipients of Changing Places funding must build a Changing Places facility according to:
  - design specifications set out in the Changing Places *Information Guide & Technical Standard*
  - any planning permit/s issued for the works
  - the Building Act 1993 and regulations, the Building Code of Australia and all other applicable laws and standards.
- Recipients must reach agreement with the Department of Health and Human Services on the location and layout of the Changing Places facility prior to the commencement of the works.
- Recipients must ensure the Changing Places facility is fit for purpose, in accordance with design specifications in the *Changing Places Information Guide & Technical Standard*.
- The Department of Health and Human Services will assist funded organisations to achieve accreditation of their Changing Places facility. An access consultant will be engaged to ensure the Changing Places facility complies with accreditation standards.
- The Changing Places facility must be completed within 18 months of receiving formal funding approval.
- The Changing Places facility must be open to and accessible by the general public during normal operating hours and weekends.
- The Changing Places facility must be maintained in a safe condition, kept in good repair and be available for use for a minimum period of five years.
- The Changing Places facility must be kept in a clean, sanitary and hygienic condition and arrange for regular removal of waste for a minimum period of five years.
- Recipients must, upon written request, provide the Department of Health and Human Services with access to the Changing Places facility to inspect the progress of works for no less than five years from the completion of the Changing Places facility.

## How will applications be assessed?

### Assessment Criteria

Applications should address all criteria and provide relevant supporting documents as set out in the *Changing Places Funding Round Guidelines & Application Form*.

Applications for Changing Places Funding Round will be assessed against three individual project assessment criteria and broader access and equality considerations. Percentage weightings are provided as a guide to the relative importance of each criterion.

(NB Information contained in applications may be shared with other Victorian Government agencies in order to assist with cross government coordination).

### Criterion 1 – Why do you want to build a Changing Places facility? 40%

Applications will be required to demonstrate the extent to which the project addresses an identified need by people with a disability their families and carers, provide evidence of the extent of local support for the project and the extent to which the project will deliver clear benefits to people with a disability. The application must:

- provide evidence of assessing community needs such as Disability Action Plans, data, surveys, interviews, consultations, focus groups, advisory groups and forums. This will help demonstrate that local people with disability have been consulted about the need for a Changing Places facility in their community and will identify the need for a Changing Places facility in the locality.
- clearly identify the expected social, economic, accessibility benefits that the project will deliver to people with disabilities, their families and carers in the community.
- demonstrate the project has support from the local community, including people with disabilities.

### **Criterion 2 – Where are you going to build your Changing Places facility? 40%**

Applications will be required to demonstrate the location of their Changing Places facility meets the needs of people with a disability, including compliance with the universal design approach, opening hours, accessibility and ongoing maintenance.

The application must:

- Describe how you have consulted people with disabilities about the location of your Changing Places facility. Include evidence such as individual surveys, results of the Changing Places Survey 2016, interviews, forums, focus groups and advisory groups.
- Demonstrate why this location is a good choice for building a Changing Places facility.
- Demonstrate commitment to universal design principles. This commitment includes an overall site design which incorporates clear continuous access to the facility, with accessible parking situated within close proximity.
- Include a copy of the proposed site plan.
- In instances where the site is not owned by the applicant, a copy of the relevant lease will need to be attached to your application.

### **Criterion 3 - How will you deliver your Changing Place project? 20%**

Applications must provide evidence of their ability to deliver the project in a timely manner and within budget, including:

- Demonstrated experience or a sound approach to delivering the Changing Places project such as a Project Plan and strategies for successful completion.
- Timelines for delivery of the project and project completion within 18 months from formal approval of funding.
- A project budget detailing the income and expenditure for your project, excluding GST. The project budget should include how much funding you are seeking from the Changing Places funding round and the details of other income sources for the project (if any).
- A Communications Plan for promoting the Changing Places facility.
- Copy of complaints handling process and evidence of how it will be implemented.

### **Other access and equality considerations**

The assessment panel will also consider broader access and equality considerations including:

- the geographic distribution of Changing Places projects across Victoria
- the level of support for particular Changing Places projects from people with a disability.
- consistency with *Absolutely Everyone: State Disability Plan 2017-2020* priorities and themes with particular focus on making the built environment usable for as many people as possible through the construction of Changing Places facilities.



# What is the application process?

Applications open on **Wednesday 14 June 2017** and close **Friday 13 October 2017**.

Applications (including any attachments) must be submitted using the *Changing Places Funding Round: Funding Guidelines & Application Form*. Late or incomplete applications will not be considered. Receipt of applications will be acknowledged in writing.

Applications must be signed, scanned and submitted via email to: [cpfundinground2017@dhhs.vic.gov.au](mailto:cpfundinground2017@dhhs.vic.gov.au)

For more information about the Changing Places Funding Round, contact Bill Chamberlain by email: [cpfundinground2017@dhhs.vic.gov.au](mailto:cpfundinground2017@dhhs.vic.gov.au) or telephone **(03) 9096 8091**.

# Glossary

**Absolutely Everyone: State Disability Plan 2017-2020** - the state disability plan 2017–2020 for the whole of the Victorian Government. The plan sets out priorities and actions for achieving inclusion under the four key pillars of inclusive communities, health, housing and wellbeing, fairness and safety and contributing lives. The plan focuses on key areas to drive change such as adopting a universal design approach, changing attitudes, increasing access to affordable housing, public transport, schools and jobs.

**Association for Children with a Disability** - the organisation funded by the Department of Health and Human Services to support the implementation of the Changing Places initiative across Victoria. The organisation's key work includes promotion and awareness raising of Changing Places concept as well as providing advice and technical support to organisations looking to build a Changing Place facility.

**Changing Places** - Changing Places facilities are larger than standard accessible toilets, and have extra features and more space to meet the needs of people with a disability and their carers. Each facility has a height adjustable, adult-sized changing bench, a tracking hoist system, space for two people and a safer and cleaner environment.

**Changing Places Advisory Group** – an Advisory Group formed in 2014 that provides strategic advice and guidance on the Changing Places initiative as well as specialist knowledge on particular aspects of the Changing Places project. The Changing Places Advisory Group will provide advice and input into preferred locations for Changing Places facilities funded in the 2016-17 Victorian Budget and support organisations funded to build Changing Places facilities during this period.

**Changing Places Information Guide & Technical Standard** - The Changing Places Information Guide & Technical Standard has been developed to assist key people such as architects, local councils, community organisations, developers, designers and facility managers with all the information required to build a Changing Places toilet. The Changing Places Information Guide & Technical Standard includes the approved design specifications for Changing Places toilets in Victoria and Australia as well as other required information such as costings, design options, guidelines for use, key schemes and development costs.

**Changing Places Survey 2016** - an online survey undertaken in September 2016 to seek feedback from people with a disability, their families and carers and the community about where Changing Places facilities are needed most.

**Changing Places Technical Advisory Team** - comprising access consultants, this team is responsible for the accreditation process for Changing Places facilities in Victoria. This team has responsibility for the refinement of designs based on feedback received, and approves updates to the Changing Places Information Guide & Technical Standard.

**Universal Design** - involves making built environments, facilities, information, policies, products, programs and services accessible for all people and abilities from the beginning of the design stage and onwards.

# Application form: Changing Places Funding Round 2017

This Application Form is for use by organisations who wish to apply for funding via the Changing Places Funding Round for 2017.

## Section 1 – Contact information

### Part A: Applicant organisation details

<b>Legal name of organisation:</b>	
<b>Trading name of organisation:</b>	
<b>Australian Business Number (ABN):</b>	
<b>Main street address:</b>	
<b>Town/suburb:</b>	
<b>Postcode:</b>	
<b>State:</b>	
<b>Postal address (if different from above):</b>	
<b>Town/suburb:</b>	
<b>Postcode:</b>	
<b>State:</b>	

### Authorised person

This is the person who is authorised by the organisation to make the application on their behalf.

