

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:

Mail to:

Trail and OHV Program Administrator

Department of Lands and Forestry

15 Arlington Place, Suite 7

Truro, NS B2N 0G9

Or email to

OHVIF.application@novascotia.ca

For Committee Use Only

Received:

Initial:

Approved:

Grant:

Response:

Project No.

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

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 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 on Existing Managed Trail
	<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

Sustainable OHV Trail Network

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

1) Explain why this trail is needed or desired: does it complete loop opportunity, connect to community or essential service, avoid environmentally sensitive or vulnerable sites, supports a riding area or managed trail network or reduce off trail riding?

2) Explain, how will the fund improve or enhance user safety?

3) Have you submitted written confirmation of land owner permission? yes ___ /no ___
If not why?

4) Have the necessary permits been approved? yes ___ /no ___
If not why?

5) Does this project relocate or improve condition of trail associated with ecologically vulnerable sites or protected lands? yes ____ /no ____ If yes, please explain.

6) How does this project improve the user experience?

Trail Bridges

IF NO BRIDGE, MOVE TO QUESTION # 11

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.

Photos are helpful in our decision making.

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

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

9) Describe the bridge(s) to be installed or the repair work needed. Must provide engineer design/drawings

10) Has the work been approved by a qualified professional experienced in bridge design? If no explain why?

Community Support and Benefit

11) Does this project connect the trail network to services, trail head or other points of interest? Explain.

12) How does this project specifically benefit local communities?

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.)

14) Provide details for long term management/maintenance of the trail or structure (supporting documentation of landowner agreement is required)

15) What steps have been taken to ensure a process of competitive pricing or tendering for goods and services?

16) 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 complete the following.
A) Is there lack of in-kind support available, why?
B) Is there lack of additional funding sources, why?
C) With regards to your funding challenges, you must discuss 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 provide a letter of support to this application. <u>See Contact List at the end of application</u>

OHVIF Application Evaluation Summary

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

- Contributes to a system of managed trails/riding area
- Focus on upgrading existing trail
- Minimizes unnecessary construction
- Enhances user experience and user safety

SCORE

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) Greater Than \$50,000 and/or 50% Funding – 30 pts

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

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## BONUS POINTS

ATVANS/SANS/NSORRA have 100 points to award with a maximum of 10 points per project.  
This section is worth a possible 30 points.

ATVANS

SANS

NSORRA



TOTAL

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## 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>**

[illegible]

# Budget Summary

|                                                     |    |
|-----------------------------------------------------|----|
| <b>Total Project Cost</b> (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)            |        |        |          |         |

|                                     |    |
|-------------------------------------|----|
| <b>Total Applicant Contribution</b> | \$ |
|-------------------------------------|----|

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

|                              |    |
|------------------------------|----|
| <b>Total Project Funding</b> | \$ |
|------------------------------|----|

## Amount Requested from OHV Infrastructure Fund - Trails

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

|                               |    |
|-------------------------------|----|
| <b>Total Amount Requested</b> | \$ |
|-------------------------------|----|

## 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:

|                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Snowmobilers Association of Nova Scotia</b><br/>5516 Spring Garden Road, 4th Floor,<br/>Halifax, Nova Scotia<br/>B3J 1G6</p> <p><b>Mike Eddy, General Manager</b></p> <p><b>Tel:</b> 902-425-5450 extension 360<br/><b>Fax:</b> 902-425-5606<br/><b>Email:</b> <a href="mailto:generalmanager@snowmobilersns.com">generalmanager@snowmobilersns.com</a></p> | <p><b>Nova Scotia Off Road Riders Association</b><br/>50 Tacoma Dr.<br/>PO Box 28071 Tacoma<br/>Dartmouth N.S.<br/>B2W 6E2</p> <p><b>Grant MacLeod, Trails and Registration Director</b></p> <p><b>Tel:</b> 902-719-7711<br/><b>Email:</b> <a href="mailto:grant.macleod@nsorra.ca">grant.macleod@nsorra.ca</a></p> |
| <p><b>ATV Association of Nova Scotia</b><br/>P.O. Box 46020<br/>Novalea RPO<br/>Halifax, Nova Scotia<br/>B3K 5V8</p> <p><b>Corey Robar, Trails Coordinator</b><br/><b>Tel:</b> 902-521-9790</p> <p><b>Email:</b> <a href="mailto:trails@atvans.org">trails@atvans.org</a></p>                                                                                     | <p>Communities Culture and Heritage, Halifax, NS</p> <p><b>Vacant</b></p>                                                                                                                                                                                                                                           |
| <p><b>Nova Scotia Trails Federation (NS Trails)</b></p> <p><b>Beth Pattillo</b><br/>5516 Spring Garden Road, 4th floor<br/>Halifax, NS<br/>B3J 1G6</p> <p><b>Tel:</b> 902-679-7715<br/><b>Email:</b> <a href="mailto:bethpattillo1@gmail.com">bethpattillo1@gmail.com</a></p>                                                                                     | <p><b>Department of Lands and Forestry</b></p> <p><b>Trail and OHV Program Administrator</b><br/>15 Arlington Place<br/>Truro, NS<br/>B2N 0G9</p> <p><b>Tel:</b> 902-893-6350<br/><b>Email:</b> <a href="mailto:OHVIF.application@novascotia.ca">OHVIF.application@novascotia.ca</a></p>                            |