

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

Please submit this report by email to HRM Office with proof of paid receipts/ invoices and, if applicable, to receive the final grant disbursement. Deadline is March 1st.

HRM Office:

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 Corridor

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 as per awarding document (including carry over and up to \$2,000 organizational expenses)	
Contribution amount paid by HRM to date (\$0 if no payment was received), include carry-over, if any was recorded in the awarding	

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.)	

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)	
Personal Protection Equipment for volunteers (gloves, masks, vests)	
Small Tools	
TOTAL MAINTENANCE EXPENSES	

Grant Disbursement Request

\$HRM Award = HRM Contribution Amount	
\$Total Other Funding Sources = Amount received from all other funders, including own organization's contribution	
\$Organizational Expenses = Total Organizational expenses reported	
\$Organizational expenses above \$1,000 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	
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) <ul style="list-style-type: none"> • 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 Carry-Over = \$Surplus from HRM contribution award (if result is positive)	
HRM's payment = \$Deficit to be paid by HRM up to HRM's Contribution Amount Available - include in the right column the smaller of the \$deficit above or the HRM's Contribution Amount Available	

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: