
STA Association Member Grant Program

1. Introduction

The Saskatchewan Trails Association (STA) has dedicated funding for the maintenance of trails in the Province of Saskatchewan. The STA actively fundraises and gladly accepts donations to its discretionary fund which is in place to provide money for members maintaining and enhancing trails.

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) was formed in July 2004 as a non-profit organization that is mandated to build multi-use recreational trails in Saskatchewan.

2. Purpose

The purpose of the STA Association Member Grant Program is to assist members in maintaining trails within their community or between communities. The focus of the grant will be to fund maintenance activities such as updating maps, GPS trails, signage, purchasing maintenance tools, etc.

3. Eligibility

The STA Association Member Grant Program is available to current 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.

The length of membership and long term commitment to the STA will factor in the adjudication process.

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% of the total actual costs to a maximum of \$500.00. At least 40% 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; and
 - administration expenses.
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6. Application process

There is one funding deadline each year which takes place on Dec. 31. A committee will adjudicate applications shortly after this date.

Funding decisions of the Committee are final and will not be revisited nor are they subject to appeal. Projects will not be funded retroactively.

7. Funding obligations

- All funds must be used within 12 months of the approval date.
- Funds will be distributed once copies of the appropriate invoices are forwarded to the STA.
- Groups receiving funds must publicly acknowledge the 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 the STA.
- All grant beneficiaries must publicly recognize the STA for receiving funding through the STA Association Member Grant Program.
- All applicants will save harmless the 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 photographs of the finished trail project if applicable;
- trail map including local amenities for inclusion on the STA website (maps should have GPS trail head coordinates);
- upon request, a site visit from one of the regional STA directors (at our expense) may be required before final funds are disbursed.

9. Application requirements

Please complete all 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.

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b) Trail maintenance proposal

Attach a map specifying the length and location of the proposed trail segment where work is to be done.

c) Budget

Complete a proposed budget using the following outline:

- list of revenue (including grant request, partnerships, other grants, and all self-help). List gifts in-kind as material donated or break the labor costs by hour (e.g. 50 hr @ \$10.00/hr)
- list of expenditures (including materials, purchased services, and all other expenditures)

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

d) Action plan

Include a project action plan with proposed timelines.

10. Assessment Criteria

Applicants will be assessed upon the following criteria:

- An on-going commitment from the community/club/association to maintain the trail.
- 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.

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.

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Please submit an electronic copy of the grant application and supporting documentation to info@sasktrails.ca.

Copies can also be mailed to the following address:

Saskatchewan Trails Association
Trail Building Grant
2260 McIntyre Street
Regina, SK S4P 2R9

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MEMBERSHIP APPLICATION

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:
2260 MCINTYRE STREET
REGINA, SK. S4P 2R9