



Please read the Program Guidelines before completing this application form. A separate application must be completed for each project (max 2 per community). Submit the completed application form in fillable PDF format (not printed and scanned) along with supporting documentation via email to BCATgrants@gov.bc.ca.

If you require further information or assistance, please visit the [BC Active Transportation Infrastructure Grants Program](#) website or contact program staff at BCATgrants@gov.bc.ca.

Information collected is subject to [BC's Freedom of Information and Protection of Privacy Act](#).

SECTION 1. APPLICANT INFORMATION

Legal name of applicant: _____

Applicant Address: _____ City: _____ Postal Code: _____

Check which applies:

- Indigenous Government, Municipality, Regional District, Islands Trust, Indigenous Economic Development Corporation where the Nation is the shareholder

Primary Contact Name: _____ Phone: _____

Title: _____ Email: _____

Primary Contact Address: _____ City: _____ Postal Code: _____

Legal name of secondary applicant (if project is a partnership): _____

Check which applies:

- Indigenous Government, Municipality, Regional District, Islands Trust

Secondary Contact Name: _____ Phone: _____

Title: _____ Email: _____

SECTION 2. FUNDING AVAILABLE

BC Active Transportation Infrastructure projects are eligible for funding up to a total of \$500,000 per project.

Check the eligible provincial cost-share option according to the 2021 Census.

- up to 80% (Indigenous community and/or Indigenous Government with local government partnership)
up to 70% (local government with community population less than 15,000)
up to 60% (local government with community population between 15,000 to 25,000)
up to 50% (local government with community population over 25,000)



SECTION 3. REQUIREMENTS IN ORDER TO ADVANCE (Project may be ineligible if any of the answers to the questions below is "NO")

1. If you have B.C. Active Transportation Infrastructure Grants Program projects from before 2023/24, are they now complete? [] Yes [] No [] N/A

2. Is your proposed project part of an Active Transportation Network Plan (ATNP), or equivalent? [] Yes [] No

If yes, provide the website link and relevant pages/paragraphs: _____

If no, apply instead for an Active Transportation Network Plan grant if your population is under 25,000.

3. a. Will the project be completed by the end of March 2026 (for projects with a total estimated project cost under \$1M)? [] Yes [] No

b. Will the project be completed by the end of March 2027 (for projects with a total estimated project cost over \$1M)? [] Yes [] No

4. Is the project at the stage where construction can begin immediately once provincial funding has been announced and local weather conditions allow ("shovel ready")? [] Yes [] No

5. Is your funding share and, if applicable, third-party funding secured? [] Yes [] No

6. Has the detailed project design work been completed for your project by a qualified engineer or technologist? [] Yes [] No

7. Will your project be available for public use once it is completed? [] Yes [] No

For the following questions answer Yes or No only to those which apply to your application. Answer N/A to any questions that do not apply.

8. If any part of the project is located on or adjacent to Reserve land, does the project have Indigenous government endorsement? Please see the Indigenous Engagement Guide. [] Yes [] No [] N/A

9. If any part of the project is located in the Agricultural Land Reserve, does the project have approval from the Agricultural Land Commission? [] Yes [] No [] N/A

10. If any land will need to be acquired for your project, will it be acquired within one year? [] Yes [] No [] N/A

11. Does the project have the required right of way approvals? [] Yes [] No [] N/A
If yes, specify (e.g., BC Hydro, BC Rail, Ministry of Transportation and Infrastructure, etc.):

12. Does the project have the required environmental approvals? [] Yes [] No [] N/A
If yes, specify:

13. Have you completed community consultation for this proposed project? [] Yes [] No [] N/A
If yes, provide a consultation summary (online consultations that are COVID appropriate will meet the consultation requirement) and list author of each letter(s) of support.



14. Have you consulted large vehicle operators on this proposed route (e.g., BC Transit, Emergency Services)? If yes, provide a consultation summary and any letter(s) of support. [] Yes [] No [] N/A

15. If your project does not solely consist of amenities or end-of-trip facilities, have you completed a usage count at the proposed project site? [] Yes [] No [] N/A

NOTE: If you answered NO to any of the above questions, your project may not be shovel ready which is a requirement to advance in the evaluation process. Contact BCATgrants@gov.bc.ca for application help.

