

Rural Transit Assistance Program (RTAP) Scholarship Applications and Guidelines

The RTAP scholarship fund is designed to enable individuals from small, rural, and/or specialized Colorado transit providers to attend trainings. Individuals may request financial assistance to participate in local, regional, state, and national training workshops and seminars. Expenses may include registration fees and travel expenses (i.e., mileage, hotel fees). Meals not included in registration will not be covered by the scholarship.

Please note that submission of a scholarship application does not guarantee approval of the request. Funding is limited, so please be selective about when and what you request scholarship funding for.

Eligibility Requirements:

- The requesting agency must be a small, rural and/or specialized transit provider that is either a private nonprofit, or a government-sponsored entity. Agencies do not need to be a member of CASTA.
- The requesting agency must be in good standing with both CASTA and CDOT in regards to finances, compliance issues, and general conduct. An agency considered to be in "good standing" is one that, for example, consistently pays dues/bills on time, responds to requests for information, supplies required reports, and has a demonstrated record of responsible use of funds.
- Scholarship applications must be submitted at least 2 weeks prior to the event/activity start date. Applications received after this deadline will not be accepted.
- A portion of the total cost of the training must be paid by the requesting agency (Total cost of training includes only the expenses that are a direct result of participating in the training and would not otherwise be incurred.)
- Financial eligibility will be determined by CDOT. However, the more clearly the requesting agency explains its financial need in its letter of application (see below), the more likely its request will be fully funded.

Additional Guidelines:

- Openness of the agency's services. Can they demonstrate that they have offered transit services to more than just a closed group of clientele (even if they have not been taken up on this offer)?
- Service coordination efforts. Has the agency made good faith efforts to coordinate transit services, or to explore the possibilities of service coordination, with other agencies?
- Collaboration with other agencies' training endeavors. Has the requesting agency provided (or offered to provide) assistance, support, mentoring, or collaboration with other agencies' training efforts?
- Prior financial assistance. All other things being equal, limited funding may be allotted first to agencies that have not received prior assistance.
- Timeliness of the application. Earlier applications are generally given preference. As stated above, applications must be submitted at least 2 weeks prior to the start date of the event/activity or they will not be accepted.
- Reimbursement requests for scholarships granted must be submitted within 30 days of the conclusion of the event/activity for which the RTAP scholarship was granted. Reimbursement requests that are not submitted within this timeline will not be accepted.

CASTA and CDOT recognize that not every agency will be able to meet the above guidelines. If this is the case for your agency, simply include a brief explanation as to why in your attached letter of application.

Application Process:

Complete the following page and attach the following information:

- A brochure or other information about the event for which you are requesting funding (if not a CASTA or CDOT program.)
- A letter that explains why funding is requested, how the proposed funding will benefit your agency/clientele, and how your agency is addressing the guidelines outlined above (or if not addressing them, why not).

Submit your request as early as possible (and no later than 2 weeks before the training) prior to registering for training so that CASTA and CDOT can review your application. You will be notified within one week of receipt of your application about the status of your request. If a scholarship is approved, you will be eligible for reimbursement of approved expenses using the RTAP Scholarship Reimbursement form. Reimbursement requests for scholarships granted must be submitted within 30 days of the conclusion of the event/activity for which the RTAP scholarship was granted. Reimbursement requests that are not submitted within this timeline will not be accepted.



RTAP Scholarship Application

Name: _____ Position/Title: _____

Agency Name: _____ Phone: _____

Address Line 1: _____ Fax: _____

Address Line 2: _____ Email: _____

Event Title: _____ Event Date: _____

Anticipated Expenses

Please include all costs that are directly related to the training. Do not include agency expenses such as regular salary.

Dollar Amount:	Expense Description:	Explanation of how you arrived at this figure:	Scholarship Request?	Agency Funded?

Total Anticipated Expense: _____ RTAP Scholarship Request: _____ Agency Contribution: _____

Completed applications and additional documentation required should be sent to:

Angie Ham, CASTA
1580 Lincoln Street, Suite 780
Denver, CO 80238

Phone: 303.839.5197
Fax: 303.832.3053
Email: angieham@coloradotransit.com

Statement of Rights: In accordance with the provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, CASTA does not discriminate on the basis of disability, race, color, national origin, or gender. For more information about these statutes, or to file a complaint, contact the CASTA Executive Director at 303-839-5197.

.....
For CASTA use only:

Date Received: _____ Reviewed By: _____ Amount Granted: _____