



TRANS CANADA TRAIL
SENTIER TRANSCANADIEN TM/MC



TRANS CANADA TRAIL **TRAIL FUNDING PROGRAM** PROGRAM FRAMEWORK

TABLES OF CONTENTS



<u>1. FUNDING STREAMS</u>	<u>3</u>
<u>2. GENERAL PROJECT ELIGIBILITY CRITERIA</u>	<u>3</u>
<u>3. ELIGIBLE EXPENSES - CASH AND IN-KIND</u>	<u>4</u>
<u>4. PROJECT ADMINISTRATION</u>	<u>5</u>
<u>5. PROMOTION AND RECOGNITION</u>	<u>6</u>
<u>GLOSSARY.....</u>	<u>7</u>



The **Trail Funding Program** is intended to assist Trail operators across Canada in the development and enhancement of the Trans Canada Trail through a range of funding streams that support specific Trail priorities. To review the details of the individual funding streams, please refer to the individual guidelines for each of the funding streams listed below.

Please note that this framework is subject to change. Applicants are advised to read through the framework prior to each grant intake and subsequent application submissions.

1. FUNDING STREAMS

Trans Canada Trail will fund projects through the following funding streams. Please refer to the appropriate [funding stream guidelines on the website](#) for further clarification.

- Trail Infrastructure and Major Repairs
- Trail Signage
- Trail Destination Development
- Accessibility and Inclusion in Trails
- Indigenous Communities
- Minor Maintenance
- Greenway Development
- Climate Emergency Support Fund

2. GENERAL PROJECT ELIGIBILITY CRITERIA

Specific eligibility criteria for each stream can be found in the guidelines, however all projects should meet the following general eligibility criteria to be considered for funding:

- The project is located on the Trans Canada Trail network.
- The project falls under one of the funding streams and meets the eligibility criteria for that stream.
- Applications must be complete and include all required information and documentation.
- The project is feasible and well-structured with a comprehensive budget, realistic schedule and all applicable project permissions have been obtained.

- The organization is able to demonstrate that it has the authority to implement, and be responsible for, the project, and that it is supported by the community.
- The organization is able to ensure adequate maintenance of the Trail once the project is complete.
- The organization can receive no more than three (3) grants under the Trail Funding Program at any given time and must be in good standing with Trans Canada Trail.
- Trans Canada Trail wants to protect and increase the number of designated greenway sections on the Trans Canada Trail. [Click here to review Trans Canada Trail's Greenway Principles.](#)
- For some funding streams, some groups may have to meet additional requirements or provide additional information in order to make the project eligible for funding.

3. ELIGIBLE EXPENSES - CASH AND IN-KIND

To be eligible, expenses must be directly linked to the project submitted and approved.

Contracts (consultants, contractors, site controls and laboratory fees)

Expenses related to the hiring of external resources to execute the completion of a project are considered eligible project expenses.

Time donations (in-kind contributions) by contractors are also eligible to be applied towards the total cost of the project and will be considered when calculating the contribution from Trans Canada Trail. Their value must be estimated according to actual and fair market value.

Materials

The purchase of materials necessary to complete the project is considered an eligible project expense. Any external materials or the donation of supplies (in-kind contributions) are eligible to be applied towards the total project cost and will be considered when calculating the contribution from Trans Canada Trail. Their value must be estimated according to actual and fair market value.

Equipment

Any equipment rental necessary to carry out a project is considered an eligible expense. For equipment owned by a Trail group, only the fees attributable to the use of the equipment for the project (depreciation, operators, fuel, wear and maintenance, insurance) are considered eligible project expenses.

External equipment donations (in-kind contributions) are eligible to be applied towards the total project cost and will be considered when calculating the contribution from Trans Canada Trail. Their value must be estimated according to actual and fair market value.

Labour and travel expenses

Trans Canada Trail acknowledges the importance of the work done by the employees of local groups toward the development of Trail projects, and will therefore provide financial support for certain expenses incurred by the group for this type of work, with the following limits:

- Project manager salary: actual salary cost related to the supported project, plus contributions and deductions, without benefits, up to \$45/hour.

- Internal technical team salary: actual salary cost related to the supported project, plus contributions and deductions, without benefits, up to \$35/hour.
- Wage earners / labourers: actual salary cost related to the supported project, plus contributions and deductions, without benefits, up to \$25/hour.
- Travel expenses: max. 50 km/workday – all vehicles combined. Reimbursement rate: 50 cents/km.
- Salary expenditures for project management by a municipality or city, which have already been included in the municipal budget, are not eligible.

Ineligible cash and in-kind expenses

The following is a partial list of expenditures not eligible for financial support:

- General administration costs of the organization, including administrative salaries (office admin, accounting, etc.)
- Volunteer time - Although it is of great value, volunteer time is not eligible and cannot be added to the total cost of a project
- Office expenses (rent, telephone, computers, photocopies, insurance, etc.)
- Application costs associated with funding requests
- Private land use expenses, including rent or taxes
- Land purchase costs
- Financial expenses (interest, bank charges, etc.)
- Unforeseen expenses and contingency budget items
- Sales tax

4. PROJECT ADMINISTRATION

Before submitting an application, groups must contact a representative from Trans Canada Trail to evaluate the eligibility of their project. If you do not have a representative, or to obtain the contact information for your regional Trans Canada Trail representative, please contact project@tctrail.ca. Following the initial evaluation and once all the project requirements are in place, the application can be submitted to Trans Canada Trail.

Decision and Contribution Agreement

Within three months of receiving a complete application, Trans Canada Trail will send a formal letter to the applicant with the results of their application. If the project is approved, the letter will indicate the maximum financial support offered, as well as any conditions and additional information to be submitted before the contribution agreement can be signed. Signing Trans Canada Trail's contribution agreement is mandatory and confirms the financial contribution. Please note that the contribution agreement is an official Trans Canada Trail document and cannot be modified.

Reports

Any group receiving a Trans Canada Trail contribution must submit project reports to Trans Canada Trail according to the schedule set out in the contribution agreement. The reports must include:

- Changes to the project (an explanation must be provided for any changes)
- Confirmation of the project schedule (an explanation must be provided for any changes)
- Budget confirmation (an explanation must be provided for any changes)
- The total project and in-kind expenditures to date
- Any other information or documents required, in accordance with the contribution agreement
- Supporting documents for expenses may be required
- Photos (before, during and after the project)

Payments and Maximum Contribution

Each payment will be made within 60 days of the signing of the contribution agreement and/or approval of a project report by Trans Canada Trail. Payments will be made according to the following schedule:

- 25% of the contribution paid upon signing the Contribution Agreement
- 50% of the contribution paid upon approval of the progress report when 50% of the report has been completed
- Final payment of the contribution upon approval of the final report

Total payments for the project shall not exceed the maximum amount specified in the Contribution Agreement. Trans Canada Trail reserves the right to modify this payment schedule based on the specifics and constraints of a project.

The total contribution may be less than originally planned if the eligible expenses incurred by the group are less than those provided in the application.

The group is required to inform Trans Canada Trail in writing if they receive additional funding for their project from another source. The cumulative financial support cannot exceed the total cost of the project. If the total funding received exceeds this limit, the overpayment amount must be returned to Trans Canada Trail.

5. PROMOTION AND RECOGNITION

Trail operators receiving funding must comply with [Trans Canada Trail's Grant Acknowledgement Guidelines](#).

GLOSSARY

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/territorial associations. Trans Canada Trail uses the most common terminology in use across the country.

MAJOR CATEGORY: TRAILS AND PATHS

PRIMARY TYPE: GREENWAYS

SUBTYPE	DEFINITION
Multi-use (non-motorized)	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.
	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.
	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.
	During winter, certain sections of greenways on The Trans Canada Trail are use by snowmobiles.
	Multi-use trails do not allow motorized vehicles, however, there are important exceptions to consider: <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>Trans Canada Trail position on E-Bike/E-device: <i>Trans Canada Trail 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/territorial 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	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)
Expedition Route	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.: Itijjagiat Trail, NU)

PRIMARY TYPE: MIXED-USE TRAIL

SUBTYPE	DEFINITION
Designated / Official	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/territorial regulations in place. (e.g.: Short Line Railroad Trail, NS)

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, QC)</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 forestroads.</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. Trans Canada Trail 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>