

1. Introduction

The Government of Saskatchewan, under partnership with the Saskatchewan Parks and Recreation Association (S.P.R.A.) and Saskatchewan Trails Association (STA), has dedicated funding for the development of trails in the Province of Saskatchewan. As the provincial voice of trail developers, STA has been appointed as the organization in charge of the administration and delivery of the STA Trail Building Grant.

Trails are the most widely used recreation facility in Canada. Trails promote active living and provide safe, affordable, healthy recreational opportunities for people of all ages. The development of trails encourages people to discover first-hand the natural, cultural, and historic resources of the local community.

The Saskatchewan Trails Association (STA) formed in 2004 as a non-profit organization with the mandate to build multi-use recreational trails in Saskatchewan. The STA Trail Building Grant provides seed money for members building trails.

2. Purpose

The purpose of the STA Trail Building Grant is to assist members in developing trails within their community or between communities. The focus of the grant will be to fund new trails and enhance existing trails.

3. Eligibility

The STA Trail Building Grant is available to members of the STA including the following: cities, towns, villages, northern settlements, rural municipalities, First Nations, provincial recreation associations, regional recreation associations, regional/urban park authorities, tribal councils, Community Trail Clubs, trail-based Provincial Recreation Associations and other recognized trail organizations.

Those not eligible include government departments, national organizations, institutions, and crown corporations.

Please ensure membership is current before application is made. If not currently a member, please see attached form.

4. Available assistance

Projects will be funded up to 60 per cent of the total actual costs to a maximum of \$3,500.00. At least 40 per cent of the total actual costs must be realized by self-help or partnership revenue. Gifts in-kind will be accepted as self-help.

5. Expenditures

A. Eligible expenses include:

- construction materials, signage, maps, benches, surfacing material, contracted workers and equipment.

B. Ineligible expenses include:

- food related expenditures - food expenses for banquets, dinners, fundraising, and celebrations
- subsidization of wages for full time employees
- property taxes, insurance
- administration expenses

6. Application process

The Trail Building Grant was scheduled to be offered again in March 2009. However, **the program is tentatively on hold**, as the existing funds have been depleted. Funding will likely not be available for the March 2009 application deadline.

STA is currently working with the provincial government to develop a new program to assist in trail development. The new program will replace the Trail Building Grant that was previously provided.

7. Funding obligations

- All funds must be used within 12 months of the approval date.
- Funds will be distributed once the trail is built and copies of the appropriate invoices are forwarded to STA.
- Groups receiving grants must publicly acknowledge STA.
- Funds granted through this program may only be used for the purpose stated in the application. Funds are not transferable. STA must approve, in writing, any significant change in the use of funds. **Unused funds, or funds that were spent incorrectly, must be returned to STA.**
- Grant payment will not be made if an applicant has any outstanding grant follow-ups with STA.
- All grant beneficiaries must publicly recognize the Government of Saskatchewan and STA for receiving funding through the STA Trail Building Grant.
- All applicants will save harmless the Government of Saskatchewan, S.P.R.A. and STA for any liabilities, problems or issues that arise either during or after the grant application process.

8. Follow-up requirements

Successful applicants will be required to submit a follow up report **within 45 days** of the completion of the project. Follow up report forms will be forwarded to successful applicants.

In addition to the completed follow up report form, STA requires the following financial accountability for the complete grant amount:

- photocopies of actual receipts; payroll records/cancelled cheques or a schedule in the audited financial statement of the organization that verified project expenditures;

- a minimum of 4 digital photographs of trail construction and the finished trail project; and proof of appropriate trail insurance, building permits, crossing permits, and land owner agreements (if applicable); (templates available)

- a trail map, including local amenities for inclusion on the STA website (maps should be submitted on a 1:50,000 NTS (National Topographic Service) scale map. Map templates are available through STA.
- Upon completion, a site visit from one of the regional STA directors (at our expense) is required before final funds are disbursed.

9. Application requirements

Please complete the following information. Approval of applications will be based on all areas listed below being included in the application submission.

A. Application cover sheet

Include the name of applicant, contact person, telephone number, address, email address, and amount of funding requested, project start and completion dates.

B. Trail proposal

Attach a map specifying the length and location of the proposed trail segment where work is to be done. Outline the trail specifications (width, height, surface material, etc). Please identify activities that will be accommodated on this segment of trail (i.e. walking/hiking, cycling, horseback riding, cross country skiing, snow shoeing, snowmobiling, others). Preference will be given to multi-use trails.

C. Budget

Complete a proposed budget using the following outline:

- list of revenue (including grant request, partnerships, other grants, and self-help). List gifts in-kind as material donated or break the labor costs by hour (e.g. 50 hr @ \$7.95/hr);
- list of expenditures (including materials, purchased services, and all other expenditures).

SAMPLE BUDGET	
Income	Amount
Cash donations	\$
Fundraising	\$
Other funding sources <i>(please list and detail in the Other Funding Sources chart below)</i>	\$
	\$ _____
Total Income	Amount
Expenditures	
Project materials <i>(please list)</i>	\$
Minor equipment <i>(please list)</i>	\$
Other direct project related expenditures <i>(please list)</i>	\$
	\$
Total project expenditures	\$
	\$
STA Trail Building Grant (requested amount)	\$
	\$ _____

D. Action plan

Include a project action plan with proposed timelines.

E. Maintenance plan

Include a detailed plan that outlines how the trail will be maintained subsequent to receiving the grant and the trail being constructed.

F. Promotion plan

Include a promotion plan that outlines how you will let potential users know about the trail. Please provide an estimate of the number of trail users/types over the next three years.

10. Assessment Criteria

Applicants will be assessed upon the following criteria:

- An on-going commitment from the community/club/association to maintain the trail once it is built.
- A clear map of the length and location of the proposed trail segment where work is to be done.
- The budget should include all revenues and expenses directly related to the project to clarify full costs.

Please note that STA provides trail building workshops and *Trail Specification Manuals*. Those undertaking their first trail building programs should attend these workshops or consult the manual.

For further information or clarification of any information pertaining to this grant program, contact Pat Rediger at (306) 522-9326, e-mail prediger@sasktrails.ca or visit www.sasktrails.ca.

Please include four (4) copies of all grant applications and supporting documentation and mail the four completed copies of the grant application to:

Saskatchewan Trails Association
Trail Building Grant
#242 - 918 Albert St.
Regina, SK S4R 2P7



Membership Information

INDIVIDUAL MEMBERS

An individual who is at least 18 years of age

TRAILS MEMBERS

- Incorporated or unincorporated associations of individuals in a particular geographic area in Saskatchewan
- Trails groups-members of which build and/or maintain recreational trails in Saskatchewan
- User group-members of which use recreational trails in Saskatchewan

PROVINCIAL MEMBERS

Any provincial association

LIFE MEMBERS

- Any person whom the Board of Directors deems appropriate
- Lifetime of the recipient.

All of the above are entitled to all the privileges of membership, including the right to attend and vote at meetings of members. Each member is entitled to one vote at such meetings.

ASSOCIATE MEMBERS

- Persons of the following can be admitted:
 - Government of Canada
 - Province of Saskatchewan
 - Municipal corporation
 - A first nation organization
 - A regional economic development authority (REDA)
 - Saskatchewan Association of Rural Municipalities (SARM)
 - Community recreational associations
 - Any corporation

An associate member is entitled to all the privileges of membership, including the right to nominate an individual to attend meetings on the member's behalf, but excluding the right to vote at such meetings.



Membership Application Form

___ Individual - \$25.00 ___ Trail Group - \$50.00 ___ User Group - \$50.00

___ Provincial - \$100.00 ___ Life - \$500.00 ___ Associate - \$100.00

Name _____

Address _____

City Postal Code Province

Phone # E-mail

Please make cheque payable to Saskatchewan Trails Association and mail to:
242 – 918 Albert Street
Regina, SK S4R 2P7