



Organization Information

Name of Organization: Williams Lake Trail Riders Association	
Mailing Address (office): Box 4122, Williams Lake, BC V2G 2V2	
Phone # (office):	[REDACTED]
Purpose of Organization: The Williams Lake Trail Riders Association (WLTRA) is a volunteer-driven non-profit organization that provi	
BC Society or Charitable Registration Number (required for requests over \$500): s0005629	
Primary Contact: Janice Sapp, Secretary	
Phone #:	[REDACTED]
Secondary Contact: Barb Stuart, Treasurer	
Phone #:	E-Mail: [REDACTED]

Who does your organization serve? (i.e. residents from City, CRD, province)

The Williams Lake Trail Riders Association serves residents of the City of Williams Lake and the broader Cariboo Regional District, as well as participants from across British Columbia who attend equine events, clinics, and competitions at Stampede Park. Our facility supports local riders, youth and 4-H programs, therapeutic riding participants, Indigenous youth initiatives, and community events such as the Williams Lake Stampede and regional rodeos.

Does your organization receive any other supports from the City or CRD? (i.e. Fee for Service or other financial support, rental subsidies, contribution agreements, tax exemptions, use of government-owned facilities, property leases). If yes, what supports and amounts?

The Williams Lake Trail Riders Association operates independently but maintains a collaborative relationship with the City of Williams Lake through the shared use of Stampede Park facilities. WLTRA does not currently receive Fee-for-Service funding, rental subsidies, or direct contribution agreements. The association leases space within the City-owned Stampede Park for equine housing and events, and pays for utilities and maintenance independently. No financial support or tax exemptions are currently provided by the City or the CRD beyond occasional project-based grants.

How will you indicate that the City or CRD is contributing to your organization?

The Williams Lake Trail Riders Association will recognize the support of the City of Williams Lake and the Cariboo Regional District through permanent signage at our facility, acknowledging all major contributors. We will also include recognition in social media posts, press releases, newsletters, and event programs, and provide verbal thanks during community events and public gatherings such as work bees, open houses, and equestrian competitions.



Current Year Grant Request

Current Grant Request: \$ 5000

Previous Year Grant from City (if applicable): \$ 2000

Previous Year Grant Project Description (if applicable):

In 2025, the Williams Lake Trail Riders Association completed major outdoor paddock and stall upgrades behind the arena at Stampede Park.

The project addressed severe drainage and footing issues, replaced aging panels and gates, and created six new outdoor stalls and two turnout pens.

Previous Year Grant from CRD (if applicable): \$ 450

Previous Year Grant Project Description (if applicable):

In 2025, the Cariboo Regional District provided \$450 toward the Williams Lake Trail Riders Association's outdoor paddock and stall resurfacing project at Stampede Park.

The funding contributed to drainage improvements, new footing materials, and the installation of additional panels and gates to expand and enhance the facility.

This project improved safety, accessibility, and usability for horses, riders, and community members while

*NOTE: A final report for your last grant MUST be included with this submission.

Current Year Grant Project / Event / Expenditure Summary

Please answer the following questions, using additional paper if necessary.

Applications must fall within one of the following funding categories (select one):

- Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities; or
- Special Event** – seed funding for new events or funding of an ongoing event; or
- Special Project** – funding for a special project, program or activity; or
- Event / Tournament / Conference Hosting** – hosting an event, tournament or conference that will have economic benefits for the community.

Brief description of proposed use of grant being applied for:

Project Summary

The Williams Lake Trail Riders Association is requesting \$5,000 to support continuous improvements to the indoor arena at Stampede Park, including replacement of skylights, side vent panels, and rotted stand flooring, as well as contributions toward equipment renewal (an arena groomer and tractor). These upgrades will improve safety, lighting, ventilation, and long-term sustainability for this well-used community facility.

Building on the success of the 2025 outdoor stall and paddock upgrades, this next phase focuses on indoor safety and infrastructure renewal to ensure the arena remains functional for riders, spectators, and community events year-round.

Start date: May 2026

End date: August 2026

How does this projects, activity or event strengthen and enhance the well-being of the community, promote volunteerism and support the goals and [strategic priorities of the City of Williams Lake](#)?

