

Communities, Culture, Tourism and Heritage (CCTH), offers the **Recreational Trail Expansion Program (RTEP)** is to assist municipalities and not-for-profit organizations to develop new recreational trails, expand recreational trails and make capital upgrades to existing trails in order to increase opportunities for Nova Scotians to recreate in the outdoors, connect with nature and to get moving which respond to the [Shared Strategy for Trails in Nova Scotia](#).

ELIGIBLE APPLICANTS

- Registered community associations and non-profit societies with active status including clubs and associations;
- Mi'kmaq Band Councils, Municipalities and Villages.

ELIGIBLE AND INELIGIBLE INITIATIVES

- Projects are eligible to apply for up to 1/3 of the total capital cost of the project to a maximum of \$150,000.
- Trails must be open to the public.
- An organization is eligible to receive one (1) grant per year for a project.
- Funding received from other provincial government departments can affect the amount of the grant awarded by CCTH. Provincial government funding cannot exceed 75% of the project's total cost.
- Large equipment purchases and buildings are ineligible.
- The cost to purchase land is ineligible.

GRANT DISBURSEMENT

- Groups will be informed of the status of their application following the review process.
- A *Terms and Conditions Grant Agreement* will be sent to each successful applicant.
- A grant installment / payment will be made once the grant agreement is signed and returned
- CCTH will provide the successful applicant with final report documents including a financial statement template and logs for recording donated labour, equipment, and materials.
- If the grant recipient uses donated materials, equipment and/or labour as part of their contribution, detailed records will be required at the time of final reporting. Samples of logbooks are available.
- Approval of the final report by CCTH enables final grant payment to be made, if applicable.
- Projects must be complete within the indicated fiscal year(s) specified in the Terms and Conditions document.
- Please Note: supporting documents may be requested at any time throughout the project and for up to four (4) years after project completion.
- If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application and Minister's letter of commitment, the Trails Consultant cchtrailgrants@novascotia.ca must be informed in writing as soon as possible.

APPLICATION PROCEDURE AND PROCESS

- A completed application form, signed by two officers of the association, **must be submitted by 4:30 p.m. on or before Tuesday, March 14, 2023** to be considered for funding.

APPLICANTS MUST PROVIDE THE FOLLOWING:

- A detailed project description.
- Response of how the project meets, supports, influences the **Application Review Factors**, which are:
 - Community benefit and impact.
 - Needs assessment and project planning.
 - Long-term sustainability.
 - Community partnerships
 - Safe and Secure Environments.
 - Contributes to community health
 - Project management and accountability
 - Commitment by applicant.
- Land access details:
 - Proof of Letter of Authority (LOA) along with number if trail is on crown land
 - Landowner permission - proof of access to land for minimum of 10 years via deed, lease, or municipal resolution.
- Joint Stocks registration number.
- If applicable, a letter from the Municipality acknowledging awareness of the applicant, the project, and details of any Municipal involvement with regards to funding and/or contribution assistance.
- If available, sketches or engineering drawings must be provided.
 - Using a budget template, detail all sources of project funding. Applications must demonstrate a process of competitive pricing or tendering for goods and services relating to the project. (i.e. obtain a minimum of three estimates). If estimated values of donated materials, equipment and/or labour are to be used, they should be based on fair market value of the product or service. Labour rates should be quoted at \$20/hr unless it can be shown that specialized skills or products were required and industry standards for costing were assumed. Proof of such will be required and may be in the form of professional or red-seal certification or invoiced professional services.
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws is necessary.
- In certain cases, the Province reserves the right to require additional information to be used in assessing an application.
- Changes to the purpose of the project are not permitted without prior approval of CCTH.

GRANT RECOGNITION

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia by following [CCTH Acknowledgment Guidelines](#).

FOR MORE INFORMATION

CONTACT YOUR REGIONAL OFFICE:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager Email Larry.Maxwell@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney. NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager Email CentralRegion@novascotia.ca

Phone: 902-456-5908

Courier/Mail: Homburg Bldg, 3rd Floor, 1741 Brunswick Street Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Regional Manager Email FundyRegion@novascotia.ca

Phone: 902-324-8392

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gun, Regional Manager Email HighlandRegion@novascotia.ca

Phone: 902-870-7278

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties, District of Argyle

Anna Haanstra, Regional Manager Email Anna.Haanstra@novascotia.ca

Phone: 902-930-2872

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood Email Anna.Sherwood@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7