

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

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 their fixtures are 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 **April 30, 2018** 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 and Accessibility (*including how needs of diverse groups of women and girls are addressed*)
- Long-term sustainability
- Safe and Secure Environments
- Resourcefulness
- Commitment by applicant
- A document(s) outlining the organizations:
 - Constitution and Bylaws
 - Executive members (list)
 - Proof of incorporation - Memorandum of Association
 - Deed, lease, Letter of Authority or municipal resolution for land required for the project
- Proof applicant owns or has clear title to the land required for the project. A long-term lease (minimum of ten years) or a joint-use agreement is also acceptable to the Province. The cost of land purchase is not eligible.
- If applicable, a letter from the Municipality acknowledging awareness of applicant and planned project and details of any Municipal involvement with regards to funding and/or contributions assistance
- If available, sketches or engineering drawing(s) must be provided if requested.
- Details on all sources of project funding. 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.
 - 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 of Grant* agreement letter will be sent to each successful applicant. This letter must be signed and returned prior to the payment of the initial grant installment.
- Initial grant installment can be made, subject to evidence of reasonable project progress (i.e. contractor and building materials on site - work is underway).
- Grant recipients should be prepared to 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 the grant recipient uses donated materials, equipment and/or labour as part of their contribution, detailed records are required. Samples of log books are available.
- Projects must be completed within the indicated fiscal year(s) specified in the Terms and Condition Agreement.
- The recipient must submit a signed final report by the date specified in the Terms and Condition Agreement. The final report must include a financial statement and may require supporting documents such as invoices, receipts & log books. *(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 www.cch/novascotia.ca/investing-in-out-future/acknowledgement-guidelines

FOR APPLICATION INFORMATION:

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