



Private Road Grant – Conditions

1. That only applications from private road associations will be considered.
2. That the Private Road Standard be applied.
3. That the private road be inspected both before and after completion of work.
4. That receipts accompany any submission for subsidy funding. **Receipts must be itemized and paid in full. A lump sum invoice will not be accepted.**
5. That this program is intended **Primarily to subsidize Capital Improvement projects** to meet or maintain the minimum standards of the Private Road Standard Cross Section Specifications and includes, but is not limited to, gravel resurfacing, rock removal, culvert installation, brushing, turn around construction, and ditching, but does not include the acquisition of land.
 - That the amount of subsidy funding for Capital Improvement projects be limited to a maximum of 50% of any one application, with a \$5,000 upset subsidy limit. Subsidy will only apply to road upgrades.
 - That the application be received on or by the first Friday of June in the calendar year for which the application is submitted
 - That receipts for completed work must be submitted on or by the first Friday in November in the year in which the work was completed.
 - That the association contact the Township of Leeds and the Thousand Islands to arrange an inspection.
6. That this program is intended **Secondarily to subsidize General Maintenance projects** of a routine nature for the purpose of maintaining the upkeep of a Private Road including, but not limited to, plowing, sanding or grading.
 - Where funding is available for General Maintenance projects, grants will be calculated on a per kilometer basis.
7. That the following supporting documentation be submitted with the application:
 - A detailed description of the proposed work with cost estimates. Proposed work must comply with the Grant Policy.
 - A copy of the Private Road Association's most recent bank statements
 - A copy of all meeting minutes from the previous year
 - A complete, balanced, and approved budget for the year of application which includes estimated revenue from the Township grant
 - A summary of work (with receipts) completed in the previous year that was funded by a Township grant
 - A complete Statement of anticipated Revenue and Expenditures for the current year.
 - Association Membership List that includes full name and Township address.
8. That priority will be given to roads that have not previously been given assistance.