

Nova Scotia Moves:

Application Guidelines

Nova Scotia Moves is a grant program that seeks to support collaborative, innovative, locally-based solutions to sustainable transportation challenges facing communities across Nova Scotia.

Applications are due **June 22, 2013**.

Contact Julia Sable, Program Administrator, Department of Energy with any questions (nsmoves@gov.ns.ca, 424-8090). Applicants are encouraged to share their ideas in draft form before submitting a full proposal.

Program Overview

Transportation is an essential ingredient to healthy, vibrant communities. Our mobility choices impact our physical health, access to services and employment, community structures, and natural environment. Transportation options also impact local economies, facilitating or hindering movement of goods and people within and between communities.

Our current transportation system is focused mainly on the movement of vehicles. The Province of Nova Scotia's *Sustainable Transportation Strategy* equally brings into focus the movement of *people*. How can we drive less, move more actively and efficiently, provide accessibility to all, and use cleaner energy?

This grant program is one way the Province of Nova Scotia is seeking to support people and communities who are hard at work on these challenges – who have either made significant progress and want to do more, or who recognize the importance of getting started but lack the resources to do so.

The Province, through the Department of Energy, is providing grants of up to \$200,000 through this program. Our intention is to support promising plans and initiatives, engagement, and innovation at the local level, and to support regional or even provincial initiatives that enhance and help align local efforts. This program and its related activities will seek to strengthen networks, connections and resources between those who promote, or would like to promote, sustainable transportation in the province so that we can help each other build our collective capacity for change.

What projects will this program support?

Submissions to this grant program should further one or more of the objectives of the forthcoming *Sustainable Transportation Strategy*. These are to help Nova Scotians:

- Drive less distance
- Move more actively and efficiently
- Use cleaner energy

- Access a wider range of sustainable transportation options
- Engage communities around sustainable transportation issues

The following types of projects or services are eligible. Examples are illustrative only, and are not meant to confine your imagination.

- Active transportation
 - Example: local bike lanes or active transportation (AT) lanes that help connect residential areas to a business district; a regional master plan for integrating AT and transit infrastructure and services; a social marketing campaign to promote active transportation
 - Trails construction will be considered, but the trail must have a significant utilitarian purpose (i.e., connecting where people live, work, shop or access services). Trails that are primarily recreational will not be considered.
- Community and public transit
 - Example: feasibility studies or pilot initiatives to enhance transit services; improved information services; shared platforms or resources between different providers; urban-rural linkages.
 - Funding should complement existing provincial programs such as the Community Transportation Assistance Program, Accessible Transportation Assistance Program, and Nova Scotia Transit Research Incentive Program.
- Community education and engagement
 - Example: education and awareness campaigns, participatory planning or visioning around a community's future transportation needs or overall development
- Cleaner vehicle technologies and cleaner fuels
 - Example: program to improve vehicle fleet efficiency
- Energy conservation and efficiency in transportation systems
 - Example: carsharing, bikesharing, promoting flexible work arrangements
- Transit-oriented land-use planning
 - Example: new by-laws promoting mixed-use, transit-friendly development.
- Data collection for improved planning
 - Example: surveys tracking shifts in transportation patterns
- Partnerships supportive of any of the above areas.
 - Example: exploratory phase of a municipal-private-non profit collaboration to examine rural transit options.

If you have an idea that doesn't quite fit these categories, but you think fulfills our overall objectives, contact us for further discussion.

Please note, modest infrastructure projects will be considered. However, sidewalk construction is not eligible.

Who is eligible to apply?

- This program is open to any type of organization seeking innovative solutions to sustainable transportation issues in Nova Scotia.
- The primary partner must be based in Nova Scotia, and ideally will be based in the community or region the project plans to serve.
- Initiatives must support the objectives of promoting sustainable transportation, as explained above.
- Initiatives can be at any stage of development, from idea to proven programs.

What are the funding guidelines?

- Grants will cover up to 50% of eligible costs, up to a maximum of \$200,000.
- The program is generally seeking to fund initiatives of approximately 12 months in duration. However, for initiatives that need significant preparatory, development and evaluation time, applications may be made for up to 30 months of funding.

