

# B.C. Active Transportation Infrastructure Grants Program

## 2023/24 Intake FAQs

### Contents

General – Application Process .....	2
1. Who is eligible to apply to the B.C. Active Transportation Infrastructure Grants Program?.....	2
2. How do I apply for the B.C. Active Transportation Infrastructure Grants Program?.....	3
3. What is the criteria for a successful application? .....	3
4. What documentation is required for the application process?.....	3
5. What if I can't obtain a Council/Board/Band Council/Tribal Council resolution by the application deadline? .....	4
6. What does the Council/Board/Band Council/Tribal Council resolution need to contain? .....	5
7. If I can't make this deadline, will there be a future intake? .....	5
8. When do we know if our application has been accepted?.....	5
9. Is there an appeal process if our application was not accepted?.....	5
10. How many applications can I submit? .....	5
11. How many applications can I submit with a partner applicant? . Error! Bookmark not defined.	
12. Can we apply for a B.C. Active Transportation Grant if we have funding from other levels of government or other partners? .....	6
13. How does cost-sharing work for the B.C. Active Transportation Infrastructure Grants Program? .....	6
14. Is this only open to Indigenous and local governments or can non-profit or non-government organizations also apply?.....	6
15. Does the project have to be completed by a certain date?.....	7
16. What happens if the project can't be completed by that date? .....	7
17. What happens if the project costs more than the budget? Can we apply for grant funding for the next year to cover that extra cost? .....	7
18. How does the rolling intake for Indigenous applicants work? .....	7
Infrastructure Grants .....	7
1. What permits or authorizations are required to be in place prior to applying for an infrastructure grant? .....	7
2. How can I satisfy the requirement that my proposed infrastructure project be part of a local planning document? .....	8
3. Why is the infrastructure grant capped at \$500,000 when many projects cost a lot more than that?.....	8

4. When is a usage count required? .....	8
5. Why do we have to include usage counts for some projects? .....	9
6. How do I obtain a usage count if it is required? .....	9
7. How do I ensure that my project is eligible? .....	9
8. Are design costs eligible to be funded through the Grants Program? .....	10
9. What does the “shovel ready” requirement mean? .....	10
10. What do I need to satisfy the requirement for detailed design drawings? .....	10
11. How do I know when I need a Ministry of Transportation & Infrastructure (MoTI) permit? ..	10
12. How do I provide an accurate cost estimate given the high rate of inflation currently? .....	10
Network Planning Grants .....	11
1. Are design costs eligible to be funded through the Grants Program? .....	11
Other .....	11
1. Are there other sources of AT funding? .....	11
2. What is the typical success rate of the Grants Program? .....	11
3. My question isn’t answered here, how can I get more assistance? .....	11

## General – Application Process

### 1. Who is eligible to apply to the B.C. Active Transportation Infrastructure Grants Program?

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.

Joint applications between partner governments are welcome as long as both applicants are individually eligible.

For Network Planning Grants, only communities with a maximum population size of 25,000 are eligible.

Non-Indigenous applicants may apply to the Grants Program only during the annual intake period in the fall. Indigenous applicants and Indigenous applicants in partnership with local governments may apply anytime through a rolling intake option.

Please see the [Program Guidelines](#) under the Apply tab of the website for more details.

## 2. How do I apply for the B.C. Active Transportation Infrastructure Grants Program?

Applicants can apply through the new online grant portal which will be open from September 1 to October 27, 2023.

Non-Indigenous applicants may apply to the Grants Program only during the annual intake period in the fall. Indigenous applicants may apply anytime through a rolling intake option.

Indigenous applicants who are interested in the rolling intake option should email program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for more details.

To support your application process, BC Active Transportation Grants Programs staff are available to answer any questions you may have at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) or (778) 974-5469.

## 3. What are the criteria for a successful application?

Projects are initially evaluated for eligibility and shovel-ready status. Eligible projects are then evaluated according to the following criteria:

- Project improves safety for active transportation users in alignment with the B.C. Active Transportation Design Guide and is responding to community safety concerns.
- Project improves community connectivity and has community support.
- Project is designed for all ages and abilities and incorporates Universal Design and gender-based analysis plus (GBA+).
- Project improves economic opportunities for the community.
- Project provides environmental benefits.

