

Active Transportation Grants Programs
2024-2025 AT Education and Promotion Grant Application
Deadline for the Spring - Summer Proposals: April 8, 2024
Deadline for the Fall - Winter Proposals: September 23, 2024

AT Education and Promotion Grants are intended to support community organizations interested to propose projects that address, or partially address the HRM's objectives identified in the 2014 AT Priorities Plan and 2017 Integrated Mobility Plan to increase the number of people walking and bicycling and improving the safety of people using these modes. Projects may include:

- Safety and skills training programs
- AT promotions and marketing programs
- AT education and engagement
- Transportation Demand Management programs
- AT related events
- Etiquette programs

These grants are awarded to eligible applicants as outlined in the [Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails](#) and [2024 -2025 Active Transportation Education and Promotion Grants Terms and Conditions](#):

- Applicant shall be located within the geographic boundary of the Municipality;
- Applicant shall be a Trails Organization or a Community Organization at the date an application is made;
- Applicant shall have been a Trails Organization or a Community Organization for a minimum of one year prior to the date of submission of the application;
- Applicant has Commercial G/L Insurance and/or event insurance or is covered under a group insurance;
- Applicant demonstrates that is supporting, encouraging and promoting active transportation;
- Applicant has not defaulted/ breached Grant(s)' requirements in the past years; and
- Applicant can access matching funds for any project proposed over \$1,000.

"Community Organization" means a Registered Non-Profit Organization (Society, non-profit organization; non-profit corporation) or a Registered Canadian Charitable Organization which has as one of its organizational objectives:

- the education of the general public regarding the benefits of active living through the use of MUPs or Recreational Trails and related education and skills development programs
- the promotion of Active Transportation objectives, including the safe use of MUPs or Recreational Trails and trail etiquette; or,
- the education, promotion, development or implementation of Active Transportation planning programs or transportation demand management programs;

"MUP" means a multi-use pathway or multi-use facility suitable for the broadest range of Active Transportation users including pedestrians, cyclists, skateboarders, inline skaters, including those branded by the community or the Municipality as a "Greenway" or an "Active Transportation Trail";

Submit by email at: ATGrants@halifax.ca

To arrange other methods to submit the proposal or to inquire about project eligibility before applying, please contact:

Emma Martin, AT Community Projects Coordinator
Halifax- TPW - Active Transportation
ATGrants@halifax.ca; C: 902-499-6742

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This form should be downloaded and saved first on your computer. Otherwise, information will be lost. Fill out one form for each project you are proposing.

Submission date:

Organization Identification

1. Name, Mailing Address, Email, Website:

2. Type of Organization:

- ☐ **Registered Non-Profit Organization** (a society incorporated pursuant to the Societies Act, R.S.N.S 1989, c.435, as amended; a not-for-profit corporation incorporated pursuant to the Canada Not-for-Profit Corporations Act, S.C 2009, c.23; or, a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;
- ☐ **Registered Canadian Charitable Organization** (Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) the regulations made pursuant to that Act)

3. Latest AGM date:

4. Lead contact for this application: Name, Phone and Email

5. How is your organization supporting, encouraging, and promoting active transportation? **Mark all that apply and attach supporting documentation** (e.g. RJSC registered Organization’s Statement, By-laws, Board mandate, Board approved motion/ document):

- ☐ the education regarding the benefits of active living through the use of MUPs or Recreational Trails and related education and skills development programs
- ☐ the promotion of Active Transportation objectives, including the safe use of MUPs or Recreational Trails and trail etiquette
- ☐ the education, promotion, development or implementation of Active Transportation planning programs or transportation demand management programs

Project Identification

Please refer to our website for the [Active Transportation Education and Promotion Grant Terms \(linked\)](#) to support your application and attach required supporting documents.

1. Project Title:

2. Project lead (s): Name, Address, Contact (phone and email)- if different than contact person:

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3. Project Type:

☐ **Small Community project grant under \$1,000:** smaller projects (localized) in one or more communities in HRM

- The proposal is for a project scheduled to start **within 3 months after awarding** and finish by a set deadline or March 31, 2025, whichever is sooner, and
- The grant can be requested to cover up to 100% of the project costs.

