



TRANS CANADA TRAIL
SENTIER TRANSCANADIEN TM/MC



Trans Canada Trail

Seasonal Cleanup Grant Program Guidelines – 2021-2022

***Vision:** Building on the achievement of connection, the Trans Canada Trail will continue to inspire everyone to embrace the outdoors, to discover the diversity of our land and people, to enhance their health and well-being, and to share their stories along this globally significant and iconic trail network.*

The Seasonal Cleanup Grant Program (SCGP) will provide support to improve Trail sections, support the transition from one season to another, and ensure that all users can safely access the benefits of outdoor recreation on the Trail. The development and maintenance of recreational trails is critical for trail enjoyment year-round, as well as for the engagement of trail volunteers across the country. Grants will range from \$500 to \$2,000 and can be used for a wide range of activities, depending on the season. The support that groups receive will be determined by TCT, based on the program guidelines below and the number of applications received. Please note that groups are eligible to apply for both the Winter and Spring versions of this grant.

1. Objective of the Guidelines

These guidelines are a resource intended to guide Trail operators through the process of applying for the SCGP, and join TCT in maintaining The Trans Canada Trail from coast to coast.

2. Application Details

Applicants are encouraged to submit their proposals as early as possible. Submissions open on **October 8, 2021** and the deadline to submit an application is **November 15, 2021 at midnight (PST)**. All applications must be submitted using our [online form](#).

SCGP Funding Details

The SCGP contribution framework describes the eligibility criteria, reporting requirements and the amount of funding that groups may receive under the SCGP.

Eligibility Criteria

All operators of a section of the Trans Canada Trail are eligible to apply for funding under the SCGP; this may include groups that lease the Trail from Owners seasonally. User groups will only be considered eligible to apply if TCT is provided with a letter of support, signed by the Trail Operator.

The eligibility of a SCGP application will be evaluated according to the following criteria:

1. The application is complete and includes all required information and documentation;
2. The application must have a realistic scope of work and include a detailed description of how the funds will be used;
3. The proposed activity is located on an existing section of the Trans Canada Trail network;
4. The application focuses on preparing the Trail section for use in the coming season;
5. Where safe and appropriate, the applicant engages volunteers in the proposed activity;
6. Applicants that have active projects with TCT at the time of submission to the SCGP must be in good standing and meet the terms of their Contribution Agreement;
7. Only one group per Trail section may apply. If the trail operator is not the owner, permission from the owner must be obtained and provided;
8. The applicant must hold valid liability insurance coverage for their section of the Trail.

Project Timing

TCT strives to have Trail projects completed at the beginning of the visitor season, allowing a safe opening for users. This grant is intended to help transition during the shoulder seasons to ensure a seamless trail experience.

In order to achieve this goal, all projects must be completed and a Final Report submitted by **February 28, 2022**. Funds not spent by February 28 must be returned to TCT.

Available Funding

Eligible groups can receive between \$500 and \$2,000. No matching funds are required. The size of the grant will depend on the length of the Trail section and the total number of applications received by TCT.

TCT reserves the right to make all final decisions, although the following is a general guide to determine the amount of SCGP funding eligible groups may receive:

Category ¹	Maximum per group	Funding Threshold
Trails and Paths	\$2,000	\$1,000 per 100 km of trail ²
Water	\$2,000	\$500 per 100 km of trail ²
Roadway	\$0	Not eligible

- 1) See Appendix 1 for definitions.
- 2) If applying for multiple sections, it is strongly recommended that each cleanup activity benefits a section of 100 km.

Project Approval

The results of your application will be communicated to you no later than **December 1, 2021**. If approved, you will receive a confirmation email, followed by an electronic funds transfer (EFT) payment.

To receive a Seasonal Grant from TCT, all applicants must fill out and submit the [Electronic Funds Transfer Authorization](#) form with their application.

3. Trail Activity Examples

1. Maintenance activities:

- Winterizing a trail – surface stabilization, plowing, trail grooming, etc.
- Structural repairs – replacing boards, repairing holes and cracks, etc.
- Erosion and drainage repairs – grading and/or levelling gravel
- General repairs – signage, barriers, fencing, surface, etc.
- General cleanup – brush cutting, clearance, etc.



