



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: _____

Society Number: _____

APPLICANT INFORMATION

1) Name of Organization: _____

2) Contact Person: _____

Position: _____

Mailing Address: _____

Fax: _____

Phone: _____

Email: _____

Website: _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

3) Purpose of your organization & description of the types of activities your organization is involved in.

4) If applicable, does your organization own any facilities or properties? Yes No *(please check one)*

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

5) Executives of Your Organization:

President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____



6) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)

7) Describe the project for which your organization is requesting funding.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

9) Describe how the project will foster “regional pride” in the natural environment of the Regional District.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

- 12) Describe how the project will build on the Provincial Trails Strategy (http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.



Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Signature of Applicant

Phone



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Application Checklist

Applicant Name: _____

Date: _____

All application packages must include the following items.

- Completed Recreational Trails Grants-in-Aid application form.
- Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- Project budget including sources of revenue (confirmed and pending), donations and expenses.
- Three (3) quotes for any items valued at over \$3,000.
- Current and year-end financial statements.
- Map of the proposed project and route.
- Pictures of the proposed project and route.
- Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- Two (2) letters of support from other organizations or groups supporting the project

FOR REGIONAL DISTRICT USE ONLY:

Follow up: _____

Comments/Considerations: _____

CSC Use Only

Update Access Database

BC Online check

File a copy electronically in groups file