

## Active Transportation Grants Programs

### 2021-2022 AT Re-Capitalization Grant Application

**Deadline to submit Proposal and Supporting documents: [October 12, 2020](#)**

These grants are awarded to eligible applicants as outlined in the [Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails](#).

**AT Re-capitalization Grants** are awarded to eligible applicants for proposals on AT Facilities for:

- Engineering study to assess cost-benefit analysis for future re-capitalization project (s)
- Engineering re- design and tendering package for future re-capitalization project(s)
- Re-instate a trail or section of a trail to accessibility and safety standards as per current HRM and Provincial guidelines
- Infrastructure mandatory inspection, engineering re-design and re-instatement to safety standards as per current HRM and Provincial guidelines
- Replacement of amenities damaged beyond repair

Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

Applicants must refer to the Evaluation Criteria section included in the **Active Transportation Re-Capitalization Grants** to support their application and provide the required documentation, according to the type of project, at the application time.

**Submit by email at:** [martinem@halifax.ca](mailto:martinem@halifax.ca)

**To arrange other methods to submit the proposal, please contact:**

Emma Martin, AT Community Projects Coordinator  
Transportation and Public Works  
Project, Planning and Design- Active Transportation  
[martinem@halifax.ca](mailto:martinem@halifax.ca); c: 902-499-6742

**Active Transportation Grants Programs  
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**1. Trail Organization Identification**

1. Name, Mailing Address, Email, Website

2. Latest AGM date:

3. Chair(s), Treasurer and others authorized to sign agreements: Name, Address, Phone and Email

4. Contact person(s) able to respond to questions related to this Application: Name, Phone and Email

5. Project lead (s): Name, Address, Contact (phone and email)- if different than contact person

6. How is your Trail Organization supporting, encouraging and promoting active transportation? **Mark what applies and attach supporting documentation** (e.g. RJSC registered Organization's Statement, By-laws, Board mandate, Board approved motion/ document)

- ☐ broad/ diverse mandate and by-laws supporting HRM objectives for walking, cycling, and accessibility;
- ☐ the general membership is broadly representative of the community;
- ☐ composition of board and members at large can encourage and promote walking and bicycling and can bring issues to be addressed in board meetings;

7. Please provide info related to recent (within the past year) local community engagement and consultations (e.g. Annual General Meetings with membership and public participation, community open houses, or public engagement opportunities) where members of the community and board members have provided input regarding the proposed project.

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### 2. Project Priority

1. What issues from the list below have determined the project proposal submission? Please provide details/ supporting documentation.

- ☐ Filed safety issues/ accidents history on the facility were received by the group or HRM
- ☐ Extensive emergency work is required to restore/ replace the trail or a section of trail to safety standards as per a structural engineer report
- ☐ Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report
- ☐ Extensive work is required to restore the trail or a section of trail or infrastructure to a safety standard for active transportation users due to vandalism
- ☐ Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to natural wear where routine maintenance failed or is not effective
- ☐ Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to motorized use on a motorized trail
- ☐ Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report
- ☐ Opportunity to integrate project with another community group's project along the same corridor

### 3. Project Identification

*Please refer to **Active Transportation Capital Grants** section within the **Active Transportation Grants Program** to support your application and attach required supporting documents.*

1. Name of the Active Transportation facility where the project is proposed. Describe the location proposed for recapitalization. What are the current permitted uses of the proposed AT trail?

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2. Please list the Landowner (s) along the corridor proposed and attach the written permission from the Landowner(s) for the project proposed.

3. Project to be delivered by the:

☐ Trail Organization

☐ HRM

☐ Other

4. What is the type of work proposed to complete in the 2021-2022 fiscal year? Please check one and provide any supporting details (section of facility where the work is proposed; name/ type of infrastructure) and supporting documentation, as appropriate.

☐ Engineering study to assess cost-benefit analysis for future re-capitalization project (s)

☐ Engineering re- design and tendering package for future re-capitalization project(s)

☐ Re-instate a trail or section of a trail to accessibility and safety standards as per current HRM and Provincial guidelines

☐ Infrastructure mandatory inspection

☐ Infrastructure engineering re-design and tendering package for future re-capitalization project(s)

☐ Re-instate infrastructure to safety standards as per current HRM and Provincial guidelines

☐ Replacement of amenities damaged beyond repair

**Please describe:**

**If you marked HRM to deliver the project, you do not have to complete any of the sections following below. These proposals will be considered by HRM based on Capital Projects Planning, Capital Budget approval, and HRM staff capacity to deliver the project proposed.**

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**4. Trail Organization - Led Project Description**

1. Please describe the capacity and experience of your trail organization to deliver the project proposed:
  - How many experienced volunteers are available and what is their time commitment to manage the project?
  - What is your volunteers' experience with planning, constructing or managing and maintaining AT greenways and amenities?
  - Is the Trail Organization prepared/ interested to maintain the facility after completion of the re-capitalization project?

