

# COMMUNITY TRANSPORTATION ASSISTANCE PROGRAM (CTAP)

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## Program Guidelines and Application

The Community Transportation Assistance Program (CTAP)  
is Administered through Service Nova Scotia and Municipal Relations



# PROGRAM GUIDELINES

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## INTRODUCTION

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### Objective

The Community Transportation Assistance Program (CTAP) is intended to promote the delivery and provide operating support for cost effective and sustainable community-based inclusive transportation services in low population density communities in Nova Scotia.

Community-based inclusive transportation is defined as: services that respond to the unmet needs of all persons who have a transportation disadvantage. Priorities and needs are determined by the community. Services are developed and provided by non-profit organizations through partnerships by coordinating public, private, non-profit, and volunteer resources and services.

Applications will be considered annually for funding within a fiscal year beginning April 1st and ending March 31st, subject to funding availability.

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## GUIDELINES

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### Eligibility

The basis for Program Grants includes the following criteria:

- *funding for the Community Transportation Assistance Program (CTAP) is available to municipalities and non-profit community-based organizations (incorporated groups) involved in the delivery of inclusive transportation services in low-population density areas of the Province.*
- *the grant will only apply to rural and semi-rural service regions with a population density at or below 0.15 persons per acre*
- *service must have at least \$1 million liability insurance and \$2 million passenger hazard on vehicle(s) and meet Nova Scotia Utility and Review Board requirement to have vehicle(s) inspected every 6 months.*
- *Board of Directors and Volunteers must have appropriate liability insurance coverage*
- *grants are not to be used for capital leasing or debt service expenses*
- *grants are to be capped at a minimum service level of 0.2 rides/capita/annum, discounted for levels below this point and will be discounted for any excess surplus*
- *only one service per region will be eligible with no service overlaps*
- *all services must currently be, or intend to be (as demonstrated in the service plan), accessible and inclusive, subject to priorities being established at community level and within license and capacity of local service.*

## Funding

The Community Transportation Assistance Program (CTAP) provides financial support to cover a portion of the operating costs of a community-based transportation service. Also, eligible organizations interested in developing new community-based transportation services are eligible for the grant upon approval by SNSMR of a summary business plan.

Province will provide grants at a maximum **\$1.60 per capita** for a population in a service area to eligible organizations subject to funding availability. Grants will be discounted proportionally for service levels below 0.2 rides per capita/annum (Application Form Attached).

CTAP also provides for 'one time' research grants to a maximum of **\$5,000**, based on budget availability, to organizations interested in developing new services in regions to undertake start-up work, including: needs assessments, business and financial planning, organizational development, etc (Application Form Attached).

Applicants eligible for the Support Program may apply for capital funding under the Accessible Transportation Assistance Plan (ATAP), which provides funding of up to **\$20,000** for the purchase of a 'new' accessible vehicle or the modification of an existing vehicle. Applicants are eligible to apply for a maximum of **\$10,000** for a 'used' accessible vehicle (Refer to ATAP application).

## Cash Flow of Grant Payments

For each Fiscal year, the grant payment will be paid out in four quarterly payments (with 10% holdbacks) upon approval of application and subject to the applicant meeting the eligibility requirements in the program guidelines. The first grant payment will be retroactive to April 1 for the current fiscal year. Funding may be adjusted based on the applicant meeting target service levels and submitting required documentation. Applications and proposals may be submitted at any time, in any fiscal year for annual funding, based on budget availability, and may be pro-rated depending on the length of time the organization is in service.

## Application, Review, and Response Process

Service Nova Scotia and Municipal Relations will conduct reviews and assessments of applications. Applicants will be notified at the earliest possible opportunity when the review is complete. Reviews and awarding of grants cannot be completed until all required information is provided. Grants will be conditional upon the applicants entering into a contractual agreement with the Province containing service performance requirements and reporting.

