



COMMUNITY PASSENGER TRANSPORTATION FUND

Application Guide



Delivered by MNP LLP for Island Coastal Economic Trust in partnership with Vancouver Island Economic Alliance with funding from the Ministry of Transportation and Infrastructure.

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Cover Photo:

Pacific Rim Highway 4 connects communities on the west coast of Vancouver Island. © Destination BC / Yuri Choufour



ABOUT THE FUND

FUND OVERVIEW

In June 2023, the Island Coastal Economic Trust (the Trust) and the Vancouver Island Economic Alliance (VIEA), with funding provided by the Province of British Columbia, undertook strategic engagements on Vancouver Island, the Sunshine Coast, and parts of coastal B.C. The engagement process, including in-person and online engagement sessions and a public survey, was designed to seek input from local governments, First Nation governments, Indigenous organizations, community groups, transportation providers, and local research organizations on the challenges, gaps, and opportunities for passenger transportation within the study's geographic boundaries. The results of these engagements were published in a 'What We Heard Report' which can be found [here](#).

This report informed the Trust and VIEA to develop and launch the Community Passenger Transportation Fund ('Fund') using suggestions and recommendations that were identified by residents of the Trust's service area during the course of the engagements. This Fund aims to provide funding for projects that would enable people in communities to access and improve inter-community passenger transportation planning and services within this service area. The Fund will be administered by MNP LLP ('Program Management') and have a review committee comprised of management personnel from the Island Coastal Economic Trust and Vancouver Island Economic Alliance.

This Fund will begin accepting applications on **October 17, 2023** and the deadline to submit applications will be **November 17, 2023 at 2:00pm P.S.T.** If the Fund is not fully subscribed after the initial intake, applications will be accepted on a continuous basis until the Fund is fully subscribed. Fund information and applications can be found [here](#).

We invite applicants to contact **ProgramManagement@mnp.ca** or phone **778-265-8883** if you have any questions regarding the Fund or your application.

FUND OBJECTIVES

The goal of this Fund is to enhance the ability of residents and visitors within communities on Vancouver Island, the Sunshine Coast, and parts of coastal B.C., to safely, reliably, cost-effectively, and sustainably travel to other communities within the region.

The specific objectives are to:

- Strengthen passenger transportation governance and collaboration;
- Broaden regional partnerships on inter-community passenger transportation;
- Expand or enhance inter-community passenger transportation services, especially in rural and remote communities; and
- Create and/or expand innovative and non-traditional passenger transportation opportunities (e.g., car sharing, ride hailing etc.).

AVAILABLE FUNDING

The Community Passenger Transportation Fund has approximately **\$230,000.00** available to fund projects between **\$5,000** to **\$20,000**.

Communities that would benefit from the Fund are invited to apply for funds from **October 17, 2023**, to **November 17, 2023**. Once started, projects must be completed by no later than **October 1, 2024** with final reporting and expense claims submitted no later than **November 1, 2024**.

ELIGIBILITY

ELIGIBLE APPLICANTS



Figure 1 ICET Service Region

To be considered eligible for this Fund, applicants must be based within the Trust's service region per Figure 1 and represent one of the below:

- 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).

ELIGIBLE PROJECTS

Proposals must meet the requirements as described in Part 1 and Part 2, below:

Part 1: Foundational Principles

Proposed projects should demonstrate adherence to one or more of the following foundational principles:

- Reconciliation
- Personal Safety
- Environmental Sustainability
- Community Empowerment
- Inclusivity

Part 2: Themes

Proposed projects must fit within at least one of the following four themes:

Theme 1: Strengthened Public Transportation Governance and Collaboration

Proposals that provide for positive change in the way that inter-community passenger transportation is governed. This could include improvements to existing, or the establishment of new policies and/or plans that set the direction for inter-community passenger transportation within a region or community. Specifically, the policies and/or plans would be prepared collaboratively with stakeholders and rightsholders, including service providers, and administered by local governments and/or First Nations.

