

OHV Infrastructure Fund Application - Trails

**Mandatory to provide all information as per the Application Checklist –
Incomplete applications will be returned.**

Please Clearly PRINT or TYPE and complete the form below and return to:

Mail to: Trail and OHV Program Administrator Department of Public Works 1672 Granville Street, 2nd Floor Johnston Building, Halifax, NS B3J 3Z8 Or email to OHVIF.application@novascotia.ca	For Committee Use Only																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Received:</td> <td style="width: 25%;"></td> <td style="width: 25%;">Initial:</td> <td style="width: 25%;"></td> </tr> <tr> <td>Approved:</td> <td></td> <td>Grant:</td> <td></td> </tr> <tr> <td>Response:</td> <td colspan="3"></td> </tr> <tr> <td>Project No.</td> <td colspan="3"></td> </tr> </table>	Received:		Initial:		Approved:		Grant:		Response:				Project No.			
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Note: The information provided with this application may be used by the Province of Nova Scotia to aid in the development in best management practices for the construction and maintenance of OHV trails.

The following are eligible for OHV Infrastructure Fund (Trails) assistance:

- **Not-for-profit groups** registered under the Societies Act (or equivalent) and in good standing. (Not-for-profit groups must be members of either SANS (Snowmobiler's Association of NS), ATVANS (All- Terrain Vehicle Association of NS), NSORRA (NS Off-Road Riders Association), or NSTF (NS Trails Federation) and operating under the policies and principles of that organization, or
- **Landowners** through a not-for-profit organization.
- **Municipalities**

Project Information					
Organization:			Registry Joint Stocks #:	Date:	
Project Title:					
Authorized Users: (Check all that apply)	<input type="checkbox"/> ATVs	<input type="checkbox"/> Snowmobiles	<input type="checkbox"/> UTVs	<input type="checkbox"/> Off-Road Motorcycles	<input type="checkbox"/> Off-Road Trucks /SUVs
<input type="checkbox"/> Other (Specify)					
Trail Name (or Route where applicable):					
Nearest Community:		Provincial Map Book Reference:	Page:	Box:	
Coordinates (Trail head):			Northing:		Easting:

Project Contact	Alternate
Name:	Name:
Title:	Title:
Address:	Address:
Postal Code:	Postal Code:
Phone: (Day)	Phone: (Day)
(Evening)	(Evening)
Fax:	Fax:
Email:	Email:

Section 1 - Project Overview

The OHV Infrastructure Fund helps organizations optimize the use of existing trails and infrastructure. The fund is most interested in projects that reduce the need for new trail development, improve user safety, avoid vulnerable and high conservation value areas, contribute to environmental protection, demonstrate a shared-use approach to trail management, and allow for reasonable public access to the trail network and the experiences it can offer.

Project Summary: (Attach further information as detailed in the Application Checklist)	
Short description of type of work:	Check all that apply: Trail Construction <input type="checkbox"/> New Infrastructure <input type="checkbox"/> Maintenance (<i>For Managed Rail Trail, see Maintenance Funding Application</i>) <input type="checkbox"/> Reconstruction of Old Existing Route Bridge/Water crossings <input type="checkbox"/> New <input type="checkbox"/> Existing Repair/Upgrade <input type="checkbox"/> Existing/ Replacement <input type="checkbox"/> Vegetation Management <input type="checkbox"/> Signs <input type="checkbox"/> Ditching/Drainage <input type="checkbox"/> Tread Resurfacing <input type="checkbox"/> Environmental Remediation

Section 2 – Sustainable OHV Trail Network

Please start answers on sheet and attach additional information as needed. *Unanswered questions will result in lower scoring.*

***Photos are helpful in our decision making.**

<p>A) Describe how your project supports the OHV Trail Network/Riding Areas using the following bullets: (30pts)</p> <ul style="list-style-type: none"> • Contributes to a system of managed trails/riding area • Focus on upgrading existing trail • Minimizes unnecessary construction • If new trail, explain why • Enhances user experience and user safety

B) Describe how your project addresses Land Use Conflict using the following bullets: (20pts)

- **Contributes to a low-density trail network with more concentrated use of fewer better managed trails in sensitive areas**
- **Recognizes and values non-motorized recreation**
- **Reduces user conflicts**
- **Minimize impact on high conservation value land and sensitive areas**
- **Identify if any permits are required**
- **Is landowner permission attached, if not explain why?**

C) Demonstrate how your project Facilitates Community Driven and Supported Trail Development by including letters of support from one or more of the following: (20pts)

- **ATVANS and/or member club**
- **SANS and/or member club**
- **NSORRA**
- **NSTF**
- **Community agencies**
- **Community Organizations**
- **Municipalities**
- **Businesses**

D) Describe how your project Maximizes the Benefit of the Fund to Support the Greatest

Number of Users and User Groups using the following bullets: (15pts)

- Supports OHV riding opportunities for the greatest number of users
- Contributes to the construction/maintenance of shared use trail

E) Describe how your project demonstrates Sound Financial Management using the following bullets: (15pts)

- Sound project cost breakdown and budget summary
- Process for ensuring competitive pricing and or tendering
- Realistic long-term management in place (describe maintenance plan)

Section 3 – Trail Bridges

If no bridge, please check this box and skip to Section 4

Trail bridges require a qualified engineer. You must submit engineering drawings with your application. The quality of the workmanship used to construct trail bridges must be in accordance with the engineering drawings. For bridges constructed on Crown land, the minimum basis for design and construction are set out in Canadian Highway Bridge Design Code, CSA-S6.

A guide to construction standards and drawings is available on our website: novascotia.ca/natr/ohv/trail-bridges.asp. Before we release final funds for a project that includes a trail bridge, we must have final approval or sign-off from both a qualified engineer and the landowner.

1) What is the importance of this bridge within the trail network? What is the nearest alternative route?

2) Have the design and installation plans been approved by the landowner? If no explain why.

3) Describe the bridge(s) to be installed or the repair work needed.

4) If engineer design/drawings are not provided please explain why.

Section 4 – Exceptional Funding

F) The committee recognizes in some circumstances a project cannot generate in-kind or additional funding. Exceptional funding requests will be considered on a case-by-case bases.

If you wish to be considered for funding greater than \$50,000 and or 50% of the costs due to high overall cost of the project, please describe your project using the following bullets:

- Project discussed in detail with their relevant provincial association (SANS, ATVANS, NSORRA, NSTF)
- Lack of in-kind or other financial support due to nature of project
- High overall capital expenditure

**1) Have you discussed this project in detail with your relevant provincial association, (All - Terrain Vehicle Association of Nova Scotia - (ATVANS), Snowmobile Association of Nova Scotia – (SANS), Nova Scotia Off-Road Riders Association – (NSORRA), Nova Scotia Trails Federation – (NSTF) and obtained a letter of support for this application. If no, why?
*See Contact List at the end of application**

2) Is there lack of in-kind or financial support available, please explain why?

3) Explain high overall capital expenditure for the project

Sample Cost Breakdown Summary

Complete the form below, adding rows as needed or download Excel version located here: <http://novascotia.ca/natr/ohv/fund-application.asp>

Item and description	Cost per Item or per Hour	# of Items or # of Hours	Value	In-kind Portion of Value	Cash Outlay	HST (on cash outlay only)	
			Total Project Value including HST	Total In Kind	Cash Outlay Before Taxes	HST	Total Cash Outlay Including HST

Budget Summary

Total Project Cost (complete the form below)	\$
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Applicant Contributions

Applicant Contribution	Source	Amount	Approved	Pending
Fundraising				
Cash Available for Project				
Bank Loans				
Donated Material				
Donated Labour				
Donated Equipment				
Projected Revenues				
Other (Specify)				
Other (Specify)				
Other (Specify)				

Total Applicant Contribution	\$
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Funding from Other Sources (Do not include amount requested from OHV Fund)

Agency	Program	Amount	Approved	Pending
Federal				
Provincial				
Municipal				
Other (specify)				
Other (specify)				
Other (specify)				

Total Funding from Other Sources	\$
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Total Project Funding

Total Project Funding= Total Applicant Contribution + Total Funding from Other Sources

Total Project Funding	\$
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Amount Requested from OHV Infrastructure Fund - Trails

(Up to 50% of total project costs – usually not to exceed a maximum of \$50,000 annually)

Total Amount Requested	\$
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Application Requirements Checklist

Organizations applying to the OHV fund for the first time:

- Constitution and by-laws
- List of executives
- Proof of incorporation

*If your organization has received a grant in previous years only provide Registry of Joint Stocks number.

Application must include:

- Evidence of landowner permissions (For Crown LOA first page showing LOA number and last page showing map)
- Detailed cost breakdown
- A letter of endorsement from the associated Provincial OHV/Trail organization(s) – (SANS, ATVANS, NSORRA, NSTF). Demonstrating support for the project, member of good standing and covered by association insurance policy (min \$5,000,000)
- Map of appropriate scale to show location of work
- Where applicable, architectural and/or engineering drawings
- Endorsement from local OHV user group(s) and/or local trail group(s), if relevant (i.e. landowners)
- Proof of liability insurance for a minimum of \$5,000,000 if not included in endorsement letter
- Any other supplemental details

If applicable, proof of approval by regulatory bodies and compliance with local by-laws, building codes, trail and riding area construction guidelines. Regulatory bodies may include:

- Local Municipal Unit
- NS Department of Transportation and Infrastructure Renewal
- 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
- NS Department of Natural Resources

Applicant's Declaration: (Must be signed by two Executive Members of the Organization)

On behalf of, and with the authority of the organization, we certify that the information given in the application for a grant is correct in every respect and that the organization understands the conditions of the OHV Infrastructure Fund – Trails.

Title:	Title:
Signature:	Signature:
Date:	Date:

Have questions or require assistance in completing the application? **Contact one of the associations:**

<p>Snowmobilers Association of Nova Scotia 5516 Spring Garden Road, 4th Floor Halifax, NS B3J 1G6</p> <p>Mike Eddy, General Manager Tel: 902-425-5450 ext. 360 Fax: 902-425-5606 Email: generalmanager@snowmobilersns.com</p>	<p>Nova Scotia Off Road Riders Association 50 Tacoma Drive PO Box 28071 Dartmouth, NS B2W 6E2</p> <p>Josh Kelly, President Tel: 902-478-8255 Email: president@nsorra.ca</p>
<p>ATV Association of Nova Scotia 11 Glendale Avenue, Unit 3 Lower Sackville, NS B4C 3P2</p> <p>Barry Bernet, Executive Director Tel: 902-402-2728 Email: executivedirector@atvans.org</p>	<p>Communities Culture Tourism and Heritage 149 Church, Unit 4 Antigonish, NS B2G 2E2</p> <p>Rae Gunn, Highland Regional Representative Tel: 902-863-7381 Email: rae.gunn@novascotia.ca</p>
<p>Nova Scotia Trails Federation (NS Trails) 5516 Spring Garden Road, 4th floor Halifax, NS B3J 1G6</p> <p>Beth Pattillo Tel: 902-679-7715 Email: bethpattillo1@gmail.com</p>	<p>Department of Public Works 1672 Granville Street, 2nd Floor Halifax, NS B2J 3Z8</p> <p>Corey Robar, Trail and OHV Program Officer Tel: 902-233-3526 Email: corey.robar@novascotia.ca</p>