



BC Equestrian Trails Fund Application

The BC Equestrian Trails Fund was 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.

The BCETF money should be 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.

The grant will cover up to 75% of the purchase or project cost to a maximum of \$5,000.00.

Application Details

Applications will be accepted between January 15th and April 30th and again if funding is available June 30th of each calendar year.

All applications approved for funding are required to provide a written report describing how the funds were used within 30 days of the purchase/project completion. Funds will only be sent once the report and receipts have been received. The amount funded will be calculated using the final receipts and report.

All Final Grant Reports must be submitted by December 1st.

Criteria:

Grants will 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 2 years and whose members are Horse Council BC members

Eligible Projects:

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

Recognition:

Horse Council BC will appreciate any recognition as follows:

- HCBC logo on your website, newsletter, program, and signage for support of project. Contact communication@hcbc.ca for current logo and usage guidelines.
- Tag Horse Council BC on Facebook (@HorseCouncil), Instagram (@horsecouncilbc), and any other social media that your organization uses.
- Prepare a media release/report, including photos, for use in HCBC print/electronic publications. This can include a testimonial from the organization or individuals benefiting from the investment.
- Verbal acknowledgment of HCBC at your event.



BC Equestrian Trails Fund 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?

Submission Documents

- Completed and signed application form.
- Budget - including proof that 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.

During the Project

- Submitted an interim report & budget with pictures at halfway point during construction of the project?

After the Project

To be submitted within 30 days of project completion

- Final report with details on project progress, challenges, and successes.
- Final budget with receipts.
- Unused funds returned.
- Photos of the finished project.
- Completed Online Trail Guide form and accurate maps of the project area trail system.



HORSE COUNCIL BRITISH COLUMBIA

BC Equestrian Trails Fund Application Form

All emailed forms must be sent as PDFs to recreation@hcbc.ca

Project Title	
----------------------	--

Applicant Information	
------------------------------	--

Organization Name	
Applicant Name & Position	
Club Mailing Address	
	City Province Postal Code
Telephone	
Email	

Background of Organization	<i>ie. what does organization do, membership size, types of members, goals for organization.</i>
-----------------------------------	--

--

Project Details	
------------------------	--

Project Scope/Objective	<i>What is goals of project, why is it important, any conditions & urgency, what problems & opportunities will it address</i>
--------------------------------	---

ie. Expanding trailhead parking lot at Happy Horse Creek to accommodate horse trailer parking. Currently can only have 3 trailers and they are not able to get in and out safely

--

Project Timeline	<i>Start Date, Completion Date, Relevant Milestones</i>
-------------------------	---

--

Project Plan	<i>List of activities that will be conducted for project (Work breakdown)</i>

Project Team	<i>Who will manage & work on the project.</i>

Performance Reporting	<i>How will project's success in achieving objectives be measured?</i>
ie. Increased numbers of trailers at Happy Horse Creek from 3 to 10 after completion	

Project Outcome	<i>What are the visible results of this project? How does it benefit HCBC recreational riders or BC horse industry</i>

Mapping Information	<i>Provide a map showing where the trail head is in relation to the closest communities, and a map that shows the area of the proposed project.</i>
ie. 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.	

Signage & Communication	<i>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.</i>

Authorization

President	
Name	Signature

Treasurer	
Name	Signature



BC Equestrian Trails Fund

For all requests applicants must already have secured a minimum
20% of the total cash expenditures in dollars. *

Budget Worksheet

Organization Name

Project Name

Contribution Sources (Where will funds come from)	Confirmed Y/N	Cash \$	In-Kind \$	Total \$
Estimated # of Volunteers doing General Labour x # of hours @ \$20/hour:				
Estimated # of Volunteers doing Skilled Labour x # of hours @ \$25/hour:				
Total				

Expenditures (Where will funds come from)	Cash \$	In-Kind \$	Total \$

Total			
--------------	--	--	--

Minimum Organization Requirement	
---	--