

The Community Trails Leadership Fund 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

ELIGIBILITY 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 Communities, Culture, Tourism and Heritage
- 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 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 are 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 Trails Consultant, local Regional Manager, and other staff from Nova Scotia Health Promotion and Protection, as required.

Recognition of Funder

Prior to the payment of funds, representatives from Communities, Culture and Heritage will engage funding recipients in discussions to develop and agree upon a strategy for recognizing the funding contributions made by the Government of Nova Scotia for each initiative. The strategy will include provisions such as:

- Clearly display the Government of Nova Scotia logo on all promotional materials associated with this initiative
- Display a plaque or other appropriate signage on the trail to give permanent visual recognition to the department/government
- Participate in public announcements about the initiative, etc.

GRANT DISBURSEMENTS

Initial Payment: An initial payment (usually 80% of the approved amount) will be issued to funding recipients upon completion of the recognition of funder strategy. The remaining funds (usually 20%) will be provided upon receipt of either the annual or final progress report.

Requests to Modify Approved Proposals: If modifications are required to an initiative approved for funding, applicants must discuss the required changes with the Trails Consultant and receive written approval to reallocate the funds for another purpose.

Annual Progress Report: If the funding period spans more than one year, a brief written report outlining the results achieved during the funding period is required on March 1st to keep the initiative in good standing.

Final Progress Report: Final payments will be made upon completion of the initiative and submission of a final report which must be received by the Trails Consultant on or before March 1st. Contents of the final progress report include a brief written description of the initiative, its results, and a financial statement.

GRANT RECOGNITION

Prior to the payment of funds, representatives from Nova Scotia Communities, Culture, Tourism and Heritage will provide funding recipients with guidelines for recognizing and acknowledging the funding contribution of the provincial government.

APPLICATION PROCEDURE

Applications should be submitted to:
Nova Scotia Communities, Culture and
Heritage
Trails Consultant
80 Walker Street, Suite 1
Truro NS B2N 4A7

Email: cchtrailgrants@novascotia.ca
Phone: (902) 396-1325