OHV Infrastructure Fund Application - Trails

**Mandatory to fill out all questions – Uncompleted applications will be returned.**

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

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| --- | --- | --- | --- | --- |
| **OHV Infrastructure Fund Committee**  c/o Krista Brewer-MacKenzie  PO Box 194  Lakeside NS B3T 1M6 | **For Committee Use Only** | | | |
| Received: |  | Initial: |  |
| Approved: |  | Grant: |  |
| Response: |  | | |
| Project No. |  | | |

**Please 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 (i.e. Farmers, woodlot owners, etc.)/Occupiers** through a not-for-profit organization.

 **Municipalities**

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| **Project Information** | | | | | | | | | | |
| Organization | | | | | | | | Client No. (if known) | | Date: |
| Project Title | | | | | | | | | | |
| Authorized Users:  (Check all that apply) | □ ATVs | □ Snowmobiles | | □ UTVs | | □ Off road  Motorcycles | | □ Off road trucks /SUVs | | |
| □ 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:

**Project Overview**

The fund is to facilitate the efforts of organizations in optimizing the use of existing trails and infrastructure with a goal to reducing the need for new trail development and improving user safety, avoiding vulnerable and high conservation value areas and contribute to environmental protection. It is also supports projects that demonstrate shared- use approach to the management of their trails and allows for reasonable public access to the trail network and the experiences it can offer. Please provide a brief overview of the project and the work to done.

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| **Project Summary:** - attach further information as detailed in the Application Checklist | |
| Short description of type of work | (Check all that apply.)  **Trail Construction**  □ New Infrastructure  □ Maintenance on Existing Managed Trail  □ Reconstruction of Old Existing Route  **Bridge/Water crossings**  □ New  □ Existing Repair/Upgrade  □ Existing/ Replacement  □ **Vegetation Management**  □ **Signs**  □ **Ditching/Drainage**  □ **Tread Resurfacing**  □ **Environmental Remediation** |
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**Sustainable OHV Trail Network**

Please start answers on sheet and attach additional information as needed.

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| **1) Explain why this trail is needed or desired? (e.g. complete loop opportunity, connect to community or essential service, avoid environmentally sensitive or vulnerable sites, supports a riding area or managed trail network.) Does it reduce off trail riding?** |
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| **2) How will the fund improve or enhance user safety?** |
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| **3) Have you submitted written confirmation of land owner permission? yes /no If not why?** |
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| **4) What permits or permissions are needed and have the necessary permits been approved? yes /no**  **If not why?** |
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| **5) Does this project relocate or improve condition of trail associated with ecologically vulnerable sites or protected lands?**  **yes /no**  **If yes, please explain.** |
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| **6) How does this project improve the user experience?** |
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**Trail Bridges**

IF NO BRIDGE, MOVE TO QUESTION # 11

It is important that the quality of workmanship used to construct trail bridges must be in accordance with the engineering drawings. The Canadian Highway Bridge Design Code, CSA-S6, is to be used as the minimum basis for the design and construction of bridges to be constructed on Crown land. It is recommended that the Construction Standards and Drawings available from [http://novascotia.ca/natr/ohv/trail-bridges.asp b](http://novascotia.ca/natr/ohv/trail-bridges.asp)e considered for the construction, replacement or repair of all bridges when applying for OHV funding.

Note: Receipt of complete funding relies on final approval or sign off from a qualified engineer **and** the land owner.

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

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| **7) What is importance of this bridge within the trail network? What is the nearest alternative route?** |
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| **8) Have the design and installation plans been approved by the landowner? If not explain why.** |
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| **9) Describe the bridge(s) to be installed or the repair work needed. Include sketch or drawing with if possible.** |
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| **10) Has the work been approved by a qualified professional experienced in bridge design? If not why?** |
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**Community Support and Benefit**

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| **11) Does this project connect the trail network to services, trail head or other points of interest? Please explain.** |
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| **12) How does this project specifically benefit local communities?** |
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| **13) What support from local community organizations or local governments has been expressed ?** such as landowners,  adjacent landowners, OHV clubs, dealers, business, development agencies, municipalities, government departments and/or provincial/local not-for-profit organizations. |
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| **14) Provide details for long term management/maintenance of the trail or structure (supporting documentation of landowner**  **agreement is required)** |
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| **15) What steps have been taken to ensure a process of competitive pricing or tendering for goods and services?** |
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**OHVIF Application Evaluation Summary**

Scoring of your application will be based upon the following;

**A) Support of the OHV Trail Network/Riding Areas – 30 pts SCORE**

 Contributes to a system of managed trails/riding area

 Focus on upgrading existing trail

 Minimizes unnecessary construction

 Enhances user experience and user safety

**B) Reduce Environmental Impact and Land Use Conflict – 20 pts**

 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

 Avoids high conservation value land and sensitive areas

**C) Facilitate Community Driven and Supported Trail Development – 20 pts**

 Supported by one or more of the affiliate OHV organizations

 Fits goals of relevant provincial organizations

 Support of other community agencies, organizations and businesses

**D) Maximize the Benefit of the Fund to Support the Greatest Number of**

**Users and User Groups – 15 pts**

 Supports OHV riding opportunities for the greatest number of users

 Contributes to the construction/maintenance of shared use trail

**E) Sound Financial Management, Detailed Cost Breakdown Summary – 15 pts**

 Sound project cost breakdown and budget summary

 Realistic long term management in place

**F) Urgency**

 Urgent Nature – **Yes / No TOTAL**

**Sample Cost Breakdown Summary**

**Complete the form below, add 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) | |
|  |  |  | $ - |  | $ - | $ - |  |
|  |  |  | $ - |  | $ - | $ - |  |
|  |  |  | $ - |  | $ - | $ - |  |
|  |  |  | $ - |  | $ - | $ - |  |
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|  |  |  | $ - |  | $ - | $ - |  |
|  |  |  | $ - |  | $ - | $ - |  |
|  |  |  | $ - |  | $ - | $ - |  |
|  |  | **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) $

**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** $

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 $

**Total Project Funding**

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

**Total Project Funding** $

**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** $

**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: |
|  |  |

**Application Requirements Checklist**

Applications must include a statement demonstrating how the project contributes to OHV trails and riding areas and how the project meets the following criteria:

 Whether it is a new development, an expansion to an existing trail system or an infrastructure maintenance project,

 Enhancements to OHV opportunities,

 How the project avoids vulnerable and high conservation value areas and contributes to environmental protection,

 Potential to provide an alternative to inappropriate OHV routes or areas,

 Community benefit and impact,

 Long-term sustainability for OHV use – provide details for long term management/maintenance (Documentation supporting long-term commitment of landowner where applicable.)

 Resourcefulness/partnerships,

 Commitment by the applicant,

 Sound planning.

Organizations applying to the OHV fund for the first time:

 Constitution and by-laws,

 List of executive,

 Proof of incorporation.

If your organization has received a grant in previous years only provide proof of good standing with Joint Stocks.

Applicant needs to include:

 Endorsement from local OHV user group(s) and/or local trail group(s), if relevant.

 Documentation supporting long term commitment of all landowners associated with the project.

 Cost breakdown.

 Letters of support from stakeholders/partners such as landowners, adjacent landowners, OHV clubs, dealers, business development agencies, municipalities, government departments and/or provincial/local not-for-profits.

 A letter of endorsement from the associated Provincial OHV/Trail organization(s) is required – (SANS, ATVANS, NSORRA, NSTF).

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 Natural Resources |
|  | 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 |
|  |  | Where trails involve Crown land, the applicant must have a Letter of Authority from the appropriate agency (in most |
|  |  | cases this will be Dept. of Natural Resources or Environment and Labour). |
|  |  | Where applicable, architectural and engineering drawings must be made available to the reviewers |
|  |  | Proof of liability insurance for a minimum of $5,000,000 and naming the associated provincial organization as an |
|  |  | additional insured. |
|  |  | **Map of appropriate scale to show proposed trail route or area.** |
|  |  | Supplemental details. |

**Have questions or require assistance in completing the application?**

**Contact one of the associations:**

|  |  |
| --- | --- |
| **Snowmobilers Association of Nova Scotia**  5516 Spring Garden Road, 4th Floor,  Halifax, Nova Scotia  B3J 1G6  **Trails Coordinator**  **Tel:** 902425-5450 x360  **Fax:** 902-425-5606  **Email:**  trailcoordinator@[snowmobilersNS.com](mailto:i@snowmobilersNS.com) | **Nova Scotia Off Road Riders Association**  50 Tacoma Dr.  PO Box 28071 Tacoma  Dartmouth N.S. B2W 6E2  <http://www.offroadriders.ca/>  **Tel:** 902-210-8100  **Fax:** 902-435-3894 |
| **ATV Association of Nova Scotia**  P.O. Box 46020  Novalea RPO Halifax, Nova Scotia B3K 5V8  **Corey Robar, Trails Coordinator**  **Tel:** 902-521-9790  **Email:**  [trails@atvans.org](mailto:trails@atvans.org) | Communities Culture and Heritage, Halifax, NS  **Wayne Matheson, Coordinator, Facility Development**  Tel: 902-424-4408  Email: Wayne.matheson@novascotia.ca |
| **Nova Scotia Trails Federation (NS Trails)**  **Holly Woodill, President**  5516 Spring Garden Road, 4th floor  Halifax, NS B3J 1G6  **Tel:** 902**-**425-5450 x325  **Fax:** 902-425-5606  **Email:**  [nstrails@sportnovascotia.ca](mailto:nstrails@sportnovascotia.ca) | **Department of Natural Resources**  **Doug Oliver, OHV Coordinator**  15 Arlington Place  Truro, NS  B2N 0G9  **Tel:** 902-890-3777  **Email:** [Doug.oliver@novascotia.ca](mailto:Doug.oliver@novascotia.ca) |