

Off-Road Vehicle Land and Trail Rehabilitation Grant Application Guide

2025-2026

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Introduction

The Off-Road Vehicle Land and Trail Rehabilitation Grant program provides funding for projects proposing to rehabilitate public lands and trails that have been damaged by off-road vehicle activity. This fund is intended for trail associations, municipalities, local governments, Indigenous communities, and not-for-profit organizations with established operations in Manitoba. Eligible groups can apply for funding for up to \$50,000 for the 2025-2026 fiscal year intake.

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 following guide has been prepared to assist applicants with completing the application package.

Key Objectives

Key objectives of the grant program are to:

- Repair and rehabilitate lands damaged by off-road vehicle activity
- Restore existing trail networks
- Improve the quality of the existing recreational trail network and user experience through improvements to safety, signage, and access
- Support sustainability and environmental stewardship
- Mitigate or prevent future land damage caused by off-road vehicles

Eligibility Requirements

- Recipients can be a local government entity, Indigenous community, or an organization that is not-for-profit (trail association, sports or recreation club, organized community group, etc.).
- Grants will not be issued to individuals, for-profit organizations, or any organization that does not have established operations in Manitoba.
- For a proposal to be considered for funding, the project must be located on land that is open to the public.
- Only lands that were damaged by off-road vehicle activity are eligible for project funding.
- Projects must be completed by January 31, 2026.

Application Deadline

Grant applications will be accepted starting on February 3, 2025. The deadline to apply for the grant is 11:59pm CST on March 31, 2025. Applications received beyond this deadline may not be accepted.

Application forms can be found at <https://www.gov.mb.ca/sd/trails/index.html>

Timelines and Notification

Grant Application Intake	February 3, 2025 - March 31, 2025
Application Deadline	March 31, 2025
Review Process	March - May 2025
Grant Recipient Notification	April - June 2025
Project Delivery Period	April 1, 2025 - January 31, 2026
Project Completion Deadline	January 31, 2026
Final Reporting Deadline	January 31, 2026

Application Package Checklist

In addition to the application form, the following supporting documents form the grant application package:

- a) Project map (satellite or aerial)
- b) Photographs showing the damaged area to be rehabilitated
- c) Permits, authorizations, and/or letters of approval

Refer to page 8 of this guide for more information on the requirements for supporting documentation.

Tips for Completing Application

- Applications will be reviewed and scored based on the information provided. If more space is needed to complete the application, attach additional pages as necessary.
- All information provided should be clear, well-detailed, and complete. Incomplete submissions may not be considered.
- The applicant must confirm the damage was caused by off-road vehicles and indicate how it is known that the damage was caused by off-road vehicles.
- All land use types in the project area must be identified. Failure to correctly identify all land use types may affect the review and evaluation process.
- The applicant is responsible for obtaining and submitting all necessary permits and authorizations needed to carry out the project. Projects which propose works but do not provide authorizations for those works may not be approved.
- All dollar amounts included should be reasonable and be consistent throughout the application.

Example Projects

Examples of potential projects could include:

- A local outdoor club applies for funding to hire a qualified contractor to bring in fill material to repair a recreational trail that was damaged by off-road vehicles.
A non-profit organization applies to rehabilitate public municipal land that was damaged by unauthorized off-road vehicle activity.

Application Writing Guide

Section 1 – Contact Information

<i>Legal Name of the Organization</i>	Provide the legal name (corporate name) for the organization applying for funding, exactly as registered/incorporated.
<i>Organization Mailing Address</i>	Provide the mailing address of the organization, including city/town, province/territory, and postal code.
<i>Contact Person</i>	Provide the full name of the primary contact person responsible and knowledgeable about the project and the application.
<i>Title</i>	Provide the position title of the contact person representing the organization.
<i>Phone Number and Email Address</i>	Provide a phone number and email address for the organization.

