

Trail Infrastructure Funding

OFF-HIGHWAY VEHICLE INFRASTRUCTURE FUNDING (OHVIF)

RECREATIONAL TRAIL EXPANSION (RTE)

Agenda

- ▶ Welcome/Background
- ▶ Process (please hold questions to the end)
 - ▶ Steps and key questions
 - ▶ What fund do I apply for?
 - ▶ How much funding is available?
 - ▶ What is the priority of each fund program?
 - ▶ When are decisions made
 - ▶ How will I find out if my group is successful?
 - ▶ Who do I contact if I have questions along the way?
- ▶ Questions – please raise your hand or type questions in the chat box



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2025-2026 INFRASTRUCTURE TRAIL FUNDING GUIDE



Welcome/Background

Background

- ▶ One entry point for OHVIF and RTE
- ▶ Second year for the EOI process
- ▶ Key dates to remember
- ▶ Contact information

Introduction

We recognize that trails in Nova Scotia rely on the hard work and dedication of community trail groups across the province. The top priority outlined in the Shared Strategy for Trails in Nova Scotia is to align efforts and enhance support for these groups. To fulfill this commitment, the Off-Highway Vehicle Infrastructure Fund (OHVIF) committee and Communities, Culture, Tourism and Heritage (CCTH) have been collaborating to simplify the process for groups to apply for capital grants for trail development and improvements.

In the 2023-24 fiscal year, we introduced the streamlined approach and continue to refine the process annually. Now, applicants can utilize the simplified method to apply to multiple funders using a single application. Project proposals will be reviewed by the OHVIF committee and/or CCTH, who will provide guidance and assistance throughout the application process. To begin, trail groups are asked to submit an Expression of Interest (EOI) form and follow the details and steps outlined in this document. This cooperative process is intended to unite us, reduce the administrative burden for trail groups, and lead strong, supported trail projects across the province!

If you have any questions or need assistance at any point in the process, please reach out to one of the following:

Off-Highway Vehicle Infrastructure Fund	Recreation Trail Expansion
80 Walker Street, Suite 1 Truro, NS B2N 4A7 Email: ohvif.application@novascotia.ca	80 Walker Street, Suite 1 Truro, NS B2N 4A7 Email: ccthtrailgrants@novascotia.ca

Process and Deadlines

September 1, 2024 – Expression of Interest Open

November 1, 2024, 11:59 pm – Expression of Interest Deadline

February 1, 2025, 11:59 pm – Application Deadline

April 1, 2025 – OHVIF Funding determined

Recreation Trail Expansion Funding to be determined after approval of the 2025-2026 provincial budget.

Process

Step 1 – Read & Review

Step 2 – Express your interest

Step 3 – One-on one intake

Key Questions

- ▶ Who do I contact if I have questions along the way?

Questions can be submitted to ohvif.application@novascotia.ca or ccthtrailgrants@novascotia.ca

Once received, it will be directed to the appropriate person, or you can also connect with your provincial organization (NS Trails, ATVANS, SANS or NSORRA)



DON'T FORGET: NOVEMBER 1ST IS THE DUE DATE FOR THE EOI.

STEP 1

READ AND REVIEW the program description for the OHVIF on page 5 and for the RTE program on page 6. Determine if your project is eligible for one or both programs. Contact us if you have any questions.

TOWN HALL DISCUSSION there will be 3 sessions set to learn more about the process, watch for email invites to one of the sessions:

#1 Sept. 16 at 12:00pm; #2 Sept. 19 at 6:00pm; #3 Sept. 24 at 9:00am

STEP 2

EXPRESS YOUR INTEREST by providing an overview of your project on the form

- **Submit your complete EOI to one of the below emails**
ccthtrailgrants@novascotia.ca or ohvif.application@novascotia.ca
- You will receive confirmation that we have received your submission within 2 business days.

COMPLETE EOI MUST BE SUBMITTED BY 11:59 pm ON NOVEMBER 1, 2024 TO BE CONSIDERED FOR THE 2025-26 FISCAL.

STEP 3

ONE-ON-ONE INTAKE MEETING will be set up with each group

- A member of the OHVIF committee or CCTH employee will contact you to set up a phone, online or in-person meeting to complete the Intake Form and review project details to ensure they meet the funding guidelines.
- This meeting allows you to discuss the details of your project, ask questions and receive direction if needed.
- If the project is eligible, you will be sent an application form.

TRAILS PROJECT DETAILS

Please check which program(s) for consideration

OHVIF RTE BOTH

ORGANIZATION INFORMATION

Organization:		Date:
Organization Mailing Address (include postal code):		
Project Title:		
Trail Name (or Route where applicable):		
Coordinates (Trail Head):	Northing:	Easting:

Organization Contact 1	Organization Contact 2
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

PROJECT OVERVIEW

Project Description:

Provide a detailed description of the project (where, what the project includes, steps that need to be taken to complete the project, etc.). Please attach a separate document if more space is required.

EOI Template

Project Impact:
How will this project positively impact the trail and/or trail community?

BUDGET SUMMARY – Estimated Project Value Summary		
Item	Description	Cost
Estimated Project Value		\$ 0.00

Applicant Contributions				
Applicant Contribution	Details			
Cash Available for Project				
Donated Material				
Donated Labour				
Donated Equipment				

Other Source of Funding - please provide other funding program(s) being considered, do not include OHVIF and RTE.				
Plan to apply	Application Submitted	Funding Approved	Agency	Program/Comments
<input checked="" type="checkbox"/> Check the box that applies				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federal	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provincial	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Municipal	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trans Canada Trail (TCT)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Atlantic Canada Opportunities Agency (ACOA)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
Estimated start date of the project:			Estimated end date of the project:	

We acknowledge that this information may be shared with CCTH, OHVIF and other funding partners.

Deadline for Expression of Interest Submission for the 2025-26 fiscal year is 11:59 pm, November 1, 2024.
Submit your complete EOI to one of these addresses
ccthtrailgrants@novascotia.ca or ohvif.application@novascotia.ca

EOI Template

Process

Step 4 – Submit application package

Step 5 – Notifications and approval process

Key Questions

- ▶ When are decisions made?

OHVIF Committee in April, CCTH after the budget is past.

- ▶ How will I find out if my group is successful?

The OHVIF Committee will send notification on funding via email regarding the OHVIF.

CCTH will send notification via email regarding the RTE funding.

If applying to both funds the group will receive two separate emails.



DON'T FORGET: FEBRUARY 1ST IS THE DUE DATE FOR THE APPLICATION.

STEP 4

SUBMIT APPLICATION PACKAGE upon the approval of your expression of interest.

- The applicant is responsible for completing the application **in full**. We will confirm receipt of your submission via email within 2 business days.
- **Submit your complete application to one of the below emails**
ccthtrailgrants@novascotia.ca or ohvif.application@novascotia.ca
OR
by mail 80 Walker Street, Suite 1, Truro, NS B2N 4A7
(please email to indicate that package has been sent via mail)

STEP 5

NOTIFICATION AND APPROVAL PROCESS

- You will be notified individually regarding the funding allocations. The OHVIF Committee is scheduled to announce funding in April, while CCTH will announce funding after the provincial budget passes. Prior to advancing approval recommendations, the OHVIF Committee and CCTH will engage in discussions regarding potential funding allocations. If you applied for both OHV and CCTH funding, you will receive two separate notifications regarding funding.
- **Please review the checklist on page 5.**

NOTE: Applicants must submit a complete application with all supporting documents and signed by two authorized signing officers by 11:59 pm on February 1st, 2025. Applications and supporting documents received after this time will not be accepted.

Application Template

- ▶ Contact Information
- ▶ Project Summary
- ▶ Bridge Questions
- ▶ Detailed Budget Breakdown
- ▶ Equity, Diversity, Inclusion and Accessibility
- ▶ Signature
- ▶ Check list



CHECK LIST

Please review the checklist carefully; if any information or supporting documents are not included at submission, your file will be considered incomplete and not eligible for funding in the 2025-26 fiscal year.

✓	Information or Supporting Documents that must be included (if applicable)
	Evidence of landowner permissions (For Crown LOA first page showing LOA number and last page showing map)
	Proof of liability insurance for a minimum of \$5,000,000, if not included in the endorsement letter
	For OHVIF, a letter of endorsement from the associated Provincial OHV/Trail organization(S) – (SANS, ATVANS, NSORRA, NS Trails). Demonstrating support for the project, member of good standing, covered by association insurance policy (min \$5,000,000), and if you wish to be considered for funding greater than \$50,000 and or 50% of costs due to high overall cash outlay.
	For RTE, a letter/email from the Municipality acknowledging awareness of the applicant, the project, and details of any Municipal involvement regarding funding and/or contribution assistance.
	Map of appropriate scale to showing regional trail network. Identify location of work on map.
	Where applicable, architectural and/or engineering drawings
	Before pictures of work location
	<p>Project Budget including:</p> <ul style="list-style-type: none"> • Detailed cost breakdown • Projected revenues • All in-kind contributions <p>Two quotes</p>
	<p>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:</p> <p>Local Municipal Unit NS Department of Public Works NS Department of Environment and Climate Change NS Department of Agriculture NS Department of Communities, Culture, Tourism and Heritage NS Department of Fisheries and Aquaculture Fisheries and Oceans Canada Navigable Waters - Coast Guard NS Power NS Department of Natural Resources and Renewables</p>
	Any other supplemental details

Check list

Process

OHVIF Guidelines

Key Questions

What fund do I apply for?

How much funding is available?

What is the priority of each fund program?

The group contribution and other sources of funding?

OFF HIGHWAY VEHICLE INFRASTRUCTURE FUND GUIDELINES



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Goals of the OHV Infrastructure Fund (Trails) are:

- to provide funding for OHV trail and riding area development
- to support the planning and design associated with these facilities.
- to provide funding to help maintain OHV accessible infrastructure.

Principles

Principles that guide the OHV Infrastructure Fund (Trails):

- Safe, quality, and environmentally responsible infrastructure that meets the provincial guidelines as outlined in *Developing Recreational Trails in Nova Scotia* - available from www.novascotiatrails.com
- optimizing the use of existing trail infrastructure, to reduce the need for new trail development.
- shared use and management
- avoidance of vulnerable and high conservation value areas and contribution to environmental protection
- encouraging community participation
- value landowner concerns
- partnerships between not-for-profits, governments, landowners, private sector
- sustainability (i.e. maintenance plan, etc.)
- reasonable public access
- to reduce land use conflicts and inappropriate OHV use by establishing approved OHV trails

Eligibility

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 NS Trails (NS Trails Federation and operating under the policies and principles of that organization
- Landowners through a not-for-profit organization
- Municipalities

Funding

Applicants may be eligible for funding over more than one year if a multi-year development plan is submitted.

- projects approved for funding are eligible to receive up to 50% of the total project cost, usually not to exceed \$50,000 in one fiscal year.
- Exceptional funding requests may be considered on a case-by-case basis for funding greater than \$50,000 and or more than 50% of the costs due to high overall cash outlay.
- funding to support design, planning, and engineering may be available through the OHV Infrastructure Fund.
- projects involving fittings, buildings, and equipment essential to making the trail and riding area operational are eligible.
- Maintenance work is eligible.
- Groups are eligible to claim in-kind admin for a maximum 10% of requested OHVIF funding to a maximum of \$5,000.

OHVIF Scoring

- ▶ Authorized users 15pts
- ▶ Other funding sources 10pts
- ▶ Project Description 10pts
- ▶ How the project supports the OHV Trail Network/Riding Areas 15pts
- ▶ Need for the project, how it was identified, and how project align/supports other plans and initiatives within the community and/or the region 10pts
- ▶ How long will this capital investment serve the trail 10pts
- ▶ Sound Financial Management (application form budget) 10pts
- ▶ Pictures 10pts
- ▶ Map 10pts



Process

RTE Guidelines

Key Questions

What fund do I apply for?

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RECREATIONAL TRAIL EXPANSION PROGRAM GUIDELINES

Communities, Culture, Tourism and Heritage (CCTH), offers the **Recreational Trail Expansion Program (RTEP)** to assist municipalities and not-for-profit organizations in developing new recreational trails, expanding recreational trails, and making capital upgrades to existing infrastructure and connectivity in order to increase opportunities for Nova Scotians to recreate in the outdoors, connect with nature and to get moving which respond to the goals of 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 eligible to apply for up to 2/3 of total capital costs to a maximum of \$150,000.
- Trails must be open to the public.
- 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 Details

- 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 reporting 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 completed 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.*

RTE Scoring

- ▶ Community Benefit and Impact 20pts
- ▶ Needs Assessment and Project Planning 20pts
- ▶ Trail Strategy and Department Priorities 35pts
- ▶ Viability, Sustainability & Project Funding 25pts



Questions?

Thank you!

ohvif.application@novascotia.ca

ccthtrailgrants@novascotia.ca