- Equipment: purchase or rental of equipment to help maintain, track or groom the Trail (only volunteer associations are eligible to receive SCGP funding for this type of activity)
- Maintenance materials – gravel, ice melt, fence posts, etc.

2. Small trail upgrade activities:

- Infrastructure upgrades – barriers, surface, etc.
- Mitigation measures to control access – boulders, maze gates, squeeze gates, etc.

3. Other trail activities:

- Volunteer training
- Trail cleanup days
- Invasive species management
- Tree planting events
- Installation of habitat features (bird houses, bat boxes)



4. Evaluation of Applications, Funding Decisions and Payments

During the evaluation of applications, TCT may contact groups for additional or missing information. Notification of funding decisions will be provided before December 1 2021, at which time all eligible groups will be informed of the funding amount they will receive.

Acceptance of these funds engages groups into an agreement with TCT to complete the activity, submit a final report, and adhere to program and acknowledgement guidelines.

5. Activity Report

A [final report](#) detailing the Seasonal Cleanup activities must be submitted to TCT no later than **February 28, 2022**. The report must be submitted using our online template and include the following information:

- a description of how the SCGP funds were used for the upkeep of the Trail
- a minimum of three (3) photographs of the activity, including:
 - The person(s) taking part in the activity while it is happening
 - The Trail section *before* the maintenance activity has taken place
 - The final result(s) of your activity
- proof of grant acknowledgment (e.g. social media posts, posters, etc.)
- total number of volunteer hours
- final project budget
- any outstanding documents requested by TCT (e.g. proof of insurance)

6. Volunteer Hours

TCT collects the number of volunteer hours that are contributed to the Trans Canada Trail. For this grant, you will be asked to report the total number of volunteer hours undertaken during the project

- make sure to account for these hours accurately.

7. Promotion and Acknowledgement

As funding recipients, all groups are required to publicly acknowledge TCT's contributions and how the SCGP is contributing to TCT's efforts to enhance the Trans Canada Trail. By publicly acknowledging the SCGP and TCT we hope that awareness will be raised and more funds generated to support the maintenance of the Trail. The latest Acknowledgement Guidelines can be found online at <https://tctrail.ca/cip-pai/>

The following are the promotion and acknowledgement requirements as established by TCT for the SCGP program:

1. Reach out to your local community to promote your activity, if it's open to the public
2. If social media is used, make a public announcement for the SCGP, and post pictures of the activity – TCT can provide pre-written announcements if needed.

Tools and support can be provided by TCT to help groups meet these requirements – this could include posting event details and photos to social media and the distribution of promotional materials with the Trans Canada Trail logo.

8. Contact Information

If you have any questions about the Trans Canada Trail or these guidelines, please send an email to project@tctrail.ca.

Appendix 1: Trail Types and Definitions

Depending on the season, a Trail section can be classified under more than one definition (e.g. a Trail used for cycling in the summer and snowmobiling in the winter). Other or more detailed Trail types and definitions may be used by local Trail groups, organizations and provincial or territorial associations. TCT uses the most common terminology in use across the country.

