TRAIL ENHANCEMENT GRANTS

Columbia Basin trust

TRAIL ENHANCEMENT GRANT APPLICATION GUIDE

This guide identifies the types of projects that are eligible for the Trail Enhancement Grants and provides information on how to complete an application form.

Questions? Contact us at 1.800.505.8998 or trailgrants@cbt.org.

PROGRAM INFORMATION

The Trail Enhancement Grants will support recreation and physical activity over the next three years by enhancing recreation trails in the Basin to meet the Trust's objectives under the Recreation and Physical Activity strategic priority.

Learn more about the Trust's Trail Enhancement Grants at ourtrust.org/trailgrants.

WHAT ARE TRAIL ENHANCEMENT GRANTS?

Trail Enhancement Grants aim to enhance accessible recreation opportunities in the Basin. Grants will support the development and rehabilitation of recreational trails to:

- promote and enhance accessibility;
- attract a greater variety of users;
- replace aging infrastructure;
- mitigate environmental issues and impacts;
- incorporate Indigenous cultural or heritage values; and
- repair damage due to a large/catastrophic weather events.

WHAT TYPES OF PROJECTS AND COSTS ARE ELIGIBLE?

The types of projects that are eligible for the Trail Enhancement Grants include:

- The rehabilitation of trails damaged due to large/catastrophic weather events
- The development of new trails that promote accessibility to attract a greater variety of users
- The rehabilitation or development of:
    - trails that incorporate identified Indigenous cultural or heritage values
    - connector trails
    - trailside and trailhead recreation facilities e.g. signs, washrooms, picnic tables, benches, gazebos, garbage cans and huts
    - trails to mitigate identified environmental issues
    - aging trail infrastructure e.g. culverts, boardwalks and bridges

WHO CAN APPLY?

Eligible applicants include Indigenous organizations, local governments and non-profits from the Columbia Basin Trust region (ourtrust.org/map).

WHEN IS THE APPLICATION DEADLINE?

December 18, 2018 at 2:00 p.m. PT / 3:00 p.m. MT. *We will not accept applications after this deadline.*

WHAT PROJECT COSTS ARE NOT ELIGIBLE?

The following are examples of ineligible project costs:

- Retroactive costs (costs incurred prior to funding approval)
- Administrative costs
- Costs associated with regular, routine and ongoing maintenance
- Costs associated with trail planning and project development
- Purchase of maintenance equipment including but not limited to: shovels, rakes, brush hogs, chain saws
- Any infrastructure that is not permanently installed, such as portable rental toilets.

HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Applicants can request up to a maximum of 70 per cent of total project costs from the Trust. The maximum amount of Trust funding for any one project is $25,000.

Proponents must demonstrate that they are directly contributing at least 30 per cent of the project costs. Projects that demonstrate broad community support and confirmed cash contributions are more likely to receive funding. Requests for funding from the Trust should, where possible, demonstrate collaboration with a variety of local and/or regional partners. There is $1.5 million available for three grant intakes. There is $500,000 available for this intake.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

The Trust's internal evaluation committee assesses each application using the following criteria:

- The request aligns with one of the eligible project types and costs.
- The project demonstrates community support, indicated by activities like fundraising, financial commitments and partnerships.
- The project demonstrates project readiness.
- The project, and organizations coordinating the project, demonstrate an understanding of the need for long term maintenance of the project that can be demonstrated by a long term budget, business plan, or asset management plan for ongoing and scheduled maintenance/repairs.
- The project demonstrates confirmation that required permits and approvals will be obtained prior to the commencing of the project.
- The Trust does consider equity in the geographic disbursement of funds and projects.

CAN I APPLY FOR MORE THAN ONE PROJECT?

No. Your organization can only apply for one project per intake. If your organization has been asked to sponsor a project on behalf of another group/organization, please let us know.

WHEN WILL I HEAR THE RESULTS?

The review process may take up to eight weeks. Trust staff will contact you by email, at the address on your application form, to let you know if your project has been approved for funding.

If approved, we will also let you know whether there are conditions you will need to address, and whether you will receive full or partial funding. We will then send a Contribution Agreement for signature and you will receive funding after both parties sign this and conditions have been met.

WHEN CAN MY PROJECT START?

Projects can start after you receive funding approval from the Trust. Grant money can only be put toward approved project expenses that occur *after* you receive funding confirmation. Once you get approval, we will be in touch to discuss payment and reporting schedules and begin the contracting process.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust may receive requests for more funding than what is available. The Trust retains the discretion to determine project eligibility and the amount of funding it may allocate to each project. The Trust retains the discretion to offer part or all of the Trust portion of the funding request.

Depending on the nature of your project, you may be required to obtain specific permits and approvals prior to receiving Trust funds.

HOW DO I APPLY?

Applications are online at ourtrust.org/applicationforms.

APPLICATION INFORMATION

USING THE ONLINE APPLICATION FORM

The Trust’s online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **<u>DO NOT CLICK YOUR BROWSER’S BACK BUTTON</u>**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.

- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You may only upload supporting documents that are either PDF or picture formats (JPG, GIF, PNG, BMP). More information is found in the section for Supporting Documents.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Organization Contact Information
Enter the contact information, including the full legal name of your registered non-profit, public organization, municipality, regional district or Indigenous organization.

