

**New applicants**

- Submit Part 1 on or before January 15
- Once approved for funding, submit Part 2 prior to September 30

*If the application is submitted prior to November 15, Halifax Transit can provide comment*

**Subsequent applicants**

- Submit information on or before January 15
  - Yearly-audited or reviewed financial statements
  - Current proof of insurance and confirmation of status from the NSURB

**Contact Information**

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

**Submission Requirements for Funding Program**

Applications must be received in-person or postmarked on or before January 15 for the following year.

<b>Part 1</b> (submit on or before January 15)		
	<b>Section</b>	<b>Description of services</b>
A.	Business Description	<ul style="list-style-type: none"> <li>- Offered services (e.g. Fixed-route, door-to-door, shared taxi, etc.)</li> <li>- Business model (e.g. Volunteer-driven, paid staff, etc.)</li> <li>- Management and governance structure</li> <li>- Proof of incorporation</li> </ul>
B.	Market Assessment	<ul style="list-style-type: none"> <li>- Service market (target groups?)</li> <li>- Service area map</li> <li>- Catchment population and spatial distribution</li> <li>- Competing transit services operating within the same catchment area (if applicable)</li> <li>- How the existing or proposed operation compliments or integrates with existing Halifax Transit service (if applicable)</li> </ul>
C.	Financial Assessment	<ul style="list-style-type: none"> <li>- Three-year projected revenues and expenditures</li> </ul>
D.	Use of Community Resources	<ul style="list-style-type: none"> <li>- How will the organization make use of community volunteers to ensure service is efficient and cost-effective?</li> <li>- How will any other resources in the service area be used to ensure the success of the transit service?</li> </ul>

<b>Part 2</b> (only approved agencies are required to submit Part 2, due September 30)		
	<b>Section</b>	<b>Description of services</b>
E.	Vehicle and Operating Licences	<ul style="list-style-type: none"> <li>- List the vehicle licenses with a copy of each</li> <li>- 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</li> </ul>
F.	Vehicle Insurance	<ul style="list-style-type: none"> <li>- List all vehicles insurance policies and attach documented confirmation of coverage from insurance provider</li> <li>- If the <i>Motor Vehicle Act</i> does not apply, provide proof of insurance commensurate with the services being undertaken and vehicles being used, no less than a <u>Nova Scotia Automobile Standard Policy Form 1</u> with a SEF 6A endorsement (permission to carry passengers for compensation) and a SEF 22 endorsement (damage to property of passengers) or equivalent</li> </ul>
G.	Liability Insurance	<ul style="list-style-type: none"> <li>- List the liability insurance coverage for all the employees, board of directors, volunteers, and drivers, and attach confirmation of coverage for the insurance provider</li> <li>- A written declaration by the applicant stating that:               <ul style="list-style-type: none"> <li>(i) all drivers have submitted a criminal record check with vulnerable sector check; and,</li> <li>(ii) the applicant is satisfied that the drivers do not pose a risk to members of the public</li> </ul> </li> </ul>
H.	Description of Fleet	<ul style="list-style-type: none"> <li>- Description of each vehicle in the fleet, including make, model, year, maximum passenger load and wheelchair accessibility</li> </ul>

**Application Submission Checklist**

Use the following checklist to ensure all the required information has been provided. Once completed, attached this section with the authorized officer signature and date.

<b>Part 1</b> (due on or before January 15)	<b>Part 2</b> (only approved agencies are required to submit Part 2, due September 30)
<input type="checkbox"/> A. Business Description	<input type="checkbox"/> E. Vehicle and Operating Licenses
<input type="checkbox"/> B. Market Assessment	<input type="checkbox"/> F. Vehicle Insurance
<input type="checkbox"/> C. Financial Assessment	<input type="checkbox"/> G. Liability Insurance
<input type="checkbox"/> D. Use of Community Resources	<input type="checkbox"/> 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 Rural Transit Funding Program, unless otherwise noted on the form. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca)*

### Evaluation Form

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

Section	Criteria	
<b>Part 1</b>		
A. Business Description	- Services offered and business model meets community needs - Governance structure is appropriate for the services offered	<input type="checkbox"/> yes <input type="checkbox"/> no
B. Market Assessment	- Market assessment is complete - Service integrates or compliments Halifax Transit services	<input type="checkbox"/> yes <input type="checkbox"/> no
C. Financial Assessment	- Projected revenues and expenditures are complete - Annual ridership and service kms projected (and past) are complete and reasonable - Financial statements/reports are complete and reasonable - Listed assumptions are reasonable - List of funding sources is complete and reasonable	<input type="checkbox"/> yes <input type="checkbox"/> no
D. Community Resources	- Organization makes use of community volunteers and resources	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Part 2</b>		
E. Vehicle and Operating Licenses	- Licenses are complete - Proof of license under the <i>Motor Carrier Act</i> , with associated proof of insurance <u>or</u> confirmation of status from the Nova Scotia Utility and Review Board that the <i>Motor Carrier Act</i> does not apply	<input type="checkbox"/> yes <input type="checkbox"/> no
F. Vehicle Insurance	- Vehicle insurance is complete	<input type="checkbox"/> yes <input type="checkbox"/> no
G. Liability Insurance	- Liability Insurance is complete - Copy of valid driver's license 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 the drivers do not pose a risk to members of the public	<input type="checkbox"/> yes <input type="checkbox"/> no
H. Description of Fleet	- Fleet description is complete	<input type="checkbox"/> yes <input type="checkbox"/> no

Recommend Funding Approval:     yes     no

Comments:

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