## For additional information and inquiries:

*about CTAP*

Georgina Dimock, Planning & Development Officer

P: (902) 424-5965

F: (902) 424-0821

Dial-a-Ride Website: [www.gov.ns.ca/snsmr/dialaride](http://www.gov.ns.ca/snsmr/dialaride)

# CTAP- APPLICATION FORM

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Use this sheet as the first sheet of your proposal. Attach the other documents to it. We suggest that you go through the check-list below and make sure you have included all the necessary items. **Please note that organizations that are currently investigating the opportunity to establish new community-based transportation services are not required to submit this application form.**

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Community or Organization Name (the Applicant):

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Name of Contact Person:

Title:

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Telephone No:

Ext:

Fax No:

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Email Address:

Website Address:

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Community or Organization Mailing Address:

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Date:

Service Began (Date):

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## Checklist of Required Documentation

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Please check off each item that you have inclosed. Applications should include the following information/documents.

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- completed program application form
  - letter of support from Municipalities
  - proof of incorporation and/or charitable status
  - income/expense statements
  - promotional material (brochures, newsletters, recent media releases)
  - map of service area
  - vehicle(s) liability insurance documentation
  - Board of Directors and volunteers liability insurance documentation
  - identify all partner organizations, including details concerning nature of partnerships or collaborations
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## INFORMATION REQUIRED

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*Applications must contain the following information as well as any required supporting documentation (please attach any additional sheets if space provided is insufficient)*

Provide a brief description of your organization (mission, objectives, goals, vision)

Description of need for community-based inclusive transportation services in your community (e.g., estimate current and future number of disabled, senior or disadvantaged persons requiring community-based services, population/demographic forecasting, and identify target service population)

Provide a description of existing service and/or details of your planned service and explain how you intend to provide inclusive and accessible community-based transportation in your service area (include timelines).

Identify all existing inclusive or non-inclusive community-based transportation services in your service area (name, location, type of service, contact number)

If your service requires licensing, what types of services does your license permit you to operate? (i.e., fixed-route, scheduled, unscheduled, accessible, charter, courier, etc.) and identify any licensing restrictions?

## GENERAL INFORMATION

Question	Yes	No	Explain
Are you a new service? (If yes, refer to attached application requirements for new services)			
Have you conducted a comprehensive needs assessment of your service area?			
Do you provide service to all persons in your service area? (If no please explain)			
Do you require your passengers to be registered users?			
Is your service incorporated?- if yes, please explain structure: (i.e., society, corporation, or charitable organization)			
Are there restrictions on the public using your service?			
Are you licenced to carry public passengers with the Nova Scotia Utility and Review Board?			
Are you a member of the Nova Scotia Community-based Transportation Association?			
Are you willing to join the Nova Scotia Community-based Transportation Association? (If yes, see attachment)			
Are you willing to join the Dial-a-Ride Nova Scotia Network? (If yes, see attachment)			
Do you require computer-aided dispatching software? (if no, please explain)			

# OPERATING AND SERVICE INFORMATION

Existing/Proposed		Number	Details		
Service area population					
Population density (see attached)					
Number of Accessible Vehicles					
Number of Non-accessible vehicles					
Actual Ridership per Annum (based on service area)-  <i>Ridership is defined as: a person transported one-way from a point of origin to a point of destination</i>					
Targeted Ridership per Annum					
Total Driver Hours per Annum					
Total Number of vehicle service Km per Annum					
Total vehicle service hours per Annum					
Total return trips	within service area				
	outside service area				
Hours of Operation					
Fares: General and Charter					
		Number	Paid (✓)	Volunteer (✓)	Details
Number of Management/Staff					
Number of Volunteers					
Number of F/T Driver(s)					
Number of P/T Driver(s)					
Number of F/T Dispatcher(s)					
Number of P/T Dispatcher(s)					

