

For office use only

Date Received: _____

Application No. _____

NTC 2009/2010 TRAIL CONTRIBUTION APPLICATION FORM

Contribution submission deadline: June 26, 2009

Submitted by:

Organization Name: _____

Organization Address: _____

Phone No: _____ Fax No: _____

Date of Application: _____

Name of Project Manager: _____

Email Address: _____

Project Title: _____

Trail Project Category: Snowmobile ATV / ORM Non-motorized

Note: Applicants should review the Guidelines document in detail before completing this application form. It is available on the NTC website: www.ntc-canada.ca

1. Membership

To be eligible, an applicant must be a member in good standing of one of the provincial or territorial trails organizations that are listed on the NTC website. Please write the name of that organization below:

To qualify, eligible organizations must demonstrate the following:

- Expertise in trail construction, upgrading, renovation and rehabilitation;
- Ability to complete the project prior to March 31, 2010.

2. Required Documents:

- | | | |
|---|-----------------------------------|----------------------------------|
| Incorporation documents | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| Evidence that incorporation status is in good standing | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| Proof of Directors & Officers insurance | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| Proof of Comprehensive General Liability insurance | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| Evidence of environmental approvals | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| List of board members and the positions they hold | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| List of member organizations (if applicable) | <input type="checkbox"/> enclosed | <input type="checkbox"/> on file |
| Letter of support from the provincial trail organization related to the trail project category selected above | <input type="checkbox"/> enclosed | |

3. **Total Project Cost:**

Project Cost \$ _____ (excluding in-kind and volunteer contributions)

Project Value \$ _____ (including in-kind and volunteer contributions)

4. **Amount Requested:**

Project Contribution \$ _____ (to a maximum of 50% of project cost)

5. **Permitted Trail Uses:** *(check all that apply)*

Motorized:

Snowmobiling

ATVing

Off-road motorcycling

Non-motorized:

Hiking, walking, running Cycling (touring, mtn. biking)

Horseback riding Cross country skiing, snowshoeing

Other Please specify: _____
(i.e. wheelchair, in-line skating, rollerblading, dog sledding, canoeing, kayaking, etc.)

6. **Project Description**

Please provide a detailed description of your project including its background. Also provide a map indicating the location of the project.

The following sub-sections focus on specific criteria upon which all projects will be rated:

6.1 Trail Management Expertise

It is important that applicants are experienced in trail construction, upgrading, renovation and rehabilitation. Please provide a detailed description of your previous experience in managing trail construction. Also address your plans for long-term management and maintenance of your trail project. Your volunteer support should also be described.

6.2 Emphasis on Employment

A key objective of this program is job creation. Please estimate the project costs that are represented by wages or contracts that employ people. Also provide estimates of the type and number of jobs to be created and their tenure.

6.3 Other Funds Raised

Under this program the maximum percentage of total project costs that may be contributed by the Government of Canada is 50%. The objective of this Contribution program is to maximize the investment in top quality trail projects. Applicants are encouraged to maximize other funds raised because that will facilitate an increase in total projects that could receive funding. Projects where the funding obtained from other sources is greater than 50% will be rated higher than similar projects at the 50% level.

Also please specify all other non-cash resources or in-kind contributions from all other sources (i.e. donations of materials, volunteer contributions) that will enhance the economic value of your project.

6.4 Economic Benefits

Across Canada trails are stimulating tourism and recreation-related spending. Local trail users and visitors provide direct economic benefits to hotels, restaurants, retailers, gas stations and other businesses as a result of increases in trail activities. Spending on durable goods such as bicycles, skates, hiking boots and motorized recreation equipment are all direct benefits to local retailers. This activity attracts and revitalizes businesses, creates jobs and increases public revenues. Please describe the economic benefits that will be created in your region as a result of your project.

6.5 Respect for the Environment and Sustainable Trail Development

Sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and at the same time provides for the needs of future generations from the joint perspective of environmental, economic and community objectives. Please describe how your project will respect our environment and what measures you will use to build sustainable trails.

6.6 Significance of Trail System

A fundamental objective of the NTC Contribution program is to foster development of connections between existing trails within regions and between regional trail systems to create province-wide systems for all types of shared use trails. Please describe how your project will enhance connections with existing trail networks. If a strategic trail plan has been developed in your region or province, please note how your project fits into that plan.

6.7 Strategic Priorities

Describe how your project will contribute to the strategic priorities of the NTC such as safety, environmental protection and/or health promotion.

6.8 Project Timelines

Provide a timeline for the project including critical dates for implementation (attach your work plan). Identify key progress points for the project. **Note that all projects must be completed by March 31, 2010.**

6.9 Cash Flow Projections

Provide detailed monthly projections of all expected cash receipts and disbursements for the duration of your project.

6.10 Communications

Describe your plans for communicating the initiation, progress and completion of your project and your plans to acknowledge the contribution of the Government of Canada, the NTC and other partners.

6.11 Reporting

Describe how your project developments will be reported to the NTC including use of videos and/or digital photography.

6.12 Other

Please provide any other relevant information.

7. Submission

All of the information regarding submission is shown on the NTC website: www.ntc-canada.ca. If you have any questions please contact the Regional Trail Coordinator (RTC) for your province or territory as shown on the website.

8. Regional Advisory Committee (RAC) Review

Your application will be reviewed by your provincial / territorial Regional Advisory Committee of the NTC. It will prioritize the applications and make recommendations for approval by the NTC Board of Directors.

9. Notification of Results

You will be notified of the final results of deliberations regarding your application

10. NTC Trail Contribution Funding Agreement

Successful applicants will be required to agree in writing to the terms and conditions for the Contribution. The first installment of the Contribution will not be provided until the NTC Trail Contribution Funding Agreement has been completed and signed by the applicant and approved by the NTC.

Authorized Signatures:

The undersigned hereby certify the following:

- we are duly authorized to bind our organization;
- the information included in our application accurately describes our project; and
- our organization fully supports this application for funding.

signature

signature

title

title

date

date

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