☐ **Large Community project grant of \$1,001 - \$5,000:** larger project or event (requiring significant logistics efforts) meant to reach a broader audience in communities across HRM;

- The proposal is for a project scheduled to start **within 6 months after awarding** and finish by a set deadline or March 31, 2025, whichever is sooner, and
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed.

☐ **Major project grant over \$5,001:** large project with significant logistics, partnerships and duration efforts with an intended reach across the municipality:

- The proposal is for a project scheduled to start **within 6 months after awarding** and finish by a set deadline or March 31, 2025, whichever is sooner, and
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed.

4. Project start date (not earlier than May 15, 2024) and end date (before March 31, 2025):

5. Project history:

- ☐ New project
- ☐ Project delivered in the past, but not by the same project leaders
- ☐ Yearly event
- ☐ Next phase of an existing project
- ☐ Other – please explain below:

6. Are you considering collaborating with other organizations to deliver this project? Please describe and attach a commitment (support) letter or partnership agreement:

Project Priority and Readiness

1. What HRM objective(s) for AT Education and Promotions priority does your project proposal address or partially address? **Mark all that apply and briefly describe the project objectives, targeted audience/ participants and outcomes.**

- ☐ Create public awareness of available active transportation facilities and increase the number of people who uses them in any season.
- ☐ Increase public awareness of AT benefits as a travel mode as per the four pillars identified in the Integrated Mobility Plan:

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- CONNECTING (Connects people, places, goods and services)
- HEALTHY (Safe, comfortable and convenient for all ages and abilities)
- AFFORDABLE (Investment and travel is affordable)
- SUSTAINABLE (Environmentally, socially and economically responsible).

☐Promote safe practices for all road users and increase the number of people who choose walking and bicycling.

☐Create opportunities for public to experiment active transportation as a travel mode, physical activity, civic discovery, social cohesion/connection.

☐Create a community-based culture that supports and rewards shifting travel modes to active transportation.

2. Please describe your project. Include: objectives, milestones; location, target group/ participants; cost to participate; expected reach/ promotion:

3. What are the project’s expected outcomes? How will the project have a lasting impact? What indicators will be used to measure outcomes/ impact? How will they be measured?

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4. What challenges do you anticipate from implementing this project? How do you plan to address them?

5. Health & Safety Requirements: How does the project adhere to [NSHA’s Health and Safety Protocols](#)? What measures will be in place to ensure participant safety? What can participants do to ensure they are physically safe? How would your project adapt if these protocols changed?

Funding Required

1. Total Funds required, including HST, to complete this project:

2. Total funds requested from HRM’s AT Education and Promotion Grant:

3. Only for projects over \$1,000: total amount, including HST, requested from other funding sources:

All sources of funding	2024 - 2025 Requested	2024 - 2025 Already committed
Other Municipal funds- e.g. Councillor’ district funds, HRM grants		
Provincial funding		
Federal funding		
Corporate funding		
Applicant’s own funds		
Other sources of funding- please specify:		
Total funding		

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Project costs

Only costs directly related to the project are eligible, no overhead is eligible. A full list of other non-eligible costs are outlined in the [AO 2020-011- ADM](#) .You can submit a separate budget sheet if the space below is not sufficient.

Description	Amount
Total	

Documents Checklist

Please attach the required documents below, as applicable:

Documents required for all types of applications	Check
Complete AT Education and Promotions Application	
Commercial General Liability Insurance/ Event insurance - mandatory	
Volunteer Insurance- if any volunteers are doing the work described	
Registry of Joint Stocks Companies registration renewal	
Letters/ Applications requesting funding from ALL other sources (mandatory for projects over \$1,000)	
Letter of Support/ Commitment to partner/ Partnership agreement (for projects over \$5,000)	
Letters confirming/ declining funding from ALL other sources solicited	
Quotes, estimates for any outside contractors (if available)	

STATEMENT BY THE APPLICANT

- I certify that:
- the organization understands the [terms and conditions](#) of the funding program for which the HRM AT Education and Promotion Grant Application was filled out
 - the information given in this application represents the project proposal.
 - the expected expenses are directly related to the project proposed.
 - any funding received from other sources listed as matching funds for this application will be directed towards the project proposed upon approval.
 - I understand that the funding can only be applied as per the Budget submitted with this application.

Authorized signatures (must be different than Contact person and/or Project lead):

Name (Print):	
Role:	
Signature:	
Date:	