## VEHICLE PROFILE

	Year	Type	Km	# Access Seating	# non-access Seating	(O)wned or (L)eased
Vehicle # 1						
Vehicle # 2						
Vehicle # 3						
Vehicle # 4						
Vehicle # 5						

## FINANCIAL INFORMATION

*(Please provide an income/expense statement to support information below)*

### Annual Fixed Operating Expenses (\$)

Salaries & Wages (Management & Dispatch)	
Employee Benefits	
Office Rent/Utilities	
Office Expenses/Supplies	
Printing/Brochures	
Phone	
Fax, Internet	
Advertising, Promotion	
Contractual Costs (Legal, Accounting, Consulting)	
Depreciation (Computer)	
Stipend to Volunteers (stand-by)	
Association Dues and Fees	
Meeting/Conference Expenses	
Travel	
Staff and Volunteer Training	
Volunteer Recruitment	
Other (please identify)	
<b>Total Fixed Expenses (\$)</b>	

(projected for new services)

## Annual Variable Operating Expenses (\$)

Salaries (Drivers)	
F/T Benefits (Drivers)	
Cost of License	
Variable Insurance (vehicles)	
Total Vehicle Repairs & Maintenance/annum	
Fuel	
Communications Equipment	
Total Capital Cost Replacement (Or Capital Lease/Depreciation)	
Other (please identify)	
<b>Total Variable Cost (\$)</b>	
<b>Total Operating Cost (\$) (Fixed + Variable+ Capital)</b>	

<b>Sources of Revenue \$ (Annual)</b>	<b>Projected (for new services)</b>
Fares	
Charter	
Donations	
Corporate Sponsorship	
Provincial	
Federal	
Municipal	
Commissions	
Fundraising	
Contractual	
Other	
<b>Total Annual Revenue\$</b>	
<b>Total Surplus (Deficit) \$</b>	

## DECLARATION

The information provided on this application form and accompanying documents is accurate to the best of my knowledge. I hereby give Service Nova Scotia and Municipal Relations authority to verify any and all information pertaining to this application. I understand that organizations or groups that are funded may be subject to audit by the Province of Nova Scotia, which reserves the right to review and inspect any and all related information pertaining to this application during and following the completion of the program. The undersigned on behalf of the organization agrees to abide by the terms and conditions of the Community Transportation Assistance Program if funded by the Province of Nova Scotia.

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Signing Authority for the Applicant

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Date

**Please forward your application to:**  
Georgina Dimock  
Community Transportation Assistance Program (CTAP)  
c/o Service Nova Scotia and Municipal Relations  
14 North Maritime Center  
P.O. Box 216  
Halifax, Nova Scotia  
B3J 2M4

Dial-a-Ride Website: [www.gov.ns.ca/snsmr/dialaride](http://www.gov.ns.ca/snsmr/dialaride)

## **CTAP- RESEARCH GRANT**

### **PROGRAM APPLICATION FOR NEW COMMUNITY-BASED INCLUSIVE TRANSPORTATION SERVICES**

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CTAP will provide for a 'one time' research grant of a maximum \$5,000, based on budget availability, to organizations interested in developing new services in regions to undertake start-up work, including: needs assessments, business and financial planning, organizational development, etc.

Applications for this \$5,000 advance will be considered if the following information is provided:

- Description of organization
- Identify all key contacts/partnership arrangements
- Identify goals of organization and service goals
- Describe approach/methodology to developing business plan and implementing new services
- Describe area to be serviced/targeted service population
- Identify information and resources acquired and required (financial and non-financial)
- Proposed timings of service commencement and completion
- Identify sources of funding
- Include study budget

The completed business plan outline must be submitted to:

Georgina Dimock  
Planning & Development Officer  
Community Transportation Assistance Program (CTAP)  
c/o Service Nova Scotia and Municipal Relations  
P.O. Box 216  
Halifax, Nova Scotia  
B3J 2M4  
P: ( 902) 424-5965  
F: (902) 424-0821 \_\_\_\_\_

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