



Lawrence Transit Fare Donation Application

Lawrence Transit makes available a total annual fare donation equal to 2% of total revenue from the average of the previous three years' fare box and passes sales. In 2021, the total is \$7,475.

Application for fares through this donation policy can be made twice per year. An equal funding amount will be made available for each of the semiannual distributions. The donation limits and deadlines for 2021 applications are as follows:

Application deadline	Total donation available	Max donation request per organization*
March 1, 2021	\$3,738	\$374
August 1, 2021	\$3,737	\$374

*The total donation distributed per organization may be less than the amount requested, if total requests exceed the total donations available. Please refer to the **Lawrence Transit System Fare Donation Policy** for more information on maximum donations.

Please fill out the following information:

Organization name					
Contact name					
Contact email					
Date					
Fares requested					
Type	Regular	Reduced	T-Lift	Number requested	Requested dollar value
Single ride ticket	<input type="checkbox"/>				
	Value: \$1.00				
10-ride punch card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Value: \$10.00	Value: \$5.00	Value: \$20.00		
Monthly pass*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Value: \$34.00	Value: \$17.00	Value: \$68.00		
K-12 Student Semester Bus Pass*	<input type="checkbox"/>				
	Value: \$10.00				
Total requested dollar value					
Please describe in detail how the requested fares will be used.					

*If monthly or K-12 passes were selected, please indicate which month or semester is needed within the description.

Lawrence Transit will fulfill valid and conforming requests within two weeks of each semiannual application deadline. Please submit this completed form to aweigel@lawrenceks.org before the application deadline.

Lawrence Transit System Fare Donation Policy

The Lawrence Transit System’s goal is to fulfill outside requests for transit fares and remove the need for staff discretion in evaluating those requests. For purpose of this policy, charitable donations will be considered all outside requests for fares, including fares requests from associations, organizations, and agencies.

The Lawrence Transit System will make available a total community, annual fare donation of \$7,475.* The stated amount is 2% of total revenue from the average of the previous three years’ fare box and passes sales. Donations must conform to the existing fare structure and not require program development by the Lawrence Transit System.

Available Fare Options:

- 1) Single Ride Ticket (full fare only)
- 2) 10 Punch Ticket (full fare, half fare, paratransit)
- 3) Monthly Pass (full fare, half fare, paratransit)
 - a. Only valid during the month and year listed on the pass.
- 4) Student Semester Bus Pass (full fare only)

Application Deadlines:

Application for fares through this donation policy can be made twice per year. An equal funding amount will be made available for each of the semiannual distributions. The donation limits and deadlines for 2021 applications are as follows:

Application deadline	Total donation available
March 1, 2021	\$3,738
August 1, 2021	\$3,737

Staff will determine distribution amounts for each requesting agency no more than 14 days after each application deadline.

Maximum Donation:

The maximum donation per agency per year is dependent on the total amount requested for each semiannual distribution. However, a single organization may request no more than 10% of the available donation for each application deadline. In 2021, the request limit per organization is \$374.

- If the total amount requested from all organizations is less than the donation limit for an application deadline, all eligible requests will be fulfilled.
- If the total amount requested from all organizations exceeds the donation limit for an application deadline, then requests will be filled based by a percentage of total requested amount to the donation limit. (The example below demonstrates how the distribution would occur if requests exceed the limit.)

Example:

	Requested amount	Distribution amount
Applicant 1	\$374	\$297
Applicant 2	\$374	\$297
Applicant 3	\$374	\$297
Applicant 4	\$374	\$297
Applicant 5	\$374	\$297
Applicant 6	\$374	\$297
Applicant 7	\$374	\$297
Applicant 8	\$374	\$297
Applicant 9	\$374	\$297
Applicant 10	\$374	\$297
Applicant 11	\$200	\$159
Applicant 12	\$100	\$79
Applicant 13	\$50	\$40
Applicant 14	\$250	\$198
Applicant 15	\$374	\$297
		Donation limit
Total requested	\$4,714	\$3,738

Policy Restrictions:

- 1) No cash value
- 2) Non-refundable
- 3) Non-replaceable
- 4) Distributed by Transit & Parking Manager

Exclusions:

- 1) Transit does not provide donations to individuals. Agencies and organizations are used to distribute charitable contributions.
- 2) Marketing Activities are excluded from this policy. The transit system currently provides donated fares when the receiving audience can be identified as potential and somewhat likely riders excluding current rider categories. Target audiences are families, seniors, students, developers, employees and employers. Marketing initiatives are differentiated from charitable contributions because the audience is clearly identified and meets the targeted profile. In addition, marketing initiatives are staff initiated.

Submission of Requests:

All requests must be submitted in writing (letter or email) and addressed to the Transit & Parking Manager. The request must be specific about how the donated fares will be utilized and which fare options are requested. Transit will fulfill valid and conforming requests within two weeks of each semiannual application deadline.

Implementation Date:

March 1, 2004 (updated annually)

*Amount updated for 2021