2026-27 Newfoundland and Labrador Community Transportation Program Guidelines

Program Overview

The Newfoundland and Labrador Community Transportation Program supports accessible and inclusive transportation services in communities and regions across the province. These services help residents get to work, school, and medical appointments; run errands; attend social activities; and visit family and friends.

Funding is available through two streams:

1. **Planning Projects:** Up to $10,000 to support the planning or design of a new or expanded community transportation service.
2. **Capital Projects:** Up to $100,000 to support the purchase of capital assets needed to operate a community transportation service.

Applicants may submit one application under one stream. Applicants seeking support for both planning and capital activities should contact the Department of Seniors before applying.

The program may fund up to 100% of eligible project costs, subject to available funding. Applicants must list all confirmed and expected funding sources.

Program at a Glance

Program Feature	Details
Planning Project funding	Up to $10,000
Capital Project funding	Up to $100,000
Eligible applicants	Municipal governments; Indigenous Governing Bodies; provincially incorporated not-for-profit organizations
Funding level	Up to 100% of eligible project costs, subject to available funding
Application limit	One application under one stream

Program Feature	Details
Deadline	November 26, 2026, at 4:30 p.m. Newfoundland Time
Submit applications to	aging-and-seniors@gov.nl.ca

Key Terms

For the purpose of these guidelines:

- **Fixed-route service** means transportation provided on a regular schedule along a set route, with passengers picked up and dropped off at designated locations.
- **Deviated fixed-route service** means transportation that follows a regular route and schedule but may leave the route within a defined area to pick up or drop off passengers by request.
- **On-demand service** means transportation that allows passengers to book a trip during service hours and be picked up from an agreed location.
- **Equity-deserving groups** means groups of people who may face barriers to accessing services, resources, or opportunities because of systemic discrimination or other forms of disadvantage.

Program Objectives

Community transportation services should consider the following objectives:

Objective	Description	Examples of Considerations
Accessible and inclusive	The service is available at appropriate times and designed to reduce barriers for riders.	Wheelchair accessibility; assistance to and from the vehicle; flexible service hours; accessible outreach; outreach to equity-deserving groups.
Comfortable and safe	The service is comfortable, secure, and easy to use.	Driver training; well-maintained vehicles; reasonable and predictable wait times; appropriate safety and security measures.
Flexible	The service can adapt to the community's different and changing needs.	Flexible routes and schedules; door-to-door service; shared-ride, volunteer driver, or on-demand options.

Objective	Description	Examples of Considerations
Cost-effective	The service is financially accessible for riders.	Affordable fares or other measures that support access for residents with different income levels.
Long-term viability	The service is reliable, consistent, and financially sustainable.	Regional service delivery; reliable funding sources; alignment with long-term transportation plans; environmentally sustainable practices.
Innovative and continuously improving	The service uses modern tools, processes, or feedback to improve the rider experience.	Booking or tracking tools; real-time route or schedule updates; customer satisfaction surveys; clear ways to receive and respond to complaints or suggestions.

Who Can Apply

Applicants are encouraged to work with nearby communities and consider regional approaches. Eligible applicants are:

- municipal governments;
- Indigenous Governing Bodies; and
- provincially incorporated not-for-profit organizations.

Provincially incorporated not-for-profit organizations must be in good standing with the Government of Newfoundland and Labrador. Status can be confirmed through the Registry of Companies and Deeds Online.

Preference may be given to applicants that have not received funding through this program in the last five years, and to projects that involve more than one organization or community.

Individuals and federal entities are not eligible to apply. For-profit organizations are not normally eligible to apply directly, except in the limited circumstances described below.

In limited circumstances, the Department may consider whether a project involving a for-profit organization may be considered under the program if it clearly supports a public benefit, addresses an identified community or regional transportation need, improves accessibility or inclusion for priority populations, and supports the objectives of the program.

For-profit organizations interested in the program must contact the Department before applying. The Department will determine whether the proposed project may be considered and may require a separate application process, additional information, or additional conditions before accepting an application for review. Contacting the Department does not guarantee that an application will be accepted for review or approved for funding. Contacting the Department does not guarantee that an application will be accepted for review or approved for funding.

What Funding Can Be Used For

Planning Projects

Planning Projects support the assessment, planning, or design of a community transportation solution. Eligible activities may include:

- needs assessments;
- feasibility studies;
- route or service planning;
- analysis of transportation models or modes of travel;
- public, community, or stakeholder engagement;
- data collection; and
- development of a community transportation plan.

Capital Projects

Capital Projects support the purchase of capital assets needed to create, expand, or improve accessible and inclusive community transportation services. Eligible capital purchases may include:

- buses;
- community vans;
- zero-emission vehicles; and

- other capital assets that are essential to the approved project.

Capital Projects should support improved transportation access, especially for seniors, persons with disabilities, low-income residents, rural or remote residents, and other equity-deserving groups.

What Funding Cannot Be Used For

Funding cannot be used for:

- costs incurred before funding approval;
- project cost overruns or cancelled projects;
- ongoing operating costs after project implementation, including regular salaries, fuel, maintenance, insurance, and dispatch costs;
- furnishings or non-fixed assets that are not essential to the project; or
- activities that duplicate planning or capital projects already underway or completed in the community.

One-time costs directly required to place an approved capital asset into service may be considered if clearly justified.

Documents You Must Include

Applicants must submit a completed application form and all required documents that apply to their project and organization type.

Required for all applicants

- Completed application form.
- Letters of support from all project partners, if applicable.
- Confirmation of financial or in-kind contributions, if applicable.

Required for Capital Project applicants

- Business plan with a three-year financial forecast. A template is included in Annex A.
- Quotes or cost estimates for proposed capital purchases.

Required for provincially incorporated not-for-profit organizations

- Proof of provincial incorporation status.
- List of current Board of Directors with contact information.
- Minutes from the most recent annual general meeting.
- Audited financial statement. If an audited statement is not available, provide the most recent board-approved financial statements.
- Letters of support or council resolutions from municipalities or Indigenous Governing Bodies in the proposed service area, as applicable.

How Applications Will Be Assessed

Applications will be assessed based on how well the project demonstrates the following:

- **Community need:** The application clearly explains local or regional transportation barriers and how the project will address them.
- **Accessibility and inclusion:** The project benefits seniors, persons with disabilities, low-income residents, rural or remote residents, and other equity-deserving groups.
- **Partnerships and regional benefit:** The project involves meaningful collaboration and may benefit more than one community.
- **Readiness to proceed:** The project has a clear scope, timeline, budget, and ability to proceed within the proposed timeframe.
- **Financial feasibility and sustainability:** The project is realistic and includes a plan to support the service beyond the funding period.
- **Alignment with program objectives:** The project supports accessible, inclusive, flexible, safe, cost-effective, and sustainable community transportation.

Funding Conditions and Reporting Requirements

Contribution agreement

Successful applicants must sign a contribution agreement before receiving funding. The agreement will set out approved project activities, eligible costs, payment terms, reporting requirements, and any other conditions.

Financial records and audits

Recipients must keep accurate and complete financial records. Projects may be audited by an independent third party or the Auditor General.

Collaborative projects

For projects involving multiple partners, the lead applicant is responsible for managing the project and meeting the requirements of the contribution agreement.

Ownership and use of assets

The lead applicant must retain ownership of any assets purchased with program funding. Assets cannot be sold, transferred, or used for purposes outside the approved project without prior written approval from the Department.

Project timeline

Projects are expected to be completed within 12 months of the contribution agreement start date unless the Department approves an extension.

Reporting requirements

Recipients must submit a final report within 12 months of the contribution agreement start date, unless the Department approves an extension.

Planning Project recipients must submit a narrative report and copies of any completed assessments, studies, plans, or similar documents produced through the project. They must also report on the indicators identified in the contribution agreement, which may include:

- number of participants involved in engagement activities;
- diversity of participants, including representation from key community groups;
- frequency and variety of engagement activities;
- level of satisfaction with engagement processes, based on feedback; and
- how community and stakeholder input was reflected in project outcomes.

