

British Columbia
Active Transportation Grant Program
Infrastructure Grant
Guidelines 2024/25



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DISCLAIMER: In the event of a conflict between the B.C. Infrastructure Grants Program Guidelines 2023/24 and the Conditional Grant Agreement signed by the grant recipient and MoTI, the Conditional Grant Agreement prevails.

1.0 INFRASTRUCTURE GRANT PROGRAM OVERVIEW

These program guidelines include details about active transportation infrastructure grants and how to apply for one. If you are interested in funding for an active transportation network plan, please review the [Active Transportation Network Plan Program Guidelines](#).

1.1 What is Active Transportation?

Active transportation is human-powered forms of transporting people and goods to work, school and community activities. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, using a wheelchair or other mobility device, rolling (e.g., skateboarding, in-line skating), and other modes that are winter focused (e.g., cross-country skiing, snowshoeing) or water based (e.g., kayaking, canoeing, stand-up paddleboard). The focus of the Grants Program is primarily on infrastructure that supports safer walking, cycling, rolling, and use of mobility devices (that are legal to use on roads in British Columbia)

1.2 Purpose

The Province of British Columbia's Active Transportation Infrastructure Grant is to support the [CleanBC Strategy](#) through community-specific active transportation networks that are safe, accessible, and convenient for all ages and abilities.

2.0 ELIGIBILITY

British Columbia's Active Transportation Infrastructure Grants are available for Indigenous, municipal, regional governments and Islands Trust. Indigenous Economic Development Corporations where the Nation is the shareholder are eligible as well. There is a limit of two infrastructure applications per community per intake cycle. Joint applications between partner governments are welcome if both applicants are individually eligible. The Province provides financial assistance for community projects where the focus is on infrastructure that support safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing, culturally relevant activities, and errands.

Infrastructure Grant Eligibility

Active transportation infrastructure projects must satisfy the following in order to be eligible for provincial funding:

- 1) BCAT funded infrastructure projects with a budget of under \$1 million that were awarded before 2023/24 must be complete by the time of this application submission.
- 2) BCAT funded infrastructure projects with a budget over \$1 million that were awarded before 2022/23, must be completed by the time of this application submission.
- 3) A proposed project must be part of an Active Transportation Network Plan (ATNP), Cycling Network Plan, Active Transportation policy, Transportation

Plan, Greenways Plan, Sustainability Plan or referenced in an Official Community Plan, a Regional Growth Strategy, or equivalent. If a proponent does not satisfy any of the above, a local, regional, or Indigenous government with a population of up to 25,000 may apply for ATNP funding (see the [ATNP Program Guidelines](#)).

4) To be eligible for funding, projects must be “shovel ready.”

This includes:

- All project design work is complete.
- The Cost Estimate submitted with the Grant Application must be Class A-C (see Cost Estimate form for more details) and current or forecasted to proposed construction date.
- Land or property purchases, or land exchanges are complete, or will be before project construction starts.
- Access to right of ways within the project area are approved (e.g., BC Hydro, BC Rail, Ministry of Transportation and Infrastructure) are complete (if applicable).
- Environmental approvals (e.g., Department of Fisheries and Oceans, Ministry of Environment, Agricultural Land Commission) are complete (if applicable).
- Community consultation is complete (if applicable as it may have been part of earlier consultation from the development of a network plan, or similar).
- Consultation with large vehicle operators on the proposed route is complete (e.g., B.C. Ferries, Public Transit, Emergency Services).
- The project meets best practices for safe infrastructure design. The Ministry of Transportation and Infrastructure (MoTI) suggests the following resources:
 - i. [British Columbia Active Transportation Design Guide](#) This is a free resource, published by the B.C. Government
 - ii. [Bikeway Traffic Control Guidelines for Canada](#) (2nd Edition), Transportation Association of Canada (TAC)
 - iii. [Guidelines for the Development of Bicycle Facilities](#) (4th Edition), American Association of State Highway and Transportation Officials
 - iv. [Urban Bikeway Design Guide](#), National Association of City Transportation Officials
- Council or Board resolution authorizing the project with funding share secured If the resolution will not be available by application deadline due to Council/Board meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2024.
- Band Council or Tribal Council resolution authorizing the project with applicable funding share secured
 - If resolution will not be available by application deadline due to Band Council/Tribal Council meeting schedules, a draft resolution with

anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2024.

