

# AT Maintenance and Operations Grant Final Report and Grant Disbursement Request for AT Corridors on land not owned by HRM

Please submit this report by email to HRM Offices:

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

Submission date:

AT 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

## Active Transportation Facility

## Budget Reporting

– Complete this section before the Grant Disbursement. Reporting 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 AT Maintenance and Operations Grant Summary	
HRM Contribution Amount awarded in 2023-2024 as per awarding document (including carry over and up to \$2,000 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- Operational Funding for Abandoned Rails Corridors	
Province – OHV-IF Funding	
TCT Funding	
Corporate funding	
Trail Association’s own funds, including unspent HST	
Other sources of funding- please specify	
<b>TOTAL OTHER FUNDING SOURCES</b>	

ORGANIZATIONAL EXPENSES (all, not just those funded from HRM Grant)- Include HST	
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>	

MAINTENANCE EXPENSES (all, not just those funded from HRM Grant)- Include HST	
<b>CONTRACTOR SERVICES- include labour and any supplies purchased by contractors directly and included in their invoices</b>	
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(include all, not just those covered with HRM Grant)- Include HST</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>	

<b>TOTAL OVERALL EXPENSES</b>	
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## Grant Disbursement Request

<b>\$HRM Award</b> = HRM Contribution Amount awarded in 2023-2024	
<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 \$2,000 to be paid with other sources of funding</b> (e.g. CCTH, HRM- RT Grants, own funds)- <b>include the amount to your right</b>	
<b>\$HRM's contribution towards organizational expenses (up to \$2,000)</b> = \$Organizational Expenses - \$ Organizational expenses paid with other sources of funding	
<b>\$Total Maintenance Expenses</b> = Total maintenance expenses reported	
<b>50% of Total Maintenance Expenses</b> = \$Total Maintenance Expenses (including HST)/2	
<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	
<b>Balance from Other funding sources</b> = \$Total Other Funding Sources- 50% of Total Maintenance Expenses - \$ Organizational expenses paid with other sources of funding <b>- calculate this in the box below and transfer result into the right column</b>	
<ul style="list-style-type: none"> <li>• Positive result: Deduct 50 % Surplus from \$Balance from HRM contribution award</li> <li>• Negative result: Deficit to be covered by the organization with own funds</li> </ul>	

<p><b>\$Balance from HRM contribution award</b> = \$HRM's Contribution paid to date + 50% Balance from Other funding sources (if positive)- 50% of Total Maintenance Expenses - \$HRM's contribution towards organizational expenses (up to \$2,000)</p> <p>- calculate this in the box below and transfer result into the right column</p> <ul style="list-style-type: none"> <li>• Positive result: Surplus to be carried over in the following year's grant</li> <li>• Negative result: Deficit will be paid out up to HRM's Contribution Amount Available</li> </ul>	
<b>HRM's Carry Over</b> = \$Balance from HRM contribution award (if result is positive)	
<b>HRM's payment</b> = \$Balance from HRM contribution award (if amount above is negative)	

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

**Submitted by:**

**Print name and title:**

**Signature:**