

PHYSICAL ACTIVITY, SPORT AND RECREATION

HEALTH PROMOTION AND PROTECTION (HPP) VALUES: Nova Scotians working together to make our province a safe and healthy place in which to live, work and play.

HPP AND PHYSICAL ACTIVITY, SPORT AND RECREATION (PASR) ARE COMMITTED focuses on achieving better health outcomes and improving quality of life for Nova Scotians through participation in physical activity, sport and recreation.

(Department of Health Promotion and Protection 2007-08 Business Plan)

ENGINEERING ASSISTANCE GRANT PROGRAM

DESCRIPTION: Trails often require structures or other components that require the expertise of a professional engineer to ensure they are safe and pose no risk to the environment. The *Engineering Assistance Grant Program* is designed to provide trail builders and managers with a source of funding to help them hire engineering expertise when it is required.

BACKGROUND: Over the past two decades the trail movement in Nova Scotia has expanded to include more than 200 community groups and other trail interests. Support from governments (federal, provincial, municipal), the private sector (foundations and other non-profit agencies) have supported the work of trails-related organizations that play an integral role in the planning, development, and management of a broad spectrum of trail opportunities enjoyed by Nova Scotians.

GOAL

The *Engineering Assistance Grant Program* provides funding to organizations and municipalities for hiring engineers when building, maintaining, and supporting multi-use trails and non-motorized single-use to help ensure Nova Scotia's trails are both safe for trail users and environmentally sound.

PRINCIPLES

The principles that guide the *Engineering Assistance Grant Program* are:

Flexibility – Responding to the diverse needs of community trail groups and provincial/regional trail organizations.

Timeliness – Responding in a timely manner to the needs of community trail groups, municipalities and provincial/regional trail organizations.

Community Development – Following the established community trail model and government's community development principles.

Sustainability – Addressing sustainability requirements and challenges.

APPLICATION PROCESS

Potential applicants should contact their local Regional Representative and/or the Trails Consultant to discuss their proposal, determine its eligibility, and seek advice or assistance (see *attached Contact List*.)

Proposals are accepted at any time.

Proposals should be submitted to the Trails Consultant.

ELIGIBILITY GUIDELINES

Proposals will be accepted from the following organizations providing they have a mandate to build, maintain, and support trails:

- Public organizations incorporated as non-profit societies under the *Societies Act* (Nova Scotia) and other public organizations deemed equivalent by Nova Scotia Health Promotion and Protection
- Municipal units designated under the *Municipal Government Act* (Nova Scotia)

Eligible Initiatives

- Inspection and assessment of existing trail structures
- Components of planning requiring an engineer (i.e. site plan for a bridge)
- Design of trail components which must be engineered to a specific standard
- Rehabilitation plans
- Other occasions when it is appropriate to seek the advice of a professional engineer

FUNDING GUIDELINES

Criteria

Applicants are encouraged to contribute to the overall cost of the initiative. The contribution level required depends on need and the ability of the applicant to contribute.

Proposals received from provincial or regional organizations must show support for the initiative from local trail groups or municipal unit(s).

Approval Process

Proposals are reviewed by the Trails Consultant, local Regional Representative and other staff from HPP, as required.

Recognition of Funder

Prior to the payment of funds, representatives from Nova Scotia Health Promotion and Protection will engage funding recipients in discussions to develop and agree upon a strategy for recognizing the funding contributions made by the Government of Nova Scotia for each initiative. The strategy will include provisions such as:

- Clearly display the Nova Scotia Health Promotion and Protection logo on all promotional materials associated with the initiative
- Display a plaque or other appropriate signage on the trail to give permanent visual recognition to the department/government
- Participate in public announcements about the initiative, etc.

PAYMENT OF FUNDS

Initial Payment: An initial payment (usually 80% of the approved amount) will be made once the preparatory work to hire an engineer is sufficiently advanced (i.e. request for proposals (RFP), cost estimates, etc.). The remaining funds (usually 20%) will be provided upon receipt of either the annual or final progress report.

Requests to Modify Approved Proposals: If modifications are required to an initiative approved for funding, applicants must discuss the required changes with the Trails Consultant

and receive written approval to reallocate the funds for another purpose.

Annual Progress Report: If the funding period spans more than one year, a brief report outlining the results achieved during the funding period is required on March 1st to keep the initiative in good standing.

Final Progress Report: Final payments will be made upon completion of the initiative and submission of a final report which must be received by the Trails Consultant on or before March 1st. Contents of the final progress report include a brief written description of the initiative, its results, financial statement, and invoice from the engineer who was contracted.

CONTACT LIST

<p>Cape Breton Region Serving Cape Breton Island 380 Kings Road Sydney, NS B1S 1A8</p> <p>Larry Maxwell, Regional Representative (902) 563-2380 Fax (902) 563-2565 EMAIL: LARRY.MAXWELL@GOV.NS.CA</p>	<p>Highland Region Serving Counties of Guysborough, Antigonish and Pictou 149 Church Street, Suite 4 Antigonish, NS B2G 2E2</p> <p>Gerard MacIsaac, Regional Representative (902) 863-7380 Fax (902) 863-7477 EMAIL: GERARD.MACISAAC@GOV.NS.CA</p>
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<p>Fundy Region Serving Counties of Cumberland and Colchester and the Municipality of East Hants 80 Walker Street, Suite 1 Truro, NS B2N 4A7</p> <p>Jim Campbell, Regional Representative (902) 893-6215 Fax (902) 896-2425 EMAIL: JIM.CAMPBELL@GOV.NS.CA</p>	<p>Valley Region Serving Municipalities of West Hants, Clare and Counties of Annapolis, Kings and Digby 35 Webster Street, Suite 102 Kentville, NS B4N 1H4</p> <p>Mike Trinacty, Regional Representative (902) 679-4390 Fax (902) 679-6748 EMAIL: MIKE.TRINACTY@GOV.NS.CA</p>

TRAILS CONSULTANT CONTACT INFORMATION:

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