- 5) Projects with total eligible costs of under \$1 million must be completed by March 31, 2026. Projects with total eligible costs of \$1 million and over must be completed by March 31, 2027.
- 6) The completed infrastructure must be open for public use.
- 7) For projects that are not solely amenities or end-of-trip facilities, a usage count at the proposed project site must be completed and submitted with the application. Successful applicants must agree to also conduct a follow-up count one year of project completion. See note on usage counts below.

2.1 Eligible Expenditures - Infrastructure

Eligible expenditures for infrastructure grants are those costs incurred starting on the date the Minister of Transportation of Infrastructure approves the project and ends on the project completion date established in the Conditional Grant Agreement. The Conditional Grant Agreement is prepared and signed by both parties' weeks after the Minister approves the project. The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials:

- Active transportation automatic counters (see note below)
- Actuated crosswalk
- Audible warnings and message systems for pedestrians and cyclists (e.g., sensors, signals, lights and push buttons)
- Bicycle lanes: protected, buffered, painted, advisory, accessible shoulders
- Bridges or overpasses specifically for active transportation purposes
- Concrete barriers
- Construction
- Curb extensions
- Curb ramps
- Engineering and design work (only for revisions of design drawings for unanticipated circumstances)
- Fencing (only where required for safety)
- Installing catch basins and utility access basins
- Intersections/crossings
- Overhead pedestrian flashers
- Pavement markings (excluding decorative markings)
- Project management (up to 15% of total eligible approved costs)
- Railings or lean bars
- Rapid flashing beacon or other side mounted flashing beacon
- Raised crossings

- Raised barriers
- Restoration landscaping
- Retaining walls
- Separated multi-use paths/trails
- Sidewalk
- Signage, including speed limit signage to reduce motor vehicle speeds
- Stairs
- Street markings
- Tactile attention indicators and tactile direction indicators for the visually impaired
- Traffic calming devices including road treatments to reduce speeds, e.g., speed humps
- Trees
- Upgrading existing active transportation infrastructure
- Utility relocation

Note on Usage Counts and Automatic Counters:

The B.C. Active Transportation Infrastructure Grants Program requires a usage count (pedestrians, bicycles, and other forms of active transportation) on proposed infrastructure project sites and requires successful recipients to conduct a follow-up count within one year of project completion. Projects that are solely amenities or end-of-trip facilities (e.g., benches, bicycle parking) do not require a usage count. Conducting counts during a minimum of two discrete time periods is required, but four or more are recommended. Usage counts should be conducted during peak commuting periods. Please see the [Usage Count Form](#) for more information. Use the Usage Count Form for collecting data in the field during the pre-count and be prepared to enter any pre-count data directly into the grant application.

The Grants Program strongly encourages applicants to create a permanent count program for quantifying active transportation infrastructure usage. Count data is useful for monitoring travel patterns, measuring the usage of facilities, evaluating the impact of projects, directing future infrastructure investment, and more. A count program can take many forms, from travel surveys, trip diaries, video, or in-person (manual) counts, or automatic counters. Automatic counters are an eligible expense through the Infrastructure Grant, and data collection costs (e.g., for planning rollout of a longer-term counts program) are an eligible expense through the Network Planning Grant. Suggested steps for building a count program are:

1. Define need: Count programs with defined needs and outcomes are easier to plan, fund, and implement. Clear objectives facilitate discussion on the optimal strategy, method, and equipment for the count program.
2. Assess resources: What data exists already? Has there been a counting program in the past? What other stakeholders or agencies could help support a count program? Is there capacity for ongoing operations and maintenance related to a count program?
3. Develop a plan: Site selection is essential to ensure quality data. Determine methods, equipment, and duration. If automatic counters are desired, determine type, budget, and procurement. How will data be used and shared?

