

Northern Community Shuttle Program Application Guide



Program Overview

This program provides grant funding for passenger transportation services that help northerners access services and amenities, visit friends and family and connect to long-haul transportation options along major highway corridors.

The funding is available through a partnership between the Province of B.C.'s Ministry of Transportation and Infrastructure and Northern Development Initiative Trust who recognize the continued challenges northerners face accessing safe, reliable transportation options. The program is a successor to the Ministry's Highway 16 Community Transportation Grant Program, which provided \$2.6 million to 12 community transportation services.

Program funds are available to communities, not-for-profits and transportation companies throughout Northern Development's [service area](#). Funding is available on a single or multi-year basis to support capital and operating costs of the proposed transportation services.

Funding Terms

It is anticipated that there will be approximately **\$3 million** available through the Northern Community Shuttle Program.

The maximum project budget applicants can seek is **80%** of the eligible budget to a maximum of **\$200,000**.

Applicants can seek support for capital costs to maximum of **\$100,000** of the eligible capital budget (i.e., for a vehicle purchase) and operating costs to a maximum of **\$150,000** of the eligible operating budget but the total funding request cannot exceed **\$200,000** of the total eligible budget.

Applications where Northern Development's investment exceeds **80%** of the eligible project budget, or where the amount requested exceeds **\$200,000** of the total eligible budget will not be processed.

Multi-year funding can be requested to a maximum of three years from the start date of the service to a maximum of **\$200,000** of the total eligible budget for the three-year period.

Application Intake Deadlines

The Northern Community Shuttle Program will be delivered through a single call for proposals. Please submit your application (with all required attachments) to transportation@northerndevelopment.bc.ca by 5:00PM December 23, 2021.

This call for proposals process allows for a comparative analysis of projects against the criteria outlined in this guide and strengthens Northern Development's responsiveness to transportation needs in Northern B.C. Eligible and qualified projects will be reviewed by the Northern Development board for a decision in early 2022.

Given the demands for transportation services in the region, it is unlikely that subsequent calls for proposals will be issued.

Eligibility

Eligible Applicants

*All applicants must be located within Northern Development's service region.

- Registered First Nations bands, wholly owned Indigenous development corporations and tribal councils, Inuit and Metis organizations
- Local governments and wholly owned local government corporations
- Registered non-profits
- For profit transportation companies based in the Trust's service area with a minimum of three years' operating a similar experience

Applicants must indicate whether they have an existing passenger transportation license to operate the proposed service.

Preference will be given to applicants who have a minimum of three (3) years' experience operating transportation services within British Columbia and who have existing passenger transportation licenses.

Eligible applicants do not include the Provincial government or any of its Crown corporations and agencies.

Applicants are **required** to identify at least **one** collaboration partner. Partners can include community organizations, Indigenous organizations, businesses, industry, local governments, or existing transportation services. Applicants will be required to demonstrate how each partner 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

Eligible Projects

Any proposed community shuttle service based out of a community within Northern Development's service area may apply to the program, but **priority** will be given to applications that provide services for smaller, underserved communities located at a distance from hub communities or off major highway corridors.

Eligible projects do not include air or marine services.

Please also note that applications for services that connect to major hubs outside of the Trust's service area will also be considered. For example, this might include a community shuttle service that originates in Ashcroft or Logan Lake and provides service to and from Kamloops. Another example would be a service that originates in Dawson Creek and Pouce Coupe and provides service to and from Grand Prairie.

Examples of these service areas include but are not limited to:

Northwest

- South side of Francois Lake
- Lakes District Indigenous communities
- Granisle
- The Hazeltons and Upper Skeena
- Gitanyow and Gitwangak
- Stewart and Meziadin
- The Nass Valley
- Haida Gwaii – rural Graham Island
- Bella Coola Valley

Prince George Area

- McBride – Dunster – Tete Jaune – Valemount
- Mackenzie – McLeod Lake – Bear Lake
- Hixon
- Vanderhoof – Saik’uz
- Fort St. James – Nak’azdli – Tachi – Takla
- Fort Fraser – Nadleh Whut’en – Fraser Lake – Stellat’en

Northeast

- Tumbler Ridge
- Chetwynd – Moberly Lake – Hudson’s Hope
- Pouce Coupe
- Taylor – Fort St. John – Blueberry – Halfway River

**Cariboo-
Chilcotin/Lillooet**

- Nazko
- Wells
- Xatsull – Soda Creek
- Likely – Horsefly
- Canim Lake – Forest Grove
- Clinton – Cache Creek – Ashcroft
- Lillooet – Bridge River

Eligible Costs

- **Capital costs** (up to 80% to a maximum of \$100,000 funding toward the eligible capital budget)
 - Vehicle purchase
 - Capital vehicle leasing costs
- **Operating costs** (up to 80% to a maximum of \$150,000 funding toward the eligible operating budget)
 - Salary and benefits for the ongoing operation of the transportation services (i.e. coordinator, driver)
 - Operational vehicle leasing costs
 - Maintenance costs, fuel, booking services, driver training, insurance
 - Consulting services to assist in the design and implementation of the services
 - Legal services for drafting of agreements
 - Public outreach, awareness and marketing costs associated with promotion and delivery of the service
 - Purchase and installation of software or applications that support service delivery (i.e., mobile apps, web services, telephone booking systems)
 - Rental equipment
 - Other costs as approved by Northern Development
- **Other costs**
 - PST

