

Cobequid Eco-Trails Society (CE-TS) Project Template

14 Court Street, Suite 200, Box 492, Truro, Nova Scotia, B2N 3H7
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Please complete all sections listed below *as necessary*, *as relevant* or *as possible*. Information provided will aid CE-TS in its decision-making processes and for coordination of applications for external funds.

For trail building committees, submit trail proposal to CE-TS Board for 'approval' or 'approval in principle'. If approved, electronic submissions may be requested from project applicants. A trail proposal must include: a) map of trail or proposed trail, b) summary of main features of trail and its purpose, and c) brief description of the project including time line. If the project is either approved or approved in principle, a trail committee within CE-TS will be established or the project will be assigned to an existing trail committee.

1. Applicant/Committee Information

- Name, Address, Telephone, Fax, Email, Website.
- Name of contact person, Address, Telephone, Fax, Email, Website.
- Signature of applicant and/or primary contact person.
- Brief history of applicant.
- Organization type.
- Outline of organizational objectives.
- Number of members and descriptions of membership requirements and restrictions.
- Summary of income and expenses for previous fiscal year (if not an individual, subject to discretion of CE-TS).

2. Project Summary

- Title of project.
- Start date and proposed end date.
- Brief Project summary (normally one page or less).
- Full Project summary (if relevant).

3. Project Details

- Justification: Please describe how the project meets the mandate of CE-TS or mandate of a specific call for funding or funding agency.
- Primary project goals and/or outcomes.
- Type of trail being proposed and who will benefit.
- Number of individuals which will benefit from the project, and their location.
- Potential timeline.
- Are plans defined for the long-term management and/or administration following initial project timeline?
- How will project success be evaluated?
- Identify the federal, provincial municipal and landowner approvals that your project requires.
- Outline of communication strategy.
- Please attach any letters of support, photographs or documentation relevant to application.
- Additional information or comments to support your application?

4. Budget

- A budget must be submitted, as soon as it is available.
- *Required Budget Categories:* Total Project Cost, Total Dollar Amount Requested, Overall Budget (per annum basis).
- *Potential Budget Categories:* Staff Costs (hired labour, technical labour, contractor), Volunteer Time, Overhead, Construction or Building Materials, Expenditures, Leadership, Administration, Equipment and Material,

Transportation, Facility Rental, Supplies and Services (List Separate Items), Signage & Misc. Supplies, Equipment or Facilities, Travel, Technology Transfer, Publication Costs, Other.

- *Potential Income Sources*: Fees or Charges, Membership, Fund Raising, Municipal Contribution, In Kind (Specify), Other Provincial Government Sources, Other (Specify), Support from Industry, Applicant Contributions.

Responsibilities

If your project is selected, you will be asked to:

- Agree to abide by the terms of reference for trail building committees;
- Collaborate with CE-TS to prepare a final narrative report upon project completion that addresses accomplishments, challenges and how they were overcome;
- Agree to participate, if requested, in promotion of your project locally and/or nationally (e.g. press releases or press conference);
- Place the CE-TS logo on all official media resulting from said cooperation;
- Operate in all activities with due diligence and exist as stewards of the natural environment.

Terms of Reference for Trail Building Committees

- Any member of the Society may submit a trail proposal (build, maintain, improve) to CETS Board of Directors for approval/approval in principle.
- A trail proposal must include: a) map of trail or proposed trail b) summary of main features of trail and its purpose c) brief description of the project including time line. If the project is either approved or approved in principle, a trail committee is established or the project assigned to an existing trail committee.
- CE-TS Directors shall appoint one Trail Committee representative from the Board of Directors or the general CE-TS membership.
- Committees will operate according to CE-TS By-laws.
- Committee agrees to elect a Chair for a minimum one year term, renewable indefinitely.
- Committee Chair and at least 2 additional committee members must be members of CE-TS. The Committee Chair will provide the names and contact information for Chair, Secretary/Treasurer and subcommittee Chairs to the Board.
- Each Committee will have three people to sign to these terms to ensure commitment, one of which is the Committee Chair and two additional committee members that are members of CE-TS.
- Committee Chair (or his/her designate) will report to CE-TS Board at regular meetings for trails under development, at least annually for established trails, and provide detailed reports to CE-TS Executive, on request.
- Committee Chair ensures that CE-TS treasurer receives accurate and complete financial records (including, but not limited to, copies of grant applications, grant awards, invoices and receipts for work completed, in-kind contributions) at least quarterly. CE-TS treasurer has responsibility for preparing and presenting summary financial reports to the Board.
- Committee Chair will report back to its associated trail building committee regarding any issues/updates from CE-TS.
- Committee will agree to follow the trail building/developing guidelines set forth in Developing Recreational Trails in Nova Scotia.
- Committee agrees to follow and promote the objectives of CE-TS and to incorporate these objectives into their project and publicity.
- If any of these requirements are not satisfied, the Board may, at its discretion, disband the committee.