



## **Trail Development and Maintenance Grant Program**

### **Goals**

The goal of the Quad Riders ATV Association of BC is to support the development and maintenance of trails managed or used by the ATVBC Member Clubs.

Applications will be accepted from November 1st until the submission deadline of February 15th each year, followed by a 30 day adjudication period with award decisions announced by March 15th, applicants will be notified by email. Applicants are eligible to apply for \$2,000 or \$5,000 max grant amounts (see General Info on page 2).

Applications received after February 15th will, for the balance of the calendar year, be dealt with on an ad hoc basis subject to the discretion of the Board of Directors and availability of funds.

Priority will be given to those clubs who have not received funding under this program from the Quad Riders ATV Association of BC in the previous 3 years.

Clubs are encouraged to submit their applications well in advance of the February 15th deadline to allow time for preliminary review and feedback to ensure greater chances of a successful application.

To be eligible, applicants must be a member club in good standing with the Quad Riders ATV Association of BC (ATVBC) with a minimum of ten ATVBC members.

All applications and the information contained therein becomes the property of ATVBC.

### **Eligible Projects**

- Trail and riding area maintenance (including, but not limited to, brush cutting, re-surfacing, addressing drainage issues)
- Planning and engineering of trails and trail infrastructure (including, but not limited to, signage, kiosks, toilets, trailheads, day-use shelters, staging areas, etc)
- Trail upgrades/improvements
- New trail construction (with Rec Sites & Trails BC approval)
- Costs of purchasing and installing signage for trails including regulatory, safety, directional, interpretative and trailhead signage.
- Acquisition of maintenance equipment such as brush saw/cutters and chain saws
- Repairing or replacing bollards, gates, turnstiles, fencing
- Replacing or maintaining culverts, bridge decking, railings, superstructure
- Addressing catastrophic events caused by environmental or man-made disasters which threaten the continuity of the trail due to extensive infrastructure damage
- Preparation of Trail Maps that will be available for the general public
- Trail access fees, land use agreement fees, Chamber of Commerce member fees, etc.
- Promotion and education related to sustainable ORV trail construction and maintenance
- Ride safe campaigns; promotion of "pack it in, pack it out" programs, respect for the environment
- Any other project that is trail related not covered by the above list and is acceptable to the Board of Directors by majority vote.

## **General Info**

ATVBC will award grants for projects as follows:

- ATVBC will pay either 75% of the project to a maximum grant value of \$2000 or 50% of the project to a maximum grant value of \$5000.

Here are some examples of how grant amounts are calculated in the table below:

| Total Value of Project | 75%                | 50%                | Eligible grant |
|------------------------|--------------------|--------------------|----------------|
|                        | <i>max \$2,000</i> | <i>max \$5,000</i> |                |
| \$2250                 | \$1688             | \$1125             | \$1688         |
| \$2500                 | \$1875             | \$1250             | \$1875         |
| \$2750                 | <i>\$2000</i>      | \$1375             | \$2000         |
| \$4500                 | <i>\$2000</i>      | \$2250             | \$2250         |
| \$7500                 | <i>\$2000</i>      | \$3750             | \$3750         |
| \$10000                | <i>\$2000</i>      | <i>\$5000</i>      | \$5000         |
| \$12000                | <i>\$2000</i>      | <i>\$5000</i>      | \$5000         |

### *Helpful Hint for Completing Application Form:*

*Complete the budget worksheet on page 2 and then insert the totals into the appropriate boxes on page 1*

- The amount awarded by ATVBC may be lower than that applied for.
- In kind donations (volunteer hours and donated materials) may be included towards matching funds.
- There is a limited amount of money available. When the fund is exhausted the funding program is over for the year unless new money can be obtained by the Quad Riders ATV Association of BC for the program.
- Applications will be reviewed and put forward to the Quad Riders ATV Association of BC Board of Directors for approval.
- Only one application can be made by a club at any one time, and any new applications will not be considered unless any previous funding has been finalized.
- Receipt of grant application will be confirmed by the Quad Riders ATV Association of BC.
- The recipient will recognize through signage the Quad Riders ATV Association of BC and the contribution to the funded project.
- A completed ATVBC Trails Development and Maintenance Application Form signed by two Board of Directors of the Club with signing authority for the club.
- Grants may only be used for the purpose outlined in the Quad Riders ATV Association of BC Grant Program.
- **If on crown land or on an established trail or recreation site, the project must have received prior approval from the local Rec Officer. If on private land written permission must be received from the land owner in a manner acceptable to the committee.**

- Upon request of the Quad Riders ATV Association of BC, the recipient shall submit interim progress reports upon request for inclusion in the newsletter or other trail reports.

### **Other Information That May Be Required**

- Evidence of landowner(s) permission
- Map and electronic data showing location of project
- Pre-project photos
- Additional information or site visits by the Quad Riders ATV Association of BC may be necessary
- If applicable, proof of approval by regulatory bodies and compliance with trail and riding area construction guidelines. Regulatory bodies may include:
  - Local Government
  - Ministry of Forests, Lands and Natural Resource Operations
  - Local Recreation Officer
  - Fisheries and Oceans Canada if applicable

### **Payment of Grants**

- Payment of the grant will be done by the Quad Riders ATV Association of BC issuing cheques to the suppliers, contractors, equipment operators, service providers directly, or
- Payment of the grant will be paid directly to the club as follows:
  1. Clubs purchase goods or services for approved trails project
  2. Club receives invoice from supplier in club's name
  3. Club pays the supplier with cheque from club's general bank account
  4. Club submits copy of invoice and cancelled cheque that they paid supplier with, to ATVBC
  5. ATVBC issues cheque payable to the club

**\*Please note ATVBC is unable to reimburse clubs for any expenses paid by cash, therefore please ensure you pay supplier invoices with club cheque or club credit card.**
- Should the project need to be modified, written permission to reallocate funding is required from the Quad Riders ATV Association of BC.
- All projects must be completed in a timely manner of 6 months from the date of approval or no later than November 1st of the year the application was approved.
- Upon review and approval by the Quad Riders ATV Association of BC, the applicant will be notified by email as to the amount approved
- For all grants, a final report must be submitted to the Quad Riders ATV Association of BC. The report will include a summary of work done and a financial/in-kind summary, photocopies of all receipts and cheques issued, post-construction photos and budget summary as appropriate.

Please submit applications and supporting documentation by email to [kim@atvbc.ca](mailto:kim@atvbc.ca)