

INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC – 2024 Intake

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form. Adobe Reader is a free download available at: <https://get.adobe.com/reader>



+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Applicant Profile

Applicant organization (legal name):	
Non-profit society registration number: (if applicable)	Passenger transportation licence number:
Business registration number: (if applicable)	Length of time the organization has been in operation:
Mailing address:	Telephone:
Email:	Website (URL):

2. Primary Contact Information

Primary contact (for this application):	Position/title:	
Email:	Primary phone number:	Secondary phone number:

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PROPOSAL COVER FORM

3. Collaborative Partner(s)

✦ *The applicant should identify a minimum of one collaborative partner organization. If there are more than three collaborative partners, please submit the below requested information as a separate word document.*

Organization (legal name):	Mailing address:
Primary contact:	Position/title:
Email:	Phone number:

Organization (legal name):	Mailing address:
Primary contact:	Position/title:
Email:	Phone number:

Organization (legal name):	Mailing address:
Primary contact:	Position/title:
Email:	Phone number:

Please outline how the partner(s) will be involved in the inter-city service:

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PROPOSAL COVER FORM

4. Timeline

Stage of project:	Scheduled date (dd-mmm-yyyy):
Project start date	
Forecasted in service date <i>*Cannot start before April 1, 2025*</i>	
Project completion date	

5. Eligible Project Budget, Funding Request, and Funding %

	Eligible project budget (as per Project Budget Template):	Funding request (grant):	Requested funding %:
Year 1:	\$	\$ ✦ Maximum \$1,250,000.	%
Year 2:	\$	\$ ✦ Maximum \$1,287,500.	%
Year 3*:	\$	\$ ✦ Maximum \$1,326,125.	%
Total	\$	\$ ✦ Maximum \$3,863,625.	

*Year three is being considered, but is not confirmed at this time.

I have read and understand the [Application Guide](#) including eligible and ineligible costs.

6. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
	\$	Grant Other:	Approval letter attached Date approval expected:
	\$	Grant Other:	Approval letter attached Date approval expected:
	\$	Grant Other:	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	
✦ Eligible project budget must match total project funding ✦			

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7. Attachments

Check all documents that are applicable and attached to this application:

Document name:
Detailed proposal, including but not limited to a financial plan, business case or other market research conducted and asset management plan. <i>*Refer to Application Guide*</i>
Detailed project budget using Northern Development's Project Budget Template (required; in excel format)
Supplemental Service Breakdown Template (required; in excel format)
Funding approval confirmations
Most recent annual financial statements
Society certificate of incorporation (required for not-for-profit applicants)
Copy of passenger transportation license
Detailed quotes (if applicable)
Letters of support from community organizations (if applicable)
Lease agreement or user agreement (if applicable)
Partnership agreement(s) (if applicable)
Other:

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PROPOSAL COVER FORM

8. Authorization

I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.

I understand that Northern Development has the right to discard incomplete applications.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.

I also agree to submit reporting materials as required by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to acknowledge funding by Northern Development, where applicable.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff and consultants.

Name (organization signing authority): <i>✦ Please type name.</i>	Position/title:
Signature:	Date (dd-mmm-yyyy):

9. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email to transportation@northerndevelopment.bc.ca.

✦ Please submit this Application Form and all attachments in one email if able; do not scan this form unless you are only scanning the signatory page.