

Goals

The goal of the SANS Trail Maintenance Program is to provide an association administered fund through the Off-Highway Vehicle Infrastructure Fund to support the maintenance and repair of single or shared-use trails managed or used by the SANS Member Clubs and qualifying trail groups.

Eligible Projects

- a) Re-surfacing – does not include grooming
- b) Addressing drainage issues
- c) Repairing or replacing bollards, gates, turnstiles, fencing
- d) Brush cutting
- e) Signage
- f) Acquisition of maintenance equipment (does not include groomers)
- g) Replacing or maintaining bridge decking, railings, superstructure
- h) Replacing culverts
- i) Repairing trail equipment (does not include groomers)
- j) Addressing catastrophic events caused by environmental or man-made disasters which threaten the continuity of the trail due to extensive infrastructure damage.
- k) Infrastructure or trail upgrades
- l) Engineering / professional or planning assistance

General Information

- a) May be applied for throughout the year.
- b) Projects will be eligible for up to 50% of the total project value not to exceed the project cash outlay costs to a maximum of \$7500, per project, upon approval.
- c) Projects may use costs/in-kind time, donations or labor from 8 weeks prior to the application date, if successfully awarded, i.e. Survey of site(s), travel to or from site(s), administrative costs relating to quotations, etc.
- d) Funding will be provided until the current year's funds are depleted.
- e) Applications will be reviewed by the SANS Trail Committee, when submitted. Please allow 14 days for approval.
- f) Only one application can be made by a club at any one time, and any new applications will not be considered unless any previous project/funding has been finalized. Only two grants will be awarded per season to any one group or club, to provide all clubs equal access until September 15. After September 15, if there are funds remaining, all clubs can apply for funding, until the funds are depleted for the current year.
- g) Although awarded on a "first come - first serve basis" priority will be given to those clubs who:
 - have not yet received funding from the Off-Highway Vehicle Infrastructure Fund
 - the work is required due to safety concerns
 - provides for club to club connectivity or,
 - provides an alternative route (supported by Trail Strategy).
- h) This program cannot be used in conjunction with or to lever funds from the Off-Highway Vehicle Infrastructure Fund.
- i) The project will be assigned a number. This will be sent with the initial approval and payment. This number must be applied to all correspondence and the final report.

Application to include:

- Outline of work to be done
- Proof that all bridges and culverts are engineered/approved, indicate lengths and/or diameters. Indicate whether its is a watercourse and if NS Environmental approval has been granted.
- Estimated costs with details of other sources of revenue/funding.
- Proof of landowner(s) permission.
- Map and electronic data showing location of project (if applicable)
- Pre-project site(s) photos – Explain if not available
- A completed SANS Small Grant Fund Application Form signed by the President or Vice-President of the club.
- Additional information or site visits by the SANS Trails Committee or Executive member may be necessary
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws, building codes, trail and riding area construction guidelines.

Regulatory bodies may include:

- Local Municipal Unit
- NS Department of Lands and Forestry
- NS Department of Transportation and Infrastructure Renewal
- NS Department of Environment and Labour
- NS Department of Agriculture
- NS Department of Community, Culture and Heritage
- NS Department of Fisheries and Aquaculture
- Fisheries and Oceans Canada
- Navigable Waters - Coast Guard
- Fire Marshal
- Local building inspector
- NS Power

Payment of Grants

Should the project need to be modified, written permission to reallocate funding is required.

The recipient must recognize the SANS and the Off-Highway Vehicle Infrastructure Fund contribution to the funded project. Available signs must be placed when and where appropriate.

Upon review and approval, the applicant will be notified and an initial payment of 80% will be issued.

All projects must be completed in a timely manner after receipt of notification of approval. All projects must be completed by December 15th in the year they were approved. Unused funds must be returned and will be placed back into the Small Grant Fund after this date or a written request and approval must be granted to extend the completion date.

A completed final report must be submitted to the SANS for approval upon completion of the work to receive the final 20%. The report will include a summary of completed work, a financial/in-kind summary including photocopies of receipts/invoices, cheques issued, post-construction photos and budget summary.

For further assistance, more information or submissions contact the SANS.

Club Name	
Zone Number	
Date of Application	
Contact Person (Please type or print)	
Contact Address (Complete Mailing)	
Contact Telephone	
Contact Email	
Nature of Project Indicate whether, Maintenance, Emergency Repair, or Other (please provide details)	
Permitted Trail Users Indicate whether:	
Permitted Users (Special)	
Snowmobiles Only	
Off-Road Motorcycles	
Non-Motorized (Specify Type)	
Project Description Summary (Please use the Project detail worksheet, attached or a similar Budget, showing all costs including, cash outlay, donated and in-kind labour, equipment or material costs)	
Amount Requested (from worksheet)	

Project Detail Worksheet:

[illegible]

Attach copies of any quotations.

I hereby declare that all information is correct to the best of my knowledge and make application for funding from the SANS Small Gant Fund according to the rules and requirements of the Off-Highway Vehicle Infrastructure Fund Program. Must be signed by club President or Vice-President.

Signature _____

Title / Position _____

Print Name _____

Application:

Snowmobilers Association of Nova Scotia

5516 Spring Garden Road, 4th Floor

Halifax, Nova Scotia

B3J 1G6

Office 902-425-5450 ext. 324, Manager Finance and Administration

Fax 902-425-5606

Email either:

Admin: info@snowmobilersns.com

SANS Trails Coordinator: trailcoordinator@snowmobilersns.com