



# 2023 Manitoba Horse Council Recreation Grant Criteria and Guide

## CRITERIA

### About the fund

Manitoba Horse Council has established a fund to help promote recreational equine activities and projects throughout the province of Manitoba. Since the inception of this program in 2010, 21 projects have been supported throughout Manitoba. These projects have included trail development and construction, improvements to corrals and equine camp sites, educational clinics, equine safety and welfare.

***Total MHC Recreation Grant funds available for 2023 will be \$2,500.  
Application deadline: January 31<sup>st</sup>, 2023.***

### Who can apply?

Grants will be considered from:

- MHC member clubs that have been members in good standing of Manitoba Horse Council for a minimum of 12 months and whose members are Manitoba Horse Council members
- Committees of Manitoba Horse Council whose projects meet the required criteria
- Individual MHC members having sufficient support and resources to ensure projects are achieved

### Definition of Project and Program

For the purposes of these grants:

- A project produces a tangible result. For example, creating or upgrading a trail or community riding facility, making a sign, etc. Projects must be for the benefit of Manitoba's recreational riders or Manitoba's horse owners, and all capital projects must be situated on public or publicly contracted lands e.g., municipal, regional or crown lands.
- A program produces an intangible result. For example, a clinic educating MHC members or their horses, or a seminar educating other members of the equine community.

### The following would be considered for grants:

PROJECTS	PROGRAMS
<p>Community arena and facilities construction, upgrade, improvement, or rehabilitation equestrian trail construction, etc</p> <p><b>Eligible projects</b></p> <ul style="list-style-type: none"> <li>• trail and trailhead upgrade, improvement and rehabilitation</li> <li>• bridge and water crossing construction, upgrade or rehabilitation</li> <li>• horse camp sites and facilities such as corrals, high lines, toilets, fire rings, stock watering facilities</li> <li>• horse trailer parking facilities at a trailhead or community arena</li> <li>• trail and facilities signage</li> <li>• community arena and facilities construction, upgrade, improvement or rehabilitation</li> </ul> <p>The support of Manitoba Horse Council should be noted on any location signage</p>	<p>Clinics must be open to all MHC members. Educational seminars must be free of charge or at nominal cost to all members of the community. MHC membership should be promoted at these events</p> <p><b>Eligible programs</b></p> <ul style="list-style-type: none"> <li>• educational seminars related to environmental issues of horse ownership e.g., manure management, pasture management</li> <li>• educational seminars related to horse welfare issues e.g., responsible breeding, basic equine nutrition, pest and parasite control, equine health and equine first aid</li> <li>• equestrian safety clinics open to all MHC members</li> </ul> <p>Clinics must be open to all MHC members.</p> <p><b>Eligible Program Costs:</b></p> <ul style="list-style-type: none"> <li>• venue rental for a clinic or seminar</li> <li>• clinician or speaker fee for a clinic or seminar, including transportation and accommodation costs if necessary</li> <li>• costs of necessary educational materials to be used or distributed at clinic or seminar</li> </ul>

**Eligible Project Costs:**

- the material costs of constructing, rehabilitating, upgrading or renovating
- the costs of surveying, engineering, and architectural supervision services, if required
- the costs of purchasing and installing signage
- permit & license fees
- equipment rental
- labor costs
- environmental assessments

**Ineligible Project Costs:**

- costs incurred prior to application approval date
- costs incurred after the project completion date
- the cost of developing a proposal for funding application
- the 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
- the cost of any goods and services which are received through donations or in kind
- provincial sales tax and GST, for which the applicant is eligible for a rebate, and any other costs eligible for rebates
- legal fees
- travel costs
- any costs not directly related to the completion of a project

**Qualification criteria for projects:**

- an application form must be submitted along with budget and detailed plans, including GPS mapping where appropriate, on or before the application deadline (application form and budget spreadsheet template available on MHC website or by calling the MHC office)
- the applicant MHC member club must already have raised a minimum of 25% of the project costs, either in dollars or in-kind (donated goods or services)
- there must be written permission from the land manager in which the project is located: e.g. municipality, Regional District, Provincial, etc.
- the applicant must make their financial information available in order to prove their financial responsibility
- the applicant must provide evidence of community support for the project
- the applicant must provide a report and final budget to MHC within two months of the project's completion
- all signage and media releases and announcements regarding the project must acknowledge the financial support of Equine Canada and MHC, wording or logos to be approved by MHC

**Ineligible Program Costs:**

- costs incurred prior to application approval date
- costs incurred after the program completion date
- the cost of developing a proposal for funding application
- the cost of any goods and services which are received through donations or in kind
- provincial sales tax and GST, for which the applicant is eligible for a rebate, and any other costs eligible for rebates
- legal fees
- costs of clinic or seminar hand out materials that are designed to promote the clinician or speaker, or to promote products available for purchase
- travel costs, except for those of a clinician or speaker
- any costs not directly related to the delivery of a program

