

BIKE BC – *Moving Cycling Forward*

PLEASE READ THE GUIDELINES before completing an application package.

A separate application package must be completed for each project. All application must be completed in full and submitted with mandatory supporting documentation see below. Applicants should be aware that information collected is subject to provincial freedom of information legislation. See the Guidelines for more details.

This application package is designed to be filled in electronically using word processing software. Each question must be completed using less than 200 words. If you require help completing a particular question, click on the area to be filled in and press the Help Key (F1) on your keyboard.

If you require further assistance: Phone: (250) 387-3417 or Email: MoTCycling@gov.bc.ca

SUBMISSION PROCESS

1.) Save the completed application package in the following filename format:

Applicant's name, project priority, document type, and the application year.

Example: Kamloops 2 Application 2009.doc

Kamloops 2 Project Cost 2009.doc

Kamloops 2 Certification Form 2009.pdf

Please use spaces between words, not underscores or dashes.

E-mail completed application package and supporting documentation to: **MoTCycling@gov.bc.ca**

2.) You must sign and mail the Certification Form, to the address below. By signing the Certification Form you are certifying that the information contained in this application is to the best of your knowledge correct and complete. Applications are not eligible for assessment until the Certification Form is received by the Ministry.

Ministry of Transportation
Transportation Policy Branch
PO Box 9850 Stn Prov Govt
Victoria BC V8W 9T5

Documentation Check List (please scan/pdf attachments and e-mail whenever possible)

Mandatory Documents for each application

- **Application Form**
- **Project Cost Estimate Sheet**
- **Partnership Details Sheet**
- **Certification Form**

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All applications must also include the following documents. Please indicate whether the required documents are submitted with the application form.

- A map detailing: project location; associated cycling/pedestrian network; linkages to recreational opportunities; and indicates major trip generators (e.g. large employers, schools, shopping areas) Yes No
- Cross section drawing for all projects Yes No
- For projects over \$100,000 design drawings must also be included Yes No
- Bicycle Network Plan Yes No
- Copies of any required federal or provincial licenses, approvals or permits Yes No
- Approval from council or board authorizing the project to proceed Yes No

If you answered "no" to any of the above questions, provide a brief explanation describing why the required document(s) will not be submitted with the application:

Optional Documents

You may submit with this application any other supporting documentation that may help with the assessment process (e.g., results of public consultation, letters of support).

If applicable, please list the supporting documentation that will be submitted with the application.