



The Community Transportation Grant Program (CTGP) will renew funding for the CTGP's vehicle operating expenses. This funding will be available through March 31, 2022 and is to be used for existing remote (mostly Indigenous) community-based transportation services along the Highway 16 corridor between Prince Rupert and Prince George. These vehicles provide access to employment, education, daycare, health care, social/cultural events, banking, shopping, and other destinations.

Funding or support levels will vary depending on the original Conditional Grant Agreement the community entered into and a re-examination of vehicle operational expenses and usage.

This Renewal Application Form can be filled in with the help of Ministry staff and then emailed to: [CTGP@gov.bc.ca](mailto:CTGP@gov.bc.ca) with "CTGP Funding Renewal" in the Subject line.

Recipients will enter into a new Conditional Grant Agreement with the Ministry of Transportation and Infrastructure for the extension period. Recipients are responsible for ensuring that vehicles are appropriately insured, and that drivers and services are properly licensed. NOTE: Vehicles must be insured and licensed for "commercial use" if the driver is compensated or users pay for service. Drivers must hold a valid Class 4 driver's licence to transport 10 or more passengers.

A Passenger Transportation Licence is required for the service if users pay for transportation.

Information collected is subject to the provincial *Freedom of Information and Protection of Privacy Act*. Financial information collected will be used only for the purposes of calculating eligible funding amounts. For further assistance, please contact the Hwy 16 CTGP Team at 236-478-0232 or [CTGP@gov.bc.ca](mailto:CTGP@gov.bc.ca).

**Community:**

**Primary Contact**

Name:

Title:

Email:

Telephone:

**Secondary Contact**

Name:

Title:

Email:

Telephone:

**Service Description**

Please describe your vehicle and the services you provide (i.e. type of vehicle, number of seats, routes, schedule or on-demand, fares if charged, volunteer or paid drivers, etc.)

**Reason for Trip**

Please tell us where people are going to when they use your service (i.e. work, visiting family/friends, school, medical appointments, bank, groceries, cultural events, etc.)

**Passengers**

How many passengers did you carry per month (on average) in 2019?



**Connections**

Does your service connect to any existing transportation services? (i.e. BC Transit, Northern Health, BC Bus North, etc.)

YES NO If yes, please list services:

**Community Benefits**

Can more than one community use your service?

YES NO If yes, please list the communities:

Please explain how your service promotes social, economic or cultural benefits (e.g. access to work, education, health care, social services, banking, shopping, visiting friends, etc.).

**Flexibility**

Is your service flexible? For example, once the regular routes have been decided upon, could your vehicle be made available for un-scheduled use in the evening (or mid-day, etc.) for taxi-like service or for other community groups such as seniors or schools to use your vehicle for their needs?

YES NO If yes, please describe:

**Employment**

Does your service train and/or employ local drivers?

YES NO

**COVID-19 or Other Emergency Impacts**

What impacts has the COVID-19 pandemic or other emergencies (i.e. wildfires) had on your vehicle's uses, types of passengers and destinations?

Please tell us any critical functions that the vehicle provides during these events.



Have there been any other modifications to your service?

Are there any other considerations you would like us to know?

**Operating Costs**

For each of the operating cost categories below, please provide the monthly and/or annual costs.

Category	Monthly Operating Cost	Yearly Operating Costs
Vehicle Insurance		
Fuel/Oil		
Maintenance		
Driver's Wages		
Cell Phone		
Bus Rental and/or Towing		
Administration		
Additional Costs (specify)		
Other (please specify)		
<b>TOTAL</b>		

**Offsets**

Please list anything that helps cover your vehicle's operating costs (i.e. trip fares, other funding programs, etc.) and the amounts.

**Odometer Reading**

Please tell us the odometer readings for when you first started using your vehicle and currently:

Start Date:

Odometer Reading:

Current Date:

Odometer Reading:

**Needs**

Please tell us about what you would need to improve your service? Do you have the right vehicle? Do you serve the community/ route/riders, etc. that need this service? Do your operational cost estimates adequately cover your real operating expenses?



Please tell us what you would need to improve the services you currently provide.

**Reporting**

The Community Transportation Grant Program will require a new commitment to report on such things as the service being provided (e.g. number of trips taken, number of passengers served per month), client demographics (e.g. number of seniors served), destinations served (high schools, town center, recreation center), the vehicle use (e.g. odometer reading, monthly drivers wages, etc.). This reporting should require minimal time and effort.

Please indicate if your organization can dedicate staff and/or other resources to fulfill these reporting commitments.

YES NO

**Authorization**

I/we certify that the information contained in this application is, to the best of my/our knowledge, correct and complete and has been submitted with the agreement of all partners.

Signature \_\_\_\_\_

Date:

Name:

Title:

Email:

Telephone: