

The purpose of the Recreational Trail Expansion Program (RTEP) is to assist municipalities and not-for-profit organizations to develop new recreational trails, expand recreational trails and make capital upgrades to existing trails in order to increase opportunities for Nova Scotians to recreate in the outdoors, connect with nature and to get moving.

ELIGIBLE APPLICANTS

- Public organizations incorporated as a “not-for-profit” entity under the *Societies Act of Nova Scotia* or other organizations deemed equivalent by the Province or;
- Applicants can also be a municipality and Mi’kmaq Band Council.

ELIGIBLE AND INELIGIBLE PROJECTS

- Projects are eligible to apply for up to 1/3 of the total capital cost of the project to a maximum of \$150,000.
- Trails must be open to the public
- An organization is eligible to receive one (1) grant per year for a project.
- Funding received from other provincial government departments can affect the amount of the grant awarded by Communities, Culture and Heritage. Provincial government funding cannot exceed three quarters (3/4) of the project’s total cost.
- Large equipment purchases, buildings and fixtures are ineligible.
- The cost to purchase land is ineligible.

APPLICATION PROCEDURE AND PROCESS

- A completed application form, signed by two officers of the association, must be submitted by 4:30 p.m. on or before **March 30, 2021** to be considered for funding.

Applicants Must Provide:

- A detailed project description.
- A statement of how the project meets, supports or influences the **Application Review Factors**, which are:

- Community benefit and impact.
- Needs assessment and project planning.
- Equity, Inclusion and Accessibility
 - (including how the needs of diverse groups, culturally underrepresented and marginalized groups, including but not limited to newcomers, indigenous, older adults, low income, youth, women & girls and persons with disabilities are addressed)
- Long-term sustainability.
- Safe and Secure Environments.
- Connection to Nature and encourages people to get moving.
- Resourcefulness.
- Commitment by applicant.
- Land access details:
 - Letter of Authority number (Crown administered land).
 - Other lands - proof of access to land for minimum of 10 years via deed, lease or municipal resolution.
- Joint Stocks registration number.
- If applicable, a letter from the Municipality acknowledging awareness of the applicant, the planned project and details of any Municipal involvement with regards to funding and/or contribution assistance.
- If available, sketches or engineering drawings must be provided.
 - Using a budget template, detail all sources of project funding. Applications must demonstrate a process of competitive pricing or tendering for goods and services relating to the project. (i.e. obtain a minimum of three estimates). If estimated values of donated materials, equipment and/or labour are to be used, they should be based on fair market value of the product or service. Labour rates should be

quoted at \$20/hr unless it can be shown that specialized skills or products were required and industry standards for costing were assumed. Proof of such will be required and may be in the form of professional or red-seal certification or invoiced professional services.

- If applicable, proof of approval by regulatory bodies and compliance with local bylaws and building codes is necessary.
- In certain cases, the Province reserves the right to require additional information to be used in assessing an application.

GRANT DISBURSEMENTS

- Groups will be informed of the status of their application following the review process.
- A *Terms and Conditions Grant Agreement* will be sent to each successful applicant.
- A grant instalment/ payment will be made once the grant agreement is signed and returned, and may be subject to evidence of reasonable project progress (i.e. contractor and building materials on site - work is underway).
- CCH will provide the successful applicant with final reporting documents including a financial statement template and logs for recording donated labour, equipment and materials.
- If the grant recipient uses donated materials, equipment and/or labour as part of their contribution, detailed records will be required at time of final reporting. Samples of log books are available.
- The recipient must submit a signed final report including proof of status of project and or project completion to CCH by March 1.
- *(Please Note: supporting documents may be requested at any time throughout the project and for up to four (4) years after project completion).*
- If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application and Minister's letter of commitment, the Trails Consultant must be informed in writing as soon as possible.

Changes to the purpose of the project are not permitted without prior approval of CCH.

GRANT RECOGNITION

- Successful applicants are required to acknowledge the financial assistance of the province of Nova Scotia as per the Acknowledgment Guidelines available at <https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

FOR APPLICATION INFORMATION CONTACT:

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