What are the eligible costs?

- At least 50% of the total project cost (including in-kind contributions) must be covered by sources other than the Nova Scotia Moves program.
- At least 25% of the total project funding must come from a “local” contribution. “Local” means from within a community or within Nova Scotia, and could include resources from municipalities, community organizations, or businesses. It does not include funding from other provincial government departments.
- Up to half of the local contribution may be in-kind. This means at least 12.5% of the total project cost must be covered by a cash contribution from a source within Nova Scotia other than the provincial government.
- Any reasonable, direct project costs are eligible for funding under this program.
- In-kind contributions are eligible if they represent incremental costs associated with the proposed project or initiative. “Incremental” means additional, new costs incurred because of the initiative, including a new staff person, new space provided for the project, volunteer labor associated with the project, or a portion of existing staff time dedicated to this new project.
- Nova Scotia Moves staff reserve the right to question or decline funding for costs that are not deemed reasonable.

Example funding structures:

SOURCE	AMOUNT	PERCENT OF TOTAL
Example 1		
Municipality	\$12,500 (cash)	12.5% (local, cash)
Community organization	\$12,500 (volunteer labor)	12.5% (local, in kind)
Federal grant	\$25,000 (cash)	25%
Nova Scotia Moves	\$50,000	50%
TOTAL PROJECT VALUE	\$100,000	100%
Example 2		
Applicants' own cash resources	\$20,000	40% (local, cash)
Locally donated equipment and space	\$5,000	10% (local, in-kind)
Nova Scotia Moves	\$25,000	50%
TOTAL PROJECT VALUE	\$50,000	100%

Assessment Criteria

Proposals will be evaluated according to the following five criteria:

- **FOCUS** on sustainable transportation objectives.
- **IMPACT:** Who will benefit, how, and how will that be tracked over time? Objectives for impact that take time to unfold (such as behavioral change) will be considered along with shorter-term objectives. Is there a vision for increasing the scope or scale of impact in the future?
- **INNOVATION:** Is this a new and promising idea or a new way of applying an existing idea? Both count as “innovation.” Is the initiative replicable, and/or will it provide learning that will benefit the overall objective of promoting sustainable transportation in Nova Scotia?
- **ENGAGEMENT AND PARTNERSHIP:** Has the applicant effectively engaged with all relevant groups impacted by this project, or will it do so? Does the objective of the application clearly relate to the community’s expressed needs? Does this proposal represent a new or existing partnership? Supporting partnerships and capacity-building in communities are two of the goals

of this program. Applications developed in partnership are encouraged and will be viewed favorably.

- **CAPACITY AND SUSTAINABILITY:** Does the applicant have the capacity to implement and successfully complete the proposed project? Does the application have reasonable cost estimates and a sound financial plan? Does it demonstrate a clear approach for how the initiative will be evaluated, adjusted and sustained over time, including after funding from Nova Scotia Moves ends? Is it connected to existing municipal plans (active transportation, Integrated Community Sustainability Plans, land-use, etc.)?

Application Submission Process and Deadlines

Step 1: Interested applicants should submit a brief overview of their project idea online at www.novascotia.ca/sustainabletransportation

Step 2: The applicant will receive a full application form by e-mail and the Program Administrator may contact the applicant with questions.

Step 3: Submit a completed applications by e-mail (preferred) to NSMoves@gov.ns.ca or by mail to:

Nova Scotia Moves
Attn: Julia Sable
Nova Scotia Department of Energy
400-5151 George Street
PO Box 2664
Halifax, NS B3J 3P7

- Questions are encouraged and can be directed to Julia Sable, at NSMoves@gov.ns.ca, or 902-424-8090.
- Please do not send scanned applications or hard copies without electronic back-up unless absolutely necessary. Supporting materials may be provided in hard copy or scanned copy.
- Video and visual materials are encouraged.
- Timeline:
 - June 22, 2013: Deadline for submissions
 - Late July/early August 2013: Awards announced.