Capital Project recipients must submit a narrative report and report on the indicators identified in the contribution agreement, which may include:

- number of passenger trips;

- number of riders;
- kilometres travelled;
- vehicle hours, meaning the total hours vehicles are in operation; and
- number of volunteers involved.

How to Apply

Applicants must complete the application form and include all required documents. Annex B provides instructions for completing the application form and describes what information to include in each section.

Send completed applications and required documents to aging-and-seniors@gov.nl.ca. Please include “2026-27 Newfoundland and Labrador Community Transportation Program” in the email subject line.

Deadline

The deadline for submitting applications and all required documents is November 26, 2026, at 4:30 p.m. Newfoundland Time.

Funding Decisions

Applicants may be contacted for additional information during the review process. The Department will notify all applicants of funding decisions as soon as possible.

Contact Information

For questions about the Newfoundland and Labrador Community Transportation Program, the application process, or assistance completing your application, please contact the Seniors and Aging Division at aging-and-seniors@gov.nl.ca or toll-free at 1-888-494-2266.

Annex A: Community Transportation Service Business Plan Template

Purpose: This template is intended for Capital Project applicants. It can be used to prepare the business plan required for capital funding requests.

Applicants may adapt this template to fit the size, scope, and stage of their proposed service. If a section does not apply, please state “not applicable” and briefly explain why.

The business plan should provide enough information to show that the proposed service is needed, feasible, financially realistic, and sustainable.

Area	What the Department is Looking For
Need and users	Clear evidence of transportation barriers and who the service will support.
Service model	A clear description of how the transportation service will work.
Operations	Practical information about routes, hours, vehicles, staffing, safety, and maintenance.
Financial plan	A realistic three-year forecast showing revenues, expenses, and sustainability.
Long-term viability	A plan to continue the service beyond the funding period.

1. Executive Summary

- **Overview of the service:** Provide a brief summary of the proposed community transportation service, including the community or region to be served.
- **Purpose and goals:** Describe the main goals of the service, such as improving access to transportation, reducing isolation, or helping residents reach appointments, work, school, errands, and community activities.
- **Target users:** Identify the main groups expected to use the service, such as seniors, persons with disabilities, low-income residents, rural or remote residents, students, or other equity-deserving groups.
- **Funding request:** Summarize the capital item or items to be purchased and the amount requested through the program.

2. Community Need and Service Users

- **Transportation barriers:** Describe the transportation challenges in the community or region, including limited public transit, distance to services, cost, accessibility barriers, or lack of reliable options.
- **Evidence of need:** Include relevant information such as community feedback, survey results, demographic information, service data, waitlists, letters of support, or local planning documents.
- **People who will benefit:** Describe who will use or benefit from the service and how the project will reduce barriers for these groups.
- **Existing services:** Identify any existing transportation options in the area and explain how the proposed service will complement, expand, or fill gaps in those services.

3. Service Description and Delivery Model

- **Type of service:** Describe whether the service will be fixed-route, on-demand, deviated fixed route, door-to-door, ride-sharing, volunteer driver, contracted, or another model.
- **Service area:** List the municipalities, regions, or communities to be served.
- **Service schedule:** Describe the proposed days and hours of operation, frequency of service, and any planned seasonal changes.
- **How rides will be booked or accessed:** Explain how users will request, book, or access the service, including phone, online, app-based, walk-on, referral, or scheduled options.
- **Fares or user fees:** Describe any proposed fares, discounts, subsidies, or other affordability measures.
- **Role of partners:** Describe how municipalities, Indigenous Governing Bodies, not-for-profit organizations, volunteers, contractors, health or community partners, or other partners will support delivery.

4. Operations Plan

- **Capital assets required:** Describe the vehicle or other capital asset to be purchased, including type, size, accessibility features, and why it is needed.
- **Routes and coverage:** Describe planned routes, pick-up and drop-off locations, geographic coverage, and how the service will respond to demand.

- **Staffing and volunteers:** Describe who will operate, coordinate, dispatch, maintain, or administer the service. Include volunteer roles where applicable.
- **Procurement and implementation:** Describe how and when the vehicle or capital asset will be purchased, converted, installed, or placed into service.
- **Maintenance:** Explain how the vehicle or capital asset will be maintained and who will be responsible.
- **Technology and systems:** Describe any booking, scheduling, dispatch, GPS, payment, communication, or data collection tools that will be used.

5. Accessibility, Inclusion, and Safety

- **Accessibility features:** Describe how the service will be accessible for riders with mobility, sensory, cognitive, or other support needs.
- **Inclusive access:** Describe how the service will be promoted and made available to seniors, persons with disabilities, low-income residents, rural or remote residents, and other equity-deserving groups.
- **Assistance for riders:** Describe any assistance provided to help riders book, board, travel, or get to and from the vehicle.
- **Driver or volunteer training:** Identify planned training related to accessibility, safety, customer service, cultural awareness, trauma-informed practice, first aid, or supporting diverse riders.
- **Safety measures:** Describe safety protocols, insurance, emergency procedures, vehicle inspection practices, and any other steps to support rider and driver safety.

6. Marketing, Outreach, and Community Engagement

- **Outreach plan:** Describe how residents will learn about the service, including public meetings, community partners, social media, flyers, local media, or direct outreach.
- **Plain language and accessible materials:** Describe how information will be easy to understand and available in accessible formats where possible.
- **Community feedback:** Describe how riders, partners, and community members will provide feedback after the service begins.
- **Ongoing engagement:** Explain how feedback will be used to adjust routes, schedules, service rules, outreach, or other aspects of the service.

7. Financial Plan

- **Start-up costs:** Provide a detailed breakdown of capital costs, including vehicles, conversions, equipment, signage, technology, or other eligible capital items.
- **Operating costs:** Estimate ongoing costs such as fuel, maintenance, insurance, dispatch, staffing, administration, training, marketing, and technology.
- **Revenue sources:** Identify expected revenue, such as fares, municipal contributions, grants, fundraising, donations, sponsorships, advertising, or partner contributions.
- **Three-year forecast:** Complete the financial forecast tables below or attach a separate forecast that includes the same information.
- **Financial assumptions:** Explain the assumptions used in the forecast, such as expected ridership, fare levels, fuel costs, staff costs, inflation, and growth in service use.
- **Sustainability:** Describe how the service will cover costs beyond the funding period.

8. Legal, Regulatory, and Risk Considerations

- **Licensing and permits:** Identify any licences, permits, approvals, or operating requirements needed for the service.
- **Insurance and liability:** Describe required insurance coverage and how liability risks will be managed.
- **Accessibility requirements:** Describe how the service will comply with applicable accessibility legislation, standards, and best practices.
- **Operational risks:** Identify key risks that may affect implementation or operations, such as vehicle availability, driver recruitment, fuel costs, demand, weather, or partner capacity.
- **Risk mitigation:** Describe how the applicant will reduce or manage these risks.

9. Evaluation and Reporting

- **Performance measures:** Identify how success will be measured, such as passenger trips, number of riders, kilometres travelled, vehicle hours, cost per ride, user satisfaction, or number of communities served.
- **Data collection:** Describe how information will be collected and who will be responsible.
- **Rider feedback:** Describe how rider satisfaction, complaints, suggestions, and service gaps will be tracked and addressed.

- **Impact:** Describe how the applicant will assess the social, economic, environmental, or community impact of the service.
- **Reporting:** Describe how progress and results will be shared with the Department, partners, funders, or the community.

10. Sustainability and Long-Term Vision

- **Long-term service vision:** Describe how the service fits with local or regional transportation priorities and future plans.
- **Future funding:** Identify potential sources of ongoing funding or revenue after the project is complete.
- **Partnerships:** Describe how existing or future partnerships will help sustain the service.
- **Scalability:** Explain whether the service could expand, adapt, or be adjusted to meet future community needs.
- **Environmental sustainability:** Describe any steps to reduce environmental impact, such as zero-emission vehicles, route efficiency, shared rides, or fuel-efficient operations.

11. Conclusion and Next Steps

- **Summary:** Briefly summarize the proposed service, the community need, and the expected benefits.
- **Next steps:** Identify the immediate steps required to launch or improve the service, such as securing funding, finalizing partnerships, purchasing assets, hiring or training staff, completing procurement, or beginning operations.

Financial Forecast Template

Applicants may adjust the categories below to match the proposed service model. Include notes or assumptions where helpful. If a category does not apply, enter “not applicable” or leave it blank.

Revenue Projections

Revenue Source	Year 1	Year 2	Year 3
Fare revenue			

Revenue Source	Year 1	Year 2	Year 3
Government grants or subsidies			
Municipal or Indigenous Government contributions			
Partner contributions			
Private sector sponsorships			
Fundraising and donations			
Advertising or other revenue			
Total revenue			

Expense Projections

Expense Category	Year 1	Year 2	Year 3
Vehicle purchase, lease, or conversion			
Fuel and maintenance			
Driver wages or related staffing costs			
Administrative salaries or coordination costs			
Insurance			
Technology, booking, or dispatch systems			
Marketing and outreach			
Training and development			
Office or operational expenses			
Other expenses			
Total expenses			

Projected Surplus or Deficit

Item	Year 1	Year 2	Year 3
Total revenue			
Total expenses			
Projected surplus or deficit			

Break-Even Information

Item	Year 1	Year 2	Year 3
Fixed costs			
Variable cost per ride or passenger trip			
Average fare or revenue per ride			

Item	Year 1	Year 2	Year 3
Estimated break-even point in rides or passenger trips			

Forecast Assumptions

- **Ridership:** Describe expected ridership or passenger trip assumptions.
- **Growth rate:** Describe any expected growth in ridership, revenue, or service use over the three years.
- **Cost increases:** Describe assumptions for fuel, maintenance, salaries, insurance, or other cost increases.
- **Revenue assumptions:** Describe fare levels, subsidies, grants, partner contributions, sponsorships, or other expected revenue.
- **Sustainability assumptions:** Describe how the applicant expects to manage any projected deficit or reinvest any projected surplus.

Annex B: How to Complete the Application

This annex provides guidance on how to complete each section of the application form for the Newfoundland and Labrador Community Transportation Program. The section numbers below match the application form.

Applicants should answer all questions that apply to their project and provide enough detail for the Department to understand the project, assess eligibility, and determine whether the project is ready to proceed.

Tip: Use clear, specific information. Where possible, include local examples, community data, partner roles, timelines, cost estimates, and evidence of need.

Before You Submit	What to Check
Application form	All required fields are complete and signed by an authorized official.
Project stream	One stream is selected: Planning Project or Capital Project. Applicants seeking support for both planning and capital activities should contact the Department before applying.
Required documents	All documents that apply to the applicant type and project stream are attached.
Budget	Project costs are clear, eligible, and supported by quotes, estimates, or other documentation where required.
Partners	Partner roles are explained and letters of support are attached where applicable.

1. Project Identification

Application Field	What to Include
Project Title	Provide a short and meaningful project title. Include the community, region, or service area where possible.

Application Field	What to Include
Project Stream	Select one stream only: Planning Project or Capital Project. Contact the Department before applying if the project includes both planning and capital activities.

2. Lead Applicant

Application Field	What to Include
Name of Applicant	Provide the legal name of the organization that will receive the funding, sign the contribution agreement, and be responsible for delivering the project.
Mailing Address	Provide the full mailing address for the lead applicant.
Applicant Type	Select the applicant type that applies: municipal government, Indigenous Governing Body, or provincially incorporated not-for-profit organization. For-profit organizations must contact the Department before applying. A separate application process or additional requirements may apply if the Department determines that the proposed project is eligible for consideration.

Tip: Provincially incorporated not-for-profit organizations must be in good standing with the Government of Newfoundland and Labrador.

3. Lead Applicant Contacts

Application Field	What to Include
Primary Contact Name	Provide the first and last name of the main contact person for the application.
Primary Contact Phone Number	Provide a phone number where the primary contact can be reached during regular business hours.
Primary Contact Email Address	Provide the email address that should be used for questions, follow-up, and program correspondence.

Application Field	What to Include
Secondary Contact Name	Provide the first and last name of a backup contact person. This person may be contacted if the primary contact is unavailable.
Secondary Contact Phone Number	Provide the phone number for the secondary contact.
Secondary Contact Email Address	Provide the email address for the secondary contact.

4. Project Partners

Application Field	What to Include
Are you partnering with other organizations to deliver the project?	Select Yes or No. If Yes, provide details on each partner and attach letters of support.
Partner names and roles	• **Legal name:** Provide the legal name of each partner organization. • **Mandate:** Briefly describe what each partner does. • **Role in the project:** Explain what each partner will contribute or be responsible for. • **Contributions:** Identify any financial or in-kind contributions, such as staff time, vehicles, office space, volunteers, outreach, data, or operating support.

Tip: All partners must provide a letter of support that confirms their role and any financial or in-kind contributions.

5. Project Location

Application Field	What to Include
Municipalities, regions, or communities to be served	List all municipalities, regions, towns, local service districts, Indigenous communities, or other areas that will be served by the project. If the project is regional, describe the full service area.

Tip: Be specific about where the project will take place and who will be able to use or benefit from the service.

6. Project Description

This section is one of the most important parts of the application. Applicants should clearly explain what they plan to do, why it is needed, who will benefit, how the project will be delivered, and how the project aligns with the selected funding stream.

Application Question	What to Include
Please provide a detailed description of your project, including an overview, planned activities, timeline, and expected outcomes.	• **Project overview:** Describe the purpose of the project, the transportation need or gap it will address, the community or region to be served, the target users, and the proposed transportation model or approach. • **Planned activities:** List the main activities that will be completed. • **Timeline:** Provide estimated dates for key milestones, such as engagement, planning work, procurement, purchase, installation, service launch, or final reporting. • **Expected outcomes:** Describe what the project is expected to achieve, such as improved access to transportation, expanded service coverage, stronger regional partnerships, improved accessibility, or a completed plan to guide future service development. • **Fit with the selected stream:** Explain how the activities align with either the Planning Project stream or the Capital Project stream.

Project Stream	Examples of Activities to Describe
Planning Project	Needs assessments, feasibility studies, route planning, service model design, public or stakeholder engagement, data collection, cost analysis, partnership development, or development of a community transportation plan.

Project Stream	Examples of Activities to Describe
Capital Project	Purchasing or converting a vehicle, acquiring signage or equipment, installing transportation infrastructure, purchasing eligible technology, finalizing agreements needed for service delivery, or placing a capital asset into service.

Application Question	What to Include
Please describe how the project will reduce transportation barriers for seniors, persons with disabilities, low-income residents, rural or remote residents, and other equity-deserving groups.	• **Barriers:** Describe the transportation barriers experienced in the community or region. Examples may include cost, distance, lack of public transit, limited hours, mobility barriers, weather, lack of accessible vehicles, language barriers, or difficulty booking rides. • **Who will benefit:** Identify the groups expected to benefit and describe how the project responds to their needs. • **Access to services:** Explain how the project will help people access medical appointments, employment, education, errands, social activities, community programs, or other essential services. • **Accessibility and affordability:** Identify any accessibility features, fare supports, flexible service options, door-to-door supports, outreach activities, or partner supports that will help make the service inclusive and accessible.

Application Question	What to Include
Please describe the project's readiness to proceed, including confirmed partnerships, planning completed to date,	• **Planning completed:** Describe any work already completed, such as community consultation, data collection, route planning, feasibility work, budget development, procurement planning, or council or board approvals.

Application Question	What to Include
anticipated start date, and any risks or dependencies that may affect implementation.	• **Confirmed supports:** Identify confirmed partners, contributions, approvals, or commitments. • **Start date:** Provide the anticipated start date and key implementation steps. • **Risks or dependencies:** Identify anything that could affect timelines or delivery, such as procurement delays, vehicle availability, staffing, volunteer recruitment, insurance, permits, weather, or partner approvals. • **Mitigation:** Describe how the applicant will manage these risks.

