

**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

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

– 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 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	
TOTAL OTHER FUNDING SOURCES	

ORGANIZATIONAL EXPENSES (Include all, not just those funded from HRM Grant)	
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	
SUPPLIES/ MATERIALS/ EQUIPMENT Purchased by recipient directly and not included in the contractors’ invoices	
TOTAL MAINTENANCE EXPENSES	
TOTAL OVERALL EXPENSES	

Grant Disbursement Request

\$HRM Award = HRM Contribution Amount awarded in 2023-2024,	
\$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 = Contribution amount paid by HRM to date	
HRM's Contribution Amount Available = \$Award - \$ HRM's Contribution paid to date	
Balance from Other funding sources = \$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	
50% of Surplus to be used if Balance from Other Funding Sources is positive	
\$Balance to be paid from HRM contribution amount = \$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: to be paid by HRM up to HRM's Contribution Amount Available	
HRM's payment = \$Balance from HRM contribution amount (if negative) up to HRM's Contribution Amount Available - include in the right column the smaller of the deficit above or the HRM amount available	

Submitted by:

Print name and title:

Signature:

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