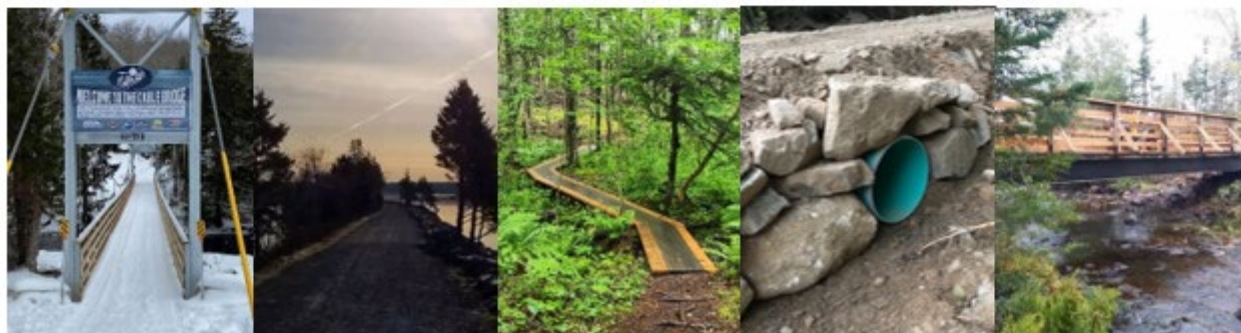




# 2025-2026 INFRASTRUCTURE TRAIL FUNDING GUIDE



## 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<br>Truro, NS B2N 4A7<br><br>Email: <a href="mailto:ohvif.application@novascotia.ca">ohvif.application@novascotia.ca</a> | 80 Walker Street, Suite 1<br>Truro, NS B2N 4A7<br><br>Email: <a href="mailto:ccthtrailgrants@novascotia.ca">ccthtrailgrants@novascotia.ca</a> |

## 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.

# 2025 – 2026 Infrastructure Trail Funding Process

## 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](mailto:ccthtrailgrants@novascotia.ca) or [ohvif.application@novascotia.ca](mailto: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.

## 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](mailto:ccthtrailgrants@novascotia.ca) or [ohvif.application@novascotia.ca](mailto: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.**

| <b>APPLICATION CHECK LIST (items should be included in your application or as a supporting document)</b> |   |
|--|---|
| <b>✓</b>   | <b>Information or Supporting Documents that must be included</b>  |
|  | <ul style="list-style-type: none"> <li>▪ Evidence of landowner permissions (For Crown LOA first page showing LOA number and last page showing map)</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>▪ Proof of liability insurance for a minimum of \$5,000,000, if not included in the endorsement letter.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>▪ 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 the costs due to high overall cash outlay.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>▪ 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</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>▪ Map of appropriate scale showing regional trail network. Identify location of work on map.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>▪ Where applicable, architectural and/or engineering drawings</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>▪ Before pictures of work location</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>▪ Project Budget including: <ul style="list-style-type: none"> <li>• Detailed cost breakdown</li> <li>• Projected revenues</li> <li>• All in-kind contributions</li> </ul> </li> <li>▪ Two estimates</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>▪ 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: <ul style="list-style-type: none"> <li>• Local Municipal Unit</li> <li>• NS Department of Public Works</li> <li>• NS Department of Environment and Climate Change</li> <li>• NS Department of Agriculture</li> <li>• NS Department of Communities, Culture, Tourism and Heritage</li> <li>• NS Department of Fisheries and Aquaculture</li> <li>• Fisheries and Oceans Canada</li> <li>• Navigable Waters - Coast Guard</li> <li>• NS Power</li> <li>• NS Department of Natural Resources and Renewables</li> </ul> </li> </ul> |
|  | <ul style="list-style-type: none"> <li>▪ Any other supplemental details</li> </ul>  |

# OFF HIGHWAY VEHICLE INFRASTRUCTURE FUND GUIDELINES



**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](http://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.



## **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.*