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>Email:</b>	

### Project contact

This is the person who will be managing the project and is first point of contact for the Department of Health and Human Services.

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>Email:</b>	

### Address of proposed Changing Place project

<b>Number:</b>	
<b>Street:</b>	
<b>Suburb /Town:</b>	
<b>Postcode:</b>	
<b>Name of building (if applicable)</b>	
<b>Local Government area:</b>	

## Section 2 – Project overview

### Project name

We will use this on all correspondence. Please use 10 words or less.

### Project description

Describe the project in 100 words or less. We will use this in reports and other publications.

### Location of Project including address

Include information on who owns the land on which the Changing Places facility is to be built and if a lease is required.

**Is the Changing Places facility part of a larger project or development?**

If yes, describe the larger project and the relationship between it and the Changing Places facility.

**Is the project dependant on any other activities?**

**Estimated date to commence construction of Changing Places facility**

**Estimated date for completion of Changing Places facility**

# Section 3 - Response to the assessment criteria

Please indicate how your project will address the following assessment criteria. In your response please address the specific questions listed.

## 1. Why do you want to build a Changing Places facility and how have you decided on its location? 40%

**a) Briefly describe how your project addresses an identified need by people with a disability, families and carers for a Changing Place in your community (maximum of 500 words).**

Include evidence of community needs assessments undertaken such as Disability Action Plans, data, surveys, interviews, consultations, focus groups, advisory groups and forums. This evidence should demonstrate local people with disability have been consulted about the need for a Changing Places facility in their community and clearly identify the need for a Changing Places facility in the locality.

**b) Briefly describe how your project will deliver clear benefits to people with a disability in the local community (maximum 500 words).**

Include information which outlines the social, economic and accessibility benefits for people with disabilities, their families and carers.



**c) Briefly outline the extent of support for the project from the local community including people with disabilities (maximum 500 words).**

## 2. Where are you going to build the Changing Places facility? 40%

**a) Describe how you have consulted people with disabilities about the location of your Changing Places facility (maximum 500 words).**

Include evidence such as surveys, interviews, forums, focus groups and advisory groups.

**b) Describe why this location is a good choice for building a Changing Places facility and how its overall design demonstrates commitment to universal design principles (maximum 500 words).**

This commitment to universal design principles includes clear continuous access to the facility, with accessible parking situated within close proximity.

**Additional information and documentation required**

Please attach a copy of your proposed site plan to your application and information on relevant permits that will be required to construct the Changing Places facility. Where the site is not owned by the applicant, a copy of a relevant lease will need to be attached your application.

### 3. How will you deliver the Changing Places project? 20%

a) What amount of funding are you applying for? (maximum of \$100,000)

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b) Provide evidence of your organisation's ability to deliver the project in a timely, efficient manner and within budget (maximum 500 words).

Outline your Project Plan and strategies to deliver the project.

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#### Additional Information required

Please attach a project budget detailing the income and expenditure for your project, excluding GST. Please ensure you specify how much funding you are seeking under this funding round and details of other income sources (if any). Note that in your project budget the total income must equal total expenditure.

**c) Briefly provide timelines for successful delivery of the project (maximum 200 words).**

**Additional information required**

Please attach a copy of your Communication Plan for promoting the Changing Places facility as an additional document.

Please attach a copy of your complaints handling process and evidence of how it is implemented.

## 4. Supporting information

Please provide any additional information you feel is relevant to your application.

If you are submitting additional documents via email to support this application, please detail these below. Additional documents should not exceed 10 MB.

<b>Document 1:</b>	
<b>Document 2:</b>	
<b>Document 3:</b>	

## 5. Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the Department of Health and Human Services (the department) of any changes to this information and any circumstances that may affect this application. I acknowledge that the department may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that the department is subject to the *Freedom of Information Act 1982* and that if a freedom of information request is made, the department will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

*To be signed by a person with delegated authority to apply*

<b>*Signature:</b>	
<b>*Print name:</b>	
<b>*Date:</b>	
<b>Position:</b>	