

Back Country Horsemen Society of BC - Trails Grant 2018

At the October 2012 Fall Board of Directors Meeting it was decided to set up a **Grant** for trails and access projects across BC that registered Chapters could apply to. Available funds will be allocated to projects at the Selection Committees discretion.

Who can apply;

- Recognized Chapters whose members are all in good standing with BCHBC
- Projects for trails and trailheads using this grant as seed money

Eligible Projects;

- Trail construction or renovation
- Trail rehabilitation
- Trail Head construction, repair and improvement
- Trail infrastructure (ex: bridging, puncheon, turnpikes, information kiosks)
- Trail and trailhead signage
- Mapping of Trails and production

Eligible Project Costs;

- Material costs of upgrading, building, repairing or renovating trails and trail heads.
- Cost of purchasing signage.
- Equipment rental for upgrading, building, repairing or renovating trails and trail heads.
- Permits and licensing fees.
- Assessment fees (i.e. Environmental, Historical or Cultural).

Ineligible Project Costs;

- Cost incurred prior to project application.
- Costs incurred after project completion date.
- Costs of developing project proposal.
- Cost of purchasing land or real estate and associated fees.
- Previously incurred debts, financing charges or interest payments on loans.
- On-going leasing of land, buildings and other facilities.
- Cost of any goods or services which are received as donations or in-kind.
- PST, GST/HST for which the applicant is eligible for a rebate and/or any other costs eligible for rebates
- Legal and accounting fees.
- Travel costs for project coordinators.
- Any other costs not directly associated with the process and completion of the submitted project.
- Projects that cross privately owned land and have no formal agreement or are short term.

Other Deciding Criteria - the BCHBC Trail Grant Section Committee may use some of the following criteria to choose between eligible projects:

- Projects may be selected based on the importance of the project to BCHBC members and their local community.
- Projects may be selected based on the number of BCHBC members and other equestrians it will serve or impact.
- Projects may be selected based on their health, environmental, conservation and/or cultural benefits.

Qualification Criteria - each project must contain the following:

CHECKLIST:

- a completed and signed application form available on-line at www.bchorsemen.org.
- a completed application must be received by email trailcommittee@bchorsemen.org or Canada Post: 8440 Heitman Rd, Chase, BC, V0E 1M1, between January 1 and April 15, 2018. Successful applicants will be notified by May 1, 2018.
- detailed plans including:
 - a written description of the project plans.
 - gps mapping where appropriate to describe the project.

- a budget.
- written permission from the jurisdiction in which the project is located (ie. Prov. Park, Regional District or Rec Sites and Trails, (Min. of Forests, Lands and Natural Resource Operations)
- if a project involves crossing Private Land (owned by an individual or a Business) then proof of a long-term agreement must be produced.
- evidence of community support for the project. (3 letters or emails of support from local Non-government organizations (NGO's), other User Group Organizations.
- Any and all signage and media releases and announcements regarding the project must include the BCHBC logo and acknowledge the financial support of BCHBC.

REPORTING:

During the Project

- Submit an interim report with pictures to trailcommittee@bchorsemen.org.

After the Project

Within two (2) months of the project's completion date:

- a report with details on project progress, challenges, and successes.
- a final budget with any receipts.
- unused funds returned.
- photos of the finished project.
- a completed Online Trail Guide form and accurate maps of the project area trail system.

Funding

- Grant funds cannot be used for purposes that have not been approved by the BCHBC Trails Grant Selection Committee. The Committee must be notified of any changes to the original proposal.
- The Funds must be used by Dec 31 of the year in which the application was approved.
- Any unused funds need to be returned to BCHBC on completion of the project.

Completing the Budget Table

The budget includes essential information for the evaluation of your proposal. Please complete it accurately and carefully.

Contribution Sources (where the Funds will come from) - these include funds provided to the project by your club or other organizations, firms or individuals. Identify each source in the budget. Include sources of any other grant funding.

- Cash - Contributions made in the form of cash or cheques from all sources. BCHBC grant request: indicate the amount requested.
- In-kind Support - this is non-cash support provided by project participants or sponsors using fair and reasonable valuations. Include a brief notation of the type of in-kind support and its source. For example, lumber and nails provided by a local donor, or volunteer labor by club members. (Note: BCHBC will set a standard hourly rate annually for volunteer labor contributions).
- Total Project Support - the sum of total cash costs and in-kind support.

Expenditure Areas (where Funds will be spent) - list the specific types of project costs such as services, fees, materials etc. being purchased and provided to carry out the project. Attach quotations from service/material suppliers when available.

- Cash - actual costs to pay for the project services, materials etc. identified in the Expenditure Areas that are supportable by invoices or documentation, if requested during an audit.
- In- Kind - this is non-cash costs provided by project participants or supporters. Provide brief detail in the expenditures area. For example: Equipment and fuel provided by a club member.
- Total: The sum of cash costs and in-kind support. The total \$ received should equal the total \$ spent.

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