

## GRANT APPLICATION: REGIONAL TRANSPORTATION ENHANCEMENT PROGRAM



### 1. Project Funding Stream

1.1 Funding Stream Applicable to Project

### 2. Project Name

2.1 Project Title

### 3. Lead Applicant Profile

3.1 Lead Applicant Organization (Legal Name):

3.2 Eligible Organization Type

3.3 Non-profit society registration number: (if applicable)

3.4 Passenger transportation licence number: (if applicable)

3.5 Business registration number: (if applicable)

3.6 Length of time the organization has been in operation:

3.7 Mailing address:

3.8 Telephone:

3.9 Email:

4.0 Website (URL):

### 4. Primary Contact Information

4.1 Primary contact (for this application):

4.2 Position/title:

4.3 Email:

4.4 Primary phone number:

4.5 Secondary phone number:

**5. Collaborative Partner(s)**

★ The applicant is **required** to identify a **minimum of one** collaborative partner organization if applying under program stream **RTE3 - Seasonal Service Delivery/Expansion**. If you have more than 2 collaborative partners, add information as an attachment to the application.

4.6 Collaborative Partner Organization (Legal Name):	
4.7 Eligible Organization Type	
4.8 Non-profit society registration number: (if applicable)	4.9 Passenger transportation licence number: (if applicable)
4.10 Business registration number: (if applicable)	4.11 Length of time the organization has been in operation:
4.12 Mailing address:	4.13 Telephone:
4.14 Email:	4.15 Website (URL):
4.16 Describe how the partner(s) will:	
Support the application	
Participate in the planning and execution of the service	
Contribute to the service, either financially or through in-kind contributions	
Benefit from the service	
4.17 Collaborative Partner Organization (Legal Name):	
4.18 Eligible Organization Type	
4.19 Non-profit society registration number: (if applicable)	4.20 Passenger transportation licence number: (if applicable)
4.21 Business registration number: (if applicable)	4.22 Length of time the organization has been in operation:
4.23 Mailing address:	4.24 Telephone:
4.25 Email:	4.26 Website (URL):
4.27 Describe how the partner(s) will:	

Support the application	
Participate in the planning and execution of the service	
Contribute to the service, either financially or through in-kind contributions	
Benefit from the service	

## 6. Timeline

6.1 Stage of project:	Scheduled date (dd-mmm-yyyy):
Project start date	
Forecasted in service date <i>*Cannot start prior to January 1, 2024</i>	
Project completion date <i>*Cannot end after October 15, 2024*</i>	

## 7. Project Overview

✦ - Section A must be completed for all funding streams and Section B to be completed if applying under RTE3 – Seasonal Service Delivery/Expansion only.

<b>Section A – Project Information</b>	Select applicable stream:
7.1 Describe the project scope	
7.2 Describe the team expected to be involved in providing the service including roles and responsibilities of each member.	
7.3 Describe the capacity of your team to deliver the project scope	
7.4 List the communities that will be included in the service area or project/study area:	
7.5 Estimated number of people living in the study or project / service area:	
7.6 What steps have been taken to reduce reliance on grant funding to deliver the proposed project?	

7.7 Outline how the service has been designed to be inclusive and accessible, including the project's potential to accommodate youth, Elders / Seniors, persons with disabilities and other diverse equity groups:

7.8 Describe the direct economic benefit the project will have for smaller communities and First Nations

7.9 Enter a description of how the project reflects the Regional Transportation Enhancement Program's objective and the expected project outcomes. *Please identify the gaps and/or recommendations that this project addresses from the Regional Ground Transportation Study.*

**SECTION B - Service information: RTE 3 applicants must complete this section.**

7.10 Describe your organization's experience providing transportation services

7.11 Is this a new service or expansion of an existing service?  
*"Expansion" may refer to additional service per day or days of the week or may also refer to expanding the area that is served by an existing service.*

- ☐ New service  
☐ Expansion

7.12 If this is an expansion of an existing service, how long has the existing service been in operation?

7.13 Number of vehicles proposed to be used for service

7.14 Provide make, model, year, capacity, and odometer reading of the vehicle(s). Also attach organization's fleet list with application.