**Qualification criteria for Programs:**

- a written proposal must be submitted along with the application, detailing plans and the budget for the program
- the applicant MHC member club must already have raised a minimum of 25% of the program costs, either in dollars or in-kind (donated goods or services)
- eligible programs must provide a direct service to the equestrian community, specifically to recreational riders and/or to horse owners, and be responsive to the community's needs and issues
- programs must be open to all MHC members and may be open to any and all members of the equine community
- programs must be of clear benefit to recreational riders and/or to horse owners and/or to the community's horse population as a whole
- all signage, media releases and announcements regarding the project must acknowledge the financial support of MHC, with wording or logos to be approved by MHC

**Other deciding criteria:**

MHC reserves the right to choose between eligible projects and programs using one or more of the following criteria:

- applicants (MHC member clubs) who have not received funding grants in prior years may be chosen over those who have previously received funding grants
- applicants in communities that have not received funding grants in prior years may be chosen over applicants in communities that have previously received funding grants
- applicants who have proven their ability to make excellent use of the fund resources may be chosen over those who have not done so

Selection may also be influenced by:

- the importance of the project or program to the community as well as to MHC membership
- the potential number of MHC members and community members served by the project or program
- the amount of community support for the project or program
- the environmental benefits of the project or program

### **Funding & reporting:**

A complete report on the project or program must be submitted to MHC with copies of receipts within 2 months of project or program completion. MHC reserves the right to hold back 20% of the funding amount pending receipt of the report on the project or program's completion and submission of receipts.

Grant funds cannot be used for purposes not approved by MHC and must be dispersed within 12 months of receipt unless otherwise approved in writing by MHC. Proposed changes to previously approved use of funding should be submitted to MHC for approval.

Any unused funds must be returned to MHC on completion of the project or program.

## **GUIDE FOR APPLICANTS**

### **Completing the Funding Application Form**

This section follows the order of individual 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. Information included in applications is held in confidence by Manitoba Horse Council.

#### **Project Title**

Clear, short title for the project proposal

#### **Applicant Description (MHC Member Club or Affiliate)**

The person and organization fully accountable for the project including project management, reporting and communications. The applicant must have the ability to enter into a legal contractual agreement with Manitoba Horse Council. Include the name of the applicant, mailing and email address, telephone and fax numbers.

#### **Project/program Contact Person (only if other than the Applicant)**

The person who will work with MHC on project reporting - Include the contact person's name, title, mailing and email address, telephone and fax numbers.

#### **Applicant Background Information**

Briefly include information on the club or affiliate, indicating size of the membership, type of members, goals of the club, normal club activities, etc.

#### **Project/Program Description**

- Timing - Indicate the planned date(s) i.e. start and completion dates, or program date(s).
- Objectives - what are the goals? For example: *To help members condition their horses to be as safe as possible for road riding.*
- Context/ Background - Why is it important that this be undertaken? What problems or opportunities will this address?
- Activities - Include an overview of the activities necessary to complete.
- Human Resources - briefly outline who will manage and work on the activity.
- Results - what will be the visible results? Describe how this will benefit Manitoba Horse Council recreational riders or the Manitoba horse industry. For example: *Improved footing in the community arena will result in...*
- Performance Reporting - How success in achieving objectives be measured? For example: *Results of evaluations collected from participants or Increased numbers of riders using the trail after project completion compared to before.*
- Communications - Describe how you will communicate what was accomplished. Results are expected to be broadly communicated both to MHC members and others in the community who might benefit.

## Completing the Budget Table

An Excel spreadsheet template is available from MHC and requires essential information for the evaluation of your proposal. Please complete it accurately and carefully.

### **Contribution Sources (Where the funds will come from)**

These include funds provided to the project by your club or other organizations, firms or individuals and through revenue generated at events, advertising or sponsorships. Identify each source in the budget. Also include sources of other grant funding.

### **Manitoba Horse Council Funding for Recreation Request**

The amount of funding requested from the Manitoba Horse Council fund.

### **Cash**

Contributions made in the form of cash or cheques.

### **In-kind Support**

Non-cash support provided by project participants or sponsors using fair and reasonable valuations. Include a brief notation of the type of in-kind support and its source. (For example, lumber and nails provided by a local donor, or volunteer labour by club members.)

### **Total Project Support**

The sum of total cash costs and in-kind support

### **Expenditure Areas (Where funds will be spent)**

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

### **Cash**

Actual costs to pay for the project services, materials etc. identified in the Expenditure Areas, supportable by invoices or documentation, if requested during an audit.

### **In- Kind**

Non-cash contributions provided by project participants or supporters. Provide brief detail in the expenditures area. For example: Equipment and fuel provided by a club member or time spent painting fence rails.

### **Total**

The sum of cash costs and in-kind support. The totals in each vertical column should match the corresponding totals of the Contribution Sources table.

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Grant applications should be addressed to:

**Attn: Recreation Committee  
Manitoba Horse Council  
145 Pacific Avenue  
Winnipeg, Manitoba  
R3B 2Z6**

Applications must be postmarked or received by the Manitoba Horse Council **on or before January 31, 2023.**

Email to [mhc.admin@sportmanitoba.ca](mailto:mhc.admin@sportmanitoba.ca)