BC Registry Incorporation/Registration or Business Number (if applicable)
Registered non-profits and businesses must be in good standing with the BC Registry Services. Enter your number here.

Signing Authority Contact Information
If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

Primary Contact Information – If different from above

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

Organization Mandate (max 120 words)

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver, and to which location(s) in the Basin.

PROJECT DETAILS

Project Title

What is the title of your project? Limit of five words.

Project Location

Identify the geographical location(s) of the trail. When you click in the box you can hold down the [CTRL] key (or the command button on a Mac) to select more than one.

Project Description (max 220 words)

Provide a brief description of the project. Include the main type(s) of activity(s) your project will support (e.g. mountain biking), the target population (e.g. members, non-members, less active populations, beginners, intermediate-level riders) and the main issue(s) the project will address. Describe what your project aims to accomplish and who or what it will impact. Keep this precise and clear. Other questions give you the opportunity to provide more detail.

Estimated Start and End Date

These dates tell us when the project will take place and identify how long your project will be. Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than March 1, 2019. The end date should be when you anticipate all expenses will be paid for and final reports are ready.

What type of project are you applying for funding?

Choose one or more from the list of eligible project types to describe your project.

- The rehabilitation of trails damaged due to large/catastrophic weather events
- The development of new trails that promote accessibility to attract a greater variety of users
- The rehabilitation or development of:
  - trails that incorporate identified Indigenous cultural or heritage values
  - connector trails
  - trailside and trailhead recreation facilities e.g. signs, washrooms, picnic tables, benches, gazebos, garbage cans and huts
  - trails to mitigate identified environmental issues
  - aging trail infrastructure e.g. culverts, boardwalks and bridges

What will the project do? How will this be achieved? (max 200 words)
Provide a description of your project and how your efforts will be achieved. Describe how your project aligns with one of the eligible project types.

Why is this project needed? (max 200 words)
Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

If applicable, how many total kilometers are you rehabilitating/building?

How will this project enhance recreation and physical activity in the Basin? (max 200 words)
Describe how the project will enhance accessible recreation in the Basin and what will be the impact? Who will benefit from this project?

Who will be involved in implementing the project? (max 200 words)
Describe the organization(s), staff or consultants, partners or individuals, and their relevant experience and expertise that they are bringing to the project.

Do you have a long term plan to manage and maintain this trail? (max 200 words)
Describe how you plan to manage, maintain and maximize the long-term usage of the trail. Please include information on how your project will be maintained in the long term to ensure its sustainability and long term viability. If available, include a copy of your organization's relevant ongoing maintenance, asset management and/or sustainability plans as supporting documents.

Required permits and approvals

> **Permit Name**
> What type of approval or permit is required before you can begin your project?
>
> **Has approval been secured (Y/N)**
> Have you received the required approvals or permits?
>
> **If no, has an application been submitted (Y/N)**
> If no please indicate what date an application was submitted to the relevant approval authority.
>
> **Additional Information**
> Is there anything else you would like to add regarding required approvals or permits?

Workplan
Tell us how you plan to organize and carry out your project.

> **Activity**
> List all activities you plan to complete during the project's term. Include activities like: acquiring, installing, training, implementing, testing, measuring impact and ensuring usability and sustainability.

Overseen By
Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

Start and End Dates
Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding.

PROJECT CASH BUDGET

List specific budget items under each heading to identify expenses that require cash. Round up values to the nearest dollar. Click the +**Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of our Non-profit Advisors Program (ourtrust.org/nonprofit).

Source
In the first line labelled *Columbia Basin Trust*, indicate what you are requesting in this grant application. Identify your other sources for cash revenue. This may include sources such as other grants, cash donations, or workshop registration fees.

Confirmed (Y/N)
Indicate whether or not the contribution is confirmed at the time you submit the application to the Trust. If the funder has confirmed that they will be committing resources to your project, you will select *yes*. If you have applied for funding, but have not yet heard back, you will select *no*.

Amount
Indicate the dollar amount you will receive from each cash funding source. The form will automatically calculate subtotals for you.

Total Project Cash Budget and Total Cash Revenue Project Budget
These boxes will auto-fill. *Total Project Revenue* must equal *Total Project Budget* to show you have enough funds to complete your project. If the numbers are not equal, recheck your entries as the form adds them automatically.

IN-KIND SOURCES & CONTRIBUTIONS

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for. (max 200 words)

SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important. You may upload up to six supporting documents.

Ensure your supporting documents add value to your application and are as concise as possible.

You may wish to include documents like:

- Copies of permit applications or approvals (such as Section 57, of the Forest and Range Practices Act (FRPA))
- Asset management plans
- Outcomes of community engagement

1) List what you are submitting.
2) Before uploading your supporting document, ensure the file name is clear and identifies the content.
3) File size may not exceed 3MB per document.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (max 220 words)
Include anything else you would like to add. Be sure it is something that is not already addressed in this application.

What is the main, and first, way you heard about this program?
Choose only one.

Would you like to receive email correspondence from the Trust?
Select yes or no from the drop down options.

Does your organization have social media accounts?
Share your account names and we can connect.
How do you like to receive news?

FINAL STEPS AND SUBMISSION

DECLARATION

Read these sections thoroughly. Click the box next to I agree, then type in your name and title.

SUBMISSION

Click Submit. You will receive an automatic reply from us shortly after clicking submit, confirming that your application has been received.