



# 2024-2025 INFRASTRUCTURE TRAIL FUNDING *Expression of Interest*



## Introduction

We know that trails in Nova Scotia would not be possible without the hard work and dedication of community trail groups across the province! The most urgent priority outlined for the trail's community in the *Shared Strategy for Trails in Nova Scotia* is to align efforts and enhance support for these groups. As part of this commitment, the Off Highway Vehicle Infrastructure Fund (OHVIF) committee and Communities Culture Tourism and Heritage (CCTH) have been working together to streamline the process for groups to apply for capital grants for trail development and improvements.

Launching this year, applicants will follow a new streamlined process that will allow groups to apply to multiple funders using a single application. Projects will be reviewed by the OHVIF committee and/or CCTH, who will offer advice and support throughout the application process. To get started, we are asking trail groups to submit an Expression of Interest form, the details, and steps of which are outlined in the document below. We are confident that this new collaborative process will require less administrative work for trail groups and will result in strong, supported trail projects across the province!

If you have questions or require assistance at any step in the process, please contact one of the following:

OHV	Recreation Trail
<b>Trail and OHV Program Officer</b> 80 Walker Street, Suite 1 Truro, NS B2N 4A7 <b>Email:</b> <a href="mailto:ohvif.application@novascotia.ca">ohvif.application@novascotia.ca</a>	<b>Communities, Culture, Tourism and Heritage</b> 80 Walker Street, Suite 1 Truro, NS B2N 4A7 <b>Email:</b> <a href="mailto:ccthtrailgrants@novascotia.ca">ccthtrailgrants@novascotia.ca</a>

## Process and Deadlines

**October 16, 2023** – Expression of Interest Open

**December 1, 2023** – Expression of Interest Deadline

**February 14, 2024** – Application Deadline

**April 1, 2024** – OHVIF Funding determined

RTE Funding determined after approval of the 2024-2025 provincial budget.

# 2024 – 2025 Infrastructure Trail Funding Expression of Interest Submission Process

## STEP 1

**READ AND REVIEW** the updated program description for the Off Highway Vehicle Infrastructure Fund [OHVIF] on page 5 and for the Recreational Trail Expansion [RTE] program on page 6. Determine if your project is eligible for one or both programs. Contact us if you have any questions.

## STEP 2

**EXPRESS YOUR INTEREST** by providing an overview of your project on the form on page 8.

- **Submit your complete EOI to one of the below emails**  
[ccthtrailgrants@novascotia.ca](mailto:ccthtrailgrants@novascotia.ca) or [ohvif.application@novascotia.ca](mailto:ohvif.application@novascotia.ca)
- You will receive confirmation that we have received your submission within 2 business days.
- You will be contacted for clarification and further details on the project before confirming the eligibility (and before moving to the application stage).

**Deadline for Expression of Interest Submission  
for the 2024-25 fiscal year is 4:30 pm, December 1, 2023.**

**If your project is eligible, you will be sent a project application form.**

## STEP 3

**RECEIVE AN APPLICATION** upon the approval of your project idea/expression of interest. Please reach out if you have any questions when filling out your application form. The applicant is responsible for completing the application **in full**. We will confirm receipt of your submission via email within 2 business days.

**COMPLETE APPLICATION MUST BE SUBMITTED BY FEBRUARY 14<sup>TH</sup>, 2024** to either [ccthtrailgrants@novascotia.ca](mailto:ccthtrailgrants@novascotia.ca) or [ohvif.application@novascotia.ca](mailto:ohvif.application@novascotia.ca)

**OHVIF funding will be determined by April 1, 2024.**

**RTE funding will be determined after approval of 2024-2025 provincial budget.**

## STEP 4

### SUBMITTING YOUR APPLICATION PACKAGE.

Please note that when submitting the application form be prepared to have the following documentation:

Evidence of landowner permissions (For Crown LOA first page showing LOA number and last page showing map)

Detailed cost breakdown including:

- Specific information on all projected revenues and expenditures
- All in-kind contributions
- Three estimates if applicable

Copies of permits and reports, where required or applicable

- i.e., needs assessments, lifecycle plans, inspection, engineering, watercourse

Where applicable, architectural and/or engineering drawings

For OHVIF A letter of endorsement from the associated Provincial OHV/Trail organization(s) – (SANS, ATVANS, NSORRA, NS Trail). Demonstrating support for the project, member of good standing, and covered by association insurance policy (min \$5,000,000)

For RTE, if applicable, a letter from the Municipality acknowledging awareness of the applicant, the project, and details of any Municipal involvement regarding funding and/or contribution assistance

Map of an appropriate scale to show the location of work

Concept or construction drawings, sketches, illustrations, and photos, if available

Proof of liability insurance for a minimum of \$5,000,000 if not included in endorsement letter

Any other supplemental details

Application signed by 2 officers of the organization.

**NOTE: Applicants are expected to ensure the application is complete and all supporting documents are provided at the time of submission. We will not accept applications after 4:30 pm, February 14<sup>th</sup>, 2024.**

# **OFF HIGHWAY INFRASTRUCTURE FUND GUIDELINES**

**Goals** of the OHV Infrastructure Fund (Trails) are:

- to provide funding for OHV trail and riding area development
- to support the planning and design associated with these facilities.
- to provide funding to help maintain OHV accessible infrastructure.

## **Principles**

Principles that guide the OHV Infrastructure Fund (Trails):

- Safe, quality, and environmentally responsible infrastructure that meets the provincial guidelines as outlined in *Developing Recreational Trails in Nova Scotia* - available from [www.novascotiatrails.com](http://www.novascotiatrails.com)
- optimizing the use of existing trail infrastructure, to reduce the need for new trail development.
- shared use and management
- avoidance of vulnerable and high conservation value areas and contribution to environmental protection
- encouraging community participation
- value landowner concerns
- partnerships between not-for-profits, governments, landowners, private sector
- sustainability (i.e. maintenance plan, etc.)
- reasonable public access
- to reduce land use conflicts and inappropriate OHV use by establishing approved OHV trails

## **Eligibility**

The following are eligible for OHV Infrastructure Fund (Trails) assistance:

- Not-for-profit groups registered under the *Societies Act* (or equivalent) and in good standing. Not-for-profit groups must be members of either SANS (Snowmobiler's Association of NS), ATVANS (All-Terrain Vehicle Association of NS), NSORRA (NS Off-Road Riders Association) or NS Trails (NS Trails Federation and operating under the policies and principles of that organization
- Landowners through a not-for-profit organization
- Municipalities

## **Funding**

Applicants may be eligible for funding over more than one year if a multi-year development plan is submitted.

- projects approved for funding are eligible to receive up to 50% of the total project cost, usually not to exceed \$50,000 in one fiscal year.
- Exceptional funding requests may be considered on a case-by-case basis for funding greater than \$50,000 and or more than 50% of the costs due to high overall cash outlay.
- funding to support design, planning, and engineering may be available through the OHV Infrastructure Fund.
- projects involving fittings, buildings, and equipment essential to making the trail and riding area operational are eligible.
- Maintenance work is eligible.

# **RECREATIONAL TRAIL EXPANSION PROGRAM GUIDELINES**

**Communities, Culture, Tourism and Heritage (CCTH)**, offers the **Recreational Trail Expansion Program (RTEP)** to assist municipalities and not-for-profit organizations in developing new recreational trails, expanding recreational trails, and making 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 which respond to the goals of the [Shared Strategy for Trails in Nova Scotia](#).

## **Eligible Applicants**

- Registered community associations and non-profit societies with active status including clubs and associations.
- Mi'kmaq Band Councils, Municipalities and Villages.

## **Eligible and Ineligible Initiatives**

- Projects eligible to apply for up to 2/3 of total capital costs to a maximum of \$150,000.
- Trails must be open to the public.
- Funding received from other provincial government departments can affect the amount of the grant awarded by CCTH. Provincial government funding cannot exceed 75% of the project's total cost.
- Large equipment purchases and buildings are ineligible.
- The cost to purchase land is ineligible.

## **Grant Details**

- 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 installment/ payment will be made once the grant agreement is signed and returned.
- CCTH 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 the time of final reporting. Samples of logbooks are available.
- Approval of the final report by CCTH enables final grant payment to be made, if applicable.
- Projects must be completed within the indicated fiscal year(s) specified in the Terms and Conditions document.
- *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 [ccthtrailgrants@novascotia.ca](mailto:ccthtrailgrants@novascotia.ca) must be informed in writing as soon as possible.

# PROJECT DETAILS

*Please check which program(s) for consideration*

OHVIF

RTE

BOTH

<b>ORGANIZATION INFORMATION</b>		
Organization:	Registry Joint Stocks #:	Date:
Organization Mailing Address:		
Postal Code:		
Project Title:		
Trail Name (or Route where applicable):		

<b>Organization Contact</b>	<b>Organization Contact</b>
Name:	Name:
Title:	Title:
Phone: (Day) _____  (Evening) _____	Phone: (Day) _____  (Evening) _____
Fax:	Fax:
Email:	Email:

## PROJECT OVERVIEW

### **Project Description:**

Provide a detail description of the project (where, what the project includes, steps that need to be taken to complete the project, etc.)

### **Project Impact:**

How will this project positively impact the trail and/or trail community?

What is the estimated start date of your project?

What is the estimated end date of your project?



**Budget Summary- Estimated Cost Breakdown Summary**

Item	Description	Cost

<b>Estimated Project Cost (complete the form below)</b>	<b>\$</b>
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<b>Applicant Contributions</b>
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Applicant Contribution	Details	Source
Fundraising		
Cash Available for Project		
Donated Material		
Donated Labour		
Donated Equipment		

<b>Other Source of Funding</b> (please provide other funding program(s) being considered, do not include OHVIF and RTE.)
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Plan to apply	Application Submitted	Funding Approved	Agency	Program/Comments
<input checked="" type="checkbox"/> Check the box that applies				
			Federal	
			Provincial	
			Municipal	
			Trans Canada Trail (TCT)	
			Atlantic Canada Opportunities Agency (ACOA)	
			Other (specify)	
			Other (specify)	

**We understand that this information may be shared with CCTH, OHVIF and other funding partners.**

**Deadline for Expression of Interest Submission for the 2024-25 fiscal year is December 1, 2023.**

**Submit your complete EOI to one of these addresses**

**[ccthtrailgrants@novascotia.ca](mailto:ccthtrailgrants@novascotia.ca) or [ohvif.application@novascotia.ca](mailto:ohvif.application@novascotia.ca)**