

**AT Maintenance and Operations Grant  
Interim Disbursement Report  
AT Corridor on land not owned by HRM**

**Please submit this report by email to HRM Offices if final grant disbursement is needed before March 1, 2024 (due to a cash deficit for projects), and 30 days before funds are required:**

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

**Submission date:**

**Organization Identification**

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

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

**Active Transportation Facility**

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

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**Budget Reporting**

– the totals from the Budget will be copied on to the Grant Disbursement form on the next page.

**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 (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	
<b>TOTAL OTHER FUNDING SOURCES</b>	

ORGANIZATIONAL EXPENSES (Include all, not just those funded from HRM Grant)	
<b>TOTAL ORGANIZATIONAL EXPENSES</b>	
MAINTENANCE EXPENSES (Include all, not just those funded from HRM Grant)	
<b>CONTRACTOR SERVICES-</b> include labour and any supplies purchased by contractors directly and included in their invoices	
<b>SUPPLIES/ MATERIALS/ EQUIPMENT</b> Purchased by recipient directly and not included in the contractors’ invoices	
<b>TOTAL MAINTENANCE EXPENSES</b>	
<b>TOTAL OVERALL EXPENSES</b>	

## 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	
<b>HRM's Contribution Amount Available</b> = \$Award - \$ HRM's Contribution paid to date	
<b>Balance from Other funding sources</b> = \$Total Other Funding Sources- 50% of Total Maintenance Expenses - \$ Organizational expenses paid with other sources of funding - If result is positive, additional funds are available for more than 50% of current expenses - If result is negative, the amount must be covered by the organization with own funds; current other funding sources is not sufficient to cover 50% of current maintenance expenses	
<b>50% of Surplus</b> to be used if Balance from Other Funding Sources is positive	
<b>\$Balance to be paid from HRM contribution amount</b> = \$HRM's Contribution paid to date + 50% of Surplus - 50% of Total Maintenance Expenses - \$HRM's contribution for organizational expenses (up to \$2,000) - <b>calculate this in the right column</b> - Positive result: no payment will be made until a deficit is reported - Negative results: to be paid by HRM up to HRM's Contribution Amount Available and the difference must be covered by the organization with own/ other sources' funds;	
<b>HRM's payment</b> = \$Balance from HRM contribution amount up to <b>HRM's Contribution Amount Available</b> - <b>include in the right column the smaller of the deficit above or the HRM amount available</b>	

### Submitted by:

Print name and title:

Signature:

**Organization Identification** :Name, Mailing Address, Email, Phone, Fax, Website