4. Implement and adapt: Acquire and install automatic counters or run manual count program. Consider a pilot project or staged rollout to allow time for training, managing obstacles, and assessing progress.
5. Manage data and counters: Document site and equipment specifications, develop a schedule for short-duration counts, verify data, formulate correction and adjustment factors (such as weather or season which may contextualize ridership).
6. Share and analyze: Document how bike counts are collected and used. Sharing count data online furthers transparency and community engagement and allows it to be used by researchers and advocates.

For more information on count programs, please see chapter I.2 of the [B.C. Active Transportation Design Guide](#) as well as the [NCHRP 747 Guidebook on Pedestrian and Volume Data Collection](#) and the [PBIC Infobrief on Count Programs](#).

2.2 Eligible Expenditures – End-of-Trip Facilities and Amenities

Active transportation end-of-trip facilities or amenities are eligible for provincial cost-sharing but must complement the current active transportation infrastructure, and the public use and benefits must be clearly demonstrated. Typical cost-shareable items may include labour and materials for the following:

- Benches
- Bicycle and pedestrian counters
- Bicycle ramps
- Bicycle storage/cages
- Bicycle lock security systems for bicycle storage
- Bicycle racks
- Bicycle repair stands
- Bicycle shelters and shelter lighting
- Charging outlets for electric bikes
- Lighting
- Personal mobility share infrastructure (e.g., docking stations for e-bikes, e-scooters)
- Skateboard rack
- Washrooms
- Water fountains
- Wayfinding signs
- Weather protected benches

3.0 INELIGIBLE PROJECTS

Proposed active transportation infrastructure projects are ineligible for grant funding if:

- Project creates an unsafe or illegal active transportation environment that contravenes the *Motor Vehicle Act*

- Project began construction prior to project approval date
- Project is considered maintenance (not enhancement) of existing infrastructure
- Project is purely beautification
- Project is for recreation sites (e.g., skateboard parks, mountain bike trails or velodromes)
- The completed infrastructure is not for public use
- The project will be completed after March 31, 2026, for projects with total eligible costs under \$1 million total eligible project cost
- The project will be completed after March 31, 2027, for projects with total eligible costs over \$1 million.

3.1 Ineligible Costs

The recipient cannot claim any of the following towards the provincial cost-share of the active transportation project:

- Artificial plastic turf
- Costs incurred prior to the project approval date or after the project completion date set out in the Conditional Grant Agreement
- Any goods and services costs which are received through donations or in-kind
- Interlocking pavers
- Landscaping, beyond restorative measures
- Legal costs
- Property acquisition and related costs (e.g., surveys)
- Taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- Vehicle parking facilities
- Administrative overhead expenditures (e.g., office supplies, phone bills, etc.)
- Maintenance costs
- Catering costs
- Project management costs exceeding 15% of total approved eligible costs
- Educational or promotional signage (excluding wayfinding signage and project signage)

The incremental costs of the eligible applicant's employees related to construction of the project may be included as eligible costs under the following conditions:

- The recipient can demonstrate that it is not economically feasible to tender a contract,
- The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- The arrangement is approved in advance and in writing by the Province.

4.0 GRANT AMOUNT

The Province provides cost-share funding of up to \$500,000 per infrastructure project to help build safe, active transportation networks.

Funding is offered on a sliding scale which emphasizes opportunities for Indigenous communities and smaller communities. Indigenous governments may apply for up to 80% of total eligible project costs. If a project is a partnership that spans Indigenous and municipal properties, the applicants may apply for up to 80% of total eligible project costs.

