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# BC EQUESTRIAN TRAILS FUND

## 2020 Grant Application Criteria

### About the fund

The BC Equestrian Trails Fund has been established to provide support for HCBC member clubs and affiliates who have researched and planned a specific project related to the construction and/or maintenance of an equestrian trail, trailhead or horse camping site in British Columbia for public use. Donations of any amount to the fund from individuals and corporations are appreciated, and may be made through the HCBC website. The fund for 2019 consists of individual and corporate contributions, plus an amount allocated by the Horse Council BC Board of Directors.

Wherever possible, the BCETF money is used as "seed funding" to obtain additional funding from other granting agencies. A review committee appointed by HCBC will receive, review, and approve specific funding proposals. Submission deadline is April 1, 2020. See application form for submission details at <http://www.hcbc.ca/index.php/membership/funding-for-hcbc-members/bc-equestrian-trails-fund/>

### Who can apply?

Grants will only be given to:

- Horse Council BC member clubs or affiliates that have been members in good standing of Horse Council BC for a minimum of 12 months and whose members are Horse Council BC members
- Committees of Horse Council BC whose projects meet the required criteria

### Eligible projects

Eligible projects for funding would include:

- New trail construction
- Trail upgrade/improvement
- Bridge and water crossing construction, upgrades or rehabilitation
- Signage
- Trail surveying and tracking
- Trail rehabilitation
- Horse camp facilities such as corrals, high lines, toilets, fire rings, signage, stock watering facilities, etc.
- Trailhead modifications to accommodate horses and horse trailers

### Eligible Project Costs:

- the material costs of constructing, rehabilitating, upgrading or renovating
- the costs of surveying, engineering, and architectural supervision services, if required
- the costs of purchasing and installing signage
- permit & license fees
- equipment rental
- labor costs
- environmental &/or archeological assessments

### Ineligible Project Costs:

- costs incurred prior to application approval date
- costs incurred after the project completion date
- the cost of developing a proposal for funding application
- the cost of purchasing land or real estate and associated fees
- previously incurred debts, or financing charges and interest payments on loans
- on-going leasing of land, buildings and other facilities
- the cost of any goods and services which are received through donations or in kind
- taxes (e.g. GST) for which the applicant is eligible for a rebate, and any other costs eligible for rebates
- legal fees
- travel costs
- any costs not directly related to the completion of a project

### Qualification criteria for projects:

- Submission on or before April 1, 2019. Applications must be fully completed as of the April 15<sup>th</sup> deadline or applications will not be considered. *An extension may be granted at the discretion of HCBC and the Selection Committee if the Letter of Permission from the Land Manager will be delayed. Prior notice of the delay will be required.*
- Projects that make improvements to private lands will not be considered.
- Applications must include:
  - a completed application form signed by a director or officer of the club with legal signing authority.
  - a budget; the applicant must make their financial information available in order to prove their financial responsibility
  - meet the minimum project cost; for all grants, the applicant must already have raised a minimum of **20%** of *total cash expenditures in dollars*. Funding received from other HCBC sources of funding (e.g. Regional Funding) will not be counted toward the minimum project cost requirement.
  - detailed plans including location maps describing the project location in relation to the nearest centre of population, and an area map to display the project area and where the work will be done in relation to the trailhead.
  - 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, etc.*
  - show evidence of community support for the project. These can include letters or emails from other user group clubs or individuals living in the community.
  - 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 HCBC and the BC Equestrian Trails Fund. *Wording or logos to be approved by HCBC.*

### Other deciding criteria:

HCBC reserves the right to choose between eligible projects using one or more of the following criteria:

- applicants (HCBC member clubs or affiliates) who have not received funding grants in prior years may be chosen over those who have previously received funding grants
- applicants in communities that have not received funding grants in prior years may be chosen over applicants in communities that have previously received funding grants
- applicants who have proven their ability to make excellent use of the fund resources may be chosen over those who have not done so
- long term projects are acceptable, but the funding would be on a yearly basis dependent upon the amount in the fund and the previous year's accounting and accomplishment

Selection may also be influenced by:

- the importance and/or urgency of the project to the community as well as to HCBC membership
- the potential number of HCBC members and community members served by the project
- the amount of community support for the project
- the environmental benefits of the project

### Funding & reporting:

A complete report on the project must be submitted to HCBC with copies of receipts within 2 months of project completion. The report should contain the following information:

- details on project progress, challenges, and successes.
- a financial report with receipts.
- a completed photo release form and photos of the project in various stages of completion.
- a completed Online Trail Guide form and accurate maps of the project area trail system.

HCBC reserves the right to hold back 20% of the funding amount pending receipt of financial statements and receipts, as well as confirmation of the project's completion.

Grant funds cannot be used for purposes not approved by HCBC, and must be dispersed within 12 months of receipt unless otherwise approved in writing by HCBC. Proposed changes to previously approved use of funding should be submitted to HCBC for approval.

Any unused funds must be returned to HCBC on completion of the project.

At the discretion of the Horse Council BC application review committee, your application may be considered for funding from other sources in addition to or in lieu of the BC Equestrian Trails Fund.

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#### Grant applications should be addressed to:

Attn: **BC Equestrian Trails Fund**  
27336 Fraser Hwy  
Aldergrove, BC V4W 3N5  
Fax to 604-856-4302  
Email to [recreation@hcbc.ca](mailto:recreation@hcbc.ca)