*Note that this Funding may NOT be used to purchase new vehicles.*

7.15 Do the vehicle(s) have ramp loading availability (i.e., are they accessible)?	
7.16 Please describe where the vehicle(s) would be stored and maintained	
7.17 Do your vehicles undergo a preventative maintenance program?	
7.18 Should the application be approved, can you provide proof of commercial vehicle insurance through ICBC?	
7.19 What is the availability to switchout vehicle(s) on the fly if there is a maintenance issue that arises? Is there an ability to notify the public of any potential service disruptions?	
7.20 Is this a free service, fare based, or combination?	<input type="checkbox"/> Free service <input type="checkbox"/> Fare based <input type="checkbox"/> Combination of free service and fare based
7.21 If the service is fare based, please provide an overview of the fares that will be charged to riders:	
7.22 Using volunteers, paid staff, or combination?	<input type="checkbox"/> Volunteers <input type="checkbox"/> Paid staff <input type="checkbox"/> Combination of volunteers and paid staff
7.23 How would you accommodate customer enquiries?	
7.24 Number of hours per day vehicle would be on the road in service	
7.25 Service days	<input type="checkbox"/> Weekday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
7.26 Service Frequency	
7.27 Total new in-service hours	

## 8. Project Budget

Complete Project Budget Template and submit with the application.

## 9. Attachments

Check all documents that are applicable **and** attached to this application:

Document name:
<input type="checkbox"/> Detailed project budget using ETSI-BC's Project Budget (required; in excel format)
<input type="checkbox"/> Verification of approval from other funding sources (e.g., provision of approval letter or contract).
<input type="checkbox"/> Most recent annual financial statements (required)
<input type="checkbox"/> Existing vehicle inventory (required if providing transportation services under RTE 3)
<input type="checkbox"/> Society certificate of incorporation (required for not-for-profit applicants)
<input type="checkbox"/> Detailed quotes for consultant services, software costs, etc..
<input type="checkbox"/> Letters of support from community organizations
<input type="checkbox"/> Copy of passenger transportation <a href="#">license</a> (if applicable)
<input type="checkbox"/> Lease agreement or user agreement (if applicable)
<input type="checkbox"/> Financial plan, business plan or other market research conducted (if applicable)
<input type="checkbox"/> Asset management plan (if applicable)
<input type="checkbox"/> Partnership agreement(s) (if applicable)
Other:
Other:
Other:
Other:

## 10. Authorization and Affirmations

I have read and understand the Application Guide and confirm that all the required information has been completed in this form, and required attachments are being submitted.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I confirm that the organization is financially solvent, is compliant with all relevant federal and provincial filings, and has the capacity to carry out the project.

I agree to enter into an agreement with the ETSI-BC prior to commencing the project and acknowledge that project costs incurred in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.

I agree that once funding is approved, any change to the project proposal will require prior approval of the Economic Trust of the Southern Interior.

I understand that Information provided in the application form may be shared with ETSI-BC Board, Committee and staff members, Province of BC, and/or the public in the ETSI-BC Annual Report and other publications.

I authorize ETSI-BC to make enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in the organization's field of activities, to collect and share information with them, as ETSI-BC deems necessary, in order to reach a decision on the application, to administer and monitor the implementation of the project and to evaluate results after project completion.

I agree to submit project updates, financial reporting and photos as required by ETSI-BC on the funded project.

I authorize ETSI-BC to use photos and information about the project on their website and in their publications.

I commit to publicly acknowledging funding and assistance by ETSI-BC.

I affirm that the organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.

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

Name (organization signing authority): ✦ <i>Please type name.</i>	Position/title:
Signature:	Date (dd-mmm-yyyy):

## 11. Submitting Your Application

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Completed funding applications (with all required attachments) should be provided electronically to ETSI-BC by email to [info@esti-bc.ca](mailto:info@esti-bc.ca).

★ *Please submit this Application Form and all attachments in one email; do not scan this form unless you are only scanning the signatory page.*