



Deval L. Patrick, Governor  
Timothy P. Murray, Lt. Governor  
Richard A. Davey, MassDOT Secretary & CEO  
Jonathan R. Davis, Acting General Manager  
and Rail & Transit Administrator



December 16, 2011

Dear Colleague:

The Massachusetts Rural Transit Assistance Program (MArtap), on behalf of the MassDOT, will commence a Helping Hand Mini Grant program on December 15, 2011. The grant amount of up to \$750 will be available to Massachusetts councils on aging/friends groups and non-profit transportation providers for equipment or projects designed to update or enhance transit services in rural and small urban areas.

As a current or potential recipient of Mobility Assistance Program/Section 5310 funding, your agency is eligible to apply for a mini grant. The application period begins on December 19, 2011 and will end on January 31, 2012.

Grant guidelines and a one-page grant application are enclosed. Should you need additional copies, both are available on the MArtap website [www.martap.org](http://www.martap.org).

It is our hope that this program will assist Mobility Assistance Program/Section 5310 recipients in continuing to provide quality transit services.

Best wishes,

*Joanne Champa*

Joanne Champa  
Program Coordinator



## Helping Hand Mini Grant Application Guidelines 2011-2012

Program Objective: MARTap established this Helping Hand Mini Grant program to assist councils on aging/friends groups and non-profit transportation providers improve delivery of transportation services. Priority will be given to transportation providers that serve rural areas of the Commonwealth.

### **Budget:**

- \$25,000

### **Eligible uses:**

- Computer hardware and software, both new and upgrades
- Fax machines
- Marketing and promotional materials including Internet web page design and setup
- Travel training for customers
- Driver recruitment campaigns
- Community surveys on transportation needs
- Tools that enhance passenger security
- Accessory equipment for vehicles

For some items (such as computers, office equipment, tools and accessory equipment), MARTap encourages you to visit [www.comm-pass.com](http://www.comm-pass.com). If you need help on this website, please contact MARTap.

### **Ineligible:**

- Cell phones, pagers, and monthly fees
- Other operational expenses such as salaries, rents, leases

### **Grant Value:**

- \$750 maximum award with a 10 percent, local match for a \$825 purchase

### **Timeframe:**

- Grant application period December 19, 2011 – January 31, 2012
- Mid-February decision by Advisory Committee
- Expenditure deadline Monday, April 30, 2012
- Reimbursement request deadline Friday, May 18, 2012
- No late reimbursement requests will be honored

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Phone: 877-MARTAP1 (627-8271) • Fax 508-698-2002 • Email: [info@martap.org](mailto:info@martap.org)  
Visit MARTap at [www.martap.org](http://www.martap.org)



**MassDOT and MArtap 2011-2012  
Helping Hand Mini Grant Application**

Agency: \_\_\_\_\_

Executive Director or Administrator: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

List general description and cost of each item for which grant will be used; must meet eligible uses as explained in the guidelines.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost:	\$	_____
Less 10% local contribution	\$	_____
Amount of Helping Hand Mini Grant Request (may not exceed \$750)	\$	_____

Please explain how this grant will improve delivery of transportation services.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of vehicles your organization operates \_\_\_\_\_

Enclose a one-page letter verifying source of 10 percent match commitment and, if necessary, further explanation of how funds will be used to improve transportation services. Send completed application and letter to MArtap, **PO Box 155, Foxboro, MA 02035**. Applications must be received on or before **January 31, 2012**. No late applications will be considered. A confirmation will be sent via email for applications received. All applicants will receive a response. More information will follow once the MArtap Advisory Committee reviews applications in mid-February. If you have questions, please contact MArtap at 877-MArtap1 (627-8271) or email to [info@martap.org](mailto:info@martap.org).