

Application Guide

Off-Road Vehicle Land and Trail Rehabilitation Grant

2026-2027

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1. Purpose of this Guide

The purpose of the Application Guide is to provide information to prospective applicants submitting proposals to the Off-Road Vehicle Land and Trail Rehabilitation Grant program. This guide includes details on applicant eligibility, types of eligible projects, eligible expenditures, assessment guidelines and required documents. This document is also available in other formats upon request.

2. About the Off-Road Vehicle Land and Trail Rehabilitation Grant

This grant program supports projects proposing to repair public lands and trails in Manitoba that have been damaged by off-road vehicle (ORV) activity. The grant is intended for trail associations and other non-profit organizations as well as Indigenous communities and local government entities, such as municipalities. Approved applications will be funded up to a maximum of \$50,000 per project.

Key objectives of the grant program are to:

- Repair and rehabilitate lands damaged by ORV activity
- Restore existing trail networks
- Improve the quality of the existing recreational trail network and user experience
- Support sustainability and environmental stewardship
- Mitigate or prevent future land damage caused by ORVs

Grants made available through the program come from off-road trail fees collected from the public, pursuant to The Off-Road Trails Safety and Maintenance Act. The grant program is administered by the Provincial Trails Office in the Department of Environment and Climate Change.

3. Applicant Eligibility

- a) Applicants must be one of the following groups:
 - Incorporated non-profit organization
 - Manitoba municipality or local government entity
 - Northern Affairs or Indigenous community in Manitoba
- b) Applicants must be active and have established operations in Manitoba for at least one year before applying.
- c) Ineligible applicants include individuals, provincial and federal governments, and for-profit entities.

4. Project Eligibility

Eligible projects must meet the following mandatory requirements:

- The project is proposing to repair or rehabilitate damaged lands and/or trails.
- The damage must have been caused by ORV activity.
- The project area must be located on public land in Manitoba.
- The project must be completed by January 1, 2027.

Ineligible Projects include:

- Repairs to areas damaged by naturally occurring events, such as wildfires or windstorms.
- Projects located on private land.
- Projects that do not align with grant objectives, to be determined at the discretion of the review committee.

Examples of Eligible Projects:

- A proposal to hire a contractor to use heavy equipment to repair a section of a recreational trail that has been damaged by ORVs.
- A proposal to level and resurface a community pathway that has been rutted up and damaged by ORV activity, to improve user safety and trail durability.

5. Timeline and Notification

Grant Application Intake	February 2, 2026 - March 31, 2026
Application Deadline	March 31, 2026
Review Process	April 2026
Grant Recipient Notification	May - June 2026
Project Delivery Period	April 1, 2026 - December 31, 2026
Project Completion Deadline	January 1, 2027
Final Reporting Deadline	January 31, 2027

The Government of Manitoba reserves the right to modify the above timeline as needed.

6. Application Requirements

To be considered for funding, applicants must submit a completed application form along with the following supporting documents:

- 1) Detailed project map

- 2) Photos of the project area
- 3) Permits and/or written authorization from land managers and regulatory authorities.

Grant applications and supporting documents will be accepted from February 2, 2026 to March 31, 2026. Only eligible application packages received during the intake period will be assessed. Each project submission will require the completion of a separate application form. Refer to Appendix A of this guide for detailed information on the requirements for supporting documents.

7. Eligible Expenditures

Eligible Project Costs

Subject to approval, eligible project expenditures may include:

- Equipment rentals and operation costs
- Materials and supplies, such as aggregate material
- Contractor costs
- Professional service costs (e.g., consultants, engineering assessments, etc.)
- Administrative costs (up to a maximum of 10% of the total grant award)
- Costs associated with Indigenous partnerships or participation

Funding amounts will be determined by the proposed project budget submitted by the applicant. Any changes to the project budget must be approved by the Trails Office.

Grant recipients will be responsible for covering any costs that exceed the grant award amount. Additional funding will not be available to cover cost overruns. Any unused grant funds must be repaid.

Copies of receipts and invoices for all expenses being claimed must be submitted with the Final Project Report. A certified financial audit may be requested.

Ineligible Project Costs include, but are not limited to:

- Costs not directly attributable to the proposed project
- Costs incurred outside of the project period set out in the grant agreement
- Costs covered by other funding sources
- Major capital purchases (unless otherwise approved)
- Land purchase costs, rent or taxes
- Gifts or honorariums given to project volunteers

8. Application Assessment

Efforts will be made to fund all qualifying submissions with available grant funds. If the total amount of all funding requested is greater than the amount allocated for the program, a competitive process will be applied where applications will be evaluated against other project proposals received during the intake. Projects will be funded up to a maximum of \$50,000. The actual amount of funding awarded may be less than the requested amount depending on available funding and the number of proposals under consideration.

Applications will be reviewed and scored based on the information provided. It is the applicant's responsibility to provide clear, comprehensive and accurate information. If more space is needed to complete the application, attach additional pages as necessary. Applications that fall below the minimum threshold on the overall score or fail any one of the mandatory sections will not be funded. At their discretion, the review committee may fund only portions of a proposal, or make funding decisions for any other reason, including regional distribution, during the adjudication process. Additional information may be requested.

Evaluation Criteria

Submissions will be scored and ranked based on the following criteria:

- Submission of completed application package along with all supporting documents.
- Project proposal consistent with grant program objectives to repair public lands and trails damaged by ORV activity.
- Detailed project work plan provided, including activities, equipment, materials and timelines. Clear rationale and objectives identified.
- Demonstrated project management experience and reasonable ability to successfully complete the project.
- Submission of project budget, including the total amount of funding being requested and a detailed breakdown of proposed expenses.
- Project location accurately identified and GPS coordinates provided.
- Submission of detailed map showing the project area. Map labelled with start and end points, trail name, land use types, watercourses, property boundaries, and other important information.
- If multiple sites are proposed for the project, specific project details and locations are provided for each site.
- Required permits, approvals and authorizations identified and submitted.
 - If not submitted, reasonable explanation provided.
- Correct and complete land use information provided. Submission of written approval from the land manager or authority.

- Photos provided of the proposed project area, clearly showing where damage from ORVs has occurred.
 - If photos not submitted, reasonable explanation provided.
- The proposal presents a strong case for effectively addressing the problem. Long term, effective and/or sustainable solution proposed.
- Proposed addition of mitigation or prevention measures to prevent ORV damage from re-occurring (e.g., signs, barriers, etc.).
- Previous experience working successfully with the Manitoba government.
- Project readiness: projects that are shovel-ready may be ranked higher than those that are not.
- 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 or the applicant has previously received funding from this program.

9. Grant Funding Agreement Terms & Conditions

Following the selection process, successful applicants will be notified of the approved grant funding award, and a grant funding agreement between the grant recipient and the Government of Manitoba will be prepared. The grant funding agreement will outline the terms and conditions that must be followed. This will include, but is not limited to, project activities and deliverables, funding amounts, approved expenses, insurance requirements, agreement start and end dates, and reporting requirements. The agreement must be signed by an individual with legal signing authority, authorized to act on behalf of the organization. Any changes to the project plan must be approved by the Provincial Trails Office.

Commercial General Liability Insurance

The grant recipient must submit a copy of a commercial general liability insurance certificate as a condition of the grant agreement. The insurance coverage must be valid throughout the term of the grant agreement, in the amount of five million dollars (\$5,000,000). The recipient must add the Government of Manitoba, its Ministers, officers, employees and agents as additional insureds to the insurance policy. If a contractor will be retained for the project, the same requirements apply.

Payment Process

Once the grant agreement is fully signed and all the required supporting documents including the insurance certificate, are submitted, the first installment (80%) of the grant award will be issued to the grant recipient.

Upon completion of the project, and following the receipt and approval of the final report, the remaining grant balance will be issued if the full project budget was expended.

10. Final Reporting

Projects must be completed by January 1, 2027, and the Final Project Report must be submitted to the Provincial Trails Office by January 31, 2027. A Final Project Reporting form will be provided to grant recipients.