Theme 2: Broader Partnerships on Inter-Community Passenger Transportation

Proposals that support regional partnerships to coordinate on, or provide shared capacity and capabilities to offer, inter-community passenger transportation, especially for rural and remote communities (including Island communities).

Theme 3: Expand or Enhanced Inter-Community Passenger Transportation Services

Proposals on projects that extend the frequency, geographic scope, and/or hours of public inter-community transportation services, which can be regionally based, community-led or through a public-private partnership.

Theme 4: Innovative and Non-Traditional Passenger Transportation

Projects that support the expansion and improvement of innovative and non-traditional inter-community passenger transportation corridors and hubs.

Eligible activities and expenses must be incurred after the date that the Funding Agreement is signed between program management and the recipient. Expenses incurred prior to this date will not be considered.

Eligible expenses may include but are not limited to:

- Staff wages as they relate directly to the design and implementation of the project or services;
- Consulting services related to the design and implementation of the project or services (e.g. business plans);
- Public outreach and marketing costs associated with the promotion and delivery of the project or services;
- Purchase or installation of technology (hardware or software) that support the delivery of the project or services;

- Rental equipment required for the successful delivery of the project or services;
- Other reasonable costs approved for by program management;
- Legal or professional fees associated with the formation of formal partnerships, including, but not limited to generation of terms of reference;
- Modifications to vehicles to increase accessibility; and
- The purchase of vehicle(s) in support of existing operations or service.

INELIGIBLE ACTIVITIES AND EXPENSES

The following activities and costs are not eligible for reimbursement under the Fund. This is not an exhaustive list and applicants are encouraged to reach out to Program Management if they are unsure if an activity is eligible.

- capital costs associated with purchasing vehicles (except as noted above under eligible expenses)
- administrative and overhead expenses such as rent, administration, payroll and accounting, supervision of employees other than where supervision is incidental to management of the project, insurance, office supplies, printing, mailing, utilities, membership dues, subscriptions, or accounting activities;
- costs of purchasing land, an interest in land, or licence to land, and real estate fees;
- in-kind contributions;
- GST and/or PST on or included in any Eligible Expense, or any other tax or government levy for which the Recipient is eligible for a refund or credit;
- interest or financing charges;
- expenses related to cost overruns or if the project or element(s) of the project are cancelled;
- staff wages not directly related to the implementation of the project;
- legal fees (except as noted above under eligible expenses);
- expenses associated with submitting the Proposal or negotiating the Funding Agreement;
- expenses related to the statutory duties of governments or other entities;
- activities inconsistent with provincial laws, regulation, determinations, or policies;
- expenses related to the lobbying of any government or government authority;
- expenses associated with the use or purchase of computers or personal devices (e.g., costs relating to mobile or landline phones, costs of desktop or laptop computers or internet service provider fees, etc.), except where the computer is an integral part of the Project;
- expenses paid prior to signing the Funding Agreement;
- expenses incurred that are not evidenced by Proof of Payment;
- expenses incurred outside of the Province of British Columbia.

APPLICATION PROCESS

CALL FOR APPLICATIONS

This Fund will begin accepting applications on October 17, 2023 and the deadline to submit applications will be November 17, 2023 at 2:00pm P.S.T. If the Fund is not fully subscribed after the initial intake, applications will be accepted on a continuous basis until the Fund is fully subscribed.

REQUIRED APPLICATION INFORMATION

To apply for funding, you must submit the following information:

- A completed application (accessibility alternatives provided below);
- A completed project budget, with quotes to support any single expenses that exceed \$1,000.

ADDITIONAL SUPPORTING MATERIAL

- Evidence of Not-for-Profit Status
- A Contract or Memorandum of Understanding that establishes a Public-Private partnership (if applicable)
- Confirmation of financial support from cost-sharing organizations (if applicable)

APPLICATION SUBMISSION

MNP is administering this fund on behalf of the Trust. We invite applicants to contact **ProgramManagement@[mntp.ca](mailto:ProgramManagement@mntp.ca)** or phone **778-265-8883** if you have any questions regarding this Fund or your application. Completed applications, budget templates, workplans and supporting information can be submitted in one email to **ProgramManagement@mntp.ca** before the deadline to submit applications.