Community profile is determined from the most recent Census. Regional Governments may apply the population size of the subject community. Applicant assumes responsibility for any associated increase in operating or maintenance costs resulting from the project.

Percent of Eligible Funding	Applicant's Community Profile
80%	Indigenous government or partnership between local government and an Indigenous government
70%	Population less than 15,000
60%	Population between 15,000 to 25,000
50%	Population over 25,000

4.1 Third-party Contributions

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province's share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial cost-share portion.

The Federal Gas Tax - Community Works Fund is not considered a third-party contribution for this program because it is part of local government's general revenue. The Community Works Fund can be counted as the applicants share toward the total project costs.

4.2. In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space, and materials, which are provided at no cost or below fair market value to the Recipient.

5.0 APPLICATION INTAKE

Local governments (e.g., non-Indigenous applicants) must submit applications during the intake window only. The 2024/25 intake will open September 3, 2024, and close October 31, 2024. Late applications will not be accepted. Application **will not be reviewed** unless all necessary information has been submitted, including

mandatory/supporting documents.

5.1. Rolling Intake

Indigenous applicants (Indigenous governments and Indigenous Economic Development Corporation where the Nation is the shareholder) may apply at any point in the year for a rolling intake through the online portal. Partnerships between local government applicants and Indigenous applicants are also eligible for the rolling intake. Please contact BCATgrants@gov.bc.ca for details on how to apply to the rolling intake.

5.2. Application Submission

Please note that there is a limit of two infrastructure applications per community per intake cycle.

Submit the online application form along with other supporting/mandatory documentation (see full list in table below) through the on-line portal. A cost estimate sheet in a form established by the Ministry must be submitted with the Active Transportation Infrastructure form. Review Section 2.1 and ensure that only eligible expenditures are included in the cost estimate sheet. The program allows up to 20% contingency to be added to the detailed cost estimate to cover unanticipated project expenses to ensure the project is implemented to meet or exceed the project outcomes. The proponent is responsible for any cost overruns in excess of the total approved eligible costs. The Cost Estimate must be either current or forecasted to proposed construction or network plan start dates. The Cost Estimate must be Class A-C for infrastructure, as Class D Cost Estimates will be ineligible.

All applications and supporting documentation submitted are subject to the Provincial Freedom of Information and Protection of Privacy Act ([FOIPPA](#)). For more information regarding this Act, please reference FOIPPA. Questions regarding FOIPPA and applications can be sent to the following email address: BCATgrants@gov.bc.ca.

Applicants are encouraged to reach out to program staff at BCATgrants@gov.bc.ca with any questions that arise while preparing their applications. Please allow as much time as possible before the submission deadline.

Document Details	
<input type="checkbox"/>	Online application (or paper application form)
<input type="checkbox"/>	Cost Estimate
Mandatory	

<input type="checkbox"/>	<p>Council/Board/Band Resolution/Indigenous Government Approval</p> <ul style="list-style-type: none"> Resolution/Approval must confirm that the local share of funding is available and supported, and that project is a municipal priority and is intended to be complete within the required timeline. Resolution/Approval must also confirm that the proposed project is “shovel ready” according to the criteria in Section 3 of the Infrastructure Application or equivalent wording. If a resolution will not be available by application deadline due to Council/Board meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2024. 	
<input type="checkbox"/>	<p>Project specific map(s)</p> <ul style="list-style-type: none"> Detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices (e.g., schools, shopping areas, large employers). 	Mandatory
<input type="checkbox"/>	<p>Detailed design drawings made by a qualified engineer or technologist.</p> <ul style="list-style-type: none"> For rural and Indigenous active transportation projects, additional consideration will be given for designs done by qualified or experienced trail builders. Please contact program staff at BCATgrants@gov.bc.ca to discuss further. 	
<input type="checkbox"/>	<p>Before photos of the proposed project.</p> <ul style="list-style-type: none"> After photos will be required upon project completion. 	
<input type="checkbox"/>	<p>Community and/or Indigenous government consultation summary</p>	
<input type="checkbox"/>	<p>Letters of support to reflect community consultation</p>	Mandatory (where applicable)
<input type="checkbox"/>	<p>Permits/Approvals/Authorization Letters</p> <ul style="list-style-type: none"> E.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Hydro, etc. 	
<input type="checkbox"/>	<p>Environmental approvals</p> <ul style="list-style-type: none"> E.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc. 	
<input type="checkbox"/>	<p>Endorsement from large vehicle operators who operate on the proposed route</p> <ul style="list-style-type: none"> E.g., Public Transit, Emergency Services 	
<input type="checkbox"/>	<p>Usage count at proposed project site if infrastructure project does not solely consist of amenities or end-of-trip facilities</p>	