## 4. What documentation is required for the application process?

The following complete documents are required for the application:

Document Details		
<input type="checkbox"/>	Online application (or paper application form) <ul style="list-style-type: none"><li>• Specific to either the Infrastructure Application or Network Plan Application</li></ul>	Mandatory for both Infrastructure and Network Plan Applications
<input type="checkbox"/>	Cost Estimate <ul style="list-style-type: none"><li>• Specific to either the Infrastructure Application or Network Plan Application</li></ul>	

<input type="checkbox"/>	<p>Council/Board/Band Resolution/Indigenous Government Approval</p> <ul style="list-style-type: none"> <li>For Network Plan and Infrastructure Applications: 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.</li> <li>For Infrastructure Applications only: 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.</li> <li>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, 2023.</li> </ul>	
<input type="checkbox"/>	<p>Project specific map(s)</p> <ul style="list-style-type: none"> <li>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).</li> </ul>	<p>Mandatory for Infrastructure Application only</p>
<input type="checkbox"/>	<p>Detailed design drawings made by a qualified engineer or technologist</p>	
<input type="checkbox"/>	<p>Before photos of the proposed project</p> <ul style="list-style-type: none"> <li>After photos will be required upon project completion</li> </ul>	
<input type="checkbox"/>	<p>Community and/or Indigenous government consultation summary</p>	
<input type="checkbox"/>	<p>Letters of support to reflect community consultation</p>	<p>Mandatory <u>if applicable</u> for Infrastructure Application only</p>
<input type="checkbox"/>	<p>Permits/Approvals/Authorization Letters</p> <ul style="list-style-type: none"> <li>E.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, BC Hydro, etc.</li> </ul>	
<input type="checkbox"/>	<p>Environmental approvals</p> <ul style="list-style-type: none"> <li>E.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.</li> </ul>	
<input type="checkbox"/>	<p>Endorsement from large vehicle operators who operate on the proposed route</p> <ul style="list-style-type: none"> <li>E.g., BC Transit, TransLink, emergency services</li> </ul>	
<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>	

There is a mail submission option available as well. Please see the [Program Guidelines](#) for more details.

**5. What if I can't obtain a Council/Board/Band Council/Tribal Council resolution by the application deadline?**

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, 2023.

## **6. What does the Council/Board/Band Council/Tribal Council resolution need to contain?**

The resolution needs to confirm that the applicant's share of funding is available and supported, that project is a municipal priority, is intended to be complete within the required timeline, and for Infrastructure projects, that the proposed project is "shovel ready" according to the criteria in Section 3 of the Infrastructure Application or equivalent wording.

## **7. If I can't make this deadline, will there be a future intake?**

For non-Indigenous applications, applications must be submitted during the intake period opening September 1, 2023, and closing at 11:59pm, October 27, 2023 to be eligible for the 2023/24 intake. Future intakes occur in September/October. To be kept up to date on the Grants Program, sign up for our [email list](#).

Indigenous applicants may submit applications year-round through a rolling intake option. Please contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for more details.

## **8. When do we know if our application has been accepted?**

An email will be sent to all applicants with the status of their application once a funding decision is made and announced with a news release. For the 2023/24 intake, this is expected to occur in early 2024, or 3 – 5 months after the intake closes.

## **9. Is there an appeal process if our application was not accepted?**

Since the Grants Program is an annual funding program with limited funding, there is not an appeal process for the same intake. Program staff are available to meet with unsuccessful applicants to review areas where the application could be revised and made stronger for the next intake.

## **10. How many applications can I submit?**

A maximum of two Infrastructure applications may be submitted per applicant. A Network Planning application may be submitted by an eligible community without counting towards the Infrastructure application maximum.

### **11. Can we apply for a B.C. Active Transportation Grant if we have funding from other levels of government or other partners?**

The Grants Program permits funding from other partners (other provincial grant programs, federal, and private funds) to be applied towards a project's total cost, but not towards to community cost share. The funding cost-share percentage is applied to total eligible project costs after all external third-party contributions have been deducted.

*Example:* A community is eligible for a 50% cost-share through the Grants Program based on community size. In that community, a \$100,000 project receives \$40,000 in third-party funding from federal grant. Therefore, due to the third-party funding, the total eligible project costs becomes \$60,000. The applicant could apply to the B.C. AT Grants Program for a maximum of 50% of the total eligible project costs or \$30,000 with the community would be expected to contribute the remaining \$30,000.

Note that the Federal Gas Tax - Community Works Fund is not considered as a third-party contribution for this program and can be counted as part of the applicant's share toward the total project costs.

### **12. How does cost-sharing work for the B.C. Active Transportation Infrastructure Grants Program?**

For Infrastructure projects, funding is offered on a sliding scale up to a maximum of \$500,000 which emphasizes opportunities for Indigenous communities and smaller communities. Community profile is determined from the most recent Census. The below cost-share percentages are applied to total eligible costs for the project.

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

For the Network Planning stream, funding is available for communities with a population of up to 25,000, to a maximum 50% cost-share, or \$50,000 whichever is less.

### **13. Is this only open to Indigenous and local governments or can non-profit or non-government organizations also apply?**

The B.C. Active Transportation Infrastructure Grants Program is not open to non-profit or non-government organizations at this time. 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.

#### **14. Does the project have to be completed by a certain date?**

Yes, the project must be complete by March 31, 2025 if total eligible costs for the project are under \$1 million, or by March 31, 2026 if total eligible costs are \$1 million or over.

#### **15. What happens if the project can't be completed by that date?**

In the case of unavoidable delays, proponents may apply for an extension, which will be considered by the Ministry. The Ministry will have the right to cancel the funding agreement if timelines are not met.

#### **16. What happens if the project costs more than the budget? Can we apply for grant funding for next year to cover that extra cost?**

For a project that has already been awarded funding, the Ministry is not able to provide more than the awarded funding due to limited program budget. Cost estimates must be Class A, B, or C for infrastructure projects and applicants are encouraged to ensure that their costs are current or forecasted to anticipated construction date which may include up to a 20% contingency. Proponents may apply to future intakes for subsequent phases of the same project.

#### **17. How does the rolling intake for Indigenous applicants work?**

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. Partnerships between Indigenous applicants and local government applicants are also eligible for the rolling intake. Indigenous applicants are limited to two grant applications per grant cycle, which will reset after the annual intake for non-Indigenous applicants closes. If an Indigenous applicant is approved for funding, their eligible expenses will date back to the date their application was approved by the Minister. Please contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for details on how to apply to the rolling intake.

## Infrastructure Grants

### **1. What permits or authorizations are required to be in place prior to applying for an infrastructure grant?**

A Council/Board/Band Council/Tribal Council resolution authorizing the application is always required. If applicable, the following permits and authorizations are also required:

- Ministry of Transportation and Infrastructure (MOTI) permit if the project is located on or in the vicinity of a MOTI right-of-way
- Indigenous government endorsement if the project is located on or adjacent to Reserve land

- Agricultural Land Commission approval if the project is located in the Agricultural Land Reserve
- Authorization from any landowners or right-of-way holders who are not the applicant (e.g. BC Hydro, BC Rail, private landowners)
- Approvals from large vehicle operators on the proposed route (BC Transit, TransLink, emergency services)
- Environmental assessments and approvals (e.g., Ministry of Forests)

## **2. How can I satisfy the requirement that my proposed infrastructure project be part of a local planning document?**

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 you are unsure if your planning document satisfies the requirements, please contact program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) or (778) 974-5469.

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 Section 2.3 of the Program Guidelines).

## **3. Why is the infrastructure grant capped at \$500,000 when many projects cost a lot more than that?**

The B.C. Active Transportation Infrastructure Grants Program is capped at \$500,000 to ensure that funding is distributed evenly throughout the province. Applicants with larger projects may break their projects into phases, with each phase covering a distinct scope of the project and having a distinct budget. This means that applicants may submit up to two infrastructure applications for the same project as long as each application is for a separate phase. A phased approach also means that funding can be applied for in subsequent intakes for the same project.

## **4. When is a usage count required?**

Active transportation usage counts are required for applications submitted for infrastructure projects. “Usage” is the total number of people walking, cycling, or using other micro-mobility devices at the proposed infrastructure site.

Applicants must also agree to conduct a follow-up count at least one year after project completion at the same site, location, and timespan (e.g., 2 hours) where the original usage count was conducted to determine the impact of the infrastructure on active transportation uptake. Projects that are solely amenities or end-of-trip facilities (e.g., benches, bicycle parking) do not require a usage count.



If the proposed project will be installing new active transportation infrastructure where there is no infrastructure currently, e.g., a trail or overpass that does not yet exist, counts should be undertaken in the vicinity or at the most likely alternate route.

## **5. Why do we have to include usage counts for some projects?**

Usage counts help the Ministry quantify the impact of infrastructure on active transportation mode share. Usage counts are required at the time of application as a baseline, and a follow-up count one year after project completion. Note that automated counters are an eligible expense within the Grants Program, which can simplify usage count data collection over the long term. Usage counts can be helpful for local planning purposes as well, and applicants are encouraged to consider starting a permanent count program. More information can be found in section 2.1 of the [Program Guidelines](#).