MAJOR CATEGORY: TRAILS AND PATHS	
PRIMARY TYPE: GREENWAYS	
SUBTYPE	DEFINITION
Multi-use (non-motorized)	<p>A non-motorized path or a trail physically separated from motorized traffic by an open space or barrier that is either within the road right-of-way or within an independent right-of-way. Those trails are used by a diverse set of users representing different travel modes, using different types of equipment and travelling at different speeds.</p> <p>Multi-use trails may also be referred to as multi-use paths (MUP), non-motorized shared-use trails, bike paths, bike lanes or hiker/biker trails, footpath.</p> <p>Multi-use trails can be used by pedestrians, cyclists, and other non-motorized users. In some areas, multi-use trails are designed and managed to accommodate equestrians, cross-country skiers, mountain bikers, and other specialized recreational activities. Those trails serve a wide variety of purposes including commuting, exercising, observing nature, and seeking recreation and enjoyment of the outdoors; people of all ages and abilities use multi-use trails.</p> <p>During winter, certain sections of greenways on The Great Trail are use by snowmobiles.</p> <p>Multi-use trails do not allow motorized vehicles; however, there are important exceptions to consider:</p> <ul style="list-style-type: none"> • Access for emergency vehicles, police, and maintenance vehicles • Use of electric wheelchairs or other mobility devices (e.g.: Cowichan Valley Trail, BC) <p><u>TCT position on E-Bike/E-device:</u></p> <p><i>TCT wants to maximize greenway and does not believe the definition of “motorized vehicles” should be so broadly construed as to automatically prohibit the use of bicycles or other devices equipped with electronic assistance. Decisions as to which classes of e-device should be permitted on the Trail are best made by provincial and local organizations, since Trail conditions, facilities and uses vary. Central considerations should be: user’s safety, user’s experience, and the compatibility of Trail uses—including e-devices—to ensure that user expectations are met.</i></p>
Undesignated	<p>Considered and registered as greenway by Trans Canada Trail, these Trail sections are often located on Crown land, and are often managed by a provincial/territorial department. They are undesignated because there are no provincial/territorial regulations or local restrictions associated with trail usage, allowing any type of non-motorized and motorized usage without any restrictions (with the possible exception of on-road vehicles). (e.g.: Kettle Valley Rail Trail, BC)</p>
Expedition Route	<p>Trail sections that are typically in remote areas with minimal signage and facilities, and limited access to emergency assistance. Use of these Trail sections implies a certain level of risk and danger; and should only be attempted by those who are trained and prepared for extreme conditions. (e.g.: Itijjagiaq Trail, NU)</p>
PRIMARY TYPE: MIXED-USE TRAIL	
SUBTYPE	DEFINITION
Designated / Official	<p>When a combination of non-motorized use (single or multi-use), and motorized use is permitted on the same Trail. Permissions respect community decisions, local bylaws, and provincial regulations in place.</p> <p>(e.g.: Short Line Railroad Trail, NS)</p>

MAJOR CATEGORY: WATER**PRIMARY TYPE: WATER ROUTES**

SUBTYPE	DEFINITION
Paddling Trail	<p>Also referred to as blueways, marked routes on navigable waterways such as rivers, lakes, canals and coastlines, for people using small non-motorized boats such as kayaks, canoes, paddleboards, or rowboats.</p> <p>These routes may require portaging between bodies of water. Some sections of paddling trails may also be used by motorized boats.</p> <p>(e.g.: Path of the Paddle, ON)</p>
Expedition Route	<p>Specific water routes that involve an element of danger and risk, provide minimal to no signage or facilities and limited access to emergency services. People attempting these expedition routes should be trained and prepared for extreme conditions.</p> <p>(e.g.: Mackenzie River Trail, NWT)</p>
Ferry	<p>Land connection by ferry.</p> <p>(e.g. Traverse Rivière-du-Loup— Saint-Siméon)</p>

MAJOR CATEGORY: ROADS**PRIMARY TYPE: ROADWAYS**

SUBTYPE	DEFINITION
Shared	<p>A roadway that can serve pedestrians, cyclists and motor vehicle traffic in the same slow- speed travel area. In urban areas, when necessary, markings identify proper positioning within the roadway to alert all users to the presence of non-motorized users. In rural areas, gravel roads are considered shared roadway when traffic volume is low. This category also includes forest roads.</p> <p>(e.g.: Northern Trails of Saskatchewan, SK)</p>
Shoulder	<p>Shoulders on the edge of roadways (preferably paved) that serve as functional spaces for cyclists and pedestrians to travel in the absence of other facilities with more separation. Motorists may only enter the shoulder in case of emergency.</p> <p>(e.g.: Voyageur Cycling Route, ON)</p>
Sidewalk and Walkway	<p>Sidewalks and walkways provide a dedicated space for pedestrians. Sidewalks are comfortable, accessible to all, and are physically separated from the roadway by a curb or unpaved buffer. This also includes alleys, pedestrian streets and plazas</p> <p>(e.g. David Foster Pathway, BC)</p>
Connector	<p>A route with high volume, high-speed motor vehicle traffic where motorized users are prioritized. TCT recommends travelling on these sections using extreme caution, only during daylight hours, and under appropriate weather conditions. Users should use or investigate alternate routes to connect from these points</p> <p>(e.g. Navette halte sentier des Pointes à Saint-Urbain à La Traversée de Charlevoix, QC)</p>