6.0 APPLICATION EVALUATION

All applications will go through an evaluation process that involves multi-disciplinary staff. An initial review of all applications is done to ensure completeness of documentation and program eligibility. Applications that are complete and deemed eligible will then be evaluated against preferred program criteria. Applications are recommended using a priority ranking system to identify projects that best meet the program goals.

6.1 Preferred Project Criteria

Proposals that satisfy the eligibility criteria will be evaluated based on the following criteria:

- 1) Improves community connectivity through:
 - Continuity between existing or planned transportation corridors
 - Connections to destinations (e.g., education, employment, hospitals, schools, recreation, parks)
 - Linkages/multi-modal integration (e.g., public transit, ferry, airports)
 - Partnerships between jurisdictions (e.g., Indigenous government and local governments)
 - Data gathering through bicycle or pedestrian automatic counters
- 2) Improves safety through:
 - Project aligns with the [B.C. Active Transportation Design Guide](#) and other best practices. Project responds to any safety concerns raised in the community and is supported by documentation and data. Where quantitative data is unavailable, qualitative, or anecdotal safety concerns are permitted.
 - i. [ICBC Statistics](#) and crash maps for the Province and [Transport Canada's National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles.
 - ii. Physical separation from motor vehicles (where possible and/or appropriate)
 - iii. Cyclist/pedestrian bridges and overpasses (where possible)
 - iv. Lighting and intersection improvements
 - v. Appropriate type, protection and width of bicycle lane, as suggested in the [B.C. Active Transportation Design Guide](#). See quick reference tables for recommended width below, please consult the appropriate section of the Design Guide for full context.

Design Guide Reference Table	Facility Type	Subtype	Desirable Width (m)	Constrained Width (m)
D-10	Neighbourhood bikeway	Clear Width	5.5	4.0
D-11		Bicycle Through Zone (Uni-Directional)	2.5	1.8

	Protected bicycle lane	Bicycle Through Zone (Bi-Directional)	4.0	3.0
		Street Buffer Zone	0.9	0.6
		Furnishing Zone	2.0	0.25
D-16	Curbside Bicycle Lane	Bicycle Lane	1.8	1.5
		Buffer between motor vehicle lane and bicycle lane	0.6	0.3
D-17	Contraflow Bicycle Lane	Bicycle Lane	1.8	1.5
		Buffer between motor vehicle lane and bicycle lane	0.6	0.3
D-18	Advisory Bicycle Lane	Road with advisory bicycle lanes on both sides	9.2	6.6
		Advisory Bicycle Lane Component	2.1	1.8
		Bi-directional Centre Travel Lane Component	5.0	3.0
D-19	Bicycle Accessible Shoulder	Rural \leq 50 km/h	1.8	1.5
		Rural < 70 km/h	2.5	1.5
		Rural > 70 km/h	3.0	2.0
		Buffer (for higher speeds or motor vehicle volumes)	1.2	0.9
E-20	Multi-Use Path	Arterial and Collector Roads	4.0	3.0
		Arterial and Collector Roads Buffer Zone	2.0	0.6
		Local Roads (wider for higher user volumes)	3.0 - 4.0	3.0
		Local Roads Buffer Zone	1.5	0.6
		All Other Contexts	0.6	0.6
E-24	Pedestrian Pathway	Adjacent to Separated Bicycle Pathway	2.4 - 3.0	1.8
E-23	Bicycle Pathway	Uni-Directional (wider if greater than 150 users per peak hour)	2.0 – 3.0	1.8
		Bi-Directional	4.0	3.0
C-5	Sidewalk - Pedestrian Through Zone	Single Family Residential – Separation recommended for collector/arterial roads	1.8	1.8
		Multi-Family Residential -- Separation and wider widths recommended for collector/arterial roads	2.1 – 2.4	1.8
		Industrial	2.1	1.8
		Commercial	2.4 – 3.0	2.1

		Area of high pedestrian activity (400 peds/peak 15-minute period), including temporary or seasonal	3.0 – 4.0	2.4
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For quick reference regarding facility type, see the following figures from the [B.C. Active Transportation Design Guide](#). Please consult the appropriate section of the Design Guide for full context or for other facility types.

Cycling Facilities

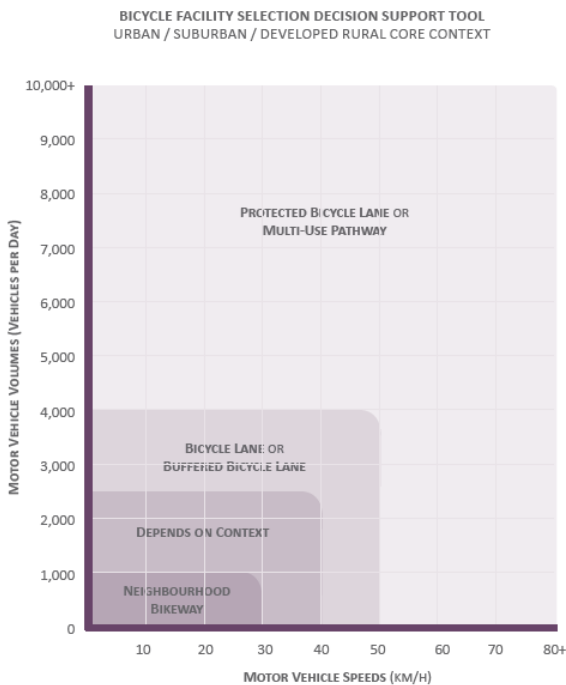


FIGURE D-29 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - URBAN / SUBURBAN / DEVELOPED URBAN CORE CONTEXT

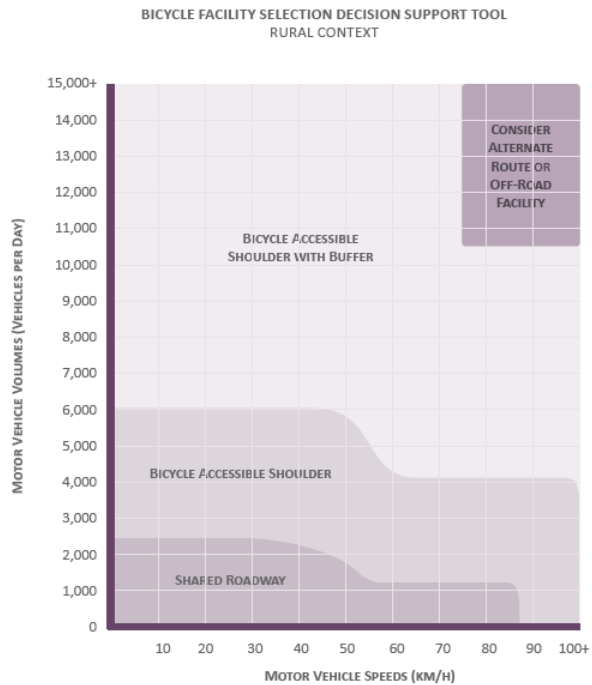


FIGURE D-30 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - RURAL CONTEXT

TABLE D-9 // NEIGHBOURHOOD BIKEWAY TREATMENTS BY MOTOR VEHICLE SPEED AND VOLUME

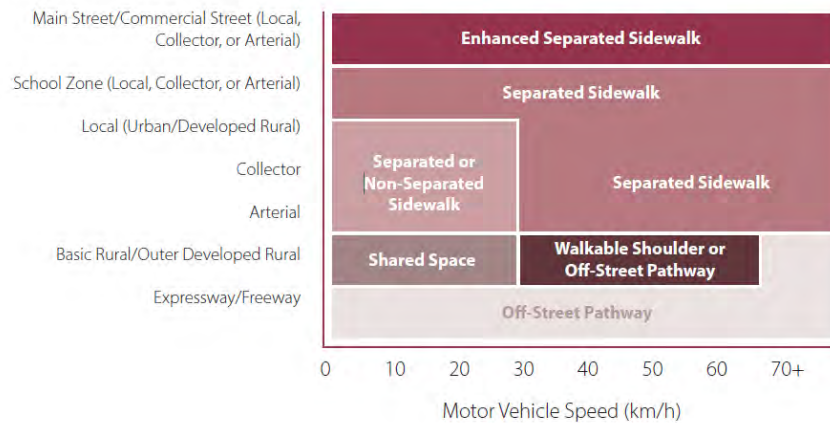
Existing Motor Vehicle Volumes (VPD)	Existing Posted Motor Vehicle Speeds	Level of Treatments		
		Level 1: Required Treatments (Intersection Treatments, Signage, and Pavement Markings)	Level 2: Traffic Calming (Speed Management)	Level 3: Traffic Diversion (Volume Management)
<1,000	30 km/h or less	✓		
<1,000	30 to 50 km/h	✓	✓	
1,000 – 2,500	30 km/h or less	✓		✓
1,000 – 2,500	30 to 50 km/h	✓	✓	✓
>2,500	> 50 km/h	Consider alternate facility type		

