



VA4WDA

Reimbursement Grant program

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Reimbursement Grant Program

The VA4WDA Reimbursement Grant Program (RGP) is a program established for the purpose of providing and maintaining recreational trails and trail-related facilities. The benefit areas must have and provide public access. It is funded through the VA4WDA as a budgeted expense. The Reimbursement Grant Program Committee is responsible for administering the program.

Reimbursement Grant funding will only be provided to VA4WDA members in good standing. This is a reimbursement program, meaning that the sponsoring agency should be capable of financing the project through completion and then request reimbursement based on the Reimbursement Grant Application.

The VA4WDA RGP will accept applications until it has met its allotted budget. The RGP budget is proposed and voted on by the general membership during the VA4WDA Annual Meeting. Unallocated funds will transfer into the next fiscal year for the VA4WDA RGP.

Applications should be sent to:

VA4WDA
Land Use Committee
PO Box 6612
Virginia Beach, VA 23456

Program Eligibility:

Permitted Uses:

- All areas that will benefit from the VA4WDA RGP must be in Virginia.
- Development of recreational trails in and on approved areas that meet identified needs.
- Maintenance of existing recreational trails.
- Development of trail facilities to include but not limited to crossings, drainage control, shelters, water, sanitary and access facilities.

Uses Not Permitted:

- Condemnation of any kind of interest in property.
- Development, maintenance or otherwise facilitating a trail that has been permanently prohibited or closed to public access.
- Any use of the VA4WDA RGP funds outside of the Commonwealth of Virginia.

Range of Grant Amounts:

The maximum grant reimbursement allowed per application will be \$500.00 (Five hundred and 00/100 dollars).

The total amount available to the RGP is determined by the calendar year VA4WDA budget.

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement.

The Grant Process:

- Eligible grant applications must be received and approved by the VA4WDA RGP Committee.
- Projects will be selected by the RGP Committee. Projects will be funded in conformance with the approved RGP Budget.
- Project sponsors will receive notice on application status, whether approved for funding or not approved within 60 days of receipt of application.
- An approved application will expire one year from date of approval.
- All cost incurred by a grant recipient prior to receipt of an approved application will be **ineligible** for funding reimbursement.
- Upon completion of the approved project the sponsor will request in writing and by submitting all receipts, pictures and necessary documentation to verify the completion of the project in order to receive reimbursement within 90 days of the expiration of the approved application.
- Emergency situations will be handled on a case by case with a minimum of three days notice.

Mandatory Reimbursement Documentation

1. Copy of the approved application.
2. Copies of expenditures, i.e., copies (not originals) of invoices, receipts,
3. Data Sheet for Purchases and Services
4. Copy of a map showing the location of the project.
5. Pictures of the project before, during and after completed work.
6. An article about the project and its completion.

Reimbursement requests must be made in writing within 90 days of the project expiration date.



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Project Application

DATE: _____

1. Applicant: _____

2. Address: _____

3. Contact Person: _____

4. Phone: Day _____ **Evenings** _____

5. E-Mail: _____

6. Name of Trail Project: _____

7. Location: _____

County: _____

8. Land Classification: Public _____ Private _____ Combination _____

9. Trail Category: Motorized _____ Non-motorized _____ Combination _____

10. Indicate all trail uses:

Four Wheeling _____ **ATV** _____ **Motorcycling** _____ **Hiking** _____

Bicycling _____ **Equestrian** _____

11. Description of Project with before pictures:

12. Ownership: Who will own and maintain the completed project?

13. Estimated Total Budget for the Project: _____
To include an itemized list of the materials and rental equipment.

14. Requested Grant Funding: _____ **(Maximum is \$500.00)**

15. Narrative:
Explain why the project is needed:

Describe whom the project will serve:

Include how the project will be maintained:

16. Attach a copy of a map (US Geological Survey Map is preferred) showing the location of the project.

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Application Signature Page

"On behalf of the Project Sponsor, I hereby certify the information contained in the attached application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect data or an incomplete application can result in this application being withdrawn from consideration for funding."

"I hereby certify the applicant will comply with all applicable local, state and Federal laws and regulations. "

Signed this _____ day of _____

By _____

Title _____

Club _____

Note: All person and or organizations applying for RGP funding for a project located on lands managed by a governmental agency must have the approval of the chief executive officer of the affected land managing agency. This approval is to be represented by the signature of the chief executive officer below.

Approved this _____ day of _____

By _____

Title _____

For the _____

(Affected Agency)

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Application Approval Signature Page



"On behalf of the Virginia Four Wheel Drive Association, I hereby approve the project submitted by _____ (Club) for work to be completed at _____ (location).

President _____

Vice President _____

Treasurer _____

Secretary _____

Member-at-Large 1 _____

Member-at-Large 2 _____

Member-at-Large 3 _____

***Approval must be signed by at 4 Board of Directors to be a valid approval.**

Once work is completed, complete this section (office use only).

Amount spent by club to be reimbursed: \$ _____

Receipts attached _____

Check date _____

Check number _____