

Request for Decision

Transit Fare and Transportation Grant Application Process

Presented To:	Community Services Committee
Presented:	Monday, Apr 18, 2016
Report Date	Thursday, Mar 24, 2016
Type:	Managers' Reports

Resolution

THAT the City of Greater Sudbury approves staff's proposed application form and eligibility criteria for the Greater Sudbury Transit Fare and Transportation Grant.

Finance Implications

\$25,000 for transit fare and transportation grants was included in the 2016 approved operating budget, funded by Provincial Gas Tax.

Signed By

Report Prepared By

Brent Fleury
Co-Ordinator of Finance - Transit & Fleet

Digitally Signed Mar 24, 16

Division Review

Roger Sauvé
Director of Transit & Fleet Services
Digitally Signed Mar 24, 16

Recommended by the Department

Ron Henderson
General Manager of Assets, Citizen and Leisure Services
Digitally Signed Mar 29, 16

Recommended by the C.A.O.

Kevin Fowke
Acting Chief Administrative Officer
Digitally Signed Apr 6, 16

Background

Council requested staff to review the application process for determining the allocation of the Transit Grant Fund (the grant), valued at \$25,000 annually. The grant was initially approved by Council in 2007 and formed as part of the “ridership growth initiatives” which was funded using the annual Provincial Gas Tax allocation. The original purpose of the grant was to provide financial support to the community to facilitate transportation that helps the community and its many worthwhile programs and events to thrive. Although the grant has been successful, there appeared to be a lack of clarity in terms of grant eligibility and communication of this opportunity to the broader Greater Sudbury community. At the January 12th City Council meeting, Council requested staff to draft a formal application form, outlining eligibility criteria along with expected approval process of the program. The intent was to ensure a fair and consistent approach to approvals and subsequent disbursement of the grant to eligible community organizations.

Proposed Application Form & Eligibility

The new application form (**appendix A**) has been organized into sections, as summarized below:

- Background (Purpose, Source of Funds, Amount, Objectives)
- Eligibility (Organizational Checklist, Explain Your Event)
- The Fine Print
- Organization Information
- Approval Status

The purpose of the application is to ensure that the submitter understands the intent of the grant, eligibility criteria and maximum award value. The application also gives the submitter the opportunity to explain the nature of their event and expected value to the Greater Sudbury community.

Proposed Criteria

In the new proposed criteria, only charitable, not for profit organizations or community groups receiving no other City funding could receive a grant of up to a maximum of \$500 per year. In order to fairly transition to the proposed grant application process, all current requests for 2016 will be accepted based on the existing process. As such, staff is recommending that the effective date for the application form, if approved, be January 1st, 2017. In the interim, staff is committed to increasing awareness through marketing/advertising (web, social media, print) to the broader Greater Sudbury community of this funding opportunity in order to attract organizations with events that suit the intent of the grant.

Summary

Staff has conceptualized a new application form that encompasses past and proposed criteria in order to provide a fair, consistent and equitable process to those awarded free transportation to carry out an

event or program. Staff are recommending that Council approve the attached application form and to enact the changes, commencing January 1st, 2017.

Greater Sudbury Transit Fare & Transportation Grant

Eligibility & Application Form

Application Date: _____

Name of Organization/Group: _____

Section A - Background

- **Purpose**

The purpose of the Greater Sudbury Transit Fare & Transportation Grant (the grant) is to provide financial support to numerous Not for Profit's (NPO), Charities and Community Groups within Greater Sudbury to carry out single events or programs with transportation needs.

- **Source of Funds**

Greater Sudbury Transit has been providing annual contributions of \$25,000 towards the grant, which comes from a portion of its annual dedicated Provincial Gas Tax funds. Council approval has been in place to support this initiative since 2007. Funds are disbursed based on approved, eligible application forms and are on a first come, first served basis.

- **Grant Amount**

Each eligible submission may be approved to receive a one-time grant of **up to \$500** worth of adult fares or charter services.

- **Grant Objectives**

This grant helps in delivering on some of the key Council endorsed planning documents for Greater Sudbury such as the Transit Ridership Growth Plan, Healthy Community Strategy and City of Greater Sudbury Strategic Plan. Key objectives to support this grant include:

- A council approved priority towards the growth of community ridership growth opportunities to citizens of the City of Greater Sudbury
- Affordable transportation solutions to the community in order for its many worthwhile events and programs to thrive.
- Civic engagement and Social Capital – particularly to work with partners in the community to strengthen citizens' access to basic needs.
- Effectively reduce congestion and associated environmental impacts.
- Provide affordable, convenient and reliable transit service that enhances mobility and access.

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Section B – Eligibility

In order to be considered for approval of this grant, each submitted organization must first complete and be able to respond yes (Y) to **ALL** of the criteria listed in the “**Checklist**” portion of Section B before continuing to the “**Explain Your Event**” portion:

PART 1 - Checklist

***Please circle Yes (Y) or No (N) ***

Criteria	Check (Y or N)
1. Is the submitting organization a Canadian Registered Non-Profit Organization, Charitable Organization or Community Group?	Y / N
2. Does the Organization or Group currently occupy a primary address in the Greater Sudbury Area?	Y / N
3. Is this the only active submission for the Greater Sudbury Transit Fare & Transportation Grant in the current year? ***Note – Does not include prior submissions that were not approved in the same year***	Y / N
4. The submitting organization has not received any other City funding for the same event or program in the current year?	Y / N
5. If approved, will the funds granted be used towards the event or program as stated in the application form and not for any other purpose?	Y / N

If you have answered Yes (Y) to all of the five criteria above please complete Part B below. Any No (N) answers would result in an ineligible application request

PART 2 - Explain Your Event

This provides you with the opportunity to tell us about your event and why it is so important to your organization and the citizens of the Greater Sudbury community:

1. Type of Event or Program: (Circle one)

Festival, Training, Environmental Awareness/Promotion, Community Fundraising, Other (specify)

2. Name of Your Event or Program: _____

3. Grant Request: ____ Fares ____ Charter Service (check one only) Quantity: _____

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Greater Sudbury Transit Fare & Transportation Grant

PART 3 – THE FINE PRINT

Outlined below is some important information for organizations that are deemed to be eligible under Part B above. The following must be initialed by the requester who in turn agrees the organization understands and complies with the fine print.

1. Approval process: All application forms are reviewed by Greater Sudbury Transit staff. **All applications are expected to be reviewed within 2-3 weeks. Results will be communicated via e-mail to the requester address indicated in Section C.** Evaluations of PART 2 – Explain Your Event will be largely based on the NPO's ability to demonstrate the following:
 - a. Relevance to Greater Sudbury's Community Goals and Key Official Documents
 - b. Promotes social, healthy and environmentally friendly living
 - c. Promotes efficient and effective transportation
2. All application approvals and denials are final.
3. Grant disbursements are done on a first come first serve basis. Prior year approvals do not guarantee approval in subsequent years.
4. If approved, Transportation claims are subject to availability on day(s) requested. Maximum charter time granted is **4 hours** (equals pre-tax Charter Service Hourly rate for 2016)
5. Fare waivers cannot be sold or re-distributed. They can only be used for the purpose of the event or program indicated in the application form.
6. Successful applicants may be subject to compliance/reasonability checks.

Requester Signature (agreement of compliance to fine print, all information presented is accurate): _____

Section C – Organization Information

Main Contact Name: _____ Email: _____

Phone #: _____ CRA # (NPO or Charity) _____

Full Mailing Address: _____

Section D – Approval Status (Dept Use ONLY)

Approved ____ Denied ____ ? Reviewed by initials: _____ Charter Hrs ____ # Fares ____