

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

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 end of April: Summary and expected budget - include this amount in the Budget reporting table.

Describe any outstanding project(s) that will not be completed before end of April: 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 organizational expenses awarded)	
HRM Contribution paid to date (with carry-over recorded in awarding document)	
HRM's Contribution Amount Available = \$Award - \$ HRM's 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)	
TOTAL ORGANIZATIONAL EXPENSES	
\$Organizational expenses above amount awarded for organizational expenses	
\$HRM's contribution towards organizational expenses (up to amount awarded)	

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	
SUPPLIES/ MATERIALS/ EQUIPMENT Purchased by recipient directly and not included in the contractors' invoices	
TOTAL MAINTENANCE EXPENSES	
TOTAL OVERALL EXPENSES	
Other maintenance expenses expected before end of April	

Grant Disbursement Request

\$HRM Award = HRM Contribution Amount	
\$HRM's Contribution paid to date = Contribution amount paid by HRM to date	
HRM's Contribution Amount Available = \$Award - \$ HRM's Contribution paid to date	
\$Total Other Funding Sources = Amount received from all other funders, including own organization's contribution	
\$Organizational Expenses = Total Organizational expenses reported	
\$Organizational expenses above amount awarded for organizational expenses	
\$HRM's contribution towards organizational expenses (up to amount awarded)	
\$Total Maintenance Expenses = Total maintenance expenses reported	
50% of Total Maintenance Expenses = \$Total Maintenance Expenses (including HST)/2	
Other maintenance expenses expected before end of April	
Balance from Other funding sources = \$Total Other Funding Sources- 50% of Total Maintenance Expenses - \$ Organizational expenses above \$2,000- 50% Expenses expected before end of April - Positive result: Surplus from other funders - Negative result: Deficit must be covered by the organization with own funds;	
\$Balance from HRM contribution amount = \$HRM Contribution Paid + Surplus from Other funding sources - 50% of Total Maintenance Expenses - \$HRM's contribution towards organizational expenses (up to amount awarded) - 50% Expenses expected before end of April - Positive result: \$Surplus still present- NO PAYMENT - Negative result: \$Deficit to be paid out up to HRM's Contribution Amount Available	
HRM's payment = \$Deficit to be paid by HRM up to HRM's Contribution Amount Available	

Submitted by:

Print name and title:

Signature: