



## Grant Application for Bus Passes/Tickets for Nonprofit Organizations and Government Agencies

### Application Process Guidelines

- Ben Franklin Transit (BFT) is authorized to distribute passes or tickets to 15 nonprofit organizations/government agencies per month.
- Your organization can request passes or tickets with a combined value of up to \$750 each month.
- After BFT has received your application, you will receive an email confirming its receipt and informing you of your organization's eligibility.
- You can apply quarterly for monthly passes or 10-ride tickets.
  - Q1 = January, February, and March
  - Q2 = April, May, and June
  - Q3 = July, August, and September
  - Q4 = October, November, and December
- If you receive passes or tickets valued at less than \$750 for a month and learn that you will need additional passes or tickets the following month (still totaling less than the \$750 threshold), please send an email to [customerservice@bft.org](mailto:customerservice@bft.org) to request additional passes or tickets.
- The deadline for monthly passes is the 20th of each month for the following month's passes.
- You can apply for a minimal number of passes or tickets. Please request only the passes or tickets your organization would use in each quarter.
- There are no refunds or exchanges. If you cannot utilize the passes or tickets you have been provided, please give them to another eligible nonprofit organization or government agency that can use them.
- If your organization is approved for passes or tickets, you can pick them up at the Customer Service Center at BFT's Three Rivers Transit Center at 7109 W. Okanogan Place in Kennewick Monday through Friday, 8 a.m. to 5 p.m.
- No monthly reporting is required on the use of the passes or tickets your organization has been provided. However, you may be asked by BFT to provide periodic reports or updates on how the tickets were used.