The Final Project Report must include:

1) Project Summary

- A description of the project area and the damage that required rehabilitation.
- The total number of kilometres repaired.
- A summary of the activities completed, and equipment and materials used.
- Description of outcomes, successes, barriers, and challenges.
- Description of any changes in project scope.

2) Financial Report

- Detailed cost breakdown for the project and final total of project costs.
- List of project costs and detailed description of expenses
- Attach paid invoices, receipts and bills for all project costs being claimed.

3) Photos of the Project Area

- Submit photos of the project area showing the work that was completed.
- Include 'before' and 'after' photos, if available.

4) Project Map

- Attach an updated map showing the area where the work was completed.
- Indicate the location where any new features were installed, such as culverts, signs, barriers, fords, etc.

Upon review and approval of the final report, the remaining grant payment will be issued. Recipients that do not provide a final report 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. Government staff may complete project site visits.

11. Conflict of Interest

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

12. 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.

13. Contact Information

Send the completed application form 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

259 Portage Avenue, 5th Floor

Winnipeg, Manitoba R3B 2A8

Email: MBTrails@gov.mb.ca

Appendix A

Required Supporting Documents and Authorizations

Detailed Project Map	<ul style="list-style-type: none"> • Provide a map (satellite view) clearly showing the project area. • Provide GPS coordinates for the start and end points of the project area. • The map should be labelled and include information on land ownership and land use, access points, watercourses, and other important details. • If the project area crosses more than one land use type, identify each land use type on the map (ex. a trail that crosses through two municipalities or crosses both Crown land and municipal land). • If work will occur across multiple project sites, label each site on the map and describe specific project activities. • Include a KML file, or a shapefile, if available. • Refer to Appendix B for an example project map.
Project Photos	<ul style="list-style-type: none"> • Submit photos of the proposed project area that will be repaired. • Clearly show the damage caused by ORVs.
Permits, Approvals & Authorizations	<ul style="list-style-type: none"> • Identify all permits, licences or approvals (including any federal or municipal requirements, when applicable) that need to be obtained for the project. • Attach permits and approvals. If authorization has not yet been obtained, provide an explanation including the type of authorization required (permit, letter of approval, etc.), name of the managing authority, the status of the request and anticipated approval date. • Submit written approval from the land manager(s) authorizing the work to be completed. • Attach written approval from the trail manager if the proposed project is located on an existing trail and the applicant is not the trail manager. • Links to commonly required permits are listed in the table on page 11. • Permits and/or authorizations are required for work in Provincial Forests, Provincial Parks, Wildlife Management Areas (WMA) and on Crown Lands. • Written authorization (e.g., Council resolution or letter of permission) is required for work proposed on municipal and First Nations lands, and provincial highway and utility rights-of-ways.

