



## MUNICIPALITY OF THE DISTRICT OF WEST HANTS COMMUNITY TRAIL FUNDING PROGRAM GUIDELINES

### **Purpose**

The Community Trail Funding program supports community organizations in the maintenance and development of trails for public use.

### **Eligibility**

Eligible applicants are incorporated, non-profit, community organizations with a mandate that includes the development and maintenance of a recreational trail for public use and may include the development and maintenance of recreational trails development by schools and parental support groups.

For maintenance projects, eligible project costs include labour, materials, expenses, and minor and major repairs to keep the trail operational.

For capital projects, eligible project costs include trail planning, new trail construction, trail promotional products (such as brochures, maps and signs), and upgrading and replacement of trail facilities.

An organization may apply for both maintenance funding and capital funding in a given year, but must submit separate applications.

Applicants must have general liability insurance coverage for existing trails for which funding is being requested.

Projects must follow the guidelines in the manual [Developing Recreation Trails in Nova Scotia: Planning, Design, Construction, Maintenance and Management](#). (Available from Nova Scotia Trails Federation)

### **Evaluation Criteria**

Applications will be assessed on the basis of the following criteria:

- Demonstrated on-going community support for the trail;
- Plans to ensure long term sustainability of the trail;
- The ability of the organization to complete the project within the timeline indicated;
- Demonstrated need for financial assistance.

Priority will be given to projects which are most consistent with the Municipality of West Hants Integrated Community Sustainability Plan (March 2010), Municipality of the District of West Hants Trails Plan (November 2013), Active Living Strategy 2013-2016, and the Active Transportation Plan (April 2015) and the Parks & Open Space Plan (May 2016).

### **Funding**

The Municipality will contribute up to 50% of the total cost of approved projects.

Applicants may use in-kind contributions, donations (labour, materials, equipment), as well as cash contributions and grants for other sources for their contribution.

The Municipality's role under this program is as a funding agent for community based projects. The Municipality, at its discretion and based on the Trails Plan, may increase its role in a community project.

The Municipality may consider funding a phased capital project under this policy, up to a three year period.

Funding will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available.

## **Documentation Required**

Applicants must include the following:

- ❖ Completed application form;
- ❖ Description of proposed project including objectives, map showing existing/proposed trail location, type and length of trail, intended users, etc.
  - For maintenance projects: Also describe existing trail conditions, work to be completed during this project, and materials, labour and equipment required.
  - For Capital projects: Also describe existing trail conditions (if applicable), work completed to date (if any), work to be completed during this project, and planning/design, material, labour and equipment requirements.
- ❖ Description of plans for the long term sustainability of the trail, i.e., how the trail will be maintained and managed in the long term;
- ❖ Evidence of community support for the project;
- ❖ Detailed budget (cost estimates and funding sources – approved or pending) for the project;
- ❖ Written quotes (three if possible) on contracted work from certified contractors or suppliers for projects totalling \$1000 or more;
- ❖ Financial statements for your organization from the last fiscal period;
- ❖ Copy of deed, lease, license or written landowner agreement for land involved in the project;
- ❖ Proof of current general liability insurance coverage (for existing trail);
- ❖ Proposed work plan and estimated budget for all phases of a multi-year capital project.

Receipts of previous work should not be submitted, but retained by the applicant as a record of the work completed.

## **Application Process**

Prior to submitting an application, please contact Kathy Kehoe, Director of Parks & Recreation, Municipality of West Hants, at 902-798-6938 or [recreation@westhants.ca](mailto:recreation@westhants.ca) to discuss your project.

In accordance with the Nova Scotia Freedom of Information and Protection of Privacy Act, all information gathered under this application will be used for the purpose of awarding funding from the Recreation Grant Program. The applicant hereby consents to disclosure of information contained in this submission, pursuant to the Nova Scotia Freedom of Information and Protection of Privacy Act. The identify of successful applicants as the value of the grant/contribution awarded will be available to the public through the municipal website, budget reports and advertised in the local paper, as required by legislation.