

# Off-Road Vehicle Land and Trail Rehabilitation Grant Application Form

2025-2026

**Instructions:** This form is intended to be submitted as part of the Off-Road Vehicle Land and Trail Rehabilitation Grant application package. For more information on the grant program, including eligibility requirements, please refer to the Off-Road Vehicle Land and Trail Rehabilitation Grant Application Guide. Grants made available through the program come from off-road trails fees collected from the public pursuant to The Off-Road Trails Safety and Maintenance Act. The grant program was created to help mitigate damage to lands and trails caused by off-road vehicle activity in Manitoba.

Submit the completed application form and all supporting documents to the Provincial Trails Office with the Department of Environment and Climate Change. Incomplete submissions may not be considered for funding. Contact [MBTrails@gov.mb.ca](mailto:MBTrails@gov.mb.ca) with questions.

## Section 1 - Contact Information

Legal Name of the Organization:

Organization Mailing Address:

City/Town:

Province/Territory:

Postal Code:

Contact Person (Full Name):

Title:

Phone Number:

Email:

## Section 2 - Organization Information

Organization Type:

If other, please specify:

Organization Mandate/Purpose:

Established Operations in Manitoba?

Yes

No

Organization Establishment Date:

How did you hear about this grant program?

If other, please specify:

Has this organization previously received funding through this grant program?                      Yes                      No

If yes, provide the name of the project, location, dates, and outcome:

Will the organization be retaining a contractor to perform the work?                      Yes                      No

If yes, specify the contractor and the type of work to be performed:

Project Management Capacity - describe any relevant qualifications of the organization and/or contractor:

Project Management Experience - provide examples of other relevant projects successfully completed:

**Section 3 - Project Description**

Project Title:

Project Summary - provide a brief overview of project (1-2 sentences):

Was the damage caused by off-road vehicle activity?                      Yes                      No

Explain how is it known that damage was caused by off-road vehicle activity, if applicable:

Total Project Length (km) or Total Project Area (square metres/kilometres):

Anticipated Project Start Date:

Estimated Date of Project Completion:

Project Location (legal land description, civic address, municipality, etc.):

GPS Coordinates (latitude and longitude or UTM coordinates)

Starting Point:

End Point:

Project Description - Provide background about the site, including types of user groups and what the project is expected to achieve. Provide a detailed work plan including objectives, activities, timelines, equipment, and materials:

Preventative and/or Mitigative measures - Describe any measures that will be implemented to prevent or mitigate damage from off-road vehicle activity in the future, if applicable:

Is the project located on public land?

Yes (100%)

Yes (partially)

No

What is the land use type of the project location? (select all that apply)

Municipal

Provincial Forest

Provincial Park

Crown Land

Wildlife Management Area

Private Land

First Nations Reserve

Other (specify):

Have you obtained written authorization from the land manager(s) or land owner(s) to perform the work?

Yes

No

Have verbal authorization, written authorization in progress

If written authorization has not been obtained, provide explanation:

Will the project involve water control or water crossing structures (e.g., culverts, fords, bridges, etc.)?

Yes

No

If yes, provide description:

#### **Section 4 - Project Budget**

Provide a detailed project budget that clearly outlines all associated costs, including the total cost of the project and any other sources of funding for the project or other projects that may be connected. Provide line-item costs, cost breakdowns, contractor and supplier quotes, and key milestones. Attach additional pages and supporting documents as necessary. Examples of eligible and ineligible expenses are provided below.

Eligible project costs may include:

- Contractor or consultant fees (e.g., engineering, construction, landscape architect, etc.)
- Materials and supplies
- Equipment rentals and operation costs
- Design, production and printing costs for signage or other necessary printed materials
- Costs associated with Indigenous community participation or ceremony
- Monetary honoraria offered to Indigenous Elders and/or Knowledge Keepers for activities specific to the project.
- Administrative costs (e.g., insurance, permits, postage). *Up to a maximum of 10% of the total funding amount.*

Ineligible costs include:

- Land purchase costs, rent or taxes
- Gifts or honorariums given to project volunteers
- Equipment purchases, unless it can be demonstrated that the purchase is necessary to conduct the rehabilitation work and rental is not an option, and/or if it can be demonstrated the purchase will prevent damage from re-occurring in the future.

