

ACTIVE TRANSPORTATION (AT)

**EDUCATION AND
PROMOTION GRANTS**

TERMS AND CONDITIONS

**Fall- Winter
2021-2022**

Purpose and Objectives

Active Transportation (AT) Education and Promotion Grants are directed by the [Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails](#). The program was established to support those elements of HRM's AT objectives that are implemented in conjunction with community associations as outlined in the 2014 Active Transportation Priorities Plan (AT Plan) and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.

Timelines for the Fall – Winter Proposals

Sept 10, 2021	<ul style="list-style-type: none"> HRM issues a 'Fall – Winter Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
Sept 15, 2021	<ul style="list-style-type: none"> Workshop (s) and Q&A session (s) scheduled to inform organizations and respond to questions related to application and terms
Oct 15, 2021	<ul style="list-style-type: none"> Submission deadline for "Fall- Winter Call for Proposals" Proposals review and approval by HRM Staff
Oct 29, 2021	<ul style="list-style-type: none"> Send approval letters for grants up to \$1,000 Sign Agreements between HRM and Grant Recipient upon approval of the Budget for grants above \$5,000. A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements
Nov 1, 2021 - March 31, 2022	<ul style="list-style-type: none"> Receive confirmation of event date and make advanced payments as per Transfer of Payments section Receive reporting, evaluations and invoices from recipients by March 31st deadline and make reminder of payments as per Transfer of Payments section

Eligible Applicants

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](#):

- shall be located within the geographic boundary of the Municipality.
- shall be a Community Organization at the date an application is made.
- shall have been a Community Organization for a minimum of one year prior to the date of submission of the application.

"Community Organization" means a Registered Non-Profit Organization (Society, non-profit organization; non-profit corporation) or a Registered Canadian Charitable Organization which has as one of its organizational objectives:

- the education of the general public regarding the benefits of active living through the use of MUPs or Recreational Trails and related education and skills development programs.

- the promotion of Active Transportation objectives, including the safe use of MUPs or Recreational Trails and trail etiquette; or,
- the education, promotion, development or implementation of Active Transportation planning programs or transportation demand management programs.

“MUP” means a multi-use pathway or multi-use facility suitable for the broadest range of Active Transportation users including pedestrians, cyclists, skateboarders, inline skaters, including those branded by the community or the Municipality as a “Greenway” or an “Active Transportation Trail”;

The applicants for the AT Education and Promotion Grants must meet all conditions outlined below:

- Applicant and their contractors can procure, at their own expense, before the project start date and maintain for the entire duration of the project/ event \$2MIL Commercial G/L Insurance and/ or event insurance or is already covered under a group insurance that includes such activities proposed in the application for an AT Education and Promotion Grant
- Applicant is interested to support, encourage and promote active transportation within HRM
- Applicant has not defaulted/ bridged Grant(s)’ requirements in the past years by:
 - Failing to send project final report and invoices for the grant received
 - Failing to return any funds paid in advance if a surplus was recorded on the final report
- Applicant can access matching funds for any project proposed over \$1,000

Eligible Proposals for AT Education and Promotion Grants

AT Education and Promotion Grants are intended to support community organizations interested to propose projects that address, or partially address the HRM’s objectives identified in the 2014 AT Priorities Plan and 2017 Integrated Mobility Plan to increase the number of people walking and bicycling and improving the safety of people using these modes. Projects may include:

- Safety and skills training programs
- AT promotions and marketing programs
- AT education and engagement
- Transportation Demand Management programs
- AT related events
- Etiquette programs

There are three types of projects measured in community reach, logistical efforts, duration, and funding:

Small Community project (or event): smaller project (localized) in one or more communities in HRM can receive a **grant up to \$1,000:**

- The proposal is for a project scheduled to start **within 3 months after awarding** and finish by a set deadline or March 31st, 2022 whichever is sooner
- The grant can be requested to cover up to 100% of the project costs

Large Community project (or event) requiring significant logistics efforts, meant to reach a broader audience in communities across HRM can receive a **grant of up to \$5,000:**

- The proposal is for a project scheduled to start **within 6 months after awarding** and finish by a set deadline or March 31st, 2022 whichever is sooner
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed

Major project (cannot be a one-time event) with significant logistics, partnerships and duration efforts with an intended reach across the municipality **could receive a grant over \$5,000:**

- The proposal is for a project scheduled to start **within 6 months after awarding** and finish by a set deadline or March 31st, 2022 whichever is sooner
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed

Evaluation Criteria for AT Education and Promotion Proposals

The documents included in the checklist along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding.

