

## Trail Supporter Fund Application

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The Alberta Equestrian Federation (AEF) Trail Supporter Fund (TSF) provides support for AEF member club or businesses who have researched and planned a specific project related to the construction and/or maintenance of an equestrian trail, trailhead, or horse camping site in Alberta for public use. The fund over the past few years has totaled more than \$25,000, allocated by the AEF board of directors, and increased annually by individual and corporate contributions.

Trail Supporter Fund money should be used as “seed funding” to obtain additional funding from other granting agencies. A review committee appointed by AEF will receive, review, and approve specific funding proposals. Submission deadline is **May 15 of each year**.

### **Criteria For Applicants**

#### **Who can apply?**

Funding will be considered for AEF club and business members that have been members in good standing of AEF for a minimum of 12 months.

#### **Eligible Projects:**

- New trail construction;
- Trail upgrade/improvement/rehabilitation;
- Bridge and water crossing construction, upgrades or rehabilitation;
- Signage;
- Trail surveying and tracking;
- Horse camp facilities such as corrals, high lines, toilets, fire rings, signage, stock watering facilities, etc.;
- Trailhead modifications to accommodate horses and horse trailers.

#### **Eligible Costs:**

- Material costs of constructing, rehabilitating, upgrading or renovating;
- Costs of surveying, engineering and architectural supervision services, if required;
- Costs of purchasing and installing signage;
- Permit & license fees;
- Equipment rental;
- Labour costs;
- Environmental assessments.

#### **Ineligible Costs:**

- Costs incurred prior to application approval date;
- Costs incurred after the project completion date;
- Cost of developing a proposal for funding application;
- Cost of purchasing land or real estate and associated fees;
- Previously incurred debts, or financing charges and interest payments on loans;
- On-going leasing of land, buildings and other facilities;
- Cost of any goods and services which are received through donations or in kind
- Taxes (e.g. GST) for which the applicant is eligible for a rebate, and any other costs eligible for rebates;
- Legal fees;
- Travel costs; accommodation, meals, etc.
- Any costs not directly related to the completion of a project.
- Projects which make improvements to private lands will not be considered.

**Qualification criteria for projects:**

- A completed application form must be submitted along with **budget** and **detailed plans**, including GPS mapping where appropriate, on or before **May 15**;
- The applicant must commit to displaying signage at the project site (where allowable). All signage, as well as media releases and announcements regarding the project, must acknowledge the financial support of AEF and the AEF Trail Supporter Fund. Wording or logos to be approved by AEF;
- A completed and detailed budget for the project is provided;
- The application must be signed by a director or officer of the club with legal signing authority.

**Other deciding criteria:**

- AEF reserves the right to choose between eligible projects using one or more of the following criteria:
- Applicants who have not received funding in prior years may be selected over those who have previously received funding;
- Applicants in communities that have not received funding in prior years may be selected over applicants in communities that have previously received funding;
- Applicants who have proven their ability to make excellent use of the fund resources may be selected over those who have not done so;
- Long term projects are acceptable, but funding is approved on an annual basis; applicants must reapply annually;
- Completeness of application;
- The importance and/or urgency of the project to the community as well as to AEF membership;
- The potential number of AEF members and community members served by the project;
- The amount of community support for the project;
- The environmental benefits of the project.

**Funding and reporting Requirements:**

All successful applicants must provide a report on the project with at least four high resolution photos, suitable for publishing in AEF print or digital marketing materials such as Alberta Bits. In addition, all successful applicants must acknowledge the AEF for funding on social media by tagging AEF and using **#AEFTrails**. Receipts equal to or in excess of the funding amount applied must be received by the AEF within 30 days of project completion before any funds are paid out. Funds awarded must be expended in the fiscal year they were approved. If there are extenuating circumstances as to why the funds cannot be expended, the successful applicant must notify the AEF Executive Director for approval.

## **Completing Application**

This section follows the order of headings in the Application Form and provides guidance for completing the form. It is recommended that it be at hand while completing the Application Form.

