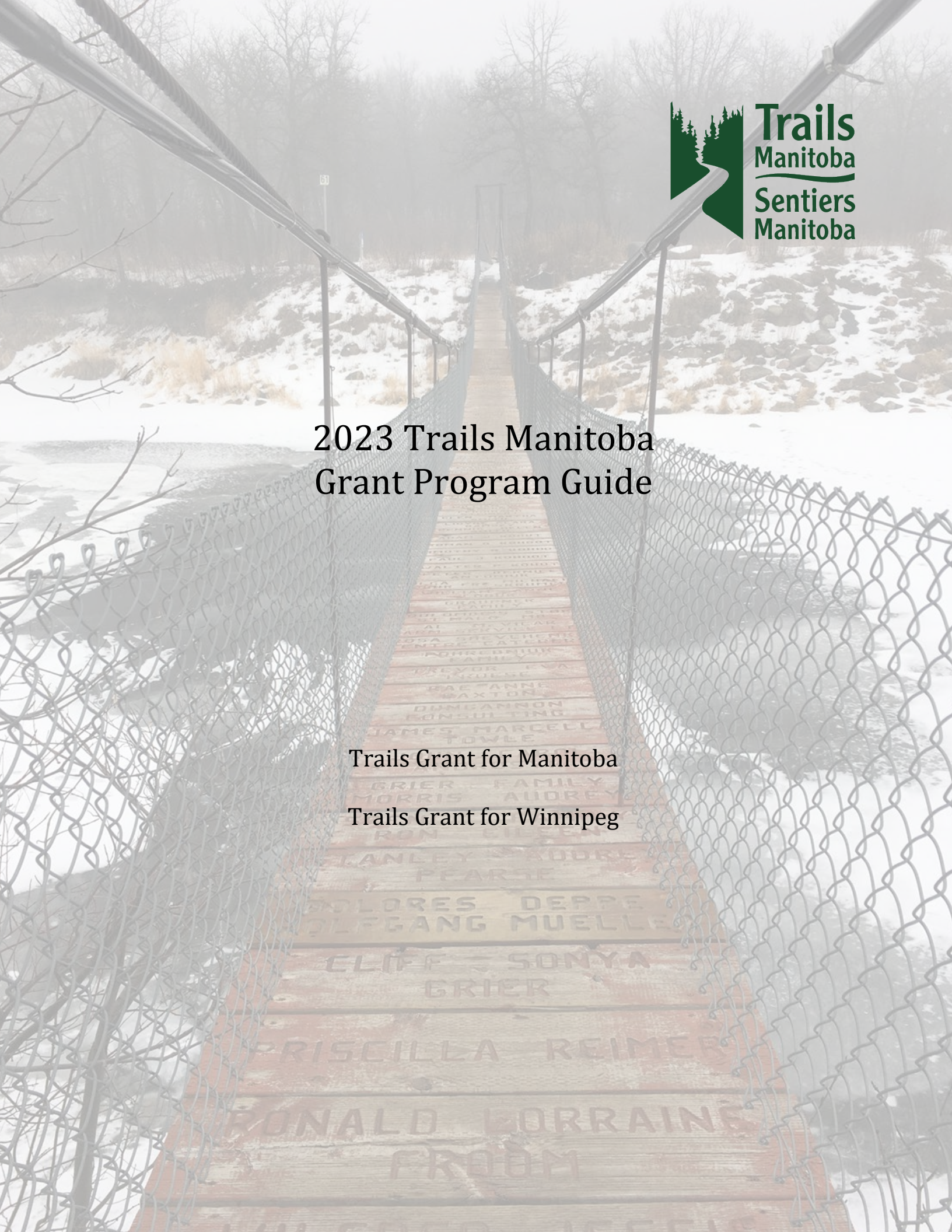


2023 Trails Manitoba Grant Program Guide

Trails Grant for Manitoba

Trails Grant for Winnipeg

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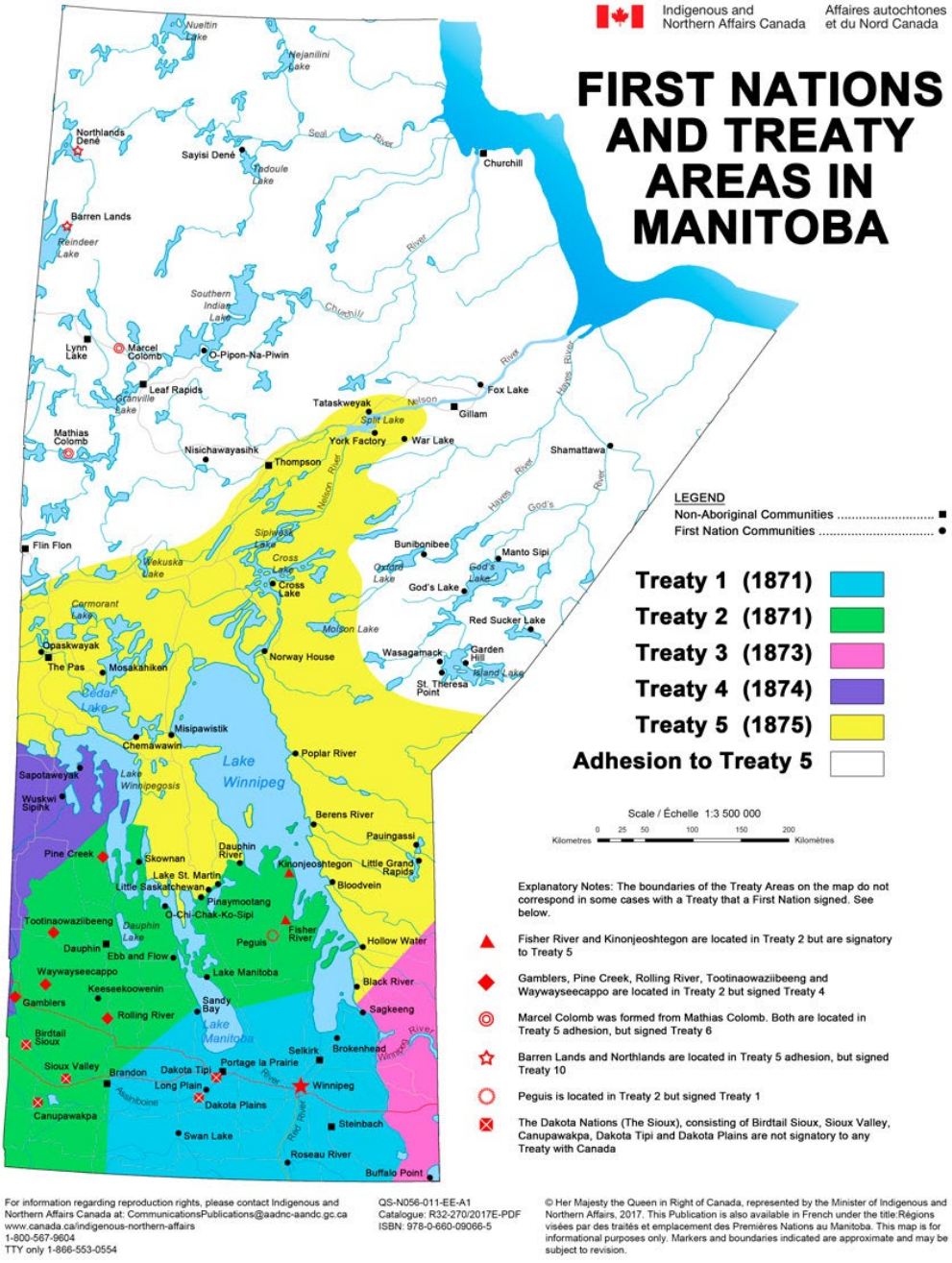
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Land Acknowledgement

The trails in Manitoba are located on the original lands of the Anishinaabe, Cree, Oji-Cree, Assiniboine, Dakota and Dene Peoples, and the National Homeland of the Red River Métis. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration. We encourage all trail users to learn more about the land that they are travelling on.



