

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 Regina Transit annually. The level is subject to the Director in the operating budget review process.
2. The level of assistance for this program will reflect both the City's willingness to provide assistance and the City's ability to generate the necessary funds to support the program.

C. Criteria

City Council and Administration recognize that social and other voluntary 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 is one source helping these organizations to meet their transportation needs.

Services are generally based on community needs. Determining the priority of needs in any community is a very intricate process, as they are inevitably shifting. This poses some difficulties in assessing the needs for transportation assistance.

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

- Community and Social Services
- Preventive Health (mental and physical)
- Education/Community Awareness (not related to the formal education system).

Within the context of these three categories there will be changing priorities of a more specific nature, dependent upon a number of variable circumstances in the community. These specific priorities, which should guide the decision-making of the Transit Advisory Board, should be determined on an annual basis.

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. The organization must have a clearly stated purpose and function and must be responsible for the planning and provision of services for which it receives transportation assistance. The organization must have an active Board of Directors and a strong volunteer component.

3. The organization must extend its services to the general public in Regina and should 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 must substantiate the value and need for the service or activity for which passes, or tickets are requested and how the organization plans their use. The organizations must demonstrate sound management and accountability for all requested passes and tickets.
6. The organizations must demonstrate effective and appropriate use of community resources and indicate how the service will relate to existing services in the community.
7. Applicants should demonstrate efforts to secure financial support from the public and/or other levels of government if applicable.
8. Requests for transit fare assistance to replace support provided by other levels of government are not eligible under this program.
9. The organization's activities must not come within the clear jurisdiction of other levels of government.
10. Under 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

1. Books of accounts and supporting documents must be kept to record receipt and distribution of all passes and tickets and must be available for audit by the City at all reasonable times.
2. An organization receiving passes or tickets from the City will not dispose of any surplus without prior approval of the disposition by the City.
3. 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.
4. 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. If your organization has applied for, or received any other grants, tax assistance, or payments in kind from the City of Regina, please include a copy of the most recent application form completed by your organization.
5. Applicants may be required to submit further information upon request.
6. **For repeat applicants, please note that R-Card usage forms, supplied by Regina Transit, must be completed accurately. Future allocations may depend on the information provided for the previous year's allocation. This log must be returned with your 2022 application.**

All applications must be received no later than November 30, 2022. 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 e-mail as the best method for submissions.

Please e-mail your completed application with scanned attachments to: reginatransit@regina.ca; a confirmation e-mail 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: _____ E-mail: _____

Secondary Contact: _____ Phone: _____ E-mail: _____

2. Funding Request

Rides / Passes Requested (2022 Prices)

ADULT		
Amount	Product	Price
	2-Ride Cards	\$6.50 each
	31-day Pass	\$88.00 each

YOUTH*		
Amount	Product	Price
	2-Ride Cards	\$5.50 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.

Approximate average age of clients, or age range: _____

Approximate number of client visits per month: _____

Total dollar amount requested in rides and passes: \$

3. Is your organization incorporated as a non-profit?

Yes No

Non-Profit Registration Number

4. Briefly describe the mission of your organization.

5. What will the rides and/or passes be used for? (Example: given to students to prevent them from missing classes)

- Education
- Appointments/Community Support
- Work
- Basic Transportation
- Other

6. We have provided Regina Transit with our R-Card Usage Logs from the previous year:Yes No **7. Have you applied for, received other grants, tax assistance, or payments in kind from the City of Regina in current or previous years?**Yes No

If yes, please list (include year):

1. _____
2. _____

8. 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 **9. Attachments:**

We have attached copies of other grants, tax assistance, or proof of payments in kind from the City of Regina in current or previous years (if applicable).

Yes No **10. 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? _____

Name: _____

Position: _____

Signature: _____ Date: _____

Secondary Contact Name: _____

Position: _____

Signature: _____ Date: _____