**Transit Fare Assistance Eligibility and Criteria**

A. **Legislative Authority**

This program receives authority under Section 8(1) of The Cities Act and the authority delegated by Council in section 37.2 of The Regina Administration Bylaw.

B. **Program Funding**

1. The level of funding of the Transit Fare Assistance Program is determined by the Transit Department annually. The level is subject to the director approval.
2. The level of assistance for this program will reflect both City’s willingness to provide assistance.

C. **Criteria**

City Council and its administration recognize that Community-Based organizations make a significant contribution to the quality of life in Regina. In order to carry out these responsibilities’ organizations require community support. The City of Regina provides support through grants and programs like Transit Fare Assistance.

Services are generally based on the extent to which a community need exists. Determining the priority of needs in any community is a very intricate process. Needs are inevitably shifting rather than fixed which obviously poses a difficult problem in assessing needs for transportation assistance.

In a broad context, services in the following categories are considered eligible for transportation assistance:

* Community and Social Services – food security, harm reduction, housing, safety, domestic and intimate partner violence
* Health and Wellbeing services– mental and physical health
* Educational Programs -typically not related to the formal education system.

D. **Specific Eligibility Criteria**

1. The organization must be incorporated as a non-profit organization. Requests from individuals will not be considered.
2. The organization must be based in Regina and deliver its services to the residents of Regina.
3. The organization must not exclude anyone by reason of race, religion or ethnic background. This would not preclude those organizations whose services are restricted to a particular sector of the community for reasons of ameliorating the conditions of disadvantaged individuals or groups in accordance with Section 15(1)(2) of the **Charter of Rights**.
4. Organizations operating under the auspices of a religious body must have a distinct line of separation within its programs and budgets between strictly religious activities and community service programs.
5. The organizations are expected to demonstrate sound management and accountability for all requested passes and tickets.
6. Uder normal circumstances only one request per organization is to be considered in a fiscal year. All programs and undertakings should be consolidated into one request. Requests are considered valid only for the current year. Applications must be renewed annually.

E. **Accountability**

Every pass distributed must be tracked and report logs must be available for audit by the City of Regina at all reasonable times. Completed report logs must be submitted to the city no later than November 30 of each year regardless of new application submission.

1. An organization receiving passes or tickets will not dispose of any surplus without prior approval of the disposition by the Director of Transit.
2. The granting of assistance in any year is not to be construed as a commitment by the City to continue such assistance in future years.
3. In providing such assistance the City may impose such conditions as it sees fit.

**Applicant Instructions**

1. Read the Eligibility and Criteria before proceeding.
2. Ensure all required information is provided when completing your application. If additional space is needed, please attach a word document referring to the question number.
3. **All organizations applying for Transit Fare Assistance must complete the application form titled “Transit Fare Assistance Program Application”.**
4. Applicants may be required to submit further information upon request.
5. **For returning applicants, please ensure your completed report logs are submitted with your new application each year by November 30. Failure to submit completed report logs or submittal of incomplete report logs may impact your pass allocation.**
6. Regina Transit has recently switched to a new fare system called Umo. This means all R-Cards passes and rides will no longer work. If you have unused R-Card product please reach out to us before December 1, 2024 at reginatransit@regina.ca to get your product switched out with Umo product. Umo has an app which customers can use to scan on the bus to use their rides and passes, however, all product given out through this program will be physical media unless other arrangements are made with our office before we disburse the allotments.

**All applications must be received no later than November 30, 2024.** Late applications will not be accepted. If you have questions or require assistance in completing the application form(s) please call 306-777-7726.

To ensure your application is received, we recommend email as the best method for submissions.

**Please email your completed application with scanned attachments to:** reginatransit@regina.ca; a confirmation email will be sent to you stating we have received your application.

***or***

**Mail your completed application to:**

City of Regina Transit Department

P.O. Box 1790

Regina, Saskatchewan

S4P 3C8

**Transit Fare Assistance Program Application**

Each organization is scored based on criteria such as the reason assistance is required, management and accountability demonstrated when completing usage logs, and how your program provides community support.

**Please read the application form carefully and complete all fields in detail, print and sign where indicated.**

Failure to provide substantial information will negatively affect your scoring.

1. **Organization Information**

Agency (Legal Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the services your organization provides and demographics your serve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Funding Request**

**Rides / Passes Requested** (2024 Prices)

|  |  |  |
| --- | --- | --- |
| **ADULT** |  | **YOUTH\*** |
| **Amount** | **Product** | **Price** |  | **Amount** | **Product** | **Price** |
|  | **2-Ride Cards** | $6.50 each |  | **2-Ride Cards** | $5.50 each |
|  | **31-day Pass** | $88.00 each |  | **31-day Pass** | $64.00 each |

*\*Youth passes are for youth aged 14 to 18 or attending secondary school (require valid Transit ID card). Youth rides and passes are not transferrable. They can only be used by a youth. Note that children 13 and under ride transit for free and do not require a pass or ride card. Adult rides and passes are transferrable and can be used by youth.*

**Total dollar amount requested**: \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of client visits per month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Non-Profit Registration Number |

1. **Is your organization incorporated as a non-profit?**

Yes [ ]  No [ ]

1. **Briefly describe your organization’s financial need for Transit Fare Assistance?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **What would be the impacts to your organization and to clients if Transit Fare Assistance support is not received?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What will the rides and/or passes be used for?** *(Example: given to students to prevent them from missing classes) Select all that apply.*

[ ]  Health & Wellbeing

[ ]  Community and Social Services

[ ]  Education

[ ]  Employment

[ ]  Basic transportation

[ ]  Other (please describe):

1. **Previous applicants only: Have you provided the report logs with this application or submitted the report logs previously:**

 Yes [ ]  No [ ]

1. **Have you applied for, received other grants, tax assistance, or payments in kind from the City of Regina in the current year?**

Yes [ ]  No [ ]

If yes, please list

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Do you receive other forms of transportation assistance including financial support from the public (i.e., crowdfunding, fundraising) and/or other levels of government?**

Yes [ ]  If yes, dollar amount or quantity received: \_\_\_\_\_\_\_\_\_\_\_ No [ ]

1. **If previously provided rides or passes on the Fare Assistance Program, was the full amount allocated used up?**

 Yes ☐ No ☐

If not, how many rides or passes do you still retain? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **If your application is successful, would you be interested in having and rides or passes given electronically?**

Yes [ ]  No [ ]