

BACK COUNTRY HORSEMEN OF WASHINGTON
CHAPTER GRANT PROGRAM
POLICY 2025-1

BCHW developed a program where net income from the rendezvous and winery ride are shared with the chapters.

- Net profits from the rendezvous and net profits from the winery ride, after profit sharing for volunteer work, will be shared with the chapters. Fifty percent (50%) of the net profits will be set aside for the Chapter Grant Program.
- Eligible chapters are those with cash balances below the midpoint (median) for BCHW chapters as of January 1 of the year grant funds are produced. The BCHW Chief Financial Officer will identify the eligible chapters and notify the chapters.
- Chapters must complete the “BCHW Chapter Grant Program” application found on the BCHW website and submit it to bchwchapterPrants@bchw.on.
- Grant funds will be used for small tools and supplies for trail and trailhead work only.
- Grant proposals will be ranked by the Grant Committee.
- BCHW President and Chief Financial Officer will review the Grant Committee ranking/recommendations and make the final decision on the grant awards and the amount based on funds available.
- Taxable reimbursements will not be reimbursed through Chapter Grant Program.
- All funds will be used in the year when grants are awarded. Funds remaining unused at the end of the awarded year will be reverted to the BCHW General Fund.
- Chapters will comply with BCHW accounting practices.
- Chapters will provide a Trailhead News article about the project.
- The program will be administered in compliance with the BCHW Board of Directors and Executive Committee actions, the established timeline (see Attachment A) and the BCHW Chapter Grant Program Application (see Attachment B).

BACK COUNTRY HORSEMEN OF WASHINGTON CHAPTER
GRANT PROGRAM
POLICY 2025-1
TIMELINE
ATTACHMENT A

Rendezvous -- Forth weekend in April.

Winery Ride -- Last weekend in October.

TIMELINE:

YEAR ONE:

February - Qualifying chapters are determined based on the following: Only chapters with a cash balance below the mid-point for BCHW chapters funds balance as of January 1 of the year that the Rendezvous and Winery Ride funds are produced are eligible to apply.

March - (BCHW Board Meeting) Chapters are reminded that the Chapter Grant Program exists and are provided with the rules for applying. All applications must be **received by November 15**.

April - Rendezvous

June - BCHW knows the net profit available to the grant program from rendezvous.

June - (BCHW Board Meeting) Chapters are reminded that the Chapter Grant Program exists and are provided with rules for applying. All applications must be **received by November 15**.

September - (BCHW Board Meeting) Chapters are reminded that the Chapter Grant Program exists and are provided with the rules for applying. All applications must be **received by November 15**.

October - Winery Ride

November 15 - All grant applications are due.

December 1 (approximately) - BCHW knows the net profit available to the grant program from the Winery Ride and Rendezvous

December - Grant committee reviews eligible grant applications and makes recommendations based on the funds available.

YEAR TWO:

January - BCHW Chief Financial Officer and President review the recommendations by the grant committee and determine chapter recipients.

February 1 - Applicants are notified.

March - (BCHW Board Meeting) - BOD is notified of the grant recipients.

March - (or next THN) - Article identifying recipients and describing their projects.

End of year - All grant funds are used or revert back to the BCHW General Fund

BCHW Chapter Grant Program Application

Attachment B

Please fill out the form below, to the best of your ability, and email bchwchaptergrants@bchw.org.

This document is in WORD so it can be expanded to complete the form.

Project Name:

Chapter:

Chapter Lead/Contact: Include the name, email address and phone number for the project leads (people who are actively involved in planning the project and have a good grasp on all project details).

Project Location

Project Land Manager: Who currently owns/manages the land? If privately owned, include landowner contact info.

Project Description: Include a brief description of the project including current plans and work that has already been accomplished at the project site. Is this part of a larger project or continuing project? The project description should include measurable actions that will be completed if funded. Examples below:

- Miles of trails that will be maintained, relocated, or restored.
- Feet of puncheons/boardwalks that will be maintained, relocated, or restored.
- Feet of turnpikes that will be maintained, relocated, or restored.
- Miles of gravel road that will be maintained, relocated, or restored.
- Number of campsites that will be installed, maintained, or restored.
- Number of trailheads that will be installed, maintained, or restored.

Funding Need Estimate: Include an estimate of how much funding you need to complete this project. Please include as much detail as you can, including small tools and supplies.

Partners (if any) and their contribution:

Benefits: Who will benefit from the work being done?

Timeline: When do you want to do this project? Are there only certain times of year you can do this work (snowpack, etc.).

Existing Funding: Identify the source and amount of other funding available (examples other grants, land manager, partners, chapter)

Pre-Photos: Please attach (or send) a few photos of the project site.

Post-Photos: Please supply a report and photos after the project is complete.

Completed by: _____ **Date:** _____