

Active Transportation Grants Programs

2021-2022 AT Emergency Repairs Grant Application

There is no deadline to submit this application. Applications are received until funding approved by Regional Council is spent.

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 Emergency Repairs Grants are intended to respond to emergency maintenance resulted from natural disasters, vandalism, failure of structures on existing Active Transportation multi -use pathway and its infrastructure and amenities to restore a safety standard for public use and avoid long-term facility closure within the fiscal year.

- HRM will evaluate necessary funding based on application submitted for maintenance of AT Facilities located on HRM land
- HRM will evaluate projects needs and match funding on projects for AT facilities located on land not owned by HRM

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

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; c: 902-499-6742

**Active Transportation Grants Programs
2021-2022 AT Emergency Repairs Grant Application**

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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8. 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. 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?

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 Priority

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

☐ Extensive emergency work due to storm damage or other extreme weather is required immediately to repair the trail or a section of trail and or amenities to a safety standard for users and to avoid facility closure

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☐ Extensive emergency work due to storm damage or other extreme weather and /or failure is required immediately as per a structural engineer recommendation report to repair infrastructure such as bridges, culverts to safety standards and to avoid facility closure

☐ Extensive emergency work due to vandalism is required to repair the trail or a section of trail or infrastructure to a safety standard for all users and to avoid facility closure

Please describe:

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. The following conditions are met.

Mark all that apply and attach supporting documents, as appropriate:

- ☐ 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
- ☐ 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 facility at standards of accessibility and safety for all users of all abilities after repairs are completed

4. Funding Required

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

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2. 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		
Federal funding		
Corporate funding		
Trail Association's own funds		
Funding specific to trails allowing ATVs		
Other sources of funding- please specify		
Total		

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5. 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
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"/>
Map of the area marking the proposed project	<input type="checkbox"/>
Photos showing the need for emergency repairs	<input type="checkbox"/>
Additional Documents required for emergency repairs of trail/ structures	Check
Planning documents for construction projects (conceptual, detail, engineering, survey work)	<input type="checkbox"/>
Infrastructure Inspections, engineering studies, engineering designs, as appropriate	<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"/>
Environmental permits	<input type="checkbox"/>
Additional Documents required for re-capitalization projects for amenities	Check
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"/>