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© Her Majesty the Queen in Right of Canada, represented by the Minister of Indigenous and Northern Affairs, 2017. This Publication is also available in French under the title Régions visées par des traités et emplacement des Premières Nations au Manitoba. This map is for informational purposes only. Markers and boundaries indicated are approximate and may be subject to revision.

Trails Manitoba Grant Program

Background

Trails Manitoba is responsible for stewarding trails in Manitoba in support of our mission.

To provide the support and resources necessary to promote the development and use of recreational trail throughout Manitoba, thereby improving the overall well being of our communities.

Trails Manitoba has the responsibility for the management of grant funds related to provincial trail development using funding graciously provided by the Province of Manitoba and supported by the Winnipeg Foundation.

The Trails Manitoba grant program is separated into two funds for advancing recreational trails; one for trails in Winnipeg, and one for trails in the province at large. These funds are provided with specific matching and eligibility requirements which are outlined in this guide.

Trails Grant for Manitoba

- The funds for the Trails Grant for Manitoba arise from interest from an endowment, with total annual disbursements estimated between $200,000 to $250,000. While this specific funding and grant program will continue in perpetuity, additional funding provided by the Province of Manitoba (estimated allocation of $600,000 per year) has been allocated to the program until 2024. Approved projects are expected to be completed within 2 years. This fund is intended for trail associations, municipalities, or other not-for-profit groups, that have the means to provide continued stewardship of trails. There are specific eligibility and matching requirements outlined below. Grant applications solely for trail maintenance may receive greater flexibility with regards to matching requirements. Maintenance Grants will be prioritized based on location (rural vs. urban) and available support (i.e. city-based funding for trail maintenance).

Trails Grant for Winnipeg

- The Trails Grant for Winnipeg is an annual grant with an estimated allocation of $500,000 per year. The last intake for this grant is set for 2024. This fund is largely intended for trail associations, the City of Winnipeg, or other not-for-profit groups, that have the means to provide continued stewardship within the City of Winnipeg. There are specific eligibility and matching requirements outlined below. Approved projects are expected to be completed within 2 years.

Application Deadline

The 2023 application deadline is 11:59pm on January 13, 2023. All submissions must be electronically submitted using the supplied application forms located on the Trails Manitoba website: http://www.trailsmanitoba.ca/grants/. Applications submitted beyond this deadline will not be accepted.

Screening of Projects

Trails Manitoba may at their discretion, screen projects prior to review based upon incomplete documentation or eligibility requirements. As such, applicants are strongly encouraged to complete all parts of the application including a detailed and rationalized budget along with accompanying materials prior to submission.

Review Process

Trails Manitoba Grant Review Committee undertakes a two-part examination of applications in a competitive process to select funding proposals for the Board of Directors' approval. For each application, a minimum of two reviewers are allocated to provide independent reviews and scores using an evaluation rubric (see below). After independent reviews are complete, the review committee discusses each application, a consensus score is determined, and each committee member votes to provide the final score. Applications that fall below the threshold on the overall score (3.5/5) or fail on any one of the sections (see below) will not be funded. The applications are ranked based upon this score. The scores and recommendations for funding and budgetary concerns are then submitted to the Board of Directors for final approval.

The Board of Directors, at their discretion, can alter the funding allocation and dismiss applications based upon failure to comply with accountability of prior projects.

Sections of the Grant Application

Part 1 – General Information
Part 2 – Grant Objectives
Part 3 – Impact Considerations
Part 4 – Conflict of Interest
Part 5 – Project Workplan
Part 6 – Budget Description
Part 7 – Matching Summary
Part 8 – Appendices

Evaluation Rubric

The reviewers will evaluate the application with the following weighting to determine the final grant score.

Grant Objectives	30%
Impact Considerations	20%
Project Workplan	30%
Budget Description	20%

Timeline and Notification

2023 Grant Application Submission Deadline:	January 13, 2023
Review Process:	January - March 2023
Grant Recipient Notification:	March 20-24, 2023

Trails Manitoba reserves the right to modify the above timeline as needed.

