



Outdoor Recreation Fund of BC

2024 Application Questions

This is an overview of the grant application questions to support a smooth application process. To be considered, applications must be submitted through the online application portal at: https://orc.bc.ca/prog/2024_grants/

General Info

1. Full Legal Name of Organization
2. Operating Name (if different than legal name)
3. Organization Address
4. Primary contact information

Eligibility Confirmation

5. Please select the organization type that describes your organization
6. Organization's Registration Number
 - a. Registered charities, local governments, and Indigenous governments: provide CRA number
 - b. Incorporated non-profit organizations: *provide society number*
7. Does this project take place in British Columbia?
8. Grant Request - Indicate the amount of funding being requested

Matching Contribution

9. Indicate the total dollar value of matching contributions* you will provide.

*Projects require a matching contribution of at least 50% of the total project budget which can be provided through cash or in-kind contributions. In other words, if your organization is requesting a \$5,000 grant, you are asked to provide \$5,000 or more in matching contributions (in cash and/or in-kind support).

Example:

- Grant Request: \$5,000
- Matching Contribution: \$5,000 (cash and/or in-kind)
- TOTAL PROJECT BUDGET: \$10,000

*Source descriptions of matching funds will be requested in the budget. The amount indicated here must match the amount in the budget portion of the application.

If you require support to determine if you meet the matching contribution requirements please email grants@orc.bc.ca.

Authorizations

Some projects may require authorizations, permits or approvals. However, not all projects will require authorizations, permits or approvals. It is your responsibility to know if your project requires them. This is a non-exhaustive list of examples of what may be required for certain projects.

- RSTBC or BC Parks Partnership Agreements where the agreement clearly authorizes the works described in
- The proposal and the works are proposed within the agreement area.
- Authorization under Section 57 of the Forest and Range Practices Act (FRPA).
- Authorizations under the Land Act.
- Authorizations under the Water Sustainability Act.
- BC Parks permits.
- An agreement or letter of support from a private landowner (for private lands).
- A letter of support from Chief and Council or Band Council Resolution (for reserve lands).

10. Does this project require formal authorizations, permits or approvals from a regulatory agency like a land manager?
11. Who formally manages the land on which this project takes place? Select all that apply
 - a. Recreation Sites and Trails BC (RSTBC)
 - b. BC Parks
 - c. Province of BC (other public lands)
 - d. Local Governments (Municipality, City, Village, Regional District, etc)
 - e. Indigenous Government
 - f. Private Landowner
 - g. Parks Canada
 - h. Community Forest
 - i. Other, please specify.

Organization

12. Year of Incorporation: State the year of the organization's incorporation
13. Experience: Provide a brief description of one to three similar projects you have undertaken. You may consider addressing the following: What did the project accomplish and how? Who was involved? What benefits did it create?
14. Relationship to Indigenous Peoples: Download and read the [I4DM Matrix](#) and select the category that best describes your organization. The [I4DM Matrix](#) was developed by the Circle on Philanthropy and Aboriginal Peoples in Canada as a guide for conversation and consideration by Indigenous and non-Indigenous actors in the philanthropic space. The tool was created based on guidance from Indigenous advisors to help define non-profit organizations' relationships to Indigenous Peoples. Your selection should reflect the CURRENT state of your organization and not its future goals or aspirations.
 - a. Indigenous-Led
 - b. Indigenous Partnerships
 - c. Indigenous Informed
 - d. Indigenous Benefitting

15. ORCBC Members: Select the option that describes your organization's ORCBC membership status. *For reference, members in good standing are listed [here](#)*
- Not an ORCBC member.
 - ORCBC member.
 - Applied for membership. Awaiting response.
 - Affiliate member. Please list the ORCBC member organization to which you are affiliated.

Project Information

16. Please provide a one to two sentence description of this project that can be used for communication purposes.

The Outdoor Recreation Fund of BC seeks to support initiatives that create or shape meaningful outdoor recreational or nature-based experiences for British Columbians.

The program has three main priorities.

1. Outdoor Enhancement: To meaningfully support groups, that are largely volunteer-driven, who enhance and maintain outdoor recreation infrastructure.

2. Stewardship & Education: To foster responsible use of the outdoors through education and stewardship initiatives that minimize environmental, cultural, and safety impacts of outdoor adventuring.

3. Inclusive Participation: To cultivate accessible, inclusive and diverse outdoor recreation opportunities by encouraging participation in outdoor recreation for under-represented groups.

17. Priority Alignment: Please select all of the priorities this project falls under. You may select more than one if this project aligns with more than one priority.
18. Long description: Please tell us about this project and how it aligns with one to three of the priorities. The priorities addresses should match the priorities previously selected. Please address what benefits will be created and who will benefit. Include project activities and timelines

19. Project Goals: List between one to three project outcomes or goals. It is recommended that each priority addressed in the project description have at least one relevant outcome or goal. Please make them specific and measurable.

