Transit Fare Assistance Program Eligibility and Criteria

A. Legislative Authority

This program is created pursuant to 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 and approved by City Council through the budget process. The level is subject to director approval.

2. The level of assistance for this program will reflect the City's willingness to provide assistance.

C. Criteria

City Council and 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 the Transit Fare Assistance Program.

Services are generally based on the extent to which community needs exist. Determining the priority of needs in any community is a very intricate process. Needs are inevitably shifting rather than fixed, which may pose difficulties 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 improving the conditions of disadvantaged individuals or groups in accordance with Section 15(1)(2) of the *Canadian Charter of Rights and Freedoms*.

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. 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. Every pass distributed must be tracked and report logs must be available for audit by the City of Regina at reasonable times. Completed report logs must be submitted to the City by November 30 of each year regardless of new application submission.

2. An organization receiving passes or tickets will not dispose of any surplus without prior approval of the disposition by the Director of Transit.

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 Microsoft Word document referring to the question number.

3. **All organizations applying for Transit Fare Assistance must complete the 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 utilizes a fare system called Umo. Umo has an app which customers can scan on the bus to use their rides and passes; however, all products 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, 2026. 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 and any attachments to reginatransit@regina.ca. A confirmation email will be sent to you to confirm we have received your application.

or

Mail your completed application to:

Regina Transit
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.
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:

_____

2. Funding Request

Rides / Passes Requested (2026 Prices)

2-Ride Cards		
Amount	**Product**	**Price**
	2-Ride Cards	$7.00

31-Day Passes		
Amount	**Product**	**Price**
	Youth 31-Day Pass*	$66 each
	Adult 31-Day Pass	$97 each

**Youth passes are for youth aged 14 to 18 or attending secondary school (require valid Transit ID card). Youth passes can only be used by a youth. Note that children 13 and under ride transit for free but do require a free child pass if traveling alone. For a free child pass, visit the Transit Information Centre located at 2124 11th Avenue. Children receiving a free child pass will be required to provide proof of age. Accepted documents include health card, birth certificate and SGI identification card. Adult rides and passes are transferrable and can be used by youth.*

Total dollar amount requested: $_____

Approximate number of client visits per month: _____

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

Yes ☐ No ☐

Non-Profit Registration Number

4. **Briefly describe your organization's financial need for Transit Fare Assistance.**

_____

_____

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

_____

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

- ☐ Health and Wellbeing Services
- ☐ Community and Social Services
- ☐ Educational Programs
- ☐ Employment
- ☐ Basic Transportation
- ☐ Other (please describe):

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

Yes ☐ No ☐

8. **Have you applied for or 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. _____

9. **Do you receive other forms of transportation assistance including financial support from the public (e.g. crowdfunding, fundraising) and/or other levels of government?**

Yes ☐ If yes, dollar amount or quantity received: _____ No ☐

10. **If your agency previously received rides or passes through the Transit Fare Assistance Program, was the full amount used up?**

Yes ☐ No ☐ If no, how many surplus rides or passes do you still retain? _____

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

Yes ☐ No ☐

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