



***TRAILS FOR LIFE***  
***2006-2007***

**Strategic Provincial Grants**  
**Guidelines**

The logo for the ACTIVE2010 initiative, featuring the text "ACTIVE2010" in a bold, red, italicized sans-serif font, set against a grey, stylized swoosh background that tapers to a point on the right.

***ACTIVE2010***

**Ministry of Health Promotion**

## **1. Introduction**

The Ontario Trails Strategy was launched in October 2005 by The Honourable Jim Watson, Minister of Health Promotion. The Ontario Trails Strategy directly supports the Government's *ACTIVE2010* initiative: Ontario's Sport and Physical Activity Strategy which aims to raise the percentage of Ontarians who are physically active to 55% by the year 2010.

The Ontario Trails Strategy is a long-term plan that establishes strategic directions for planning, managing, promoting and using trails in Ontario. Developed in collaboration with other ministries, and with the full involvement of a wide range of stakeholders, the Strategy supports continued cooperation among governments as well as the not-for-profit and private sectors in working towards a shared vision for trails.

The Ontario Trails Strategy also supports Ontario's Healthy Eating and Active Living Strategy, the Ontario Tourism Strategy, the plan for Strong Rural Communities, the Northern Prosperity Plan, the Greenbelt Plan, and the Ministry of Health Promotion's strategies of:

- Promoting healthy and active living for all Ontarians
- Creating healthier communities by influencing factors that affect health
- Engaging stakeholders, community partners, and other ministries
- Improving the health of people most at risk.

The Vision of the Ontario Trails Strategy is to develop *"a world-class system of diversified trails, planned and used in an environmentally responsible manner that enhances the health and prosperity of all Ontarians."*

## **2. Program Goal**

Trails for Life is a provincial grants program with a commitment to provide up to \$440,000 in grants annually from 2005-2006 until 2009-2010. The goal of the Trails for Life funding program is to:

**Increase physical activity of Ontarians and the health and economic benefits of trails through strategic investments that support a higher quality of life.**

The Ontario Ministry of Health Promotion, through strategic investments, will provide grants to support policy, research and implementation projects with a provincial scope that address one or more of the following strategic directions of the Ontario Trails Strategy:

- Improving collaboration among stakeholders;
- Enhancing the sustainability of Ontario's trails;
- Enhancing the trail experience;
- Educating Ontarians about trails;
- Fostering better health and a strong economy through trails.

For additional information about the Ontario Trails Strategy and the five strategic directions, please visit:

<http://www.mhp.gov.on.ca/english/sportandrec/trailsstrategy/default.asp>

### **3. Strategic Projects**

For the 2006-2007 Trails for Life program, the Ministry of Health Promotion will support provincial-level projects that address specific deliverables that fall under one of the strategic directions listed above, from one of the following five categories:

- Working with Property Owners
- Environment-related Projects
- Projects Targeting Non-traditional Users
- Accommodating Multiple-users
- Promoting and Developing Trails in Ontario

**A more detailed inventory of project descriptions is provided as an appendix.**

The 06-07 Trails for Life program will continue to develop the Trails Website project which aims to provide a single point of access for trail users and stakeholders with information that is reliable and easily accessible.

In addition, the program will continue to work with the Ministry of Natural Resources to map Ontario's trails, utilizing the Land Information Ontario services for storing and sharing trails and recreation data.

### **4. Who Can Apply**

***Organizations are strongly encouraged to consult the appropriate ministry consultant before writing a detailed project proposal. Contact should be made with a ministry consultant as soon as possible.***

Eligible parties include:

- Not-for-profit trails organizations with provincial scope
- Collaborations of local not-for-profit trail organizations with a pilot or “best practices” project with provincial applications
- Collaborations of Aboriginal communities/not-for-profit Aboriginal trails organizations.
- Municipalities or public health units working in partnership with provincial trails organization(s).
- Ontario colleges and universities with expertise in trails research

Please note that applications will not be accepted from individuals.

