

# Recreational Trails Maintenance and Operations Grant Final Report and Grant Disbursement Request

Please submit this report by email to HRM Offices 30 days after projects' completion and no later than March 1st. Any outstanding funds from the contribution amount will be paid up to the deficit reported on the Grant Disbursement Request.

## HRM Offices:

Emma Martin, AT Community Programs Coordinator; Email: [martinem@halifax.ca](mailto:martinem@halifax.ca)

## Submission date:

## RT Maintenance and Operations Grant Awarded on (month, year):

## Organization Identification

1. Group: Name, Mailing Address, Email, Phone, Fax, Website

2. Reporting for the Grant Recipient: Name, Title in Organization, Phone and Email

3. Project Lead (if different from reporting contact): Name, title in organization, phone, email

## Recreational Trail

## Budget Reporting

– Complete this section first. Reporting totals will be copied automatically on the Grant Disbursement Request form.

Please submit supporting documents listed below:

- Contractor (s)' invoices naming the Recipient that hired the Contractor (s)' services;
- Copy of all receipts for eligible expenses to which the Contribution Amount was applied;

HRM RT Maintenance and Operations Grant Summary	
HRM Contribution Amount awarded as per awarding document (including carry over and organizational expenses)	
HRM Contribution paid to date	
OTHER FUNDING SOURCES – only those received for active transportation corridors maintained	
Other Municipal funds (Councilor district funds, other grants)	
Province – CCH	
Corporate funding	
Trail Association’s own funds, including unspent HST	
Other sources of funding- please specify	
ORGANIZATIONAL EXPENSES (Include all, not just those funded from HRM Grant)	
Trail Insurance (including Commercial G/L, Volunteers)	
Membership Dues (including RSJC, NS Trails, HRTA)	
Travel – Local (for meetings related to maintenance)	
Computer Software/License	
Office expenses (including office rental, PO Box rental, supplies)	
Training relevant to trail maintenance/stewardship/ first aid	
<b>Total Organizational Expenses</b>	
<b>\$Organizational expenses above amount awarded for organizational expenses</b>	
<b>\$HRM’s contribution towards organizational expenses (up to amount awarded)</b>	

MAINTENANCE EXPENSES (Include all, not just those funded from HRM Grant)	
CONTRACTOR SERVICES- include labour and any supplies purchased by contractors directly and included in their invoices	
Snow Removal - if HRM is not providing this service	
Refuse/ Garbage Collections/ Outhouse service - if HRM is not providing this service	
Surface Maintenance, Treadway maintenance (surface repairs- potholes; asphalt, crusher dust; slopes and sub - base)	
Side of Trail Maintenance (mowing, shrub, veg removal, tree removal, blowdowns, leaners; sand, seeds & sods and plants to control erosion)	
Drainage Maintenance (culverts repairs/ adjustments; ditching repairs, erosion control measures)	
Bridge Maintenance (inspection; board repairs, minor bridge repairs)	
Railing Maintenance (inspection and repairs of railings, fencing)	
Trail Amenities Inspection and Maintenance (benches, picnic tables, kiosks, maps; garbage bins - cleaning/ repairs; graffiti removal, gates, bollards; outhouse repairs /cleaning services etc.)	

Signage Repair/Maintenance (include all types of signage repaired/ ordered at a sign maker; no new added signage is eligible, unless regulatory signage)	
Parking lot repairs (potholes filling only, not re-surfacing)	
Equipment Repair and Maintenance	
Equipment Rental	
Other- please describe	
<b>SUPPLIES/ MATERIALS/ EQUIPMENT Purchased by recipient directly and not included in the contractors' invoices</b>	
Stone and Gravel	
Lumber	
Salt/ Sand/ Salt-Sand- Mix	
Seeds, plants; sods; topsoil	
Cleaning Supplies (toilet paper, dog bags)	
Other Materials (lubricants, hardware, paint)	
Small Tools	
Personal Protection Equipment for volunteers (gloves, masks, vests)	
<b>TOTAL MAINTENANCE EXPENSES</b>	

## Grant Disbursement Request

<b>\$HRM Award</b> = HRM Contribution Amount awarded	
<b>\$Total Other Funding Sources</b> = Amount received from all other funders, including own organization's contribution	
<b>\$Organizational Expenses</b> = Total Organizational expenses reported	
<b>\$Organizational expenses above amount awarded for organizational expenses</b>	
<b>\$HRM's contribution towards organizational expenses (up to amount awarded)</b> = \$Organizational Expenses - \$ Organizational expenses paid with other sources of funding	
<b>\$Total Maintenance Expenses</b> = Total maintenance expenses reported	
<b>\$HRM's Contribution paid to date</b> = Contribution amount paid by HRM to date (\$0 if no payment was received), include carry-over, if any was recorded in the awarding	
<b>HRM's Contribution Amount Available</b> = \$Award - \$ HRM's Contribution paid to date	
<b>\$Balance from HRM contribution award</b> = \$HRM's Contribution paid to date + \$Total Other Funding Sources - Total Maintenance Expenses - \$HRM's contribution towards organizational expenses (up to amount awarded)  <ul style="list-style-type: none"> <li>• Positive result: <b>\$Surplus</b> to be carried over in the following year's grant</li> <li>• Negative result: <b>\$Deficit</b> will be paid out up to HRM's Contribution Amount Available</li> </ul>	
<b>HRM's Carry- Over</b> = \$Surplus from HRM contribution award (if <b>\$Balance</b> result is positive)	
<b>HRM's payment</b> = \$Deficit from HRM contribution award (if <b>\$Balance</b> above is negative) up to HRM's Contribution Amount Available	

Describe any outstanding project(s) expected to be completed before March 31st: Summary and expected budget (include this amount in expense report in the appropriate category)

Describe any outstanding project(s) that will not be completed before March 31st: Summary and approximate budget

**Submitted by:**

**Print name, title and contact**

**Signature:**