### **Project Title**

Clear, short title for the project proposal.

### **Applicant Information**

Includes club/business name and address including the person who will be responsible for reporting on the project to the AEF. Include the contact person's name, title, mailing and email address, and phone number. Names and signatures of legal signing authority are required.

### **Project Description**

- *Project timing* - Indicate start and completion dates.
- *Objectives* - What are the goals of the project? For example: To expand the trailhead parking lot at Happy Horse Creek to accommodate horse trailer parking.
- *Context/ Background* - Why is it important that the project be undertaken? Describe any conditions that add urgency to the project. What problems or opportunities will the project address? For example: A new bridge over Rocky Creek will permit equestrian access to Valley View Trail.
- *Project Activities* - Include an overview of the activities necessary to complete the project.
- *Human Resources* - Briefly outline who will manage and work on the project.
- *Results/Outcome* - What are the visible results of this project? Describe how the project will benefit AEF recreational riders and the horse industry. For example: Building a connector trail between Happy Horse Creek Trail and the Valley View Trail will expand the trail network accessible from the Happy Horse Creek trailhead.
- *Performance Reporting* - How can the project's success in achieving objectives be measured? For example: Increased numbers of riders using the trail after project completion compared to before.
- *Communications* - Describe site signage and how you will communicate what was accomplished in the project. Permanent signage (where permitted) acknowledging the contribution of AEF and the Trail Supporter Fund is required. Project results are expected to be broadly communicated both to AEF members and others in the community that might benefit.

## **Completing the Budget Table (must be detailed and complete)**

### **Revenue Sources**

These include funds provided to the project by the club/business or other organizations, firms or individuals and through revenue generated at events, advertising or sponsorships, grants, etc. Identify each source in the budget.

### **Expenditure Areas**

List the specific project costs such as services, fees, materials etc. being purchased and provided to carry out the project.

Refer to application funding criteria and application guidelines above to complete this form.

**PROJECT TITLE:**

\_\_\_\_\_

**APPLICANT INFORMATION:** Name & contact information of AEF club or business member

Club or Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov./Terr: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

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

**PROJECT CONTACT INDIVIDUAL**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov./Terr: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

**PROJECT BUDGET PLAN**

Amount of Funding Requested: \_\_\_\_\_

*Please include, a complete budget for this project detailing all contribution sources and expenditure areas.*

**PROJECT DESCRIPTION:** Please attached a separate sheet if more space is required.

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Objectives:

Context/Background:

**PROJECT DESCRIPTION:** Please attached a separate sheet if more space is required.

Project Activities:

Human Resources:

Results and Outcome:

Performance Reporting:

Communications:



## Trail Supporter Fund Application Checklist

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**The following checklist must be submitted with your application.**

I (we) have:

- Read and understood the funding application guidelines, process, reporting requirements;
- Completed all areas of the application;
- Application has been signed and dated;
- Included a detailed budget indicating both expenditures and revenues;
- If application is approved, describe how the AEF will be acknowledged for the funding contribution;
- If application is approved, understand that a written report and photos are required 30 days after completion, that are suitable for publishing in AEF print or digital marketing materials such as Alberta Bits member magazine;
- If the application is approved, funding will be received after receipts have been received by the AEF.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this application form before **May 15** to:

Alberta Equestrian Federation  
120, 251 Midpark Blvd SE  
Calgary, AB T2X 1S3

Fax: 403-252-5260 Email: [execdir@albertaequestrian.com](mailto:execdir@albertaequestrian.com)

### AEF OFFICE USE ONLY:

Date Received: _____	Received by: _____
Position: _____	Respondent: _____
Date Responded: _____	Amount: _____ Cheque #: _____

**Budget Table**

Revenue (list all sources-including grants and amount requested from the Trail Support Fund)

	Budget	Actual
Total Revenue	\$	\$

Expenses (list all)

	Budget	Actual
Total Revenue	\$	\$
<i>Revenue Less Expense - Net Income</i>	\$	\$