For additional guidance on goals setting, we recommend following the S.M.A.R.T. goals tool which is an acronym used to set clearly defined goals. There are plenty of free online resources that provide more information.

Examples:

- To improve safety and enable use for people of diverse abilities on the Misty Peak Trail by removing overgrown brush on 5km of trail and by resurfacing 1km of the trail by November 2024.
- To protect against invasive plants and organisms on Emerald Mirror Lake by installing 20 new educational signs, by October 2024, along the lake access points that encourage "clean, drain, dry" behaviour from paddlers.
- To encourage participation in snowshoeing for low-income youth by providing five skill and knowledge building trips to fifty low-income youth in the region by March 2025.

20. Indicate the expected project start dates.

21. Indicate the expected project completion date. *Projects completed by March 2025 will be preferred; however, projects completed before February 2026 will be considered.*

22. Select between one to three PRIMARY activity types that are likely to benefit the most from this project. (Listed: 4x4, ATV-ing, Backcountry skiing, Canoeing, Caving, Ceremonial/spiritual practices, Climbing/scrambling, Cycling (excludes mountain biking), Equestrian, Fishing, Harvesting, Hiking, Hunting/trapping, Kayaking, Mountain biking, Nature interpretation/wildlife viewing, Nordic skiing, Off-road motorcycling, Paddleboarding (SUP), Park/picnic, RVing, Rafting, Sailing, Snowboarding, Snowmobiling, Snowshoeing, Swimming/beach/waterside activities, Tent camping, Trail running, Other.)

23. Secondary activities: Select ALL activity types that may benefit from this project. See list above.

24. Please select all the (tourism) regions where this project will take place (map provided).

25. What community or communities does this project take place in?

26. Please list the Indigenous Nations or communities whose traditional territories this project takes place in.

Reconciliation: The recreation sector can play a vital role in supporting reconciliation with Indigenous peoples by fostering respectful relationships, acknowledging traditional territories, and collaborating on various initiatives. The next two questions ask you to comment on your organization's past and current efforts, learning and interest in advancing reconciliation with Indigenous peoples. ORCBC recognizes that this process can look different for everyone and encourages all groups to apply no matter where they are on the reconciliation journey.

27. What steps, if any, has your organization taken as part of this project to build relationships with the Indigenous Nations and communities whose traditional territories your project takes place on? *This should reflect steps that have already been taken.*

28. Between now and the expected completion date of your project, what new steps, if any, will be taken to support or involve Indigenous peoples? *This should reflect planned actions that will be taken before the end of your project.*

29. Collaboration: Please provide the names of organizations and governments you are collaborating with and share one sentence on how they are contributing to the project.

30. Will there be a fee associated with accessing the proposed project?

Budget

This section collects information on the project budget including the funding request to ORCBC, matching cash contributions and matching in-kind contributions.

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Example:

- Grant Request \$5,000
- Matching Contribution (cash and/or in-kind) \$5,000
- TOTAL PROJECT BUDGET \$10,000

31. Funding Request to ORCBC

Indicate the **amount** of funding being requested and provide a **description** of how the funding will be used. Expenses must be tied to the project outcomes as outlined in the application.

The grant program will not fund:

- Activities that primarily provide financial benefits for individuals
- Retroactive expenses (costs incurred prior to funding being approved)
- Payment to volunteers
- Endowments, debt retirement, reserves and mortgage paydowns

For the AMOUNT, please round to the nearest whole number. Do not include commas, periods, dollar signs or spaces.

- Accepted Amount Format: 1200
- Unaccepted Amount Format: 1,200, 1200.00, 1200.50, \$ 1200, 1 200

32. Matching CASH Contributions

List cash contribution amounts, their funding sources, and whether they are confirmed or pending. Sources of funding may include other funders, fundraising and donations, etc. For the AMOUNT, please round to the nearest whole number. Do not include commas, periods, dollar signs or spaces.

33. Matching IN-KIND Contributions

List in-kind contribution including their quantity and total monetary value. In kind contributions can include:

- Donated materials at verified fair market value.

- Donated accredited professional services at verified fair market value.
- Volunteer labour at \$20/hour.

For the AMOUNT, please round to the nearest whole number. Do not include commas, periods, dollar signs or spaces.

Budget Confirmation

34. Budget summary confirmation

35. Is there anything else you would like to tell us?

Supporting Documentation

36. Please attach any supplemental documentation such as letters of support, confirmation of in-kind or cash contributions, or any additional documentation that is relevant to the completion of the project.