

NS-TRIP ELIGIBLE COSTS

The following is to be used as a guide to assist NSTRIP applicants in determining eligible expenses under this program. The list is not intended to be an all-inclusive list of expenses. Please check with the Program Coordinator for eligibility of expenses not noted below.

Under the NSTRIP in-kind expenses are defined donated time or equipment. In kind contributions are eligible if they represent incremental costs associated with the proposed project. "Incremental" means additional or new costs incurred because of the project, including a new staff person, additional non-overtime hours by regular staff. Incremental staff hours of salaried or hourly employees must be approved by the Board Chair.

Feasibility Study (100% up to a maximum of \$15,000)

Eligible expenses

External consulting

Hall rental for community meetings

Misc. office expenses (ie mailouts, advertising etc); not to exceed 5% of grant amount

Ineligible Expenses

Internal consulting (ie member of existing organization unless approved by Municipal Affairs)

Allocation of fixed or administrative costs (ie rent, utilities etc)

Meals or food unless purchased for community meetings

Business Plans (75% up to a maximum of \$15,000)

Eligible expenses

External consulting

Hall rental for community meetings

Misc. office expenses (ie mailouts, advertising etc); not to exceed 5% of grant amount

Volunteer hours, as approved by NSTRIP Program Coordinator, for the applicant's contribution only

Ineligible expenses

Staff time for existing transit organizations or municipalities unless the staff time is incremental

Organizational oversight associated with conducting a business plan including; writing the Request for Proposal (RFP), review and selection of the proposals and review of the draft report(s) submitted by the consultant.

In kind Board member time from existing transit organizations

Meals or food unless purchased for community meetings or all day strategic planning sessions.

Allocation of fixed or administrative costs (ie rent, utilities etc)

Pre-Implementation (75% up to a maximum of \$25,000)

Eligible expenses

Manager wages for new organizations. Incremental manager wages for existing organizations

Web-site Design

Web hosting fees

Registry Joint Stock Fee

Office equipment (phones, computer etc)

Marketing material (brochures, fridge magnets etc)

Advertising

Logo Development

Software

Vehicle insurance, registration and licensing

In kind as approved by NSTRIP Program Coordinator

Ineligible expenses

Board member time

Consulting/Professional fees unless specialized ie marketing, legal etc

Vehicle expenses including purchase

Allocation of fixed or administrative costs (ie rent, utilities etc)

Pilot (75% up to a maximum of \$50,000)

Eligible expenses

Manager wages for new organizations. Incremental manager wages for existing organizations

Dispatcher wages for new organizations. Incremental dispatcher wages for existing organizations

Driver wages

Office expenses (rent, phones, supplies etc)

Advertising/Marketing

Board insurance

All vehicle expenses except vehicle purchases

Ineligible expenses

Board member time

Consulting/Professional fees unless specialized ie marketing, legal etc

Depreciation

Vehicle purchase or loan payments

In kind contributions

Allocation of fixed or administrative costs (ie rent, utilities etc)

Service Start-up (50% of operating costs net of CTAP funding to a max of \$25,000)

Eligible expenses

Manager wages

Dispatcher wages

Driver wages

Office expenses (rent, phones, supplies etc)

Advertising/Marketing

Board insurance

All vehicle expenses except vehicle purchases or loan payments

Ineligible expenses

Board member time

Consulting/Professional fees unless specialized ie marketing, legal etc

Depreciation

Vehicle purchase

Vehicle loan or vehicle interest payments

In kind contributions

Allocation of fixed or administrative costs (ie rent, utilities etc)