The primary contact for the application will be notified electronically of the amount and conditions of the grant along with any feedback from the review committee.

Using a grant recipient agreement, recipients will be required to provide interim reports (as depicted in the recipient agreement), as well as a project completion report. Recipients will be required to provide a financial statement of expenses at completion of the project. Recipients may not re-allocate more than 25% of the grant without prior approval.

Conflict of Interest

For Applicants

A conflict of interest can be real or perceived when the applicant or parties named or related to the application can personally gain from the grant being awarded, beyond normal remuneration for work related to the project.

Trails Manitoba requires that the applicant disclose any real or perceived conflicts (i.e., vendors, consultants, organizations, etc.) related to their application. Trails Manitoba and the reviewers reserve the right to ascertain conflict of interest, even if one is not declared by the applicant.

For Reviewers

A conflict of interest is when the aims of the reviewer of the Trails Manitoba Grant Project are incompatible with the reviewers' private, professional, business, or public interests. A conflict of interest may be real or perceived. Reviewers are in conflict when they have direct or indirect financial interests in the application being reviewed, when they have professional relationships with the applicant(s) or the organization or would gain professional or personal benefits from the funding of the project.

Further, conflict of interest may exist when the reviewer is a competitor to applicant(s) and named businesses/organizations in the application, when they are a relative or close friend of the parties identified in the application, have long standing personal differences with the applicant or named parties in the application, or have any untoward bias toward the applicant or parties or project.

Trails Manitoba reserves the right to ascertain conflict of interest, even if one is not declared by the reviewer.

Review panel committee members will be identified for reasons of transparency.

Transparency

For all grant awards, an online public disclosure will be provided which includes:

- a summary of the project including funding amounts and partners
- a project completion summary
- a disclosure of grant reviewers

Project Impact

We ask that the applicants briefly address the impact of the proposed project in terms of equity, diversity, and inclusion, in addition to aspects of safety, sustainability, and environmental stewardship of the trail project.

Equity, Diversity & Inclusion

We believe equity, diversity and inclusion is about creating an environment and culture that embraces the uniqueness of all individuals. Every person has a right to equal treatment. Trails are strengthened by diverse backgrounds, perspectives, and experiences of users and volunteers.

Equity – means that people of all identities are treated fairly, and therefore having equal individual rights, responsibilities, and opportunities.

Diversity – means having an understanding that everyone is unique, and that we should recognize and celebrate these differences.

Inclusion – is the cultivation of an environment in which all people are respected, differences are embraced, and where everyone is given the same opportunities.

The subsequent sections describe the specific requirements for the:

Trails Grant for Manitoba – Pages 09-10

Trails Grant for Winnipeg – Pages 11-12

Trails Grant for Manitoba

Overall Goals

The Trails Grant for Manitoba seeks to advance the recreational trail network in Manitoba that will:

1. Enhance physical, psychological, and social well-being of participants through awareness and use of the trails, and related facilities & programs through increased opportunities for movement (physical activity) for all levels of ability and the development of physical literacy.
2. Enhance the environmental perspective of trail users through intentionally directed educational experiences devoted to responsible use and conservation of natural resources.
3. Support the economy through tourism and other related activities through targeting of financial and social impacts of trail projects.

Specific Objectives of the Trails Grant for Manitoba

The project must meet one or more of the following objectives:

1) Provide new recreational trail opportunities which includes extending or improving existing trails, developing new trails, and addressing trail gaps and barriers.
2) Improve the quality of the existing recreational trail network or the user's experience including safety improvements, signage, wayfinding, and barriers to access.
3) Maintenance of the recreational trail network, including pruning, repairing holes, normal erosion/drainage repairs, clean-up, usual repairs (signage, barriers, fencing, surfacing) and other maintenance tasks that are undertaken for upkeep of a trail.

