

## Small Grant Program Policy TR-01

---

### **1. Purpose**

The goal of the ATVANS Small Grant Program is to provide funding through the Off Highway Vehicle Infrastructure Fund to support the development and maintenance of single or shared-use trails managed or used by the ATVANS Member Clubs. The program also provides funding to NS Trails Community Trail Groups who permit ATV use on their trails.

### **2. Scope**

This policy applies to all ATVANS member clubs currently in good standing and to NS Trails Community Trail Groups who permit ATV use on their trails

### **3. Policy**

The program and policy is developed to recognize the need for easily accessible funding. Clubs are encouraged to have a completed trails inventory which consists of having all main trails gps'ed, ground truthed to ensure they are legal routes and have been submitted to the Trails Coordinator for addition to ATVANS Provincial Trail Network in the proper format. Clubs with their inventory completed will be given priority.

#### Eligible Projects

- Re-surfacing
- Addressing drainage issues
- Repairing or replacing bollards, gates, turnstiles, fencing
- Brush cutting
- Signage
- Replacing or maintaining bridge decking, railings, superstructure
- Replacing culverts
- Acquisition of maintenance equipment for project specific work (leasing or rental)
- Addressing catastrophic events caused by environmental or man-made disasters which threaten the continuity of the trail due to extensive infrastructure damage.
- New infrastructure or trail upgrades
- Engineering / professional or planning assistance

## Small Grant Program Policy TR-01

---

### General Info

- May be applied for throughout the year.
- Projects will be eligible for up to 50% of the total project value not to exceed the project cash outlay costs to a maximum of \$7,500.00, per application, upon approval.
- In kind donations accepted as part of total project value.
- Limited amount of money in the budget, when the budget is exhausted funding program is over for the year unless new money can be obtained by ATVANS for the program.
- Applications from community based trail groups must be received through NS trails, be complete and have a letter of support from the local ATVANS member club.
- Only one application can be made by a club at any one time, and any new applications will not be considered unless any previous funding has been finalized.
- Awarded on a first come, first serve basis with priority given to those clubs who have not yet received funding from the Off Highway Vehicle Infrastructure Fund, work is required due to safety concerns, provides for club connectivity or provides an alternative route.
- This program cannot be used in conjunction with or to lever funds from the Off Highway Vehicle Infrastructure Fund with the exception of a joint project funded by the SANS Small Grant Fund and the joint funds do not exceed 50% of the total project value and total cash outlay of the project.

### Application to Include

- Outline of work to be done
- Budget with outline of other sources of revenue/funding and in-kind
- Costs breakdown / budget on provided excel spreadsheet
- Evidence of landowner(s) permission.
- Map and electronic data showing location of project
- Pre-construction photos
- A completed ATVANS Trails Development and Maintenance Application Form signed by the president or vice-president of the club / community trail group
- Additional information or site visits by the ATVANS Trails Committee or Executive member may be necessary
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws, building codes, trail and riding area construction guidelines. Regulatory bodies may include:
  - Local Municipal Unit
  - NS Department of Natural Resources
  - NS Department of Transportation and Infrastructure Renewal

## Small Grant Program Policy TR-01

---

- NS Department of Environment and Labour
- NS Department of Agriculture
- NS Department of Tourism, Culture and Heritage
- NS Department of Fisheries and Aquaculture
- Fisheries and Oceans Canada
- Navigable Waters - Coast Guard
- Fire Marshal
- Local building inspector
- NS Power

### Payment of Grants

- ATVANS Executive to review community-based trails groups applications in regards to the importance of the project to the Provincial ATV Trail Network.
- Should the project need to be modified, written permission to reallocate funding is required from the ATVANS Executive.
- The recipient must recognize through signage the ATVANS and the Off Highway Vehicle Infrastructure Fund contribution to the funded project. Signage will be provided by ATVANS and must be installed prior to the club receiving the final 20%.
- Upon review and approval by the ATVANS Executive, the applicant will be notified and an initial payment of 80% will be issued or if prior arrangements have been made 100% payment when the project has been completed and approved by the Executive.
- All projects must be completed in a timely manner of 6 months or less after receipt of payment.
- A final report must be submitted to the ATVANS Trails Coordinator upon completion of the work to receive the final 20%. The report will include a summary of work done and a financial/in-kind summary including photocopies of receipts, checks issued postconstruction photos and budget summary.

### Note

To submit your application and for all related info about the program please contact ATVANS Trails Coordinator, Eric Rideout:

Email: [atvans-trails@atvans.org](mailto:atvans-trails@atvans.org)

Phone: 902-225-5217

#### **4. Attachments**

Annex A: Small Grant Program Application Form