Application Question	What to Include
Does your proposed project align with your community or region's long-term vision for transportation services?	Select Yes or No.
If yes, please explain.	Identify any municipal plans, regional plans, strategic plans, accessibility plans, age-friendly plans, transportation studies, community needs assessments, or other local planning documents that support the project. Briefly explain how the project aligns with these plans or priorities.

Application Question	What to Include
Please describe how the project or transportation service will be sustained beyond the funding period, including anticipated revenue sources, partnerships,	The Department is looking for a realistic explanation of how the project or service could continue after this funding ends. • **Revenue:** Identify expected fares, grants, municipal or Indigenous Government contributions, partner

Application Question	What to Include
operating resources, or future funding plans.	contributions, fundraising, sponsorships, donations, advertising, or other revenue. • **Operating resources:** Describe staffing, volunteer, administrative, dispatch, maintenance, and insurance supports needed to continue the service. • **Partnerships:** Explain how partners will help sustain the project or service. • **Future funding:** Identify future funding opportunities or plans to maintain or expand the service. • **Financial realism:** Explain how ongoing costs will be managed after the provincial funding period ends.

7. Project Financials

Application Field	What to Include
Estimated Total Project Cost	Provide the total expected cost of the project, including all eligible and ineligible costs, if applicable.
Requested Provincial Contribution	State the total amount requested through the Newfoundland and Labrador Community Transportation Program. Planning Project requests may be up to $10,000. Capital Project requests may be up to $100,000.
Breakdown of program funding	Provide a detailed breakdown of how the requested program funding will be used. List each item, the estimated cost, and the purpose of the expense.
Other funding sources	List all confirmed and expected funding sources related to the project. Include the amount and a brief description of each source.

Tip: All organizations providing financial or in-kind contributions must provide a letter of support confirming the contribution.

Budget Item	Example of Detail to Provide
Vehicle or capital asset	Type of vehicle or asset, estimated cost, quote or estimate, accessibility features, and why it is needed.
Technology or equipment	Type of technology or equipment, estimated cost, and how it supports the project.
One-time implementation cost	Description of the cost, why it is needed to place an approved capital asset into service, and whether it is directly connected to the project.
Planning or engagement cost	Type of work to be completed, who will complete it, estimated cost, and expected product or outcome.

8. Required Documents

Applicants must include all documents that apply to their applicant type and project stream. Applications may be considered incomplete if required documents are missing.

Applicant or Project Type	Documents to Include
All applicants	• Completed application form. • Letters of support from all partners, if applicable. • Confirmation of financial or in-kind contributions, if applicable.
Capital Project applicants	• Business plan with a three-year financial forecast. The template in Annex A may be used. • Quotes or cost estimates for proposed capital purchases.
Provincially incorporated not-for-profit organizations	• Proof of provincial incorporation status. • List of the current Board of Directors with contact information. • Minutes from the most recent annual general meeting. • Audited financial statement or, if an audited statement is not available, the most recent board-approved financial statements.

Applicant or Project Type	Documents to Include
	• Letters of support or council resolutions from municipalities and Indigenous Governing Bodies in the proposed service area, as applicable.

9. Access to Information and Protection of Privacy, Declaration, and Signature

Application Field	What to Include
Access to Information and Protection of Privacy	Read this section carefully. It explains how information submitted through the application may be collected, used, disclosed, or protected.
Declaration	Confirm that the information in the application is accurate and complete, and that the applicant agrees to the terms stated in the application.
Signature	The application must be signed by an authorized official of the lead applicant organization. Include the signer's name, title, signature, and date.

Final Application Checklist

- One project stream is selected.
- All required questions are answered.
- The project description explains the need, activities, timeline, expected outcomes, and benefits for priority groups.
- The budget is complete and matches the requested amount.
- All other funding sources and in-kind contributions are listed.
- All required partner letters and supporting documents are attached.
- Capital Project applicants have included a business plan and three-year financial forecast.
- The application is signed by an authorized official.