New recreational trails or additions to existing trails should be strategically located, safe, sustainable and contribute to tourism-based community economic development. Project costs must be reasonable, and directly and clearly related to carrying out the project on the ground.

Land purchase costs and private land use expenses, including rent or taxes are NOT eligible costs.

Recipient Eligibility

Recipients can be a municipality, or an association that is not-for-profit (trail association, sport association, recreation association, community club, etc.).

Trails Manitoba will NOT provide grants to:

1) provincial government or any provincial government body, entity, agency or organization
2) any organization that is operated for-profit

3) any organization that has not established operations in Manitoba
4) individuals

Matching Requirements

The funding will be made as matching grants to eligible recipients for eligible projects. Projects must include a matching investment for the project from other sources. The overall objective for the grant is a match ratio of 2:1. Grant applications solely for trail maintenance may receive greater flexibility with regards to matching requirements.

Example: to receive a Trails Manitoba Grant of $75,000, the applicant must have secured a matching investment (can be a combination of funds and in-kind gifts) of $150,000. In this example, total project cost would equal $225,000.

To qualify for matching, the donation:

1) must be received from the federal or a municipal government or agency, public, corporations, community foundations and other similar foundations and funders, private donors, or raised through fundraising activities
2) may include gifts-in-kind including, but not limited to:
    a. donated land or rights to use land for trail purposes
    b. documented volunteer or donated labour
    c. other goods, calculated at fair market values/rates as determined by Trails Manitoba
3) may NOT be funding contributions derived from other provincial government sources.

Trails Grant for Winnipeg

Overall Goals

The Trails Grant for Winnipeg seeks to advance the recreational trail network in Winnipeg that will:

1. Enhance physical, psychological, and social well-being of participants through awareness and use of the trails, and related facilities & programs through increased opportunities for movement (physical activity) for all levels of ability, and the development of physical literacy.
2. Enhance the environmental perspective of trail users through intentionally directed educational experiences devoted to responsible use and conservation of natural resources.
3. Support the economy through tourism and other related activities through targeting of both financial and social impacts of trail projects.
4. Enhance the Winnipeg trail network through the development of new greenways, preservation of existing greenways, or upgrade existing trail sections into new greenways. Greenway enhancement must align with current best practices.

Specific Objectives of the Trails Grant for Winnipeg

The project must meet one or more of the following objectives:

1. Increase the length of the greenway trail network.
2. Improve the quality of the existing greenway trail network.
3. Improve the user's experience.

Improvement in quality could include safety improvements, signage, wayfinding, and reducing other barriers to access.

New trails or additions to existing trails should be strategically located, safe, sustainable and contribute to tourism-based community economic development.

Project costs must be reasonable and directly and clearly related to carrying out the project on the ground. Costs for the purchase of land, or private land use expenses, including rent and taxes, are not eligible for funding.

The following projects are NOT eligible for the Trails Grant for Winnipeg:

1) projects to maintain the trail network within Winnipeg
2) projects dedicated to cycling specific lanes

Recipient Eligibility

Recipients can be a municipality, or an association that is not-for-profit (trail association, sport association, recreation association, community club, etc.).

Trails Manitoba will NOT provide grants to:

1) the provincial government or provincial government body, entity, agency or organization
2) any organization that is operated for-profit
3) any organization that has not established operations in Manitoba
4) individuals

Matching Requirements

Projects must include a matching investment for the project from other sources. the overall objective for the grant is a fund matching ratio of 2:1.

Example: to receive a Trails Manitoba Grant of $75,000, the applicant must have secured a matching investment (can be a combination of funds and in-kind gifts) of $150,000. In this example, total project cost would equal $225,000.

To qualify for matching, the funds:

1) must be received from the federal or a municipal government or agency, public, corporations, community foundations and other similar foundations and funders, or raised through fundraising activities
2) may include gifts-in-kind including, but not limited to:
    a. donated land or rights to use land for trail purposes
    b. documented volunteer or donated labour
    c. other goods, calculated at fair market values/rates as determined by Trails Manitoba
3) may NOT be funding contributions derived from other provincial government sources.