TABLE D-12 // PREFERRED SEPARATION ELEMENT BASED ON MOTOR VEHICLE SPEED

POSTED SPEED LIMIT	PREFERRED SPACING TYPE
50 km/h or greater	Continuous barriers offering physical protection such as a raised median
50 km/h	Intermittent vertical elements, such as flexible posts and planters are acceptable. Continuous barriers may also be considered.
Less than 50 km/h	Ability to include less physical protection due to lower adjacent motor vehicle speeds.

Pedestrian Facilities

FIGURE C-20 // PEDESTRIAN FACILITY SELECTION DECISION SUPPORT TOOL



Multi-Use Facilities

TABLE E-21 // CALCULATION GUIDANCE FOR SEPARATING PATHWAY USERS

USER RATIO FOR SEPARATION	DAILY ANTICIPATED USER VOLUME FOR VARIOUS PATHWAY WIDTHS (USERS)		
	3m	3.5m	4m
More than 20% of users are pedestrians and total user volumes are greater than 33 persons per peak hour	1,000	1,200	1,400
Less than 20% of users are pedestrians and total user volume is greater than 50 persons per peak hour	1,500	1,750	2,000

- Project is designed for all ages and abilities ([Universal Design](#)). Please also apply [Gender-based Analysis Plus \(GBA+\) principles](#) in response. GBA+ helps us recognize and move beyond our assumptions, uncover the realities of people’s lives, and find ways to address their needs. The [federal GBA+ training](#) is recommended.