How This Project Strengthens the Community

Improves safety for spectators and participants by replacing rotted stands.

Increases natural lighting and airflow for riders and animals, reducing energy use.

Describe the key activities and timelines to complete the project/event.

Key Activities and Timelines

January – February 2026:

Obtain contractor quotes for skylight and vent replacements, and for stand floor repairs.

Confirm equipment pricing for arena groomer and tractor.

How will you determine if the project/event was successful?

Project success will be measured through a combination of completion, safety, and community impact indicators, including:

All planned upgrades (stand repairs, skylight and vent replacements, and equipment purchases) completed on time and within budget.

Improved safety and comfort for riders, animals, and spectators confirmed through post-project

Is your agency is applying for funds from other levels of government, or other sources, for this project / event / expenditure? If yes, list sources and amounts.

Yes. The Williams Lake Trail Riders Association is applying for and leveraging additional funding to complete this multi-phase facility improvement project.

Source Status Amount (\$) Purpose

Williams Lake Community Forest Applied (Nov 2025) 5,000 Structural upgrades & equipment purchase

WLTRA Cash & Fundraising Confirmed 2,390 Materials & contractor labour

WLTRA In-kind (Volunteer Labour) Confirmed 3,500 Volunteer hours & maintenance support

Would you still be able to complete the project if you do not receive the other funds applied for?

Yes, the Williams Lake Trail Riders Association would still proceed with the highest-priority safety repairs using available resources.

If full funding is not secured, the project scope will be adjusted to focus on essential indoor arena repairs, including the replacement of rotted stand flooring and critical skylight and vent panels.

Larger equipment purchases, such as the arena groomer and tractor, would be deferred to a future phase once additional funding becomes available.

Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funding requested?

If this application is denied or partially funded, the Williams Lake Trail Riders Association would scale back the project to address only the most urgent safety and repair needs within the indoor arena.

Priority would be given to replacing rotted stand flooring and installing a limited number of skylight and vent panels to ensure the facility remains safe and functional for public use.

However, without full funding, the association would be unable to complete all planned upgrades or more

Provide a draft budget for the project (to be submitted with completed application).

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Authorized Representative

Privacy Acknowledgement:

The collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA).

This information will only be used for the purpose of the Community Grants Program and may be included on a public Council Meeting agenda. Questions about the collection of this information can be directed to: Corporate Officer, 450 Mart Street, BC, V2G 1N3, 250-392-2311, corporateservices@williamslake.ca.



2025 Intake - Grant Budget Template

WLCF COMMUNITY GRANTING PROGRAM

Applications are Due: Thursday Nov. 20th, 2025 by 4pm

Proponent Name:

This budget template is to be submitted along with the Application Form, available at www.williamslakecommunityforest.com

Revenue Overview

Please list any additional funders that are contributing to the project. Add rows as needed, and provide contact information for the funders within the written application.

Funder (name)	Confirmed Y/N	Amount	Comments, if any
City of Williams Lake	N	\$ 5,000	
Community Gaming	N	\$ 5,000	
Northern Development Trust	N	\$ 5,000	
Gibraltar Mines	N	\$ 5,000	
Sub-Total of Other Funding Sources		\$ 20,000	
Request to WLCF (as is itemized below)		\$ 5,000	
Total Revenue (Total Cost of the project)		\$ 25,000	
WLCF% of total		20%	

For each row below, please identify the amount to be paid from the WLCF grant and the amount coming from other funding sources. Add more rows if needed. Contact the Granting Coordinator for assistance if needed.

Expense Overview	Amount from other funders	Expenses proposed from WLCF	Total Costs	Comments
Human Resources				
Contractor	\$ 500	\$ 1,500	\$ 2,000	
			\$ -	
			\$ -	
Travel				
			\$ -	
			\$ -	
Materials and Supplies				
24 Panels for skylights and side vents		\$ 2,000	\$ 2,000	
Structural Lumber and Hardware for Stands	\$ 2,000	\$ 1,500	\$ 3,500	
Other				
Groomer	\$ 4,500		\$ 4,500	
tractor	\$ 13,000		\$ 13,000	
			\$ -	
Administration Fee (Max 15% of project)				
			\$ -	
Total	\$ 20,000	\$ 5,000	\$ 25,000	
Balance (must be zero)			\$ -	

