AT Maintenance and Operations Grant
Final Report and Grant Disbursement Request
for AT corridors on land owned or partially owned by HRM

Please submit this report by email to HRM Offices:

Emma Martin, AT Community Programs Coordinator; Email: 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;

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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	
TOTAL OTHER FUNDING SOURCES	

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	
TOTAL ORGANIZATIONAL EXPENSES	

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.)	

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

Grant Disbursement Request

$HRM Award = HRM Contribution Amount awarded in 2023-2024	
$Total Other Funding Sources = Amount received from all other funders, including own organization's contribution	
$Organizational Expenses = Total Organizational expenses reported	
$Organizational expenses above $2,000 to be paid with other sources of funding (e.g. CCTH, HRM- RT Grants, own funds)- include the amount to your right	
$HRM's contribution towards organizational expenses (up to $2,000) = $Organizational Expenses - $ Organizational expenses paid with other sources of funding	
$Total Maintenance Expenses = Total maintenance expenses reported	
$HRM's Contribution paid to date = Contribution amount paid by HRM to date ($0 if no payment was received), include carry-over, if any was recorded in the awarding	
HRM's Contribution Amount Available = $Award - $ HRM's Contribution paid to date	
$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 $2,000) - calculate this in the box below and transfer result into the right column • Positive result: Surplus to be carried over in the following year's grant • Negative result:Deficit will be paid out up to HRM's Contribution Amount Available	
HRM's overpayment= $Balance from HRM contribution award (if result is positive)	
HRM's payment = $Balance from HRM contribution award (if amount above is negative)	

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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:

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