

**Communities, Culture, Tourism and Heritage (CCTH)**, offers the Community Trails Leadership grant that supports the trail development community in Nova Scotia through the provision of funds for leadership, organizational development, and capacity building. The fund will help organizations offer training and educational opportunities for volunteers and the trail professionals who support them. It also helps the organizations acquire the expertise needed for specific aspects of trail projects.

## ELIGIBLE GUIDELINES

Proposals will be accepted from the following organizations providing they have a mandate to build, maintain, and support trails:

- Public organizations incorporated as non-profit societies under the *Societies Act* (Nova Scotia) and other public organizations deemed equivalent by CCTH
- Municipal units designated under the *Municipal Government Act* (Nova Scotia)

## ELIGIBLE INITIATIVES

A range of leadership, organizational development, and capacity building initiatives are eligible for funding, including:

- Provision of training and educational opportunities for volunteers and trail professionals supporting volunteers
- Acquisition of the expertise needed for specific aspects of trail projects

## FUNDING GUIDELINES

### Criteria

Applicants are expected to contribute at least fifty per cent (50%) of the overall cost of the initiative, inclusive of contributions obtained from other sources (financial and in-kind). *Applicants unable to contribute the expected amount (50% of overall cost) are encouraged to discuss their proposed initiative and financial situation with their local Regional Manager and/or CCTH Trails Consultant.*

Proposals received from provincial or regional organizations must show support for the initiative from local trail groups and/or municipal unit(s).

### Funding Period

Applicants may be eligible for funding for a period of up to three years. Funding allocations are reviewed annually, and renewal is dependent upon the availability of funds and the satisfaction of the funder with the progress made, as outlined in the Progress Report (see Payment of Grants). Funding beyond a single fiscal year is subject to the annual budgetary process of the Government of Nova Scotia.

### Approval Process

Proposals are reviewed by a committee comprised of the CCTH Trails Consultant, local Regional Manager, and other staff from CCTH, as required.

## GRANT Disbursements:

If approved:

- Payment is provided after an agreement outlining the terms and conditions of the project has been signed and submitted via email to [cchtrailgrants@novascotia.ca](mailto:cchtrailgrants@novascotia.ca), fax or mail.
- Payments are made at 100% unless otherwise stated in the agreement.
- Should the project or budget need to be revised or modified, written permission to reallocate funding is required from CCTH staff prior to doing so.
- Failure to provide the completed final report can make the applicant ineligible to receive any future grants from CCTH until this information has been submitted.
- The final report includes a written report and financial statement. Deadline to submit is provided in the Terms and Conditions document.
- If there is a final payment outstanding it will be issued upon completion of the initiative and submission of a final report.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to CCTH payable to the Minister of Finance.

## GRANT RECOGNITION

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia by following [CCTH Acknowledgment Guidelines](#).

## **FOR APPLICATION INFORMATION CONTACT:**

**Email: [cchtrailgrants@novascotia.ca](mailto:cchtrailgrants@novascotia.ca)**

### **Cape Breton Region**

*Cape Breton Island*

850 Grand Lake Road, Suite 15, Sydney, NS B1P 5T9

**902-578-4813**

**Regional Manager** [Larry.Maxwell@novascotia.ca](mailto:Larry.Maxwell@novascotia.ca)

Regional Program Coordinator [Natalie.MacPherson@novascotia.ca](mailto:Natalie.MacPherson@novascotia.ca)

### **Central Region**

*Halifax Regional Municipality*

1741 Brunswick Street, PO Box 456, Halifax, NS B3J 2R5

**902-456-5908**

**Regional Manager** [Andrea.Redmond@novascotia.ca](mailto:Andrea.Redmond@novascotia.ca)

Regional Program Coordinator [Deborah.Fram@novascotia.ca](mailto:Deborah.Fram@novascotia.ca)

### **Fundy Region**

*Cumberland, Colchester & Municipality of East Hants*

80 Walker Street, Suite 1, Truro, NS B2N 4A7

**902-324-8392**

**Regional Manager** [Natasha.Gray@novascotia.ca](mailto:Natasha.Gray@novascotia.ca)

Regional Program Coordinator [Teresa.McNutt@novascotia.ca](mailto:Teresa.McNutt@novascotia.ca)

### **Highland Region**

*Guysborough, Antigonish & Pictou*

149 Church Street, Suite 4, Antigonish, NS B2G 2E2

**902-338-0659**

**Regional Manager** [Rae.Gunn@novascotia.ca](mailto:Rae.Gunn@novascotia.ca)

Regional Program Coordinator [Chantel.Mahar@novascotia.ca](mailto:Chantel.Mahar@novascotia.ca)

### **South Shore Region**

*Yarmouth, Shelburne, Queens, Lunenburg & District of Argyle*

312 Green Street, PO Box 9000, Lunenburg, NS B0J 2C0

**902-930-2872**

**Regional Manager** [Anna.Haanstra@novascotia.ca](mailto:Anna.Haanstra@novascotia.ca)

Regional Program Coordinator [Denise.Scott@novascotia.ca](mailto:Denise.Scott@novascotia.ca)

### **Valley Region**

*Annapolis, Kings, Digby & Municipalities of West Hants and Clare*

10 Webster Street, Suite 200, Kentville, NS B4N 1H7

**902-698-9407**

**Regional Manager** [Anna.Sherwood@novascotia.ca](mailto:Anna.Sherwood@novascotia.ca)

Regional Program Coordinator [Tracy.Roberts@novascotia.ca](mailto:Tracy.Roberts@novascotia.ca)