

# 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 January 31st (due to a cash deficit for projects), and 30 days before funds are required.

**HRM Office:**

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. Reporting for the Grant Recipient: Name, title in organization, phone, email

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

**Active Transportation Corridor**

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**

– 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)	
HRM Contribution paid 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	
<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	
<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 above \$2,000 - If result is positive, there is a surplus from other funders - If result is negative, the deficit must be covered by the organization with own funds;	
<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 Total Maintenance Expenses - \$HRM's contribution for organizational expenses (up to \$2,000) - Positive result: no payment - Negative results: \$Deficit	
<b>HRM's payment</b> = \$Deficit to be paid by HRM <b>up to HRM's Contribution Amount Available</b> - <b>include in the right column the smaller of the \$deficit above or the HRM's Contribution Amount Available</b>	

### Submitted by:

Print name and title:

### Signature: