



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
COMMUNITY TRAIL FUNDING PROGRAM**

Purpose

To support community organizations in the maintenance and development of trails for public use.

Background

In 2018, Council approved the Active Living Strategy 2018-2022 and the Trails Plan in November 2013. These two documents provide the rationale for municipal funding for Community Trails.

Scope

- A. Eligible maintenance projects include labour, materials, expenses, and minor and major repairs to keep the trail operational.
- B. Eligible capital projects include trail planning, new trail construction, trail promotional products (such as brochures, maps and signs), and upgrading and replacement of trail facilities.
- C. The Municipality will allocate funds for grants for Community Trail Maintenance and Community Trail Capital for projects throughout the Municipality. The amount of the allocation will be reviewed yearly.
- D. The Municipality will support projects by contributing up to 50% of the total cost of maintenance projects and up to 50% of the total cost of capital projects.
- E. Municipal funds must be matched with equal cash or combination cash and in-kind contribution.
- F. The Municipality may consider funding a phased capital project under this program, up to a three year period, pending approval of budget.
- G. An applicant may request both maintenance project funding and capital project funding in a given year.
- H. Each year the municipal funds will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available.
- I. In years where grant requests are greater than the funds available, projects will be funded based on the degree to which the application meets the criteria. Projects not funded in the current fiscal year are eligible to apply the following year.
- J. 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 Trail Strategy, may increase its role in a community project.
- K. Prior to issuance of cheques or notification to applicants, Council will receive an information item summarizing the program for the year including number of applications, who applied, the amount requested and the successful applicants.

Procedure for Funding

- A. Applications must be submitted to the Director of Recreation by the advertised date to be considered for funding in the upcoming fiscal year. Applications will be reviewed by the Director of Recreation, and a recommendation made to the CAO.
- B. Priority will be given to projects which are most consistent with the Municipality of the District of West Hants Trails Plan (November 2013), Active Living Strategy 2018-2022, and Active Transportation Plan (April 2015).
- C. Should funds remain unallocated after the winter application process there will be a second submission deadline of August 1 in a given year.
- D. Applications must include a trail maintenance plan and/or trail development plan for the proposed project.
- E. Applications must include a current financial statement for the organization, a detailed budget for the proposed project, and written quotes for projects totaling \$1,000 or more.
- F. Applications must include a description of any previous work including phases funded by this program, additional sources of funding and the source of any in-kind contributions.
- G. For phased capital projects, applicants must submit a multi-year plan in the first year. Applicants are eligible to reapply each year (up to a 3 year period) to complete the project.
- H. Copies of receipts of approved work should be submitted as a record of the work completed, at the conclusion of the project. Failure to submit receipts for previously approved projects will result in ineligibility for future project consideration.

Criteria for Funding

- A. Only incorporated, not-for-profit, community organizations with a mandate that includes the development and maintenance of a recreational trail for public use are eligible to apply.
- B. Funding through this program must be used for maintenance and development for public access trails.
- C. Priority will be given to projects which are most consistent with the Municipality of the District of West Hants Integrated Community Sustainability Plan (March 2010), Municipality of the District of West Hants Trails Plan (November 2013), Active Living Strategy 2018-2022, and the Active Transportation Plan (April 2015) and the Parks & Open Space Plan (May 2016)
- D. Projects must demonstrate on-going community support and long term sustainability.
- E. Applicants must demonstrate the need for financial assistance.
- F. Trail maintenance and development must follow the guidelines of the manual Developing Recreation Trails in Nova Scotia: Planning, Design, Construction, Maintenance and Management.

G. Applicants must have a deed, lease, license or written landowner agreement for land involved in the project.

H. Applicants must have general liability insurance coverage for the trail construction and/or maintenance in the amount of two million dollars.