## **5. Project Requirements**

To qualify for funding, selected applicants must clearly demonstrate that their proposals link directly to the Ontario Trails Strategy AND meet the following project requirements:

### ***✓ Engagement of diverse stakeholders***

The trails community is diverse and includes a broad range of stakeholders including various levels of government, trail user groups (e.g. hikers, snowmobilers, cyclists), environmental and heritage organizations, foresters, trappers, landowners, Aboriginal communities, and others. Many of these stakeholders have been involved throughout the process of developing the Ontario Trails Strategy. While some share similar interests and issues, others have very different concerns and interests. As a result, **projects must fully engage diverse stakeholders, respect the diversity of their interests, and adopt collaborative approaches. Key partners must be identified for project inclusion. A stakeholder consortium approach is preferred.**

### ***✓ Provincial scope***

Ontario’s trails are distributed throughout the province through urban, rural and remote areas, and in Aboriginal communities. Proposals must clearly demonstrate provincial reach in all four of the Ministry’s regions (Northern, Southeast, Southwest, and Central). In addition, projects must recognize regional differences, support local decision-making and lead to outcomes with provincial and local benefits.

Regional “best practices” projects may be considered if they have provincial application and include a plan to share project results with the broader trails community throughout the province.

Projects that are provincial in scope must include production of all materials in English and French.

### ✓ ***Evaluation and reporting***

To measure effectively the success of the Ontario Trails Strategy and the Trails for Life funding program, the Ministry of Health Promotion conducts evaluations of its initiatives and programs. In addition, the Ministry of Health Promotion may be interested in reviewing the results and lessons learned from projects funded through Trails for Life. As a result, applicants must outline their evaluation and reporting strategies and agree to share results with the Ministry of Health Promotion.

## **6. Application Criteria**

*What will be funded?*

The following expenses are eligible for funding:

- Costs associated with the delivery of increased participation, leadership training programs and other types of implementation projects, such as venue rental, trainers' and coaches' fees, travel costs of participants.
- Costs associated with the development of trails-related plans that cover a geographic area, for example: purchase of consulting services, promotional activities, and costs associated with bringing people together (e.g. travel costs).
- Costs associated with the advancement of education and innovation in the field at the local, regional or provincial level, including the development of innovative participation-enhancing models, guides and training modules, and production of research reports. Related costs include trail pilot projects, material production and dissemination costs.
- Costs associated with the evaluation of the project, which is a required deliverable for each funded project, cannot exceed 10% of total eligible project costs.

**Note:** In-kind funding sources – i.e., in-kind donations of materials and services by your partners, volunteer hours, and in-kind contributions by your organization cannot exceed 25% of total eligible project costs.

### *What will not be funded?*

The following expenses will not be eligible for funding:

- Operational expenses related to an organization's ongoing activities
- Permanent staff salaries
- Legal/audit fees
- Administrative and overhead costs such as such as rent, telephone and communication lines/services and any other costs associated with ongoing programs and services, etc.
- Costs associated with committee and political meetings
- Annual general meetings
- Provincial/national/international competitions
- Project components funded by other provincial grant programs
- Items of a personal nature
- Membership fees
- Budget deficits
- Retroactive funding
- Capital expenses such as non-portable equipment, vehicles, office furniture/equipment and electronic equipment, or building renovations
- Costs for food and beverages, hotel and other related hospitality expenses (limited exceptions – check with your ministry consultant)
- Refundable Goods and Services Tax or other refundable expenses (e.g. security deposits, etc.)

**Note:** Any expenditure made before receiving written ministry acknowledgement of a completed application will be ineligible.

### *Length/Amount of grant*

Trails for Life projects are restricted to implementation periods that end no later than March 31, 2008.

Trails for Life is a cost-shared grant program. The Ministry of Health Promotion will fund up to 60% of total eligible project costs. Selected applicants must demonstrate, within their proposed budget, how the remainder of their project costs will be funded (e.g. applicant contributions, in-kind contributions, sponsorship, funding from other government sources).

Please note the following:

- In-kind contributions may be included in the project budget and should not exceed 25% of the total eligible project budget.
- Projects may receive financial support from other provincial government sources, including other provincial ministries or the Trillium Foundation.

However, total provincial support should not exceed 60% of total eligible project costs.

- The combined contribution from all levels of government should not exceed 80% of eligible project costs.
- Selected applicants must list the names and clearly state the roles of partner organizations.

*How will applicants be selected?*

The Ministry will select applicants based on the following general areas:

- Organizational capacity to complete the project and achieve results.
- Extent to which the project will contribute to *ACTIVE2010: Ontario's Strategy for Physical Activity and Sport* and the Ontario Trails Strategy.
- Extent to which the project meets the guideline requirements of diverse stakeholder engagement, provincial scope, and project evaluation/reporting.
- Realistic and detailed budget plan that relates project outcome(s) to project cost(s).
- Soundness of project design from planning through to implementation phases.
- Extent to which the project fulfils one of the specific deliverables outlined in the Appendix

Finally, applicants who are currently and/or have received grant funding from other Government of Ontario grant programs must have fulfilled all the requirements of such grant programs satisfactorily (e.g. no final reports outstanding) in order to receive a Trails for Life grant.