**** Cell C-11 Should equal cell C-34 ** Please account for the entire WLCF grant request ****



Organization Information

Name of Organization: Williams Lake Trail Riders Association	
Mailing Address (office): Box 4122, Williams Lake, BC V2G 2V2	
Phone # (office) [REDACTED]	E-Mail (office) [REDACTED]
Purpose of Organization: To provide an equine housing and riding facility while supporting all disciplines of horsemanship and the civic development of therapeutic, youth, and other athletic equine activities.	
BC Society or Charitable Registration Number (required for requests over \$500):	
Primary Contact (name and title): Janice Sapp	
Phone # [REDACTED]	E-Mail: [REDACTED]
Secondary Contact (name and title): Barb Stuart	
Phone #: [REDACTED]	E-Mail: [REDACTED]

Grant Project / Event / Expenditure Summary

Please answer the following questions, using additional paper if necessary.

Which of the following funding categories was your approved under (select one):

- Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities; or
- Special Event** – seed funding for new events or funding of an ongoing event; or
- Special Project** – funding for a special project, program or activity; or
- Event / Tournament / Conference Hosting** – hosting an event, tournament or conference that will have economic benefits for the community.

Brief description of use of approved grant funding:

The City of Williams Lake’s \$2,000 contribution was used toward resurfacing and upgrading the outdoor paddock and stall area located behind the arena at Stampede Park.

The project addressed severe drainage issues, improved footing and slope, and replaced aging panels and gates to enhance safety and usability for horses and riders.

The upgrades created six new outdoor stalls and two turnout pens, restored proper drainage to prevent flooding during spring melt, and improved year-round accessibility for boarders and event participants.

This work was part of a larger \$20,995.11 capital project, supported by multiple funders and completed through a mix of contractor services and over 200 volunteer hours.



Start date: _____ June 6, 2025

Completion date: _____ July 15, 2025

Were grant funds received used only for the purposes for which they were applied for an approved?

- Yes
- No (explain)

Funds were used solely for the intended facility upgrades and capital improvements.

Has your organization acknowledged the support of the City in all publicity related to the project / event / expenditure grant funds were provided for? Describe how below.

- Yes
- No
- N/A

The City of Williams Lake was publicly thanked in WLTRA meeting minutes, social media posts, and community updates about the facility improvements.

Acknowledgement will also be included in upcoming event programs and the organization’s year-end summary to members and local media.

Has your organization permanently acknowledged the contribution of the City for any capital purchase / development the grant funds were used for? Describe how below.

- Yes
- No
- N/A

A permanent sign acknowledging the support of the City of Williams Lake and other funding partners will be displayed in the outdoor paddock area as part of the facility improvement recognition wall planned for 2026.

Please attach a budget summary for the project / event /expenditure showing revenues and expenditures below (or include on the lines below if space allows).

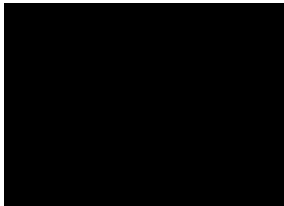


Budget Summary (Revenues and Expenditures)

Revenue Source	Amount (\$)
Williams Lake Community Forest	5,000.00
City of Williams Lake	2,000.00
Cariboo Regional District	450.00
WLTRA Cash / Fundraising	13,545.11
Total Revenue	20,195.11

Expenditure	Supplier / Description	Cost (\$)
Excavation, drainage & waterline work	Quality Excavating	5,775.00
Panels (56)	Beaver Valley Feeds	7,495.04
Gates (10)	Beaver Valley Feeds	3,400.00
Skid-steer work (discounted)	Stockdale Contracting	1,653.75
Fill material	Brian Schmutz	1,417.50
Road crush	United Concrete	760.11
Miscellaneous supplies & equipment use	WLTRA / Volunteers	493.71
Total Project Cost		20,995.11

THE INFORMATION INCLUDED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



ice Sapp, Secretary-WLTRA

ntative

Submitted on the 28 day of October, 2025.

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