2. What standard do you propose to reinstate the trail/ infrastructure/ amenities to?

3. What constraints have come from proposing and planning this project? If there are any potential issues how that will be addressed etc.- **attach supporting document, if available.**

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4. Are the following conditions met? **Please mark all that applies and attach supporting documents.**

- ☐ Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff;
- ☐ Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is either:
- ☐ developed by an engineer;
  - ☐ determined based on group' previous projects costs with similar scope;
  - ☐ determined based on consultation with other groups who had a similar project;
- ☐ Construction and environmental permits, and insurance are secured and valid for the project scope;
- ☐ Project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas;
- ☐ Accessibility standards are included as applicable into the construction project plan;
- ☐ All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval;
- ☐ A maintenance/ operation plan is in place to maintain the trail at Active Transportation standards of accessibility and safety for all users of all abilities after construction is completed

### 5. Trail Organization - Led Project: FUNDING REQUIRED

1. Total Funds required, including HST, to complete this project:

2. Total Amount requested in this proposal for 2021 -2022, including HST:

3. Total Amount, including HST, requested from other funding sources:

| All sources of funding                   | 2021 - 2022<br>Requested | 2021 - 2022<br>Already committed |
|--|--------------------------|----------------------------------|
| Other Municipal funds- e.g. Councillor   |                          |                                  |
| Provincial funding                       |                          |                                  |
| Federal funding                          |                          |                                  |
| Corporate funding                        |                          |                                  |
| Trail Association's own funds            |                          |                                  |
| Funding specific to trails allowing ATVs |                          |                                  |
| Other sources of funding- please specify |                          |                                  |
| <b>Total</b>                             |                          |                                  |

4. Estimated annual maintenance costs for the project after completed:

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5. Sources of funding available for maintenance after the capital project is completed:

| Sources of funding   | Potential availability |
|--|------------------------|
| HRM  |                        |
| Other Municipal funds- e.g. Councillor                       |                        |
| Provincial funding   |                        |
| Federal funding  |                        |
| Corporate funding  |                        |
| Community group own funds                                    |                        |
| Funding specific to trails allowing ATVs                     |                        |
| Other sources of funding- please specify by adding new lines |                        |
| <b>Total</b>   |                        |

### 6. Trail Organization - Led Project: DOCUMENTS CHECKLIST

Please attach the required documents below as per project proposed. Check mark if provided with this application.

| Documents required for all types of applications   | Check                    |
|--|--------------------------|
| Re-Capitalization Funding Proposal Application form completed  | <input type="checkbox"/> |
| Nova Scotia Trail membership receipt   | <input type="checkbox"/> |
| NS Trails Commercial General Liability Insurance   | <input type="checkbox"/> |
| Volunteer Insurance- if any volunteers are doing the work described                                    | <input type="checkbox"/> |
| Directors and Officers Insurance   | <input type="checkbox"/> |
| Registry of Joint Stocks Companies registration renewal receipt  | <input type="checkbox"/> |
| Letters/ Applications requesting funding from ALL other sources  | <input type="checkbox"/> |
| Letters confirming/ declining funding from ALL other sources solicited                                 | <input type="checkbox"/> |
| <b>Additional Documents required for engineering studies/ inspections for future re-capitalization</b> | <b>Check</b>             |
| Map of the area marking the proposed project   | <input type="checkbox"/> |
| Photos showing the need for engineering studies/ inspections   | <input type="checkbox"/> |
| Other documents supporting the need for infrastructure engineering studies/ inspections                | <input type="checkbox"/> |
| <b>Additional Documents required for all re-capitalization projects, except amenities</b>              | <b>Check</b>             |
| Map of the area marking the proposed project   | <input type="checkbox"/> |
| Photos showing the need for re-capitalization  | <input type="checkbox"/> |
| Other documents supporting the need to re-capitalize   | <input type="checkbox"/> |
| Planning documents for construction projects (conceptual, detail, engineering, survey work)            | <input type="checkbox"/> |
| Infrastructure Inspections, engineering studies, engineering designs                                   | <input type="checkbox"/> |
| Construction Tender  | <input type="checkbox"/> |

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|  |                          |
|--|--------------------------|
| Detailed budget with itemized cost estimates received from the engineering design final report | <input type="checkbox"/> |
| Land authorizations  | <input type="checkbox"/> |
| Construction permits   | <input type="checkbox"/> |
| Environmental permits  | <input type="checkbox"/> |
| <b>Additional Documents required for re-capitalization projects for amenities</b>              | <b>Check</b>             |
| Construction Tender/ Terms of Reference/ Request for Quotes                                    | <input type="checkbox"/> |
| Engineering design for structures  | <input type="checkbox"/> |
| Quotes, estimates  | <input type="checkbox"/> |
| Detailed budget  | <input type="checkbox"/> |
| Construction permits, if needed  | <input type="checkbox"/> |
| Environmental permits, if needed   | <input type="checkbox"/> |