Section 2 – Organizational Information

<i>Organization Type</i>	Select the organization type from the list. If not listed, select “other” and provide explanation.
<i>Organization Establishment Date</i>	Provide the year the organization was established.
<i>Organization Mandate/Purpose</i>	Provide a brief description of the organization, including the mandate.
<i>Established Operations in Manitoba?</i>	Select “Yes” or “No”. Only groups with established operations in Manitoba will be eligible for funding.
<i>How did you hear about this grant program?</i>	Select an option from the drop-down list. If not listed, select “other” and provide explanation (e.g., internet search, referred by)
<i>Has the organization previously received funding from this grant program?</i>	Indicate if the organization has previously received funding through the Off-Road Vehicle Land and Trail Rehabilitation Grant program for this and/or similar projects. Select “Yes” or “No”.
<i>If yes, specify</i>	If previous funding has been received, provide the name of the project, the total amount of funding awarded, the location, and the outcome of the project.
<i>Will the organization be retaining a contractor to perform the work?</i>	Will a contractor be performing some of the project work? Select “Yes” or “No”.

<i>If yes, specify the contractor and the type of work to be performed.</i>	Provide the name of the contractor or business that will be retained and describe the type of work to be performed.
<i>Project Management Capacity</i>	Describe any relevant qualifications of the organization, project manager, and/or contractor.
<i>Project Management Experience</i>	Provide examples of recent projects completed by the organization, project manager, and/or contractor.

Section 3 – Project Description

<i>Project Title</i>	Provide a short, descriptive title to identify the type of project and associated location (e.g., “Stone Creek Trail Repair”)
<i>Project Summary</i>	Provide a brief, high-level overview of the project. Include the type of project, project details, and objectives. This should be limited to 1-2 sentences.
<i>Was the damage caused by off-road vehicle activity?</i>	Select “Yes” or “No”. Only projects that are confirmed to have been damaged by off-road vehicles are eligible for this grant program.
<i>Explain how it is known the damage was caused by off-road vehicle activity</i>	Provide explanation of when the damage occurred and how it is known the damage was caused by off-road vehicles. Include observations, physical evidence, and/or any other relevant available information.
<i>Total Project Length or Total Project Area</i>	Provide the length (in metres or kilometres) or total area (in square kms) of the project area. Only input the area affected by the project. E.g., 10km.
<i>Anticipated Project Start Date</i>	Indicate the approximate start date of the project.
<i>Estimated Date of Project Completion</i>	Indicate the approximate date when the work will be completed. Projects must be completed by January 31, 2026.
<i>Project Location</i>	Provide the location of the project (e.g., legal land description, civic address, municipality, etc.)
<i>GPS Coordinates</i>	Provide GPS coordinates (latitude and longitude or UTM coordinates) for the project location. If the project is on a linear path, provide coordinates for the start and end points.

<i>Project Description</i>	<p>Provide a detailed description of the project:</p> <ul style="list-style-type: none"> • Provide brief background about the site, including types of user groups. What is the project expected to achieve? • Describe the damage caused by off-road vehicle activity. • Indicate the degree or nature of the damage that requires rehabilitation. • Provide a detailed work plan describing the work that will be undertaken to rehabilitate the site. • Include project objectives, proposed activities, materials and equipment, and methods. • Indicate timelines, schedule, and key deliverables.
<i>Preventative and/or Mitigative measures</i>	Describe any measures that will be implemented to prevent or mitigate off-road vehicle damage in the future, if applicable.
<i>Is the project located on public land?</i>	<p>“Yes (100%)” - the project is entirely on public land. “Yes (partially)” - only a section of the project is on public land “No” - the project is not on public land.</p> <p>Only projects located in areas open for public access will be considered for funding.</p>
<i>What is the land use type of the project location?</i>	Select from the list all applicable land use types in the project area. The list includes Crown Land, Provincial Forest, Wildlife Management Area, Provincial Park, Municipal Land, First Nations Reserve Land, and Private Land. If an option is not listed, select Other and specify.
<i>Have you obtained written authorization from the land use manager(s) or land owner(s) to perform the work?</i>	<p>“Yes” – written authorization has been obtained (attach) “In Progress” – verbal authorization has been obtained; written authorization has been requested “No” – authorization has not been obtained and/or is not required.</p> <p>If written authorization has not yet been obtained, provide explanation.</p>
<i>Will the project involve water control structures</i>	Select “Yes” or “No”. Water control structures include culverts, bridges, and/or fords.
<i>If yes, provide description</i>	If yes, describe any water control structures, such as culverts, fords, or bridges, that will be included in the project scope. Additional authorizations and/or information may be required.

