

Provincial Trail Use Policy - Trail Infrastructure Fund Guidelines

Funding Criteria

Government funding support may be provided for projects along GNB Designated Trail routes and those routes with high potential to become GNB Designated Trail routes. All funding requests will be required to be along routes which have the potential to meet or exceed the Market Readiness Criteria (see appendix A).

Funding application requests will be accepted for review by the Provincial Trail Infrastructure Fund Review Committee from the following provincial trail organizations:

- 1) Snowmobile Trails - The New Brunswick Federation of Snowmobile Clubs Inc. (NBFSC)
- 2) ATV Trails - The New Brunswick All Terrain Vehicle Federation Inc. (NBATVF)
- 3) Non-motorized trails –The New Brunswick Trails Council Inc. (NBTCI) and trail organizations with the ability to demonstrate a strategy and operational planning for provincial trails

Eligible Projects

- 1) Installation of new infrastructure along GNB Designated Trails that could include:
 - a) Trail construction
 - b) Trail Maintenance
 - c) Bridges/culverts
 - d) Trailhead facilities
 - e) Groomers
 - f) Signage
 - g) Other Infrastructure items required for the operation of a GNB Designated Trail.
- 2) Repair of existing infrastructure along GNB Designated Trails including:
 - a) Replacing or maintaining bridge decking, railings, superstructure
 - b) Replacing culverts
 - c) Repairing trail damage

In-eligible Projects

- 1) Any project not part of, or associated with, a trail route included in the list of GNB Designated Trail routes or deemed to have high potential to achieve this status with the support of the TIF.
- 2) Any project under funding from the TIF for the same fiscal year.
- 3) Any project receiving current year, primary funding from another GNB source.

Funding

- May be applied for on an annual basis.
- Projects will be eligible for matching dollars up to 50% of the total cost of the project.
- In-kind contributions will be considered up to a maximum of 10% of the total cost of the project

Application Process

1. Download Application Form.
2. Applications for funding must be received by March 15 for projects constructed in the following fiscal year.
3. A complete TIF application form must be submitted.
4. Submission of the application form is not a guarantee that funding from this program will be forthcoming.
5. In certain cases, the Provincial Trail Infrastructure Fund Review Committee reserves the right to require additional information that may be necessary for the review of the application.
6. Applicants must provide details on all sources of funding, including user fees, if applicable. If estimated values of donated materials, equipment and/or labour are to be used, they should be based upon fair market costs.
7. In-kind contributions may be eligible up to a maximum of 10% of the total cost of the project upon application submission.

Application Review and Response Process

1. The Provincial Trail Infrastructure Fund Review Committee will review all applications based upon the completeness of the application and the quality of the project.
2. The review process and awarding of funds may take up to 4 to 5 months.
3. Successful applicants will be notified in writing outlining the details of the grant.
4. Grant recipients will be required to demonstrate fiscal responsibility throughout the project.
5. Projects receiving funds must be completed within the proposed timeframe(s).

6. Initial funding installments of up to 80 % of the approved grant can be made, subject to evidence of reasonable project progress. All projects are subject to a 20% holdback until proof of completion of the project.
7. Under extraordinary circumstances, where hardship can be demonstrated, other payout arrangements can be made.
8. The Recipient of funding must keep all records, invoices and other documents relating to the project in a consistent manner and must maintain these records for seven full calendar years following the completion of all project reporting requirements. All financial records must be available for audit at any time.
9. If the applicant uses donated or discounted materials, equipment and/or labour as part of their contribution, detailed records are required. Samples of log books will be supplied.
10. Final grant payment is made on the completion of the project. The Recipient must submit a signed Financial Statement Report form to the (TIF Review Committee). The financial statement report form must be supported by original receipts and completed logs, if applicable. A site visit and inspection by representatives of the (TIF Review Committee) may be required, prior to the payment of the final installment of the grant.
11. If actual costs are less than the original estimate, the amount of the grant is reviewed and revised accordingly. Grants do not exceed the direct cash requirements of the project.
12. If, for any reason, an organization is unable to proceed with a project, or needs to make substantial changes to a project as outlined in the application and in the Minister's letter of commitment, the TIF Review Committee must be informed in writing as soon as possible. Changes to the purpose of the project are not permitted without prior approval from the TIF Review Committee.
13. These requirements will be reviewed periodically and criteria may change.