

COMMUNITY PASSENGER TRANSPORTATION FUND – APPLICATION FORM

Instructions:

- This form must be used for all Community Passenger Transportation Fund application.
- Applicant should refer to the Fund's [Application Guide](#) for information related to the eligibility criteria, templates, and guidance.
- Applicant must complete their application using this application form.
- The onus is on the applicant to provide relevant information for each section of the application.
- The applicant must email the duly filled and signed application form, project budget and other supporting documents (if applicable) at ProgramManagement@mnpc.ca before **November 17, 2023 at 2:00pm P.S.T.**

SECTION: 1 – APPLICANT INFORMATION

Legal Name of Lead Organization:		
Legal Name of Partner Organization(s) (if applicable):		
Mailing Address (Lead Organization):		
Type of Organization (Lead Organization): Eligible Applicants must be one of: <ul style="list-style-type: none"> • A local government (municipalities, regional districts, incorporated areas) • A First Nations government (bands, corporations controlled by First Nations, Indigenous not-for-profit organizations) • A registered not-for-profit organization • Public Post Secondary Institutions (as long as they partner with a First Nation, local government or registered not-for-profit organization) • A Public-Private partnership (lead applicant must be one of the above eligible applicants and the partnership must either be established by contract or by a Memorandum of Understanding). 		
To be considered eligible for this Fund, your organization must be located in and provide services within at least one of the Trust's service region. Please select which region(s) apply to your organization.	Great Bear Rainforest Sunshine Coast South Vancouver Island Mid Vancouver Island	North Vancouver Island Pacific Rim Southern Gulf Islands
Primary Contact's Full Name:		
Primary Contact's Title:		
Primary Contact's Phone Number:		
Primary Contact's Email:		

SECTION: 2 – PROJECT INFORMATION

Project Title:

Project Summary and Background Information:

Please provide a summary of the proposed project including its scope of work and background information on your organization's role in supporting this project's activities.

Is the proposed project led by or does it have substantial involvement or partnership with a First Nations or Indigenous organizations? If so, please provide specifics as to how the proposed project promotes First Nations or Indigenous involvement.

SECTION: 2 – PROJECT INFORMATION

<p>Proposed projects should demonstrate adherence to one or more of the following foundational principles. Please select the one(s) that this proposed project seeks to adhere to?</p>	<p>Reconciliation</p> <p>Environmental Sustainability</p> <p>Inclusivity</p>	<p>Personal Safety</p> <p>Community Empowerment</p>
<p>Explain in detail how the proposed project seeks to adhere to the above selected foundational principles?</p>		
Empty space for explanation		
<p>Proposed projects must fit within at least one of the following four themes. Please select which one(s) the proposed project fits within?</p> <p><i>Descriptions of the four themes can be found under 'Eligible Projects' within the Application Guide</i></p>	<p>Strengthened Public Transportation Governance and Collaboration</p> <p>Broader Partnerships on Inter-Community Passenger Transportation</p> <p>Expand or Enhance Inter-Community Passenger Transportation Services</p> <p>Innovative and Non-Traditional Passenger Transportation</p>	

SECTION: 2 – PROJECT INFORMATION

Explain in detail how the proposed project fits within above selected themes?

Does the proposed project support the interconnection of underserved Indigenous, island, and/or smaller rural communities within the Trust's Service [region](#)? If so, please explain in detail how.

SECTION: 3 – PROJECT TIMELINE AND BUDGET

Project Start Date:	
Project End Date:	
Total Project Budget (as per budget template):	
Total Amount of Funds Requested: <i>Please note that the maximum funding available for each project is between \$5,000 – \$20,000</i>	
Additional Funds Being Leveraged Please provide the amount(s) of additional funds that are being leveraged, and where they are being sourced in order to complete this project. The sources of additional funding could be the lead organization, partner organization(s), or other funding sources., etc.	

SECTION: 4 – WORKPLAN SUMMARY

Below please provide a clear description of the proposed project's key objectives (goals, activities, and key milestones). In addition, please describe specific and measurable results for the project as follows:

- A clear timeline for when the key milestones are expected to be completed;
- Metrics that if achieved would deem the project to be successful in your opinion;
- A breakdown of the project budget including a description of each line item; and
- A rationale for how the results will be achieved with available resources and within the timeline provided.

You may append a detailed workplan should you require additional space.

SECTION: 4 – WORKPLAN SUMMARY

Given that one of the Fund objectives is to support sustainable projects, please elaborate how your proposal intends to create lasting benefits in terms of inter-community passenger transportation solutions for the communities involved.

SECTION: 5 – REQUIRED AND SUPPORTING DOCUMENTS

Please indicate which of the following documents are attached with the application:

Project Budget (Required)

A Project Budget template can be found on the fund website. You must use this template to present a breakdown of anticipated costs associated with your proposed project. Please include quotes for any expenses that exceed \$1,000.

Proof of Not-for-Profit Organization Registration (If applicable)

If you are a Not-for-profit Organization, please submit proof of your Not-for-profit Organization status.

Contract or Memorandum of Understanding that establishes a Public-Private partnership (If applicable)

If your project involves a Partner (organization or otherwise) please provide a contract or Memorandum of Understanding confirming the establishment of a Public-Private Partnership and what role each of the Partner(s) will play in the proposed project.

Confirmation of financial support from cost-sharing organization(s) (If applicable)

If your project relies on funding in addition to what may be provided through this fund, please provide proof of financial support from the additional funding sources. Additional sources may include the lead organization contributing to project costs, partner organizations, or other cost-shared or otherwise grants, loans, and incentive programs.

AUTHORIZATION

I have read and understood the Community Passenger Transportation Fund Application Guide including the fund's eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, including attachments.

I agree that once funding is approved, and a funding agreement between MNP and the lead organization has been executed, any change to the project proposal will require prior approval of MNP.

I understand that the information provided in this application may be accessible under the Freedom of Information and Protection of Privacy Act (FIPPA).

By entering my name here electronically, I authorize all of the above for this application:

NAME	TITLE	DATE
(ORGANIZATION SIGNING AUTHORITY)		

Island Coastal Economic Trust and Vancouver Island Economic Alliance gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Transportation and Infrastructure.