



BC EQUESTRIAN TRAILS FUND

2020 Grant Application Form

FOR HCBC USE ONLY –

Date Received:

Refer to the Guide to Applicants below to complete this form. Incomplete applications will not be accepted.

Project Title:

APPLICANT DESCRIPTION

Applicant (Name & contact information of HCBC member club or affiliate – must be an authorized legal representative)

Organization:

Club officer name & position:

Mailing Address:

Telephone Number:

Fax Number:

Email Address

Project Contact Person (Only if other than the Applicant contact)

Name:

Title:

Mailing Address:

Telephone Number:

Fax Number:

Email Address:

Name of Club

President:

Signature:

Name of Club

Treasurer:

Signature:

Note: This application may be considered for other funding sources at the discretion of the Horse Council BC application review committee.

Background Information

PROJECT DESCRIPTION

Project Timing

Objectives

Context/ Background

Project Activities

Human Resources

Mapping Information

Results

Performance Reporting

Signage & Communications

Please submit your completed application form before **April 15, 2017** to

Recreation Coordinator, Horse Council BC
27336 Fraser Highway, Aldergrove, B.C. V4W 3N5
Fax: 604-856-4302 Email: recreation@hcbc.ca



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2020 Grant Application Checklist

PRE-APPLICATION

- Is your club eligible to apply?
- Does your project meet the Eligible Projects Criteria?
- Will the funds be used toward Eligible Project Costs?

Have you included the following with your application:

- a completed and signed application form.
- a budget including proof that your club has already secured 20% of the total cash expenditures in dollars.
- detailed plans including:
 - a written description of the project plans.
 - location maps showing the nearest communities.
 - maps of the site showing where and what work will be done.
- written permission from the land manager
- evidence of community support for the project.
- details showing commitment to displaying signage acknowledging HCBC at the project site.

- Have you submitted your application on or before April 15, 2017?*

DURING THE PROJECT

- Have you submitted an interim report and budget with pictures to HCBC at some point during the construction of your project?*

AFTER THE PROJECT

Have you sent in the following within two (2) months of the project's completion date:

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

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2020 GUIDE FOR APPLICANTS

1. Completing the Funding Application Form

This section follows the order of individual headings in the Application Form and provides guidance for completing the form. It is recommended that it be at hand while completing the Application Form. Information included in applications is held in confidence by Horse Council BC.

Project Title

Clear, short title for the project proposal.

Applicant Description (HCBC Member Club or Affiliate)

The person and organization fully accountable for the project including project management, reporting and communications. The applicant must have the ability to enter into a legal contractual agreement with Horse Council BC. Include the name of the signing officer, office held, mailing and email address, telephone and fax numbers.

Project Contact Person (only if other than the Applicant)

The person who will work with HCBC on project reporting. Include the contact person's name, title, mailing and email address, telephone and fax numbers.

Names and signatures of Club President and Club Treasurer are required.

Applicant Background Information

Briefly include information on the club or affiliate, indicating size of the membership, type of members, goals of the club, normal club activities, etc.

Project Description

- Project timing - Indicate the planned date(s) i.e. start and completion dates
- Objectives - What are the goals of the project? For example: *To expand the trailhead parking lot at Happy Horse Creek to accommodate horse trailer parking.*
- Context/ Background - Why is it important that the project be undertaken? Describe any conditions that add urgency to the project. What problems or opportunities will the project address? For example: *A new bridge over Rocky Creek will permit equestrian access to Valley View Trail.*
- Project Activities - Include an overview of the activities necessary to complete the project.
- Human Resources - Briefly outline who will manage and work on the project.
- Mapping Information – Provide a map showing where the trailhead is in relation to the closest communities, and a map that shows the area of the proposed project. For example: *If the project is extending a trail, submit a map of the current trail with a superimposed line detailing where the new portion of the trail will be.* The recommended format for submission is as a PDF or JPEG.
- Results - What are the visible results of this project? Describe how the project will benefit Horse Council BC recreational riders or the BC horse industry, and give an estimated number of Horse Council BC members that will benefit from this project. For example: *Building a connector trail*

between Happy Horse Creek Trail and the Valley View Trail will expand the trail network accessible from the Happy Horse Creek trailhead. Our club has this many members and there are another three HCBC member clubs in the area that frequent the trail.

- Performance Reporting - How can the project's success in achieving objectives be measured? For example: *Increased numbers of riders using the trail after project completion compared to before.*
- Signage & Communications - Describe site signage and how you will communicate what was accomplished in the project. Permanent signage acknowledging the contribution of HCBC and the BC Equestrian Trails Fund is required. Project results are expected to be broadly communicated both to HCBC members and others in the community that might benefit.

2. Completing the Budget Table

A template is available from HCBC as an Excel spreadsheet and pdf. 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 and through revenue generated at events, advertising or sponsorships. Identify each source in the budget. Include also sources of other grant funding.

- **Cash**
Contributions made in the form of cash or cheques from all sources.
BC Equestrian Trails Fund 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 labour by club members. (Note: HCBC will set a standard hourly rate annually for volunteer labour 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 totals in each vertical column should match the corresponding totals of the Contribution Sources table.