British Columbia's scenic Inside Passage with multiple islands viewed from a ferry.

ACCESSIBILITY

In administering this Fund, MNP, the Trust and its partners wish to remove barriers associated with application and reporting processes. If you wish to submit your application through an alternate means, such as an audio or video recording, or a live audio or video call, you may do so by observing the below:

For recorded audio / video submissions

- Clearly state the question from the application form that you are addressing.
- Provide your response to the specified question.
- It is important to follow the order of questions as outlined in the application form and capturing your responses accordingly.
- Each response will be assessed individually, thus its important to provide a comprehensive answer to each question.
- Once you have addressed all questions within the application, proceed to submit your audio or video file via email to **ProgramManagement@mdp.ca**.
- When submitting your audio or video file(s) please make sure to include the completed budget template, and supporting information (if necessary) within the same email.

For live audio or video call submissions:

- Request a time from the Program Management team to conduct a live submission of your application. Note: submission meetings must be held, concluded, and supporting information provided prior to the stated deadline. Requests for submission meetings should be made no less than 72 hours prior to the deadline (no later than November 14 at 2:00pm PST).
- On the established date and time, a member of the Program Management team will call the applicant.
- This call will be recorded to ensure the applicant's responses are transcribed in full.
- The Program Management team will follow the same set of questions found in the application available through the Fund website. A member of the team will ask the applicant each question and transcribe the provided answers.
- Its important to note that each response will be assessed individually, thus its important to provide a comprehensive answer to each question and not rely on answered provided to earlier questions.
- After completing all the questions, the Program Management team will read all answers back to the applicant and ask for their confirmation to consider their submission as final.
- Following this, all applicants will be required to submit a budget template and supporting information (if necessary) via email to **ProgramManagement@mdp.ca** before the application submission can be considered complete.

If other accommodations that may increase accessibility and reduce barriers are required, please contact Program Management for further assistance.

INTAKE PROCESS



STEP 1: APPLICATIONS SUBMITTED

The application, budget template, and supporting information must be submitted before the stated application deadline. Incomplete applications will not be considered for funding.

Applicants are to:

- Provide a clear description of the proposed project objectives (goals), activities and allocation of requested funds.
- Describe how the proposed project objectives meet the Fund Objectives and other Eligibility Criteria.
- Describe specific, measurable results for the project as follows:
 - Key milestones and a clear timeline.
 - Metrics that offer a means for judging success in achieving the desired results.
 - A rationale for how these results can be achieved with the available time and resources.
- Breakdown a proposed project budget including any contributions being made by the applicant or project partners and any additional sources of external funding that has been considered, applied for, or received as well as a cost estimate supported by quotes, if possible

STEP 2: APPLICATIONS ASSESSED

Fund staff will conduct an initial review of all applications to ensure completeness of documentation and eligibility. A Review Committee comprising of but not limited to management personnel from the Trust and VIEA will evaluate all applications. Applications that best demonstrate that they meet the Fund Objectives and Eligibility Criteria will be prioritized for funding.

STEP 3: DECISIONS COMMUNICATED

All applications received prior to the Call for Applications closing date will be reviewed by the Review Committee using the screening and Assessment Criteria.

Once the Review Committee has completed their evaluation of the application, an official response will be given to the applicant. It is anticipated that funding decisions will be communicated to applicants in January 2024.

Successful applicants will be notified and offered a Funding Agreement. Unsuccessful applicants will also be notified and offered an opportunity to seek feedback.

STEP 4: FUNDING AGREEMENTS ISSUED

Upon notification of a successful application, applicants (soon to be recipients) and MNP LLP will enter into a Funding Agreement that sets out the terms and conditions of funding. This will confirm both parties understanding of the project, the maximum contributions and amounts to which the applicant is entitled, the reporting requirements, and the payment terms and conditions.

Projects with executed Funding Agreements will be eligible to receive 50% of approved project funds in advance, with the balance of the funds held back upon conclusion of the project, submission and approval of a final report and expense claim.

STEP 5: PROJECTS CAN BEGIN

Projects will only be eligible to receive funding after the date on which the Funding Agreement is signed with MNP LLP.

Any expenses incurred before the Funding Agreement has been executed will be deemed ineligible and not reimbursed.

Projects must be completed by **October 1, 2024**.

ASSESSMENT CRITERIA

All applicants must meet basic eligibility criteria. Eligible applications will be assessed and scored based on the information provided in their submitted application. Applications will be assessed using the below weightings:

Projects assessment and decision making will made to strive for balance across the principles and themes of the Fund.

Project Intention (50 Points)	Project Implementation (30 points)	Project Outcomes (20 points)
<ul style="list-style-type: none"> • Clarity of Project Scope and Intentions (5 points) How well is the project described, including its scope and goals? • Indigenous involvement (15 points) Is the project led by or does it have substantive involvement or partnership with a First Nation or Indigenous organization. • Alignment with Fund Objectives and Themes (20 Points) Does the project clearly align with one or more of the specified Fund objectives and principles as well as support at least one of the four themes? • Project Need (10 points) Does the project support the inter-connection of underserved Indigenous, island, and/or smaller rural communities? 	<ul style="list-style-type: none"> • Timeline and Budget (15 points) Is there a realistic and well-defined budget and timeline (with the project concluding as of October 1, 2024) for project implementation, including key milestones and deliverables? • Achievability (15 points) Given its scope, is the proposed project plan achievable within the stated timeline and budget? 	<ul style="list-style-type: none"> • Ability to Demonstrate Success (10 points) Can the project reasonably report on successes in keeping with its goals within the timeframe of the Funding Agreement? • Sustainability (5 points) Does the proposal have the potential to create lasting benefits as it relates to transportation solutions for the communities involved? • Measurable Impact (5 points) Are there clear metrics or indicators to measure the success and impact of the projects in terms of increased transportation options, connectivity, and reduced environmental impact?

FUNDING TERMS

FUNDING AWARD

Successful applicants will receive an initial payment (50% of the total grant amount) upon execution of a funding agreement. To request additional payments, approved applicants are required to submit progress/ final reports which include a description of activities to date. This may mean that recipients will be required to undertake expenses first and be reimbursed upon acceptance and approval of their progress/final reports. The total funding cannot exceed what was awarded to the recipient through the funding agreement.

REPORTING

Funding recipients are required to submit a mid-term progress report and a final report that outlines the project's performance and outcomes. Program Management will provide reporting and expense claim templates to funding recipients.

Reports and expense claims must be filled out and submitted to Program Management by the reporting deadline(s) outlined in the Funding Agreement. Project invoices and proof of payment are also required to be submitted along with the expense claim. It is important that all project reports are submitted on time and with all required information.

Reimbursement will be based on actual expenses incurred and must correspond to those listed in the fully executed Funding Agreement.

All approved projects are to be completed within the term specified in the funding agreement, and no later than October 1, 2024.

PRIVACY AND CONFIDENTIALITY

Applications submitted under the Fund are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of Fund administration and the evaluation of eligibility. All documents received by the Fund are treated as confidential.

Once a project is approved, the name of the successful applicant, location, date of approval, funding amount, and the project descriptions may be proactively disclosed to the public.

APPLICATION SUPPORT AND ENQUIRIES

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Float plane flying above Ruby Lake, BC



Delivered by MNP LLP for Island Coastal Economic Trust in partnership with Vancouver Island Economic Alliance with funding from the Ministry of Transportation and Infrastructure.