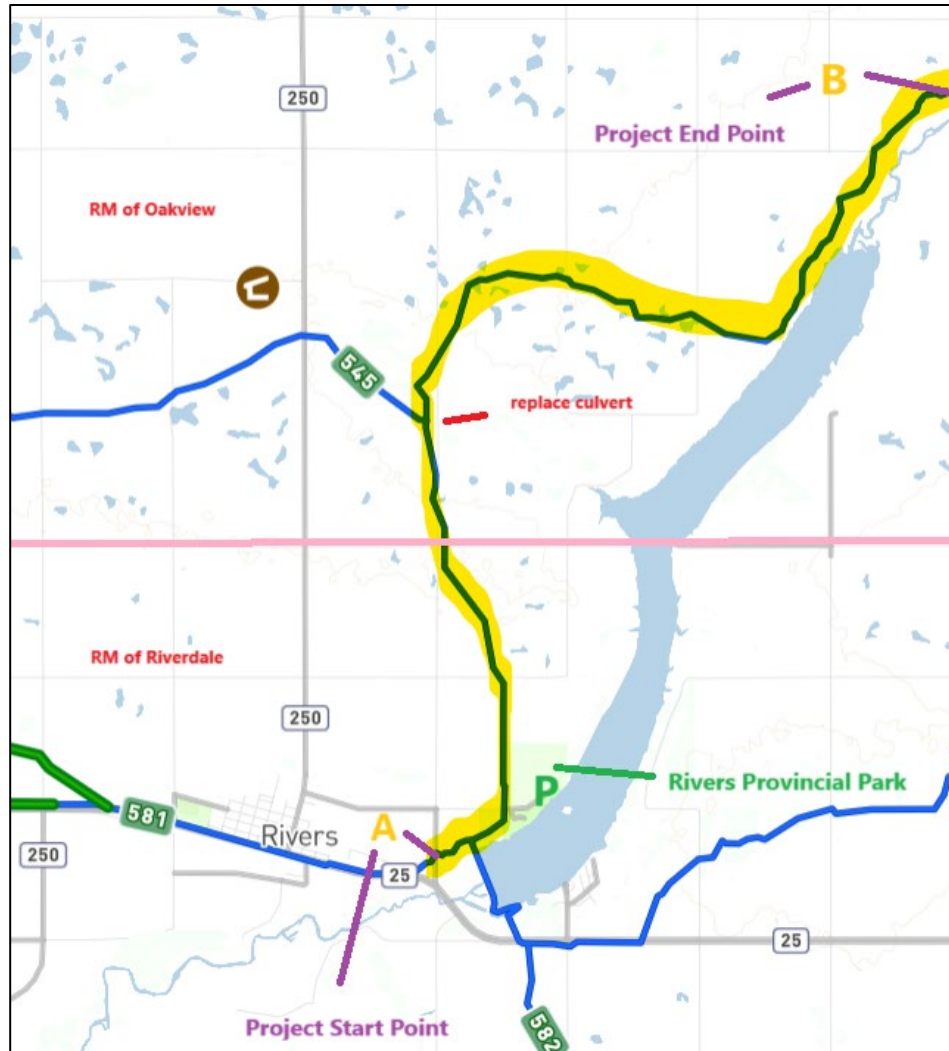
	<ul style="list-style-type: none"> Proposed water works, water control structures and water crossings, such as culverts, fords and bridges, must be authorized by the appropriate provincial and federal regulatory authorities. Contact the provincial Drainage and Water Control Branch and the federal Department of Fisheries and Oceans Canada for authorization. A separate approval is required for every land use category in the project area. <ul style="list-style-type: none"> For example, if a trail repair project crosses from municipal land onto Crown Land, written authorization is required from both the municipality and the Crown Lands manager. Projects will not be approved without all required authorizations and approvals.
Letters of Support (optional)	<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. Describe any communications or engagement planned for the project, including with the public, landowners, local Indigenous communities, municipalities and/or other interested parties, as applicable.

List of Common Permits and Authorizations:

Land Use Type	Required Authorization	Link
Crown Lands	Crown Lands Work Permit	Work Permit Application: https://manitoba.ca/iem/mines/pubs/app-workpermit.pdf
Provincial Forest	Crown Lands Work Permit	
Wildlife Management Area (WMA)	Wildlife Management Area Use Permit	Permit Application: https://www.manitoba.gov.ca/purchase-special-license.page
Provincial Park	Provincial Park Permit	Park District Office Contact: https://www.manitoba.ca/sd/parks/park-facilities-and-services/offices/index.html
Indigenous Lands	Band Council Resolution or formal letter of approval	Contact Band office or authorized representative to request authorization
Municipal Land	Council Resolution or formal letter of approval	Contact municipality to request authorization
Water Control Works	Additional authorization required	Contact the Drainage and Water Control Branch at drainage@gov.mb.ca

Appendix B

Example Project Map



Legend

Project Area (in yellow): Snoman Trail 582

Project Start Point: **A**

GPS Coordinates: 50.025472, -100.210236

Land Use Type: Municipal - RM of Riverdale

Project End Point: **B**

GPS Coordinates: 50.1152879, -100.119240

Land Use Type: Municipal – RM of Oakview

Additional Details:

- Proposing to replace culvert at 50.07880, -100.21220
(additional approval required)
- A Park Permit is required for any trail repair work in Rivers Provincial Park

For illustration purposes only; not an actual proposed project.