## **7. Application Checklist**

Selected applicants must provide the following information and satisfy the following criteria:

- Local or provincial not-for-profit organizations must have been in operation for at least a year.
- Applicants must have a minimum of \$2 million in liability insurance, and also have the insurance coverage outlined in the terms and condition that are part of the Application Form.
- Applicants must certify that they have fulfilled all the requirements of grants received from other Government of Ontario grant programs (e.g. no reports outstanding).

- Applicants must provide the latest available audited financial statement for requests of over \$75,000, and the most recent board endorsed financial statement for grant requests of lesser amounts.
- For applicants affiliated with provincial sport organizations recognized by the Ministry of Health Promotion, the affiliate must certify that they are in good standing with the provincial sport organization.
- Applicants must provide evidence of current not-for-profit status and incorporated status.
- Applicants must complete the Application Form, and in particular the budget, work plan, expected results and description sections.
- Applicants must certify that they have a risk management plan in place for vulnerable persons, or have read and understood one or two suggested risk management planning manuals.
- Three written quotes for any to-be purchased good/service of \$5,000 and over. For \$5,000 to \$10,000, written quotes contained in e-mails will suffice. For planned purchases over \$10,000, the quotes must be more formal, that is, written up as proposals.

NOTE: Proposals that do not meet the ministry's mandatory pre-requisites will not be considered.

## **8. Submission of Application and Proposal**

All applicants must complete and sign the Ministry of Health Promotion's Trails for Life Application Form. The Application Form includes Terms and Conditions that must be adhered to by organizations that receive grant funding. Deadline for applications is November 20, 2006. Questions regarding the Trails for Life funding program may be directed to:

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## **Appendix**

Priority for the 2006-07 Trails for Life grants will be given to projects that support the following deliverables as outlined in the Trails for Life Strategy.

<b>Working with Property Owners</b>	Review potential incentives for private property owners to allow the use of their properties for trails.
	Facilitate Internet-based access to information on best practices in building long-term relationships with property owners.
	Facilitate Internet access on best practices in property owner relations.
<b>Environment-related Projects</b>	Research and share best practices for environmental protection and natural and cultural heritage preservation on trails.
	Facilitate Internet access to information on best practices in environmental and natural and cultural heritage conservation.
	Encourage development of a trail planning process that considers social, environmental, cultural, economic and cumulative impacts of trail use.
	Develop a framework for advancing environmental education and interpreting natural and cultural heritage features along trails.
<b>Projects Targeting Non-traditional Users</b>	Recognize the values of non-trail users of the landscape in the planning process.
	Encourage communities to inventory trails and identify gaps in provision for non-traditional users.
	Encourage outreach initiatives to target non-traditional users.
	Focus trails education to infrequent users including women, youth, new Canadians, Aboriginal peoples and persons with disabilities.
	Undertake pilot projects to increase trail use by women, youth, new Canadians, Aboriginal peoples and persons with disabilities.
<b>Accommodating Multiple Users</b>	The expansion of trail development guidelines (trail development, signage, and maintenance) as initiated in the 2005-06 round of Trails for Life grants with an emphasis placed on motorized use.
	Support the development of a framework, tools and strategies for addressing the needs of multiple users, resolving the conflicts that arise among competing uses and promoting a comprehensive system of trails that meets the needs of varied users.
	Nurture the development of an overall approach to trail design that accommodates the widest range of user abilities.
<b>Promoting and Developing Trails in Ontario</b>	Promote "active transportation" such as walking, hiking, cycling, jogging, inline skating, and cross-country skiing.
	Promote widely the Ontario code for the responsible use of trails as developed in the 2005-06 Trails for Life grant program.
	Encourage municipalities to provide an adequate supply of trails for current and future populations.
	Encourage stronger linkages between college and university research on trails to the trails community.
	Help develop training programs on trail planning and operations.

**NOTE:**

Each of the deliverables in the right hand column, fall under one of the five broad Trails for Life strategies of:

- Improving collaboration among stakeholders;
- Enhancing the sustainability of Ontario's trails;
- Enhancing the trail experience;
- Educating Ontarians about trails; and
- Fostering better health and a strong economy through trails.