Some examples of how GBA+ might be incorporated into your project:

- Indigenous land acknowledgements/ names on wayfinding signage
- Providing lighting along a path so that women and families will feel safer at night
- Providing gender-neutral and family washrooms
- Placing infrastructure in an economically disadvantaged area that has less access to safe active transportation infrastructure
- Ensuring that project team has received GBA+ training
- Age-friendly design
- Rainbow crosswalks
- Signage in languages other than English

You can begin to challenge your assumptions and apply GBA+ to your work by asking these key questions:

- i. Do I believe that the issues I work on are gender neutral? Or culturally neutral? Ability neutral? Is this based solely on my own experience?
 - ii. Is it possible that my assumptions prevent me from asking questions and hearing or understanding answers that are outside my own experience?
 - iii. How might attitudes and norms – my own, those of my organization, and those of the institutions and society that surround me – limit the range of options I consider and propose?
- 3) Improves economic opportunities through:
- Infrastructure that is constructed by local resources
 - Tourism enhancements (linkages to recreation facilities, viewpoints, shopping, dining, museums, art galleries, farmers markets, Indigenous places of cultural interest)
- 4) Improves physical and mental health, improves air quality, and reduces greenhouse gases through:
- Infrastructure that encourages people to, as much as possible, use human powered forms of transportation
 - Retaining existing trees or includes planting of additional trees
 - Incorporating environmental innovation
 - Incorporating environmental best practices into the design and construction
 - Accompaniment of promotional and educational activities

7.0 GRANT PROCEDURE

The British Columbia's Active Transportation Infrastructure Grant process is as follows:

- 1) Intake opens on September 3, 2024.
- 2) Applications are accepted at BCATgrants@gov.bc.ca until October 31, 2024.
- 3) Applications are reviewed and scored by a committee.

- 4) MoTI approves selected projects.
- 5) A Conditional Grant Agreement (CGA) is prepared by MoTI and signed by recipient and MoTI.
- 6) Initial payment (50% of the total grant amount) is disbursed to recipient upon signing of the CGA.
- 7) Recipient completes and submits quarterly [Progress Reports](#) to MoTI. Recipient must, to the best of their ability, estimate the percentage (%) complete by the following March 31st, as accurately as possible for provincial accounting purposes. The progress reports must be sent to BCATgrants@gov.bc.ca by the following due dates:
 - March 1
 - June 1
 - September 1
 - December 1A milestone payment of 25% of the total grant amount will be awarded upon 50% completion as submitted in a Progress Report.
- 8) If a project requires an extension to the agreed upon completion date or amendment due to change in project scope, recipient must contact program staff at BCATgrants@gov.bc.ca and complete Section 4 of the Progress Report. Before any changes are implemented, they must be approved by MoTI. Recipients will be held accountable for not abiding by the terms of the contract, and late claim submissions will be tracked and may influence future grant opportunities.
- 9) Upon project completion, if the recipient is planning on hosting an opening ceremony, please see the [Communications Protocol and Signage Guidelines](#).
- 10) Upon project completion, the Final Report form, signed [Summary of Expenditure form](#), supporting invoices, and project completion photos must be submitted to MoTI.
- 11) Recipient receives the remainder of grant funding from MoTI.
- 12) CGA is closed upon final completion of project payments.
- 13) For infrastructure projects that required a usage count with application, a follow up usage count within one year of project completion is also required.

8.0 COMMUNICATIONS PROTOCOL AND SIGNAGE GUIDELINES

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities.

The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Communications protocol and signage guidelines are posted on the [program website](#).

Signage recognizing funding contributions may also be required and will be considered as shareable eligible costs. Network plans must include acknowledgement of B.C. Active Transportation Infrastructure Grants Program funding.

Prior to any public events, please send an invitation at least 21 days in advance to BCATgrants@gov.bc.ca with the contact information of the grant recipient's communications manager and state the approximate timing of the event.

Thank you for your interest in B.C.'s Active Transportation Infrastructure Grants Program.

For any assistance, please contact us at:

BCATgrants@gov.bc.ca

(778) 974-5469