Section 4 – Project Budget

<p><i>Project Budget</i></p>	<ul style="list-style-type: none"> • Provide an estimated project budget that clearly outlines all associated costs, including the total cost of the project. • List any other sources of funding for the project or other projects that may be connected. • Provide line-item costs, cost breakdowns, contractor or supplier quotes, and key milestones. • Expenses may only be claimed once. Copies of all receipts and invoices must be submitted with the Final Project Report. • Grant recipients will be responsible for covering any costs that exceed the original estimate; additional rehabilitation funding will not be available to cover cost overruns. <p>Examples of eligible activities:</p> <ul style="list-style-type: none"> • Equipment rentals and costs directly attributable to the use of the equipment (e.g., fuel, operators, labour) • Materials and supplies (e.g., signage, aggregate/fill material, barriers, etc.) • Contractor or consultant fees (e.g., construction, engineering, landscape architect, etc.) • Design, production, and printing costs for signage or other necessary printed materials • Costs associated with Indigenous participation or ceremony, including monetary honoraria offered to Indigenous Elders and/or Knowledge Keepers for activities specific to the project • Administrative costs (e.g., permits, insurance) - up to 10% of the grant amount. <p>Costs that are not eligible include:</p> <ul style="list-style-type: none"> • 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 the damage from re-occurring in the future. Requests for equipment purchases will be subject to further review.
<p><i>Total Grant Amount Being Requested:</i></p>	<ul style="list-style-type: none"> • Indicate total amount of funding being requested as part of the grant application. Ensure that this number remains consistent throughout the application. • The maximum amount that can be requested per application is \$50,000. The actual award amount may be less than the requested amount.

Section 5 – Supporting Documents and Authorizations

<p><i>Detailed Project Map</i></p>	<ul style="list-style-type: none"> • Provide a detailed map (satellite or aerial) illustrating the project location and the area to be rehabilitated. • The map should include information on land ownership, access, watercourses, 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.
<p><i>Photographs of the Project Area</i></p>	<ul style="list-style-type: none"> • Provide photos of the area damaged by off-road vehicles that will be rehabilitated.
<p><i>Permits, Approvals and Authorizations</i></p>	<ul style="list-style-type: none"> • Identify all necessary permits and authorizations needed to carry out the project and indicate whether they have been obtained or are pending. <ul style="list-style-type: none"> • 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, First Nations, and private lands (e.g., Municipal or Band Council resolution, or letter of permission from landowner). • 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.
<p><i>Letters of Support/ Public Engagement</i></p>	<ul style="list-style-type: none"> • Provide dated and signed letters of support from individuals, organizations, and/or communities who may be 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 description on page 3 of the application, include the purpose and expected dates of the communications and/or engagement. If no communications are planned, explain why not or why they are not required. If engagement and/or communications have already taken place, describe.

Evaluation Criteria

Grant applications will be reviewed and evaluated by a Manitoba government review committee. The applicant and project must meet the mandatory eligibility criteria to be considered. Incomplete applications may not be considered.

Efforts will be made to fund all qualifying submissions if grant funds are available. If the total amount of all funding requested is greater than the amount allocated for the program, submissions will be scored and ranked based on the following criteria:

- Well-detailed proposal that provides clear rationale for the proposed work consistent with program objectives.
- Project objectives outlined and description of work to be performed. Project work plan provided, including activities, equipment, key timelines, and milestones.
- Detailed map showing project location, size of the project area, land ownership type(s), watercourses, property boundaries, and other important information. Submission of a site plan is recommended.
- Mitigation or preventative measures to be implemented to prevent off-road vehicle damage from re-occurring (e.g., signs, barriers, etc.).
- Project readiness: projects that are shovel-ready may be ranked higher than those that are not.
- Submission of required permits, authorization, licences, approval letters, as applicable. If not submitted, explain when and how the authorizations will be obtained.
- Letters of support from stakeholder groups or local communities.
- Clear and detailed project budget showing the total amount of funding requested and a breakdown of estimated expenses, consistent with project proposal.
- Experience with similar projects and/or working successfully with the Manitoba government.
- Projects that provide multiple benefits may receive a higher score.
- If the grant program is oversubscribed, a proposal may be ranked lower if the same project area has previously received funding from this program.

The review committee may, at their discretion, allocate funds based on regional distribution or for any other reason, as determined during the review process. Funds awarded may be less than the amount requested.

Application Review and Award Process

Applications will be reviewed by a Manitoba government review committee who will evaluate and score submissions to determine grant funding. Additional information may be requested from the applicant. Funding is not guaranteed and is contingent on available funding and the number of proposals under consideration.

Approved applications will be funded up to a maximum of \$50,000 for the 2025-2026 fiscal year. The actual amount of funding awarded may be less than the requested amount.

If an application is approved, the organization will be contacted by Provincial Trails Office staff to discuss next steps. Any remaining outstanding documents, such as insurance certificates, permits, or other authorizations must be submitted. The organization will be required to sign a grant funding agreement with the Government of Manitoba which stipulates how the funds are to be spent and the reporting requirements. The agreement must be signed by an individual who has legal signing authority and/or is authorized to act on behalf of the organization.

The grant will be issued in two installments, with the first 80% of the award issued after the agreement is signed. Funds must be spent by January 31, 2026. The remaining 20% of the grant will be held back until the project is completed and the proponent submits a Final Project Report.

Grant recipients will be responsible for covering any costs that exceed the original estimate; additional rehabilitation funding will not be available to cover cost overruns. Any unused grant amounts must be repaid. Government staff may require audits or site visits to the project. These audits and site visits are meant to ensure that project deliverables and timelines are being met.

Conflict of Interest

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 (e.g., vendors, consultants, organizations, etc.) related to their application. The reviewing committee reserves the right to ascertain conflicts of interest, even if one is not declared by the applicant.

Liability Insurance

If selected for funding, grant recipients must provide a valid certificate of liability and property damage insurance (\$2 million minimum). The insurance policy must name the Government of Manitoba, its officers, employees, and agents, as additional insureds with respect to the activities under the grant agreement.

Freedom of Information

Submitted applications are subject to The Freedom of Information and Protection of Privacy Act. The information collected is for the purpose of administering the program and will be used to evaluate eligibility under the program.

Final Project Reports

The project, and all associated activities and deliverables (outlined in the grant agreement), must be completed by the agreement end date. Upon completion of the project, or before January 31, 2026, grant recipients will be required to provide a Final Project Report. Reporting on results provides accountability for the use of public funds and information on successes and challenges.

The Final Project Report must include:

a) Activity report

- A description of the project area and the damage that required rehabilitation.
- A summary of the activities completed and the results achieved.
- The total number of kilometres repaired.
- Indicate the status of project (complete/incomplete). If not completed, provide explanation (e.g., exceeded funds, adverse conditions, etc.)
- Indicate the outcome of project. Describe successes, barriers, and challenges.
- An updated project map showing the area where the work was completed.

b) Financial statement

- Include total project costs and detailed cost breakdown for the project. All revenues and expenditures relating to project activities are to be reported.
- Submit copies of all documentation for expenditures incurred for actual project costs (e.g., bills, receipts, invoices, etc.).

c) Photos of the rehabilitated area, before and after the project work.

Surplus or unexpended grant funds are to be returned. A certified financial audit statement for grant funding may be requested. Where projects are not concluded by the planned completion date stated on the application, an interim report may be required.

Recipients that do not provide required reports or do not complete project deliverables described in the project plan may be disqualified from future funding opportunities or funds may be withheld until reporting requirements have been met.

Contact Information

Send the application and supporting documents to the Provincial Trails Office at:
MBTrails@gov.mb.ca.

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
Fax: 204-945-0012