

MODAL INTEGRATION ASSISTANCE PROGRAM

Funding Application Guide

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This guide contains information and details that are useful to applicants who are interested in applying for funding under the Modal Integration Assistance Program. Applicants should review the Modal Integration Assistance Program document and this guide before filling out the official application form.

This guide is divided into the following sections:

- Required information;
- Procedure;
- Additional information;
- Definitions.

1. REQUIRED INFORMATION

The application form must contain the information listed below. The Ministère des Transports du Québec (MTQ) reserves the right to request any additional information that may be required in order to analyze the application.

COMPONENT 1: INTERMODAL, RAIL, AND MARINE INFRASTRUCTURES

- Identity of the applicant:
 - Name and address;
 - Business activities and brief history;
 - Project manager's name.
- Detailed description of the project and cost estimate:
 - Detailed specifications and budget for the work or project;
 - Description of the railway line or port that is covered by the project;
 - Map of the site and the transportation network that serves it;
 - Project or work schedule and opening date for the new facilities.
- Business plan:
 - Current and pro-forma financial statements;
 - Project financing structure, amount requested;
 - Market conditions;
 - Target markets: types of merchandise, target customers, points of origin and destination;
 - Marketing plan.
- Impact of the project:
 - New transportation or handling activity: tonnage or traffic by type of merchandise and by origin/destination;
 - Modal transfer: tonnage and number of truck trips transferred from road to another mode;
 - Reduction in social costs of transportation operations: highway safety, road network maintenance costs, greenhouse gas emissions, etc.;
 - Competitiveness of shippers, users, carriers, and other enterprises that are affected by the project;
 - Assessment of the impact of the project on the competitiveness of Québec's transportation network.
- Demonstration that the project meets the evaluation criteria.

COMPONENT 2: PILOT PROJECTS

- Identity of the applicant:
 - Name and address;
 - Business activities and brief history;
 - Project manager's name.
- Detailed description of the project and cost estimate:
 - Detailed specifications and budget for the work or project;
 - Description of the railway line or port that is covered by the project;
 - Map of the site and the transportation network that serves it;
 - Project or work schedule and opening date for the new facilities.
- Business plan:
 - Current and pro-forma financial statements;
 - Project financing structure, amount requested;
 - Market conditions;
 - Target markets: types of merchandise, target customers, points of origin and destination;
 - Marketing plan.
- Impact of the project:
 - Demonstration of a new logistical, commercial, or technical solution;
 - New transportation or handling activity: tonnage or traffic by type of merchandise and by origin/destination;
 - Modal transfer: tonnage and number of truck trips transferred from road to another mode;
 - Reduction in social costs of transportation operations: highway safety, road network maintenance costs, greenhouse gas emissions, etc.;
 - Competitiveness of shippers, users, carriers, and other enterprises that are affected by the project;
 - Assessment of the impact of the project on the competitiveness of Québec's transportation network.
- Demonstration that the project meets the evaluation criteria.

COMPONENT 3: STUDIES

- Identity of the applicant:
 - Name and address;
 - Business activities and brief history;
 - Project manager's name.
- Detailed description of the project and cost estimate:
 - Detailed description of the objectives, methodology, and expected results of the project.
- Project financing structure, amount requested;
- Project schedule;
- Demonstration that the project meets the evaluation criteria.

COMPONENT 4: PROMOTION OF MARINE AND RAIL MODES

- Identity of the applicant:
 - Name and address;
 - Business activities and brief history;
 - Project manager's name.
- Detailed description of the project and cost estimate:
 - Detailed description of the objectives and expected results of the project.

- Project financing structure, amount requested;
- Project schedule;
- Demonstration that the project meets the evaluation criteria.

COMPONENT 5: *ENHANCEMENT OF MARINE TRANSPORTATION AND THE ST. LAWRENCE*

- Identity of the applicant:
 - Name and address;
 - Business activities and brief history;
 - Project manager's name.
- Detailed description of the project and cost estimate:
 - Detailed description of project objectives and expected results.
- Project financing structure, amount requested;
- Project schedule;
- Demonstration that the project meets the evaluation criteria.

2. PROCEDURE

Applicants who are interested in applying for funding for a project must complete the official application form, and must meet the requirements specified in this guide.

The projects and expenses that are eligible for each component of the program are described in the document entitled "Modal Integration Assistance Program".

Professional fees for prospecting and assembling the funding application form are not eligible. This applies to all program components.

- The MTQ will analyze the project against the specific objectives and evaluation criteria of the corresponding component.
- The MTQ will announce approved projects and funding amounts.
- A contract will be signed between the MTQ and the applicant, with clauses covering the following items:
 - Cost of the eligible work and date on which expenses may become eligible (date of disbursing the funding, etc.);
 - Work schedule;
 - Amount of government funding for the work;
 - Terms and conditions of the government funding, as well as the responsibilities of the parties;
 - Conditions for disbursing the funding, and deadlines for starting and completing the work.

Once the work or the project has been completed, an inspection or controls (whichever applies) will be carried out by an MTQ representative, and the funding will be disbursed upon the submission of vouchers.

3. ADDITIONAL INFORMATION

For Component 1 of the program, Requests for Proposals will be issued through a news release that will be published by the CNW Telbec multimedia communications network (<http://www.cnwtelbec.ca/en/>) and on the MTQ website (<http://www.mtq.gouv.qc.ca/en/index.asp>).

The Modal Integration Assistance Program document, the Funding Application Guide, and the Application Form can also be downloaded from the MTQ's website.

All applications for funding must be sent to:

Ministère des Transports du Québec
Direction du transport maritime, aérien et ferroviaire
700, boulevard René-Lévesque Est, 24^e étage
Québec (Québec) G1R 5H1

4. DEFINITIONS

- **Reload centre:** a site for the consolidation and storage of products, located near shippers specialized in a given field: timber, wood chips, automobiles, etc. The proximity of the centre allows shippers to use rail transport and to have access to reloading equipment.
- **Marshalling yard:** Site where railway cars are sorted and assembled into trains.
- **Intermodal yard:** Set of buildings and facilities for accessing, loading, and unloading different modes or means of transportation.
- **Railway branch line (or railway spur):** a rail line serving a company or group of companies (an industrial park) or a reload centre, or providing access to a port.
- **Capital investment:** Applicant's capital, which also includes regular funding from the government of Québec and/or Canada if the applicant is a subsidized entity.

Capital investment does not include funding that the applicant receives from the government of Québec and/or Canada for the project.

- **Terminal:** Loading, unloading, or reloading facility, where passengers or cargo depart or arrive.