SECTION 4. PROJECT TYPE

Project Title:

Project rank in priority if multiple applications (2 maximum per community) are submitted: _____

Infrastructure Type: Active transportation relates to human-powered forms of transporting goods and people to work, school and community destinations. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, rolling (e.g., skateboarding, in-line skating), and other existing and emerging modes.

The BC Active Transportation Design Guide can help identify the infrastructure type(s) that best describe(s) your project. Check all that apply.

1. Pedestrian-Only Facilities [] New [] Upgrade
[] Sidewalk [] Bridge/overpass [] Actuated crosswalks [] Stairs
[] Curb extensions [] Improved accessibility [] Trail [] Pavement markings
[] Automatic counters [] Other

2. Cycling-Only Facilities [] New [] Upgrade
[] Protected one-way bicycle lane [] Protected two-way bicycle lane [] Neighbourhood bikeways
[] Buffered bicycle lanes [] Painted bicycle lanes [] Bicycle accessible shoulders [] Advisory bicycle lanes
[] Bridge/overpass [] Automatic counters [] Other

3. Multi-Use Facilities [] New [] Upgrade
[] Multi-use path with mode separation [] Multi-use path without mode separation [] Bridge/overpass
[] Pedestrian/cyclist counters [] Personal mobility share [] Other

4. Intersections and/or Street Crossings [] New [] Upgrade
[] Street Markings [] Signage [] Traffic Island [] Traffic Lights [] Curb Ramps [] Other

5. End-of-Trip Facilities
[] Bike Racks [] Washrooms [] Water fountains [] Lockers [] Other

6. Other types of active transportation infrastructure:



SECTION 5. PROJECT OVERVIEW – If form space is insufficient, please refer to an attached supplement

- 1. Provide the following information about your project in one to three sentences: project type, location (start and end points) and total length (km) (if length is applicable).

Latitude and longitude refer to geographic coordinates of the start and end points for the project. Enter the coordinates, if known, and MoTI will use them to map active transportation projects in B.C. for an inventory.

Project start latitude: Project end latitude:
Project start longitude: Project end longitude:

- 2. List the physical works to be undertaken for the project. Be sure to include all project components (e.g., lighting, automatic counters, fencing):

- 3. Is any part of the project being constructed on property that is not owned by the applicant? [] Yes [] No
If yes, list other landowners and attach proof of their approval of the project.

- 4. Will the primary applicant maintain the infrastructure once it is built? [] Yes [] No
If no, provide the organization name who will maintain the infrastructure. Attach maintenance agreement if applicable.

- 5. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? Example: Line of credit, changing scope of original project
Please note: The Grants Program does not provide additional funds to cover cost overruns.

- 6. People choosing active transportation at proposed project site as per Usage Count form (not required if project is solely amenities or end-of-trip facilities)
Walking: Cycling: Other:

SECTION 6. SAFETY – If form space is insufficient, please refer to an attached supplement

- 1. Provincially funded active transportation projects must be consistent with the best practices for active transportation design appropriate for the local community context. Indicate how your project design aligns with the BC Active Transportation Design Guide or other publications.

- 2. Is this project responding to any safety concerns raised in the community? [] Yes [] No

If so, what are the known safety issues that will be addressed by this project? Please provide details on how this project addresses those concerns, including supporting documentation and data. (ICBC Statistics and crash maps for the province and Transport Canada's National Collision Database provides data on bicycle and pedestrian collisions with vehicles). Anecdotal data can also be provided.



3. Please detail how safety will be monitored post-completion.

4. Identify which additional safety measures exist within the design of your project:

Lighting

Signage

Lowered speed limit (specify before/after):

Other

5. The B.C. Active Transportation Design Guide recommends minimum widths for different types and contexts of active transportation infrastructure (see pg. 15 of the Program Guidelines). Does the proposed infrastructure align with the Design Guide recommendations?

Yes, conforms to 'desired' recommendations

Yes, conforms to 'constrained recommendations'

No

N/A (project is amenities only)

Please provide details on your project's width. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain.

6. The B.C. Active Transportation Design Guide recommends certain facility types for different road contexts, e.g., speed and volume. Does the proposed infrastructure align with Design Guide recommendations?

Yes

No

N/A (project is amenities only)

Please provide details. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain.

SECTION 7. PROJECT ALIGNMENT WITH PROVINCIAL PRIORITIES – If form space is insufficient, please refer to an attached supplement

ECONOMY/TOURISM

1. What are the economic benefits of this project to your community or region? How does this project create or protect economic opportunities for existing local businesses, or create opportunities for new business activities?

2. How does this project contribute to tourism in your community (ie. connect tourism destinations, align with strategic and master plans, support economic development plans, etc.)?



ENVIRONMENT

3. How are environmental best practices or innovations incorporated into the design and construction of this project, including climate adaptation measures?

CONNECTIVITY/LAND USE

4. Does this project connect with other modes of transportation (multi-modal integration) Yes No
Public transit stop, Public transit exchange, Public transit that allows bicycles, Ferry Terminal, Airport, New mobility (e.g., bikeshare), Train station, Inter-city bus station, Other

5. Does this project connect with other community infrastructure? Yes No
Community Centre, School, Shopping Centre, Arena, Urban Centre, Employment Centres, Parks, Health Centres, Residential Centres, Cultural Sites, Other

6. Does this project connect with other active transportation infrastructure? Yes No
Bike Path, Pedestrian Path, Trail, Other

7. Does this project connect a gap between two or more existing active transportation facilities? Yes No
If yes, explain how this project creates connections for your community's active transportation network.

8. Is this project a phase or component of a larger municipal/provincial/federal active transportation infrastructure project, plan, or strategy (e.g., an Active Transportation Network Plan)? If yes, describe the broader plan/strategy, and if this application is part of a phased project identify how the project will be phased and describe which phase is the subject of the funding request. Situations where the larger project is in an adjacent jurisdiction are permissible. Yes No

ACCESSIBILITY/INTERSECTIONALITY

9. How does this project enable individuals of all abilities to use and benefit from the proposed infrastructure, e.g., through Universal Design? For more information on these concepts as they pertain to active transportation infrastructure, please see the B.C. Active Transportation Design Guide.



10. How does this project incorporate principles of GBA+ and equity? Are there any groups who will benefit from this project, particularly vulnerable groups? Examples: 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.

PROMOTION/EDUCATION

11. Will promotional or educational initiatives accompany the completed infrastructure that encourage health and mode shift? Please describe.

SECTION 8. PROJECT COST INFORMATION

Table with 3 columns: Description, Amount, and Label. Rows include Total Estimated Project Cost (A), Total Estimated Eligible Project Cost (B), Third party contribution(s) (C), Total Estimated Eligible Project Cost less third-party or in-kind contributions (D), Grant Request (E), and Applicant Share (A - (C + E)).

SECTION 9. FISCAL YEAR BREAKDOWN

Table with 2 columns: Fiscal Year and Total Eligible Project Costs (April 1 to March 31). Rows include 2024-2025, 2025-2026, 2026-2027 (if total project value is over \$1M), and Total Cost.

Note: Total Fiscal Year Breakdown must equal Total Eligible Costs on the attached Cost Estimate sheet.



SECTION 10. DOCUMENT CHECKLIST *Attach documents*

- Cost Estimate form
- Detailed design drawings made by a qualified engineer or technologist
- Project specific map(s) 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*).
- Before photos of the proposed project. After photos will be required upon project completion.
- Community and/or Indigenous government consultation summary
- Council/Board/Band Council Resolution
- Signature Form

If applicable:

- Permits/Approvals/Authorization letters
(*e.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands and Natural Resource Operations, BC Hydro, etc.*)
- Partnership agreements, if any
- Environmental approvals (*e.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.*)
- Endorsement from large vehicle operators (*e.g., BC Ferries, Public Transit, Emergency Services*)
- Letter(s) of support
- Usage Count Form