Other Eligible Costs

(In-Kind Volunteer Labour, Internal Equipment (Vehicle) Use, and/or Monetized Donations)

- In-kind (volunteer) labour contributions, internal equipment (vehicle) use, and/or monetized donations (donated materials, vehicles, or services from third-parties) may be considered
 - When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:
 - Maximum rate of \$25/hour for volunteer labour
 - In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions
- When noting internal equipment (vehicle) use in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for that amount
 - Vehicle owned by the applicant to be used during the project
 - Reasonable rates must be used
 - Vehicle use must be documented once projects commence (log with vehicle type, date, hours, and hourly rate) in order to verify
- When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)
 - Monetized donations must be documented once projects commence and receipts must be obtained

Ineligibility

Ineligible Costs

- **Capital costs**
 - Real estate and other fees related to purchasing or leasing land, buildings, or facilities
- **Operational costs**
 - Upgrades to rented, leases or owned buildings
- **Other costs**
 - GST
 - Costs incurred (work started and/or deposits paid) prior to signing an agreement with Northern Development

Application and Program Requirements

Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- Detailed project budget using Northern Development's [Project Budget Template](#) (required; in excel format)
- Verification of approval from other funding sources (e.g., approval letter or contract; required prior to approval)
 - At least 20% of the total project funding must come from the applicant or sources other than Northern Development, including monetized donations, in-kind contributions, applicant contributions and other approved grant funding or corporate donations.
- Most recent annual financial statements
 - Must be specific to the legal entity applying for funding and may not be from a related organization
 - Statements submitted must be in the final approved form, including signatures from the organization's representatives
 - Statements must be submitted in their entirety; partial documents will not be accepted
 - The following types may be submitted:
 - Notice to reader financial statements
 - Review engagement financial statements
 - Audited financial statements
- Society certificate of incorporation (required for not-for-profit applicants)
- If applicable: Detailed quotes for consultant services, software costs, etc.
- If applicable: Letters of support from community organizations
- If applicable: Copy of passenger transportation [license](#)
- If applicable: Lease agreement/or user agreement
- If applicable: Financial plan, business case or other market research
- If applicable: Asset management plan (i.e., how the applicant has planned for maintenance of the shuttle or transport vehicle)
- If applicable: Partnership agreement(s) outlining each partner's responsibilities

Note: Applications approved for funding will be required to provide proof of commercial vehicle insurance through ICBC to trigger initial payment. Once operational, successful applicants will also need to supply to Northern Development copies of driver's licenses.

Application Assessment

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed on the strength of the application, requested funding percentage, applicant contribution, and strategic factors identified in the funding application package.

The assessment of the required level of funding will take into consideration all other sources of funding available to the applicant. Preference will be given to projects that leverage incremental funding from local government, First Nations, Metis and Inuit organizations, the provincial government, federal government, the private sector and other non-government sources.

The Northern Community Shuttle Program will give priority to geographic dispersion of services throughout Northern B.C.

Northern Development will also use other key considerations as it assesses applications, including:

- The extent of Northern Development’s financial contribution to the total eligible budget
- The extent of the applicant’s financial and/or non-financial contribution to the total eligible budget
- A financial plan that includes:
 - Operating costs that support successful operations, including expected fuel, maintenance and labour costs
 - An indication of whether a fare would be charged for passengers and the amount of that fare
 - The organization’s approach to qualified driver recruitment and retention
 - A demonstrated need for the program funding and overall strength and feasibility of the proposed plan
 - How information about the service will be marketed to ensure public awareness of the service and ease of access to book passage
- Applicants must indicate their existing vehicle inventory, if any, including make, model, year, capacity and odometer reading at the time of application
- Demonstrated experience and/or capacity to operate the proposed service and carry out the workplan, outlining all tasks and resources needed
- Evidence of broad-based support from multiple stakeholders (i.e., letters of support or funding contributions confirmed via a letter from the contributing entity)
- The service promotes partnerships and inclusive ridership between Indigenous communities, industry, businesses, local governments, school boards and non-profit societies. Applications demonstrating partnership(s) with any of the listed bodies will be given preference
- Size of the catchment area (population served) of the service
- Estimated employment creation
- Extent to which the proposed service meets local needs (tailored services that promote access to work, education, health services, social connections, etc.), with the potential to maximize local social or economic benefits
- Level of coordination (synchronized, flexible schedules) and inter-connectivity of the proposed services between transportation modes and connections to other services such as BC Bus North, BC Transit, Northern Health Connections, Interior Health Connections, etc.

- Inclusivity and accessibility of the proposed service to accommodate youth, seniors and persons with disabilities
- Applications that demonstrate a viable plan for the service to operate with reduced or no additional grant funding after three years will be prioritized
- Preference will also be given to applications that request multi-year funding, up to a maximum of three years or March 31, 2025

Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them. Transportation services that the Northern Community Shuttle Program provides funding for will be required to complete a short training session with Northern Development staff before an initial payment is released.

Applicants will also be required to submit quarterly, annual and final project completion reporting to Northern Development. Applicants should review the [Reporting Materials](#) and ensure they are comfortable with them prior to applying.

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed. Completed application forms with all supplementary materials should be provided electronically to transportation@northerndevelopment.bc.ca.

Questions?

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