

Program Guide

What is the Basin Job Experience Trail Crew Program?

The Basin Job Experience Trail Crew Program (Program) helps employers to create short-term jobs while enhancing recreational trails in the [Columbia Basin Trust region](#) (Basin). Basin residents who are unemployed and underemployed, will gain work experience as they advance their skills.

Who can apply?

Eligible Employers are non-profit organizations with a mandate to support recreational opportunities, and First Nations communities with a priority to maintain trails, within the [Basin](#)

Applicants operating outside the [Basin](#) must show that the project benefits the Basin.

When is the application deadline?

November 20, 2024 at 2:00 p.m. PT / 3:00 p.m. MT.

How much will the Trust fund?

The maximum amount of Trust funding for any one project is \$25,000.

The following costs are eligible:

Wage Subsidy

Eligible Employers may apply for a wage subsidy of up to \$18.90/hour for eligible positions.

Eligible positions offer 15-40 hours per week of employment for up to 20 weeks. The program is flexible on the number of positions you can apply for.

You are encouraged to contribute to the positions by offering a higher wage and covering the difference with your own funds. Projects showing broad community support and confirmed cash contributions from additional sources are more likely to receive funding.

Training

The intent of the Program is to develop employee skills through a combination of hands-on, meaningful work and relevant training. You must develop and implement a suitable training plan for employees hired under this Program. Training expenses are eligible under this Program, and you may include reasonable training costs on your Application Form.

Safety Equipment

You may request up to \$150 per employee for any required personal safety equipment needs, if relevant and eligible. This would include personal safety equipment that stays with the employee after the work term (for example, work gloves, boots and safety glasses).

Maintenance Equipment

You may request up to \$500 for equipment required to support trail maintenance and that will remain as an asset of your organization after the end of the project (for example, shovels and hand tools).

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Does the Program help me find the job experience employee(s)?

No, you must recruit and hire the employee(s).

When can a project begin?

Funds can only be used for approved project expenses that occur after Trust approval of funding has been received and the Contribution Agreement has been signed.

What types of costs are not eligible?

Ineligible costs include the following:

- contractor fees;
- replacement of existing trail maintenance crew;
- communication costs; and
- positions that primarily benefit the applicant itself or the members of a membership based organization.

What are the eligibility requirements?

Job Criteria

Funding will be considered for positions that:

- provide meaningful short-term employment, either part-time or full-time;
- hire people as employees, not contractors;
- provide valuable work-integrated learning and training opportunities;
- provide supervision, guidance and training in a positive, safe work environment;
- help employees access funds to acquire personal safety equipment, and provide the other equipment required to adequately perform the job;
- will not result in the displacement of a current employee; and
- are located in the Basin ([map](#)).

Employer Criteria

To be eligible for the Program, the Eligible Employer must:

- be a registered non-profit organization in good standing with a mandate to support recreational opportunities, or a First Nations community with a priority to maintain trails in its area;
- have the capacity to provide meaningful short-term employment opportunity(ies);
- have the capacity to provide a valuable, structured work-integrated learning and training opportunity;
- be able to supervise the employee(s) and provide a safe working environment;
- have a WorkSafe BC account in good standing; and
- adhere to all relevant labour laws.

Employee Criteria

Each job experience employee(s) must:

- be a permanent resident of the Basin ([map](#));

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- not be a relative of the employer's senior management, nor a relative of any member of the employer's Board of Directors; and
- be legally entitled to work in Canada.

Wage Criteria

Employers are expected to pay mandatory employment-related costs (MERCs), including Employment Insurance, Canada Pension Plan, and WorkSafeBC and a minimum of four per cent vacation pay (or offer vacation days) in addition to the hourly rate, and may choose to offer extended benefits (such as medical, dental, etc.) to the employee.

WorkSafeBC Coverage

Employers must have a WorkSafeBC account in good standing by the time the employee(s) start work.

- If you currently have WorkSafeBC coverage, you must provide a clearance letter with your application ([get the form here](#)).
- If you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before a Contribution Agreement is signed.

How does the Trust select projects for funding?

- The project demonstrates it meets the Program eligibility listed above.
- Community support is clearly demonstrated, indicated by activities like fundraising, financial commitments and partnerships.
- The Trust strives to distribute Program funds across communities, organizations and project types and will consider this as part of the adjudication process.

When will organizations hear the results?

The review process usually takes up to 8 weeks. Trust staff may request additional information during the evaluation phase.

Organizations will be contacted by email, at the address provided on the application form, to confirm if the project application has been approved for funding.

To finalize funding, both parties will sign a Contribution Agreement. Funds will be received after both parties sign the Agreement.

What else to keep in mind?

Even if a project meets eligibility criteria, it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine project eligibility and the amount of funding allocated to each project; this may be all or part of what was requested.

Depending on the nature of the project, applicants may have to obtain specific permits and approvals prior to receiving Trust funds.

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Ready to apply?

1. Review the instructions in the next section of this Program Guide to learn how to complete the online application form.
2. If you have questions email trailgrants@ourtrust.org or call 1.800.505.8998.
3. If you would like to work offline, download the [Application Worksheet](#). The worksheet contains direction and advice on how to complete the Application Form. This is optional and cannot be used as your application.
4. Complete the Application Form found here: [Basin Job Experience Trail Crew Program \(ourtrust.org\)](#).
5. Once your application is complete, and you have confirmed all the steps in the Program Guide, click submit. After you submit, you will receive an email confirmation that will contain a copy of your submission.
6. If you need to make an edit to the submitted application before the deadline, you can do so from the Your Entries and Drafts page on the application form website.