## **6. How do I obtain a usage count if it is required?**

Applicants may take a usage count manually by observing and counting the number of active transportation users on a proposed project site. The [Usage Count Form](#) provides a template and instructions for gathering that information. More information can be found in section 2.1/2.2 of the [Program Guidelines](#).

If the proposed project will be installing active transportation infrastructure where there is no infrastructure currently, e.g., a trail or overpass that does not yet exist, counts should be undertaken in the vicinity or at the most likely alternate route.

## **7. How do I ensure that my project is eligible?**

Applicants are strongly encouraged to carefully read the [Program Guidelines](#) to determine eligibility, and to ensure that all documentation required in the checklists is provided and included in the online application. Common reasons for ineligibility include the following:

- i. Detailed design work specific to the project completed by a qualified engineer or technologist has not been included.
- ii. Ministry of Transportation & Infrastructure (MoTI) permits have not been obtained. Note that permits may be required if your project is in the immediate vicinity of a MoTI right of way even if the project is not located directly on the right of way.
- iii. Local and/or Indigenous government funding share is not secured.
- iv. Community consultation has not been completed. This requirement may be met through earlier consultation from the development of an active transportation network plan, transportation master plan, official community plan, or similar.
- v. Land acquisition is incomplete.
- vi. The project will not be complete by March 31, 2025, if total eligible costs are under \$1 million, or by March 31, 2026, if total eligible costs are \$1 million or over.

## **8. Are design costs eligible to be funded through the Grants Program?**

Design is not an eligible expense for the infrastructure grant stream. Infrastructure projects must be shovel ready so design work is expected to be complete by the time of application submission.

Network Planning grants may include design costs for priority projects identified through the network planning process as an eligible expense.

## **9. What does the “shovel ready” requirement mean?**

Infrastructure projects are expected to be shovel-ready upon submission, which means that construction can begin as soon as funding confirmation is received and local weather conditions allow. This generally means that all design, costing, approvals, land acquisition, authorization, and consultation is complete. A complete list of shovel-ready requirements can be seen in section 2.0 of the [Program Guidelines](#).

The shovel-ready requirement is meant to encourage rapid deployment of infrastructure. Projects with total eligible costs of under \$1 million must be completed by March 31, 2025. Projects with total eligible costs of \$1 million and over must be completed by March 31, 2026.

## **10. What do I need to satisfy the requirement for detailed design drawings?**

Detailed design drawings must be specific to the project in question and must be made by a qualified engineer or technologist. Design drawings will be evaluated by MoTI engineers for adherence to technical and safety requirements and alignment with the B.C. Active Transportation Design Guide.

## **11. How do I know when I need a Ministry of Transportation & Infrastructure (MoTI) permit?**

If a proposed project is located on or connects with a MoTI Right of Way, a permit will be required. If a project is in the vicinity of a MoTI right of way, even if it does not interface directly, a permit may be required. Please contact your [local MoTI office](#) to find out more.

## **12. How do I provide an accurate cost estimate given the high rate of inflation currently?**

Cost estimates must be as current as possible or be forecasted to the anticipated date of construction, and may include a contingency of up to 20% of total eligible costs. Cost estimates must be Class A-C. The Grants Program is not responsible for any unanticipated cost increases and will not be able to provide any additional funding.

## Network Planning Grants

### **1. Are design costs eligible to be funded through the Grants Program?**

Network Planning grants may include design costs for priority projects identified through the network planning process as an eligible expense.

Design is not an eligible expense for the Infrastructure grant, so including design costs in the Network Planning grant is advised. Infrastructure projects must be shovel-ready so design work is expected to be complete by the time of application submission.

## Other

### **1. Are there other sources of AT funding?**

Please see the [CleanBC Community Climate Funding Guide](#) for a database of funding sources that may be useful. Some additional sources, which may not currently have open intakes:

- [Federal Active Transportation Fund](#)
- [CleanBC Communities Fund](#)
- [Investing in Canada Infrastructure Program](#)
- [Green Municipal Fund](#)

### **2. What is the typical success rate of the Grants Program?**

The Grants Program is consistently oversubscribed and is a competitive funding program. The total funding pool for the Grants Program has been variable over the years but has been increased for this intake to an amount that aligns with the amount of funding requested by all eligible applications from the previous intake. Program staff are available to advise on potential applications and can be reached at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) or at (778) 974-5469.

### **3. My question isn't answered here, how can I get more assistance?**

Program staff are available to answer questions and advise on potential applications and can be reached at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) or at (778) 974-5469.