

Recreational Trails Maintenance and Operations Grant

Interim Disbursement Request

Please submit this report by email to HRM Offices if final grant disbursement is needed before March 1st (due to a cash deficit for projects), and 30 days before funds are required.

HRM Offices:

Emma Martin, AT Community Programs Coordinator; Email: martinem@halifax.ca

Submission date:

Recreational Trails 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

Describe any outstanding project(s) expected to be completed before March 31st: Summary and expected budget

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

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Budget Reporting

– fill this section first and the Grant Disbursement Request totals will be copied automatically on the 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	
HRM’s Contribution Amount Available = \$Award - \$ HRM’s 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	
TOTAL OTHER FUNDING SOURCES	

ORGANIZATIONAL EXPENSES (Include all, not just those funded from HRM Grant)	
Total Organizational Expenses	
Organizational expenses above amount awarded for organizational expenses	
HRM’s contribution towards organizational expenses (up to amount awarded)	

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	
SUPPLIES/ MATERIALS/ EQUIPMENT Purchased by recipient directly and not included in the contractors’ invoices	
TOTAL MAINTENANCE EXPENSES	
TOTAL OVERALL EXPENSES	



Grant Disbursement Request

\$HRM Award = HRM Contribution Amount awarded	
\$Total Other Funding Sources = Amount received from all other funders, including own organization's contribution	
\$Organizational Expenses = Total Organizational expenses reported	
\$Organizational expenses above amount awarded for organizational expenses - to be paid with other sources of funding	
\$HRM's contribution towards organizational expenses (up to amount awarded)	
\$Total Maintenance Expenses = Total maintenance expenses reported	
HRM's Contribution Amount Available = \$Award - \$ HRM's Contribution paid to date	
<p>\$Balance from HRM contribution award= \$HRM's Contribution paid to date + \$Total Other Funding Sources - Total Maintenance Expenses - \$HRM's contribution towards organizational expenses (up to amount awarded)</p> <ul style="list-style-type: none"> • Positive result: no payments until Final Reporting • Negative result:the \$Deficit up to HRM's Contribution Amount Available 	
HRM's payment = \$Deficit from HRM contribution award (if amount above is negative) up to HRM's Contribution Amount Availabl	

Submitted by (Print name, title, contact):

Signature: