



BCHBC Trail Grant Application Form for 2018

Only a recognized Chapter of the Back Country Horsemen Society of BC (BCHBC) may use this form to apply to BCHBC for funding on trails and access projects. If required attach additional pages.

The completed application must be received by email to 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 on May 1st, 2018.

1. Name of Project: _____

2. Name of Chapter applying: _____

3. Please state in dollars, how much you are applying for: \$_____

3. Geographical location of Project: _____

4. Name of contact person for Project: _____

Address: _____

Postal code: _____ Phone: _____ Fax: _____

Email: _____

5. Location of proposed project (include gps information/maps): _____

6. Land Manager(s): ie. BC Parks, Rec Sites and Trail, Regional Dist. Please include a name and contact information) _____

7. Expected start date: _____ Expected end date: _____

8. Overall purpose of the project: _____

9. Brief description of the project: _____

10. Signatures:

Project Coordinator (print): _____
(sign): _____
Date: _____

If different than contact person on page one please provide contact info here (address, phone and email):

Current Chapter Chair (print): _____
(sign): _____
Date: _____

11. **Proposed Budget** - please include a budget plan. Include where you expect funds to come from and on what will they be spent. Include in-kind contributions. There is a template attached.

12. Have you attached the required budget, maps, permits, support letters or photos? yes ____ # of pages ____ See BCHBC Trails Grant Explanation for detailed information and checklist.

Office Use Only Date received:



Back Country Horsemen Society of BC, Funding application Budget Form 2018

Name of Chapter applying: _____

Name of Project: _____

Sources of Funding - Income (where funds will come from)	Confirmed Y/N	Cash \$	In-kind \$	Total \$ received
	Totals	A	B +	C =

Costs - expenses (what funds will be spent on)	Quote Y/N	Cash \$	In-Kind \$	Total \$ spent
	Totals	A	B +	C =

* in Sources of Funding section, cash and in-kind \$ totals should equal the Total\$ in the = box (A + B = C)

* in Costs section, cash and in-kind \$ should equal the Total\$ spent in = box (A + B = C)

* both the Total \$ Received and Total \$ Spent should equal each other (C = C)

CHECKLIST FOR APPLICATION (MUST INCLUDE):

1. a **completed application form** signed by a director or officer of the club with legal signing authority.
2. a **budget**; how much will your project cost? the applicant must make their financial information available in order to prove their financial responsibility
3. **detailed** plans and timeline including location maps describing the project location, and an area map to display the project area and where the work will be done in relation to the trailhead.
4. **written permission from the land manager** in which the project is located: e.g. municipality, Regional District, Recreation Sites & Trails BC of the Ministry of Forests, Lands and Natural Resource Operations, BC Parks, private land owner etc.
5. show **evidence of community support** for the project. These can include letters or emails from local Non-government organizations (NGO's), and other user group organizations. (3 letters or emails)
6. details showing **commitment to displaying signage** at the project site. All signage, as well as media releases and announcements regarding the project, must acknowledge the financial support of BCHBC. Wording or logos to be approved by BCHBC.