

# **OFF-ROAD VEHICLE**

2024

**TRAIL FUND** 

**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 Informati	on			
Legal Name of Organiz	ation:			
Organization's Mailing	Address:			
City:	Province	e:	Postal	Code:
Contact Person:				
	First Nam	e		Last Name
_	Phone Num	ber		Email
2. Application Detail	S			
Primary User Group:		Applic	ant Type:	
Previous Years Funded	l: 2021	2022	2023	
Project Name:				
Project Timeline:	Start:		Completion	
Location: Recreation	District List		Nearest Con	nmunity:
authorization for the proposi requirements is provided in t	al from the land manager or the Policy.	landowner must accor	npany each application. A	e ORV Trail Fund. Clear proof of list of potential authorization
public access may be require	d. Projects on private land vion). Other jurisdictions may	vill only be considered be considered on a ca	where written, legal publi	for use by the general public and proof of access is in place (e.g., an easement for demonstrate both the required
Clearly indicate what authori application. A lack of author				ned versions of authorizations with your
Step 1: Contact the District R Step 2: Complete required ap Step 3: Receive required auth	pplication form(s) through Fr	ont Counter BC or RSTE	•	
Attached: Autho	orization Type:	Con	tact:	Contact Email:
Additional Detail (if req	uired):			



#### 4. Project Budget – 10 points

#### Clearly describe the project budget, include total cost, total funding request, other funds provided, line items costs, cost breakdowns, subcontractor or supplier quotes and key milestones. **Examples of Eligible Costs In-kind Contributions** • Donated materials at verified fair market value (blue book to be used as a baseline); • Donated accredited professional services at verified fair market value; • General labour (e.g., administrative support, trail maintenance work): \$20.00/hour; • Skilled labour (e.g., marketing, communications, Internet support): \$25.00/hour. **Examples of Eligible Activities** Project plan development: Promotion of safe and responsible use: • Development of brochures, maps, signage, web sites, or other • comprehensive plans · construction drawings • Development of sustainable trail plans and educational programs • environmental assessments for ORV trails in specific riding areas • trail master plans Development of broad education programs for ORV trails on a planning processes regional or provincial scale · engineering and technical trail assessments • Hiring of professionals to develop best management practices for Trail construction: soil disturbance, wildlife interactions, or other environmental • construction of access roads in certain circumstances concerns parking areas • Costs associated with inventorying a riding area, network or trail as • trail and trailhead construction preparation to improve management or maintenance • development and installation of route and interpretation signs • Development or promotion of best practices for ORV users in areas Trail maintenance: associated with wildfire risk • clearing/brushing Costs related to signage development promoting safe and • minor trail reroutes responsible use, including "pack it in, pack it out," "safe riding • bridge replacements campaigns," "promotion of membership with ORV clubs and • installation of culverts, ditches, and other water management associations" and "rules on ORV registration" Development of programs that contribute to cooperation between • resurfacing of trails with natural surfacing or aggregate user groups minor realignments of trails and trail features Coordinated provincial safety programs. NEW FOR THE 2024 ORV TRAIL FUND APPLICATION - There is no longer two separate project streams when applying for the ORV Trail Fund. The ORV Trail Fund request must be a minimum of \$5,000. The maximum available is \$25,000. Matching Contributions must be a minimum of 20% of the total **Matching Contribution Breakdown:** funding request to the ORV Fund. In-Kind: A minimum of 10% of the Matching Contributions must be monetary. Monetary: A minimum of 10% of the Matching Contributions may be in-kind. **Total Matching Contributions:** Total Matching Funds Total Drainet Costs

Total Project Cost:	Total Matching Funds:			
ORV Trail Fund Request:	Monetary:		In-k	ind:
Description	n Co	ost	Funding Source	Funding Source Detail



## 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 part specifically involved (i.e., what role did they play?); and	tners were
Clear indication of what is proposed, key deliverables and milestones and proof of authorizations for any works required.	



Project Description Continued	



#### 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.

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### 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) (optional, not mandatory).
- Provide evidence of your environmental management plan and describe the elements employed to mitigate impacts.



## 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.
- 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 <a href="mailto:ORVFundApplications@gov.bc.ca">ORVFundApplications@gov.bc.ca</a> if you do not see a copy of the submission in your email or junk mail.