Criteria 1: Eligibility
<ul style="list-style-type: none"> • Project proposal is received by HRM before the set deadline • The applicant meets eligibility criteria as set by the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation Facilities and Recreational Trails • Eligibility criteria as outlined in Program's- Eligible Applicants and Eligible Proposals for AT Education and Promotion Grants is satisfactory for an evaluation • All documents required by the application were received and approved as satisfactory for evaluation
Criteria 2: Quality of the proposal
<p>Outcomes</p> <ul style="list-style-type: none"> • The project has potential to engage a significant population, either general or targeted, as required by the type of project proposed • The applicant understands what success looks like for the project proposed and plans to measure it • The project supports vision and objectives outlined in HRM's Active Transportation Priorities Plan and Integrated Mobility Plan. <ul style="list-style-type: none"> ○ Create public awareness of available active transportation facilities and increase the number of people who uses them in any season ○ Increase public awareness of AT benefits as a travel mode as per the four pillars identified in the Integrated Mobility Plan: <ul style="list-style-type: none"> ▪ CONNECTING (Connects people, places, goods and services) ▪ HEALTHY (Safe, comfortable and convenient for all ages and abilities) ▪ AFFORDABLE (Investment and travel is affordable) ▪ SUSTAINABLE (Environmentally, socially and economically responsible) ○ Promote safe practices for all road users and increase the number of people who choose walking and bicycling.

<ul style="list-style-type: none"> ○ Create opportunities for public to experiment active transportation as a travel mode, physical activity, civic discovery, social cohesion/connection. ○ Create a community-based culture that supports and rewards shifting travel modes to active transportation
Accessibility and Health Measures <ul style="list-style-type: none"> • The project considers accessibility in its delivery • The project is affordable: either no fee or very low fee is charged to participate • The event is primarily targeted to specific groups and/or communities at large • The event is properly planned to meet NS Health Regulations and Restrictions related to organizing public events
Criteria 3: Project Planning
Project Readiness <ul style="list-style-type: none"> • The event is scheduled to start within 3 months for grant requests under \$1,000 and within 6 months for grant requests over \$1,000. • Project is widely and actively promoted to a large or targeted audience.
Resources available, experience <ul style="list-style-type: none"> • The project has a long-standing history of high participation • This is the first year for this project, but the group has experience organizing projects • There is sufficient capacity, either staff and/or volunteers are in place to deliver the project
Project Delivery timelines <ul style="list-style-type: none"> • The project can be delivered within the timeframe expected within the grant requirements
Project Integration <ul style="list-style-type: none"> • The program has potential to expand reach and impact of the grant program by connecting with and engaging in projects people, organizations, businesses, and institutions from the broader community • The applicant is planning to collaborate/ partner with other groups to deliver the project and has provided a written agreement or letter of support
Criteria 4: Funding
<ul style="list-style-type: none"> • Grants under \$1,000: Matching funds are not mandatory, but encouraged • Grants over \$1,000: Matching funds is an expectation. HRM will match or leverage up to 50% of the project cost • Evidence of intention to secure funding (funding applications, funding approval letters) are included with the application or can be provided before awarding

Procedures

- Unless written permission is provided by HRM to Recipient, the Project shall start and end, and Recipient shall expend the Contribution Amount, within the same fiscal year

Estimating costs for the application:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Grants under \$1,000:

- After the Awarding document is executed by all parties and prior to HRM's disbursement of 100% of the grant awarded, recipient must confirm the start date and any other funding available to deliver the project
- Final report (template will be provided) and proof of payment of all invoices/ receipts for all purchases of supplies/ services are due 15 days after the end of the Project

Grants over \$1,000:

- After the Awarding document is executed by all parties and prior to HRM's disbursement of 50% of the grant awarded, recipient must confirm the start date and any matching funding secured for the project
- Grant Disbursement Request (template will be provided) with supporting invoices and receipts must be received 30 days prior to HRM's disbursement of up to 50% outstanding; deficit will not be paid out if the expenses reported are higher than the amount awarded or have not been previously approved
- Final report (template will be provided) and proof of payment of all invoices/ receipts for all purchases of supplies/ services are due 15 days after the end of the Project.