

**New Zealand
Outdoor Recreation
CONSORTIUM**



“A partnership to maintain and enhance backcountry facilities”

Mountain Bike Fund Guidelines

Round 5: September 2017

Background

The Community Conservation Partnerships Fund – Pūtea Tautiaki Hapori provides funding to community-led conservation groups for natural heritage and recreation projects in New Zealand on public and private land and waters.

The NZ Outdoor Recreation Consortium was formed in 2014 as a partnership between Federated Mountain Clubs, New Zealand Deerstalkers' Association and Trail Fund NZ to maintain and enhance back-country facilities and attract a wider range of users to enjoy and look after these special places. The Consortium will work on behalf of a wide range of user groups in the outdoors to manage and distribute the funding for the benefit of all who enjoy the New Zealand backcountry. The funding secured by the Consortium is divided into three pools: Huts and Tracks, MTB and Backcountry Recreation.

If you are a MTB group you must apply to the MTB Fund.

The funding administered by Trail Fund NZ is to be spent on mountain bike-accessible or dual-use trails.

Trail Fund NZ will be accepting small and large applications for up to \$15,000 per project. Trail Fund NZ may choose to fund applications in part.

Applications must be made to Trail Fund NZ by **the 30th of September 2017**

Application and queries can be sent to:

- Trail Fund NZ – grants@trailfund.org.nz

Please ensure that you read these guidelines carefully and in conjunction with the application form. Incomplete applications cannot be accepted.

1. The Essentials

These are the conditions which you (the applicant) must fulfill before Trail Fund NZ can consider your application:

- a) Your project must be located on public conservation land managed by DOC.
- b) Your project must be “publicly accessible”. Facilities that are operated on a commercial basis are not included in this definition and will not be eligible for funding or support.
- c) The primary purpose of the requested funds must be the upgrading of existing trails to allow MTB use.
- d) In the context of this funding round, “trails” includes single or double-track. Your trail must be open to mountain bikers.
- e) The project must also be “mountain bike-accessible”, meaning a trail that is legally open for mountain-bike use. Note: the vast majority of mountain bike-accessible trails in New Zealand are multi-use (shared with other users such as walkers, runners, horse-riders etc.).
- f) Your project must be volunteer-led.
- g) Only one application per group may be submitted.
- h) You may apply again if you were successful or unsuccessful in previous round of CCPF funding, but you must have made appropriate progress on your first application’s work.
- i) Your group must be not-for-profit and, for accounting and audit purposes, must be an incorporated society or trust; ideally with charitable status. If this is not the case, your project needs to come under the umbrella of such an organization and we can help arrange that if need be. Please get in touch.
- j) Before any work can commence, the applicant group will need to a) have an agreement with DOC that the work can be undertaken; b) undertake work to appropriate NZ or DOC standards; and c) ensure that health and safety is a priority, and work with DOC to develop a plan, taking all practical steps to meet health and safety requirements.

2. What We Can and Cannot Fund

The main categories for which funding IS available are:

- a) Way finding e.g. trail signage, map boards, mapping projects, etc.
- b) Contractors and labour costs (e.g. trail building contractors or contractors to weed-spray or line trim).
- c) Costs associated with supporting volunteer labour such as transport (e.g. helicopter, jetboat, petrol for private vehicles), food and accommodation (e.g. hut fees).
- d) Materials e.g. retaining materials, bridging materials, concrete, geo-matting, gravel, etc.
- e) Tools e.g. spades, rakes, grubbers, wheelbarrows, etc.
- f) Safety equipment e.g. eye protection, gloves, ear protection, etc.
- g) Costs associated with applying for resource or building consents.
- h) Equipment hire e.g. compactors, power barrows, etc.

Note: You must include a current quote for the proposed purchase or service. You may very well have contacts which can provide cheaper 'mates rates', but please ensure we are aware of any possible conflict of interest. Trail Fund NZ reserves the right to request additional quotes or peer review quotes before funding is confirmed.

Exclusions

- a) Work on cycleways – there are separated funding streams for this.
- b) Alcohol.
- c) Overheads (e.g. web site hosting, electricity, PO Box fees or other administration fees etc.).
- d) Retrospective applications.
- e) Other conservation activities such as pest control.
- f) For health and safety reasons, the use of hazardous power tools is discouraged, so the purchase of chainsaws, skill saws, nail guns or ATV's is not supported.

3. The Criteria

For this year's MTB Fund, we will only be able to fund up to **75% of a project's cost**. This is to ensure sustainability and to spread the funding to as many projects as possible.

In your application, you must specify the total cost of your project, specify what the funds from the MTB fund will be used for, and then explain how the other 25% will be made up.

The 25 % costs may include, for example:

- Funds already held by your group
- Donations of materials or services
- Discounted rates from contractors or businesses (on the quote provided, specify the discount)

Example

A Club wishes to build a section of boardwalk to traverse a boggy area of track.

The total cost of the project is \$10,000 – which includes contractor time (a carpenter), transport of materials by helicopter to the site, and materials.

- The Club applies for \$5,000 from the MTB Fund
- The Club contributes \$3,000 from a fundraising enduro race
- A local carpenter donates his time (\$2,000) to construct the boardwalk

These are what the decision-makers will be looking for in an application:

- A clear and achievable outcome such as: clear a track, enhance access, build a bridge over that stream at the end of your MTB trail, retain a corner, purchase one way signs, buy grubbers.
- Projects that maintain and enhance existing facilities will be favoured over building new assets. Projects that increase recreation participation and attract a wider range of visitors will have an advantage.
- It would be advantageous if your group has some experience in carrying out similar projects successfully. You could include photos of your work, or your concept plan/designs, or explain the experience your group members have.
- We will usually require that, after approval, we either pay the supplier directly or you purchase the items and are then reimbursed by the Fund. If this causes particular difficulty, please get in touch.
- Applications that can demonstrate wider community benefits (e.g. rubbish clean up, native tree planting, etc.) and wider community support will be viewed favourably.
- Priority will be given to trails that are accessible to the public without having to join a club or fulfill other conditions of access.

4. The Conditions

These are the things you will need to do if you are successful in your application:

- Before any work can commence, the applicant group will need to a) have an agreement with DOC that the work can be undertaken; b) undertake work to appropriate NZ or DOC standards; and c) ensure that health and safety is a priority, and work with DOC to develop a plan, taking all practical steps to meet health and safety requirements.
- Abide by any conditions and/or deadlines agreed to.
- Spend the money on the approved items within the negotiated period.
- Invoice Trail Fund NZ for the amount you have been approved for.
- Provide a short report, including photos of your crew and your work, that we will post on related websites or Facebook pages.
- Be available to participate in publicity (we might want to do an interview, a feature or use your photos/report online or in print to promote the work of the Fund).

6. For further information please contact.

Trail Fund NZ – trailfund@gmail.com