

Active Transportation Grants Programs 2021-2022 AT Capital Grant Application

Deadline to submit a 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 Capital Grants are awarded for projects such as planning, design, construction and inspection (related to construction of structures) of new AT facilities, infrastructure and/ or amenities.

AT Capital grants are to be proposed and used for construction costs only (bricks and mortar type of work) as well as project planning and design. 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 Capital 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

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

Emma Martin, AT Community Programs Coordinator
Transportation and Public Works
Project, Planning and Design- Active Transportation
martinem@halifax.ca; c: 902-499-6742

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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 Identification

1. What is the type of project proposed?

- ☐ Planning and Design of a new AT facility
- ☐ Construction Project of a new AT facility/ infrastructure
- ☐ New Trail Amenities

2. Name of the Active Transportation facility where the project is proposed. Describe the route (start and finish points, length) and connections to other facilities for the project proposed. What are the current permitted uses of the proposed AT trail?

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

4. Project to be delivered by the:

- ☐ Trail Organization
- ☐ HRM
- ☐ Other

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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.

3. 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?

Continue responding only to sections relevant to the type of project selected above. Attach supporting documents for each type of project as required.

TRAIL PLANNING AND DESIGN

1. What is the type of work proposed to complete in the 2021-2022 fiscal year? Please check one:

- ☐ Planning with concept design and preliminary cost estimates for section
- ☐ Engineering design with 90% cost estimate and construction tender document
- ☐ Other planning related project- please describe below:

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2. Description and readiness:

- What are your community consultation plans?
- What constraints may come from proposing this project and how that will they be addressed etc.

Attach supporting documents, if available.

TRAIL CONSTRUCTION PROJECT

1. Description and readiness

- Describe the route (start and finish points, length) and connections to other facilities.
- What are the current permitted uses of the proposed AT trail? How compatible are the uses and what standard do you propose to build it to?
- What constraints have come from proposing and planning/ designing this project? If there are any potential issues how will they be addressed?

Attach supporting documents.

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2. What is the type of work proposed to complete in the 2021-2022 fiscal year? Please check all that applies:

- ☐ Greenway Surfacing (type, width, length)
- ☐ Drainage (culverts, others)
- ☐ Bridge Construction
- ☐ Parking
- ☐ Other (please describe below)

3. Which conditions are met?

Please attach supporting documents.

- ☐ Tendering Package for construction with project deliverables and budget estimates for each type of work are recommended by planning documents or extracted from a consultant/ construction pre-existing quote and is ready to tender
- ☐ Tender with project deliverables and budget estimates are determined based on group' previous projects costs with similar scope
- ☐ Tender with project deliverables and budget estimates are determined based on consultation with other

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groups

- ☐ Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope
- ☐ The 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
- ☐ 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

NEW TRAIL AMENITIES

1. Description and readiness

- Briefly describe the project (i.e. railings, bollards, benches, lighting, Restrooms, signage, others)
- Outline a proposed timeline
- What constraints have come from proposing and planning this project? If there are any potential issues how that will be addressed.

Attach designs proposed.

4. Trail Organization - Led Project: FUNDING REQUIRED

1. Total Funds required, including HST, to complete all phases of 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 Requested	2021 - 2022 Already committed
Other Municipal funds- e.g. Councillor		
Provincial funding		

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Federal funding		
Corporate funding		
Trail Association's own funds		
Funding specific to trails allowing ATVs		
Other sources of funding- please specify		
Total		

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	
Total	

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5. Trail Organization - Led Project: DOCUMENTS CHECKLIST

Please attach the required documents as per project proposed. Check boxes if the document is provided during the submission of this application.

Documents required for all types of applications	Check
Capital 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"/>
Additional Documents required for Planning Proposals	Check
Planning Project RFP	<input type="checkbox"/>
Quotes, estimates	<input type="checkbox"/>
Map of the area marking the proposed project	<input type="checkbox"/>
Other documents- please describe:	<input type="checkbox"/>
Additional Documents required for Trail Construction proposals only	Check
Planning documents for construction projects (conceptual, detail, engineering, survey work)	<input type="checkbox"/>
Map of the area marking the proposed project	<input type="checkbox"/>
Construction Tender	<input type="checkbox"/>
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"/>
Archeological Review	<input type="checkbox"/>
Environmental permits	<input type="checkbox"/>
Other supporting documents, please describe:	<input type="checkbox"/>
Additional Documents required for Amenities proposals- only	Check
Construction permits	<input type="checkbox"/>
Construction Tender/ Terms of Reference, if over \$1,000	<input type="checkbox"/>
Design – Structural engineered design for Kiosks	<input type="checkbox"/>
Creative Concept design for signage only	<input type="checkbox"/>
Quotes, estimates	<input type="checkbox"/>
Detailed Budget	<input type="checkbox"/>