

SMALL COMMUNITIES TRANSPORTATION FUND PUBLIC TRANSIT & ACTIVE TRANSPORTATION PROJECT PROPOSAL GUIDELINES

General:

1. Please provide the following information in your project proposal regarding the public transit or active transportation infrastructure project your municipality wishes to undertake.
2. Complete information is needed to provide a fair assessment of your project proposal. Additional information may be requested in order to complete the project evaluation.

Project Title:

Provide a short, descriptive title for the public transit or active transportation infrastructure project your municipality wishes to undertake.

Applicant's Information:

- Name of Municipality
- Name / Titles of contact person and alternate project contact
- Phone number, fax, email and mailing address for each contact person

Project Rationale:

- Demonstrate the need for this project and the problem / issue it is designed to address.
- Discuss how this project addresses the public transit or active transportation needs of your community.
- Outline the potential benefits of this project to the community.
- Demonstrate that there is community support for this project (i.e. letters of support from senior's groups, schools, business community, etc), and whether the municipality consulted with external stakeholders.

Project Description:

Provide a basic description of the project, which should include:

- **Project location** – where the project will be located i.e. area of province / municipality.
- **Timeframe** – project start and completion dates.
- **Components / activities** – the work that will be done and how it will be carried out.

- **Resources** – who will be undertaking the work (suppliers, contractors, municipal staff, etc.).
- **Project management** – who will be responsible for overall project management and administration of project costs.
- **Target groups** - persons who will benefit as a result of the project.
- **Sustainability** – assurance that assets constructed/acquired are maintained once the project is completed.
- **Partnerships** - details of any partners involved in the project (i.e. other municipalities, external service providers, etc.).

Project Budget:

Provide a budget of the project, which should include:

Capital Costs

Project management / consultants	\$ _____
Equipment	\$ _____
Construction	\$ _____
Other	\$ _____
Total Capital Costs	\$ _____

Sources of Funding

Confirmed

Municipal Government(s)

(a) _____	\$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Municipality)		
(b) _____	\$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) _____	\$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Total \$ _____

Provincial / Federal Grants

(a) _____	\$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Program)		
(b) _____	\$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Total \$ _____

Grants from other Sources

(a) _____ \$ _____ Yes No
(Organization/Donations)

(b) _____ \$ _____ Yes No

Total \$ _____

Total Capital Funding \$ _____

Other Information:

Please outline any other information you feel would support the need for this project and the grant funding (attach additional page(s) if required).

To Apply:

To submit your proposal, follow the link below to the Manitoba Municipalities Online (MMO) website. Upload your documents in the appropriate report placeholder, in the Municipal Reports Submission section, within the intake period.

www.gov.mb.ca/assessment/subscriber

For assistance contact:

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