

OFF-ROAD VEHICLE TRAIL FUND

2024

Grant Application Form

Instructions: This form is intended to be submitted as part of the ORV Trail Fund application. Download and save to your computer. **This form functions best in Adobe Reader or Adobe Pro, you can [download Adobe Reader for free](#).** Submission instructions are in Section 9 of this application form. Contact ORVTrailFundApplications@gov.bc.ca for questions.

1. Contact Information

Legal Name of Organization: _____

Organization's Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

_____	_____
First Name	Last Name
_____	_____
Phone Number	Email

2. Application Details

Primary User Group: _____ Applicant Type: _____

Previous Years Funded: 2021 2022 2023

Project Name: _____

Project Timeline: Start: _____ Completion: _____

Location: [Recreation District List](#) Nearest Community: _____

3. Authorization

There are a variety of land jurisdictions in the province where project proposals may be considered for the ORV Trail Fund. Clear proof of authorization for the proposal from the land manager or landowner must accompany each application. A list of potential authorization requirements is provided in the Policy.

For a proposal to be considered for funding, the lands on which the project is proposed must be available for use by the general public and proof of public access may be required. Projects on private land will only be considered where written, legal public access is in place (e.g., an easement for the purposes of ORV recreation). Other jurisdictions may be considered on a case-by-case basis but must demonstrate both the required authorizations and a public access guarantee as described above.

Clearly indicate what authorizations are in place for the works you are proposing and **upload all final, signed versions of authorizations with your application. A lack of authorization for your proposal may result in disqualification of your project.**

- Step 1: Contact the District Recreation Officer to assist in determining relevant required authorizations.
- Step 2: Complete required application form(s) through [Front Counter BC](#) or [RSTBC Authorization website](#).
- Step 3: Receive required authorizations and attach in final submission.

Attached:	Authorization Type:	Contact:	Contact Email:
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Additional Detail (if required): _____



5. Project Description – 25 points

Describe the project and how it supports the objectives of the ORV Trail Fund. Include:

- Summary of how the project supports the objective(s) of the ORV Trail Fund;
- Location of the proposal, including a text description and digital mapping showing the proposal area, land ownership, access, and other important details;
- Construction plan, including proposed schedule of works (if required);
- Maintenance Plan, including the schedule (if required);
- Promotion of safe and responsible use plan (if required);
- Description of the partners directly involved in planning, developing and submitting the application. Describe how the partners were specifically involved (i.e., what role did they play?); and
- Clear indication of what is proposed, key deliverables and milestones and proof of authorizations for any works required.



Project Description Continued

A large, empty rectangular box with a black border, intended for the project description.



6. Indigenous Community Partnerships – 10 points

Indigenous Partnerships and Reconciliation are a high priority to government. Provide specific details on how you have attempted to involve local Indigenous Communities and cultural values in the proposed project. Examples of activities are:

- Description on which indigenous lands are implicated or on which your organization operate.
- Examples of communications with Indigenous communities directed at better understanding their interests and values. See [2019_ORC_Working-in-a-Good-Way_Aug-2021-update.pdf \(squarespace.com\)](#) for guidance.
- Project related planning, discussions, or initiatives with the local indigenous community. Attempts to communicate that are not reciprocated can be shared as evidence of your efforts.
- How the project will benefit the indigenous community.
- Any indigenous community partnerships or contracted work.
- Signage recognizing the historical significance or cultural values of the lands to the indigenous community.



7. Respect for the Environment and Sustainable Trail Development – 10 points

Describe how the project will meet current needs while protecting the needs of future generations from an environmental, economic and community perspective.

- Demonstrates that the project will meet current needs while protecting the needs of future generations from an environmental, economic and community perspective.
- Describe the construction standards or education or promotion you are proposing to implement and how it will benefit the environment.
- Provide the report from the Trail Environmental Screening tool [T_E_S_T_2020_Master_.pdf \(shuswaptrails.com\)](https://shuswaptrails.com/T_E_S_T_2020_Master_.pdf) (optional, not mandatory).
- Provide evidence of your environmental management plan and describe the elements employed to mitigate impacts.
- Provide evidence of sustainable planning, layout and construction.
- Describe educational opportunities designed to encourage users to reduce impacts to the environment (wildlife, ecosystems, soils and water).



8. Proponent Capacity for Long-Term Management– 15 points

Describe in detail how your organization will commit to long-term management of the trail project. Volunteer efforts will also be considered as a key part of this criterion.

- Applicants demonstrate a commitment to long-term maintenance of the trail project.
- Volunteer efforts are a key component of this criterion. Identify how your organization will balance any additional workload associated with this project term alongside existing obligations currently carried out by volunteers.
- Show evidence of a long-term maintenance plan or sustainability from the stewardship organization.



9. Submitting ORV Fund Application

Ensure the following:

1. All required Fields are completed.
2. All non-mandatory fields are completed to the best of your ability. Empty fields will result in a score of zero for that criteria.
3. All necessary authorizations are completed and ready to upload as attachments.
4. All additional supportive documents are completed are ready to upload as attachments.

When ready to submit:

1. Save the document.
2. Click "Submit Application" below and open the submission web-page.
3. Close this PDF.
4. Fill out fields on web-page and upload this form and all required documents.
5. Hit Submit on on-line submission form.
6. Check your email for a copy of the submission. Contact ORVFundApplications@gov.bc.ca if you do not see a copy of the submission in your email or junk mail.