

Rural Transit Funding Program – Application Form

New Applicants:

- Submit Part A on or before **January 15**,
- When approved for funding, submit Part B (prior to **September 30** - the earlier part B is completed, the sooner funds can be provided)

Note: If application is sent to Halifax Transit prior to November 15, Halifax Transit will provide comments in time for application completion.

Subsequent Applicants:

Submit on or before **January 15** include the following information:

- Annual audited or reviewed financial statements
- Current proof of insurance and confirmation of status from the Nova Scotia Utility and Review Board

Organization Contact Information

Organization Name		Registry of Joint Stocks Registration Number	
Organization Mailing Address			
Contact Person		Job Title/Role	
Daytime Phone Number		Email Address	
<p>On behalf of the organization identified above I hereby make application for funding assistance from Halifax Transit and Halifax Regional Municipality as set out in this application. I certify that I am an authorized officer of the applicant and that the information provided in this application and its attachments is true and correct to the best of my knowledge and belief.</p>			
Authorized Officer Name		Second Officer	
Title		Title	
Date	Phone	Date	Phone
Email Address		Email Address	
Signature of Officer Named Above		Signature of Second Officer	

Submission Requirements for Funding Program

(Applications shall be **received in person or postmarked on or before January 15, 2016** for consideration for the following year)

Section		Include the Following
Part 1 (due on or before January 15)		
A	Business Description	<ul style="list-style-type: none"> • A description of the services being offered (i.e. fixed route, door-to-door, shared taxi). • A description of the service's business model (i.e. is it volunteer-driven, or is staff paid?). • Describe the management and governance structure in place to manage the organization. • Proof of incorporation
B	Market Assessment	<ul style="list-style-type: none"> • A description of the market being served by the service (i.e. is there a focus on meeting the needs of a particular target group?). • A map of service area. • The approximate population of catchment area, and a description of its spatial distribution. • A description of competing services which operate within the catchment area, if applicable. • Describe how the existing/proposed operation integrates with or complements existing Halifax Transit service, where applicable.
C	Financial Assessment	<ul style="list-style-type: none"> • Three years projected revenues and expenditures (monthly break down). • Annual Ridership projections and past years' ridership. • Annual service kilometers projection, and past years' service kilometers. • A list of any assumptions used to prepare projections. • Detailed financial statements for the previous years of operation, OR quarterly financial reports submitted to CTAP for the previous year or years. • A complete list of all funding sources sought from other levels of government, and community fundraising activities.
D	Use of Community Resources	<ul style="list-style-type: none"> • Describe how the organization will make use of community volunteers to ensure service is as efficient and cost effective as possible. • Describe any other resources in the service area that will be used to ensure the success of the transit operation.

Submission Requirements for Funding Program (continued.....)

Part 2 (Only approved agencies are required to submit Part 2, due September 30)		
E	Vehicle and Operating Licenses	<ul style="list-style-type: none"> List the vehicle licenses held and attach a copy of each license. Proof of license under the <i>Motor Carrier Act</i>, with associated proof of insurance or confirmation of status from the Nova Scotia Utility and Review Board that the <i>Motor Carrier Act</i> does not apply,
F	Vehicle Insurance	<ul style="list-style-type: none"> List all vehicle insurance policies and attach documented confirmation of coverage from insurance provider. If the <i>Motor Carrier Act</i> does not apply, provide proof of insurance commensurate with the operations being undertaken and vehicles being used, no less than a Nova Scotia Automobile Standard Policy Form 1 with a SEF 6A endorsement (permission to carry passengers for compensation) and a SEF 22 endorsement (damage to property of passengers), or equivalent.
G	Liability Insurance	<ul style="list-style-type: none"> List the liability insurance coverage for the all employees, board of directors, volunteers, drivers, and attach confirmation of coverage from the insurance provider. A written declaration by the applicant stating that: (i) all drivers have submitted a criminal record check with vulnerable sector check; and, (ii) the applicant is satisfied that their drivers do not pose a risk to any members of the public.
H	Description of Fleet	<ul style="list-style-type: none"> Describe each vehicle which is part of the fleet. Include in this description the make, model, year of each, as well as the number of passengers they can carry and whether or not they are accessible.

Application Submission Check List

Please use the following checklist to ensure you have submitted all required application sections. The requirements for each section are outlined on the following page.

Once the application is complete, please attach this page to submission and have an authorized officer sign and date the bottom.

Section	Submitted?	Section	Submitted?
Part 1: (due on or before January 15)			
A. Business Description		B. Market Assessment	
C. Financial Assessment		D. Use of Community Resources	
Part 2: (Only approved agencies are required to submit Part 2, due September 30)			
E. Vehicle and Operating Licenses		F. Vehicle Insurance	
G. Liability Insurance		H. Description of Fleet	

Signature of Authorized Officer

Date:

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the administration of the Rural Transit Funding Program. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-4390 or accessandprivacy@halifax.ca

Evaluation Form

This form will be completed by municipal staff upon receipt of applications. If criteria are not met, outline rationale will be provided in the comments section below.

Section	Criteria	Criteria met?
Part 1 (due on or before January 15)		
Business Description	<ul style="list-style-type: none"> Services offered and business model meet community needs Governance Structure is appropriate for the services offered 	Yes No
Market Assessment	<ul style="list-style-type: none"> Market assessment is complete and thorough Service is integrated with or complements Halifax Transit Services 	Yes No
Financial Assessment	<ul style="list-style-type: none"> Projected revenues and expenditures are complete and reasonable Annual ridership and service kilometers projected and for past years are complete and reasonable Financial statements/reports are complete and reasonable Listed assumptions are reasonable List of funding sources sought is complete and reasonable 	Yes No
Use of Community Resources	<ul style="list-style-type: none"> Organization makes use of community volunteers and resources 	Yes No
Part 2 (Only approved agencies are required to submit Part 2, due September 30)		
Vehicle and Operating Licenses	<ul style="list-style-type: none"> Licenses are complete Proof of license under the <i>Motor Carrier Act</i> or confirmation of status from the Nova Scotia Utility and Review Board that the <i>Motor Carrier Act</i> does not apply 	Yes No
Vehicle Insurance	<ul style="list-style-type: none"> Vehicle Insurance is complete 	Yes No
Liability Insurance	<ul style="list-style-type: none"> Liability Insurance is complete Copy of valid drivers' licenses for all drivers A written declaration by the applicant stating that: (i) all drivers have submitted a criminal record check with vulnerable sector check; and, (ii) the applicant is satisfied that their drivers do not pose a risk to any members of the public. 	Yes No
Description of Fleet	<ul style="list-style-type: none"> Fleet description is complete 	Yes No

Recommend Funding Approval?

YES

NO

Comments: