



**MANITOBA RECREATIONAL TRAILS ASSOCIATION  
TRANS CANADA TRAIL  
DEVELOPMENT PROGRAM  
GRANT APPLICATION**



[www.mrta.mb.ca](http://www.mrta.mb.ca)

**APPLICATION DEADLINES**

Grant applications will be assessed three times per year. Please submit applications by the last day of one of the following months:

**January**

**May**

**October**

- Grant funding is available for Trans Canada Trail development only.
- Applications must be received on or before designated deadline dates.
- Project work begun or expenses incurred prior to formal approval will not be eligible.
- Approved projects must be completed within 12 months of approval.
- Applicants must be members in good standing with the MRTA.
- Attach additional pages as required.
- The completeness of this application and backup information is a factor in the consideration of your proposal.
- Please contact the Manitoba Recreational Trails Association before completing the application.
- Please keep a copy of your application and supporting documentation.

Date of Application: \_\_\_\_\_

**A. Information about your association**

If incorporated, association name as it appears on your Incorporation papers:

Association Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

Sub-Committee of Municipal Council?  Yes  No If No, Date of Incorporation \_\_\_\_\_

Member of the Manitoba Recreational Trails Association?  Yes  No

Names of designated officials to be contacted about this application:

(Please attach a list of Executive or Executive Council Ad Hoc Committee, including names and positions)

(Circle one)  
Mr./Mrs./Ms

	P h o n e	Home
<b>Primary Contact</b> <span style="float: right;"><b>Position</b></span>		Work
<b>Email:</b>		Fax
	P h o n e	Home
<b>Primary Contact</b> <span style="float: right;"><b>Position</b></span>		Work
<b>Email:</b>		Fax

(Circle one)  
Mr./Mrs./Ms



**Trail Signage Requirements:**

Type of Sign	Number of signs required (indicate locations on the map)	Number of signs per km of trail
Directional		
Regulatory (hazard, speed limit, stop, caution, uses permitted, etc.)		
Other (e.g. Distance to trail head)		

Interpretive signage (including trail head signs) are funded through a separate program.

**Trail Details and Specifications:** (using the definitions in Appendix A, please complete the table below)

**Estimated trail details and specifications for trail section under consideration in this application:**

# of Km. In each Degree	Degree of Difficulty	# of Bridges in this degree	# of Culverts in this degree	Estimated Trail Tread/Right of Way	Brushing (# of Km.)	Trail Bed material	Surfacing Material, if any
<b>Total Km:</b>							

**Other Construction Details (eg. surveying)**

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**List any amenities to be included in this special project (include quantities of each).**

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**Budget for portion of trail under consideration in this application:**

**A) Estimated Project Costs (eligible costs only):**

Itemize the planned project expenditures. Construction costs must be supported by contractors' estimates or quotations. See Guidelines for eligible and ineligible costs. Please attach an itemized budget form.

1) ITEM	2) IN-KIND (\$)	3) CASH EXPENSE (\$)	4) TOTAL (\$)
LABOUR			
TECHNICAL SERVICES (specify)			
MATERIAL			
EQUIPMENT			
PERMITS/PLANNING			
SIGNAGE			
OTHER			
<b>TOTAL (A)</b>			

**B) Project Revenues/Resources:**

<b>Funds on Hand</b> ( if funds on hand are to be used for this project, please attach the most recent statement from our financial institution)	
<b>Corporate Cash Donations</b> (eg. Crown Corporation, Municipality). Please name and include documentation)	1)
	2)
	3)
<b>Other Revenue Sources</b> (Please name and include confirmation/documentation. See Guidelines. TCT Foundation Trail Chamber of Commerce Grant (see letter of intent)	1)
	2)
	3)
<b>Local Fundraising</b>	\$
<b>In Kind Contributions</b> (from Column 2 Above )	\$
<b>Total Project Revenues/ Resources (B)</b>	\$

**Grant Requested from the Manitoba Recreational Trails Association**

**(A – B = C)**

\$  **(C)**

**Calculation of Contributions In-Kind:**

Donated Labour: _____ hours x _____ (wage rate)	\$ <input type="text"/>
Donated Material:	\$ <input type="text"/>
Loaned Equipment: _____ hours x _____ (rate) (Please attach itemized list)	\$ <input type="text"/>
Donated Technical Services: _____ hours x _____ (rate)	\$ <input type="text"/>
Other:	\$ <input type="text"/>

## Permits and Licenses:

Does any section of the planned trail route fall within a provincial road or highway right of way?

Yes     No

If yes, the local trail association must obtain a permit or letter of permission from their regional highways office to proceed with trail development. If this permit or letter has not been obtained, please explain below, and please attach copies of any correspondence with the Highways Department:

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Does any section of the planned trail route cross a provincial road or highway?

Yes     No

If yes, the local trail association must obtain a permit from their regional Highways office to proceed with trail development. If this permit has not been obtained, please explain below, and please attach copies of any correspondence with the Highways Department:

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Local trail associations are expected to consult with their regional Conservation Department offices to determine the following:

- Endangered species on or near the trail route     Yes     No

If yes, species surveys of the area in question should be done to determine the level of risk to the endangered species, and appropriate mitigation measures should be in place. Please attach all correspondence, and a mitigation plan, if applicable.

- Significant fish habitat intersected by the trail route     Yes     No

If yes, a permit must be obtained from the Department of Fisheries and Oceans *before* any bridges or culverts are constructed. Further information on the process for obtaining this permit will be supplied by the Manitoba Recreational Trails Association office upon request. Please attach all correspondence, and a copy of the DFO permit, if applicable.

- Navigable waterways intersected by the trail route     Yes     No

If yes, a permit must be obtained from the Coast Guard *before* any bridges are constructed. Further information on the process for obtaining this permit will be supplied by the Manitoba Recreational Trails Association office upon request. Please attach all correspondence, and a copy of the permit, if applicable.

Local trail associations are expected to consult with their regional Culture, Heritage and Tourism Department offices to determine the following:

- Significant archaeological sites on or near the trail route     Yes     No

If yes, trail associations should develop an appropriate mitigation plan. Please attach all correspondence, and a mitigation plan, if applicable.

We agree that if the Manitoba Recreational Trails Association recommends support for this application, we will comply with the Manitoba Trans Canada Trail Development Program guidelines and with the following requirements:

Any funds awarded pursuant to this application are to be used solely for the purposes specified in this application unless written permission has been obtained from the Manitoba Recreational Trails Association to vary these purposes Any funds not so used will be returned to the Manitoba Recreational Trails Association within 60 days of the agreed upon completion date of the project as a debt due and owing to the Manitoba Recreational Trails Association.

To the best of our knowledge, the information contained herein is accurate.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Print title: \_\_\_\_\_ Print title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

The information in this application and supporting documents are required for the administration of the Manitoba Trans Canada Trail Development Program and will be shared with the Manitoba Recreational Trails Association Board and technical advisors. Trail Associations must adhere to local, provincial and federal standards and regulations. Please see reference guide, and contact your Municipal Office for information regarding required standards and regulations.

**SEND COMPLETED APPLICATION TO:**  
**MANITOBA RECREATIONAL TRAILS ASSOCIATION**  
**1007 Century Street**  
**Winnipeg, MB R3H 0W4**  
**Telephone: (204) 786-2688 Fax: (204) 945-1365**  
**Email: [mrta@mts.net](mailto:mrta@mts.net) / [www.mrta.mb.ca](http://www.mrta.mb.ca)**

**LOCAL GOVERNMENT RECOMMENDATION**

The \_\_\_\_\_ recommends and approves the design and  
(RM, Town, Village)

location of the aforementioned Trans Canada Trail Project: \_\_\_\_\_

\_\_\_\_\_

Proposed Trail

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Mayor, Reeve, Designate)

**LOCAL GOVERNMENT RECOMMENDATION**

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location of the aforementioned Trans Canada Trail Project: \_\_\_\_\_

\_\_\_\_\_

Proposed Trail

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Mayor, Reeve, Designate)

**IMPORTANT: Before submitting your application please review and check off the items on the checklist**

**Application Checklist** – (✓) check off the following items to ensure your application is complete.

Have you:

- Consulted with Manitoba Recreational Trails Association (MRTA) staff?
- Received technical consultation on the basic design and cost of your project?
- Completed every section of this Application?
- Received approval of the trail design and obtained signatures from your municipality? (See *Local Government Recommendation*)
- Included incorporation papers? (Your Association must be incorporated before project completion or exist as a Sub-Committee of the Municipal Council)\*\*
- Included a list of your Association's Executive, including names and positions?
- Obtained all necessary insurance coverage? (eg. liability, volunteer labour, site, materials, tools/equipment, etc. Please discuss insurance coverage requirements with MRTA staff) \*\*
- Included current bank statements and other financial documentation?
- Included a detailed budget for the project under consideration?
- Included signed contractor/engineer quotation or estimate to support project costs?
- Obtained all necessary permits?
- Addressed any environmental or archaeological concerns?
- Included written confirmation or estimates of grants and other sources of funding?
- Kept a copy of this application and supporting documents?

**\*\* Contact/Reference Guide attached**

**PLEASE DO NOT START YOUR PROJECT**

Project costs related to activities undertaken before approval are not eligible for reimbursement

**OFFICE USE**

**MANITOBA RECREATIONAL TRAILS ASSOCIATION ENDORSEMENT**

We, the Manitoba Recreational Trails Association, endorse this application as a Manitoba Trans Canada Trail Development project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manitoba Recreational Trails Association  
Chair or Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manitoba Recreational Trails Association  
Grant Committee Chair

Reference No. \_\_\_\_\_ - \_\_\_\_\_

## APPENDIX A

DEGREE	DEFINITION
Low	Natural surface; trail route developed on level to slightly rolling land; surface preparation to include grass cutting, removal of larger rocks, rototilling
Medium Low	Natural surface; trail route developed on level to slightly rolling land; surface preparation to include light brush cleaning, removal of larger rocks, rototilling
Medium	Imported surface materials or natural surface, trail route developed on moderately rolling terrain; preparation to include light to moderate brush cleaning, removal of rocks, rototilling
Medium High	Imported surface materials or natural surface, trail route developed on moderately rolling to steep terrain; preparation to include light to heavy brush cleaning, removal of rocks, rototilling; grade construction or surveying required in some sections. Some sections may be isolated from easy access to transportation routes
High	Imported surface materials or natural surface, trail route developed steep slopes and rugged terrain; preparation to include grade construction, surveying, heavy brush cleaning, rock removal. Many areas may be isolated from easy access to transportation routes