**Total Grant Funding Amount Being Requested (CAD): \$**

Note: maximum possible grant is \$50,000

<b>PROJECT BUDGET</b>	
<b>PLANNED EXPENDITURES</b> (List all eligible project-related expenses and provide cost breakdowns)	<b>TOTAL COST</b>
<b>Equipment and Operations</b>	
<b>Materials and Supplies</b>	
<b>Professional Services/Fees</b> (e.g., engineering, construction, landscape architect, etc.)	
<b>Labour</b>	
<b>Administrative Costs</b> (up to 10% of total grant amount)	
<b>Other, please specify</b>	

## **Section 5 - Supporting Documents and Authorizations**

Submit the following documents with the application form:

### **Project Map**

- Provide a detailed map (satellite or aerial) illustrating the project location and the areas to be rehabilitated.
- The map should include information on land ownership, trail names, access points, watercourses and crossings, and other important details.
- If available, provide a KMZ/KML or GIS shapefile map of the project area.
- If the project area crosses more than one land use area (e.g., a trail that crosses from municipal land to Crown land), specify each land use type in the project area. Clearly identify each section on the project map and/or provide GPS coordinates.
- Submission of a detailed site plan is also recommended.

### **Photographs of the Project Area**

- Provide photos of the area damaged by off-road vehicles that will be rehabilitated.
- Try to include a fixed reference object such as a distinctive tree, fence-post, etc., in the photo for future reference
- Mark the photo locations by capturing GPS points

### **Permits, Authorizations and Approvals**

- Identify all necessary permits and authorizations needed to carry out the project and indicate whether they have been obtained or are pending. If pending, indicate when they will be obtained.
- Permits are required for work on Crown Lands, Provincial Forests, Provincial Parks, and Wildlife Management Areas.
- Written authorization is required for work on municipal, Indigenous, and private land (e.g., Municipal or Band Council Resolution, letter of permission from the landowner, etc.).
- Water control structures, such as culverts, bridges, and fords, will not be approved for funding without authorization from the appropriate authorities.
- Provide dated and signed letters of support, agreements, and/or permissions from landowners and/or land managers where rehabilitation activities are occurring. Projects will not be approved without written approval/authorization from the land authority.
- Provide dated and signed letters of support demonstrating that the applicant engaged with individuals, organizations, and/or communities who may be directly or indirectly impacted by the project, if applicable.
- Indicate if there is any opposition to the project and include a plan on how the organization will address the opposition.
- Describe any communications or engagement planned for the project, including with the public, landowners, local Indigenous communities, municipalities, and/or other stakeholders, as applicable.
- In the project description on page 3, include the purpose and expected dates of the communications/engagement. If no communications are planned, explain why not or why they are not required.
- If engagement/communications have already taken place, describe.

**Section 6 - Certification**

**Conflict of Interest Disclosure:**

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. The applicant must disclose any real or perceived conflicts related to their application.

**Conflict of Interest Declaration:**

I, \_\_\_\_\_, declare  
*(Insert First and Last Name)*

**Select one of the following:**

No conflict of interest

Real or perceived conflict of interest

If applicable, provide description and nature of the conflict of interest:

**Certification:**

I, \_\_\_\_\_, certify that the information contained in this form is complete and accurate.  
*(Insert First and Last Name)*

Date:

Signature of Applicant: \_\_\_\_\_

**Section 7 - Instructions for Submitting Application Package**

The Grant Application Package includes this application form and the following supporting documents:

- Photos showing the damaged area where repairs are being proposed
- A detailed map (satellite or aerial) showing the project area
- Authorizations, permits, and approval letters, as required
- Estimates and project quotes

To submit a grant application, send the completed application form and supporting documents to the Provincial Trails Office by email (preferred) or by mail to the address below:

**Provincial Trails Office**

ATTN: Off-Road Vehicle Trails Specialist  
Parks and Trails Division  
Department of Environment and Climate Change  
258 Portage Avenue, 4th Floor  
Winnipeg, Manitoba R3C 0B6  
Email: MBTrails@gov.mb.ca