

## Active Transportation Grants Programs 2021-2022 AT Education and Promotion Grant Application

**Deadline for the Fall - Winter Proposals: October 15, 2021**

**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

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";

**This form must be downloaded and saved first on your computer. Otherwise information will be lost. Fill out one form for each project you are proposing. Submit by email at: [martinem@halifax.ca](mailto:martinem@halifax.ca)**

**To arrange other methods to submit the proposal or to inquire about project eligibility before applying, please contact:**

Emma Martin, AT Community Projects Coordinator

Halifax- TPW - Active Transportation

[martinem@halifax.ca](mailto:martinem@halifax.ca); c: 902-499-6742

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**1. Organization Identification**

2. Name, Mailing Address, Email, Website:

3. Type of Organization:

☐ **Registered Non-Profit Organization** (a society incorporated pursuant to the Societies Act, R.S.N.S 1989, c.435, as amended; a not-for-profit corporation incorporated pursuant to the Canada Not-for-Profit Corporations Act, S.C 2009, c.23; or, a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;

☐ **Registered Canadian Charitable Organization** (Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) the regulations made pursuant to that Act)

4. Latest AGM date:

5. Lead contact for this proposal. Please include: Name, Phone and Email:

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

☐ the education 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

Please refer to [Active Transportation Education and Promotion Grants](#) terms to support your application and attach required supporting documents.

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**2. Project Identification**

1. Project Title:

2. Project Type:

☐ **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 31<sup>st</sup>, 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 31<sup>st</sup>, 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 31<sup>st</sup>, 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

3. Start date and end date (before March 31, 2022):

4. Project history:

- ☐ New project
- ☐ Project delivered in the past, but not by the same project leaders
- ☐ Yearly event
- ☐ Next phase of an existing project
- ☐ Other (please explain)

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

6. Are you considering collaborating with other organizations to deliver this project? Please describe and attach a commitment (support) letter or partnership agreement.

### 3. Project Priority and Readiness

1. What HRM objective(s) for AT Education and Promotions priority does your project proposal address or partially address? **Mark all that apply and briefly describe the project objectives, targeted audience/ participants and outcomes.**

☐ 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:

- 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.

☐ 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

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2. Please describe your project. Include: objectives, milestones; location, target group/ participants; cost to participate; expected reach/ promotion:

3. What are the project's expected outcomes? How will the project have a lasting impact? What indicators will be used to measure outcomes/ impact? How will they be measured?

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4. What challenges do you anticipate from implementing this project? How do you plan to address them?

5. Health & Safety Requirements: How does the project adhere to **NSHA's COVID-19 Health and Safety Protocols**? What measures will be in place to ensure participant safety? What can participants do to ensure they are physically safe? How would your project adapt if these protocols changed?

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## 4. Funding Required

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

2. Total funds requested from HRM's AT Education and Promotion Grant:

3. **Only for projects over \$1,001:** Total Amount (including HST) requested from other funding sources (e.g. Municipal Councillor; Provincial Government, Federal Government; Private funding; Trail Organization's own funds; Others) for 2022 – 2023 for the project proposed in this application:

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## 5. Expected expenses

Only expenses directly related to the project are eligible. Salaries/ wages and overhead cannot be included. Stipends and temporary external contracts are eligible.

[illegible]

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**6. Documents Checklist**

Please attach the required documents below, as applicable:

<b>Documents required for all types of applications</b>	<b>Check</b>
Complete AT Education and Promotions Application	<input type="checkbox"/>
Commercial General Liability Insurance/ Event insurance- to be provided before the project starts	<input type="checkbox"/>
Volunteer Insurance- if any volunteers are doing the work described	<input type="checkbox"/>
Registry of Joint Stocks Companies registration renewal	<input type="checkbox"/>
Letters/ Applications requesting funding from ALL other sources <b>(mandatory for projects over \$1,000)</b>	<input type="checkbox"/>
Letter of Support/ Commitment to partner/ Partnership agreement <b>(for projects over \$5,000)</b>	<input type="checkbox"/>
Letters confirming/ declining funding from ALL other sources solicited	<input type="checkbox"/>
Quotes, estimates for any outside contractors (if available)	<input type="checkbox"/>

**7. STATEMENT BY THE APPLICANT**

On behalf of the (organization name):

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I certify that:

1. the organization understands the terms and conditions of the funding program for which the HRM AT Education and Promotion Grant Application was filled out
2. the information given in this application represents the project proposal
3. the expected expenses are directly related to the project proposed
4. any funding received from other sources listed as matching funds for this application will be directed towards the project proposed upon approval
5. I understand that the funding can only be applied as per the Budget submitted with this Application

**Authorized signatures (must be different than Contact person and/or Project lead):**

Name (Print):	
Role:	
Address, Phone and Email:	
Signature:	
Date:	