AT Maintenance and Operations Grant
Final Report and Grant Disbursement Request
AT Corridors on land not 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:

> [blank field]

AT Maintenance and Operations Grant Awarded on (month, year):

> [blank field]

Organization Identification

1. Group: Name, Mailing Address, Email, Phone, Fax, Website

> [blank field]

2. Reporting for the Grant Recipient: Name, Title in Organization, Phone and Email

> [blank field]

3. Project Lead (if different from reporting contact): Name, title in organization, phone, email

> [blank field]

Active Transportation Corridor

> [blank field]

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 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 (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	
TOTAL ORGANIZATIONAL EXPENSES	

MAINTENANCE EXPENSES (all, not just those funded from HRM Grant)- Include HST	
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(include all, not just those covered with HRM Grant)- Include HST	
Stone and Gravel	
Lumber	
Salt/ Sand/ Salt-Sand- Mix	
Seeds, plants; sods; topsoil	
Cleaning Supplies (toilet paper, dog bags)	
Other Materials (e.g. lubricants, hardware, paint, gates locks and/or keys)	
Personal Protection Equipment for volunteers (gloves, masks, vests)	
Small Tools	
TOTAL MAINTENANCE EXPENSES	

TOTAL OVERALL 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 $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	
50% of Total Maintenance Expenses = $Total Maintenance Expenses (including HST)/2	
$HRM's Contribution paid to date	
$HRM's Contribution Amount Available = $Award - $ HRM's Contribution paid	
Balance from Other funding sources = $Total Other Funding Sources- 50% of Total Maintenance Expenses - $ Organizational expenses paid with other sources of funding • Positive result: There is a surplus from other funders • Negative result: Deficit to be covered by the organization with own funds	

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$Balance from HRM contribution award= $HRM Contribution Paid **-** 50% of Total Maintenance Expenses - $HRM's contribution towards organizational expenses (up to $2,000) • Positive result: **$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:

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