

# Outdoor Heritage Fund Grant Application



## Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to [ndicgrants@nd.gov](mailto:ndicgrants@nd.gov). It is preferred that only electronic copies are submitted.

You are not limited to the spacing provided, except in those instances where there is a limit on the number of words. If you need additional space, please indicate that on the application form, answer the question on a separate page, and include with your submission.

The application and all attachments must be received by the application deadline. You may submit your application at any time prior to the application deadline. **Applicants are strongly encouraged to submit applications prior to the deadline for staff review in order ensure that proposals will be complete when submitted on deadline date.** Incomplete applications may not be considered for funding.

**Please review the back of this form to determine project eligibility, definitions, budget criteria, and statutory requirements.**

Project Name North Dakota 4-H Camp

Name of Organization North Dakota 4-H Foundation

Federal Tax ID# 45-6012061

Contact Person/Title Karla Meikle, State 4-H Activities Coordinator

Address 2005 N Kavaney Dr Suite A

City Bismarck

State ND

Zip Code 58501

E-mail Address [karla.meikle@ndsu.edu](mailto:karla.meikle@ndsu.edu)

Web Site Address (If applicable) <https://ndsu.ag/4hcamp>

Phone 701-877-2584

List names of co-applicants if this is a joint proposal

**MAJOR Directive:**

Choose only one response

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

**Additional Directive:**

Choose all that apply

**Directive A.**

**Directive B.**

**Directive C**

**Directive D.**

**Type of organization:**

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation. This one

**Abstract/Executive Summary.**

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words)

The North Dakota 4-H Camp pond was established in 2022 through a partnership with a private donor and the North Dakota Game and Fish Department. Since its development, the one-acre, 16-foot-deep pond has provided a valuable recreational resource—not only for 4-H camp participants, but also for the surrounding communities. Visitors enjoy fishing, swimming, and other outdoor activities. The pond serves as an excellent starter location for those learning to kayak, canoe, or paddleboard. The 4-H pond is open for public use.

Since the pond’s installation, we’ve observed an increase in local wildlife along the river corridor, including geese, ducks, moose, deer, and turkeys. The pond is fed by the Buffalo Creek watershed, which runs north to south through camp before flowing into the Missouri River. Historically, runoff and natural moisture have maintained sufficient water levels, but recent drought conditions have caused

levels to drop below what is usable and sustainable for both recreational users and the fish stocked annually by the North Dakota Game and Fish Department.

To maintain water levels during dry periods, we are exploring the installation of a pump from the Missouri River, which is located approximately 1,440 feet from the pond. The volume of water needed would remain within the limits that do not require permitting from the U.S. Army Corps of Engineers. Proper permitting has been established through the Domestic, Livestock, Fish & Wildlife or other Recreational water use form SFN 61339.

Other options to a pump system were explored. This included a well system near the pond; however, water quality had been tested and found to have high levels of rust and was high in sodium. This combination is not conducive to an aquatic habitat or recreational use. Therefore, we are exploring a pump option bringing water from the Missouri River to the North Dakota 4-H Camp pond.

Maintaining water levels will support wildlife habitat not only during the summer camping season but year-round. Currently, the steep banks along the Missouri River shoreline adjacent to the camp property make it difficult for wildlife to access the river as a water source. However, the addition of the pond has led to an increase in local wildlife activity.

**Project Duration:**

**Indicate the intended schedule for drawing down OHF funds.**

The intended schedule would be completion of the project by August 1, 2025.

**Amount of Grant request:** \$75,977.50

**Total Project Costs:** \$101,977.50

Note: in-kind and indirect costs can be used for matching funds.

**Amount of Matching Funds:** \$26,000

**A minimum of 25% Match Funding is required.** Indicate if the matching funds will be in-kind, indirect or cash. Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

Amount of Match	Funding Source	Type of Match (Cash, In-kind or Indirect)
\$12,000	ND 4-H Foundation	Cash
\$5500.00	Local Electrical Contractor	In-Kind
\$3500.00	NDSU Extension Staff	In-Kind
\$4500.00	Berk and Kay Strothman Family Trust	Cash
\$500.00	North Dakota Association of 4-H Youth Workers	Cash

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**Certifications**

I certify that this application has been made with the support of the governing body and chief executive of my organization.

I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted in the back of this application.

## Narrative

### **Organization Information – Briefly summarize your organization’s history, mission, current programs and activities.**

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The North Dakota 4-H Camp is an 80-acre property located along the scenic Missouri River near Washburn. Each year, more than 400 youth, ages 5 to 18, participate in 4-H camp sessions. Additionally, approximately 250 youth engage in shooting sports activities at the camp. The facility is also used by NDSU Extension staff and other youth-serving organizations throughout the year, hosting five additional youth camps run by outside groups.

Camp facilities include five cabins, a main lodge, the Johnsrud 4-H Education Center, an outdoor inspirational area, a camp pond, and two modest horse arenas. Originally built in the late 1960s, the camp underwent significant renovations in 2016.

In 2024, the camp hosted 16 4-H sessions, serving 435 youth.

The North Dakota 4-H Camp is owned by the North Dakota 4-H Foundation, Inc., a nonprofit 501(c)(3) organization based in Fargo and operating under the umbrella of the North Dakota State University Extension Service. The Foundation depends on donations, facility rentals, and camper fees to fund operations. To keep camp accessible and affordable for families, revenue covers only program delivery and essential facility maintenance.

Camp programming is developed and managed by the NDSU Extension Center for 4-H Youth Development. The camp is staffed by part-time seasonal workers, and programming is delivered by trained college-age counselors and NDSU Extension agents. Counselors facilitate recreational activities and supervise camper responsibilities. Extension agents lead educational programming, recruit additional staff and adult volunteers, and implement experiential learning activities that reflect the mission of 4-H.

**Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program**

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

For tree/shrub/grass plantings: provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan.

For projects including Section 319 funding: provide in detail the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

For projects including fencing: A minimum cost share of 40% by the recipient is preferred. Include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

- **Maintain and preserve natural spaces** for wildlife, waterfowl, and community enjoyment, ensuring that future generations of youth and adults can continue to connect with the rich natural resources of North Dakota.
- **Provide accessible recreational opportunities** by creating spaces where individuals and families can canoe, kayak, swim, and fish in a safe and welcoming environment.
- **Enhance the surroundings of the North Dakota 4-H Camp** to improve both functionality and aesthetic appeal, supporting a greater range of educational and recreational activities.
- **Maintain handicap-accessible dock** to ensure inclusive access to water-based recreation for individuals of all abilities, reinforcing a commitment to equity and accessibility.

Is this project part of a Comprehensive Conservation Plan?  Yes  No

If yes, provide a copy with the application.

*Note: Projects involving buildings and infrastructure will only be considered if part of a Comprehensive Conservation Plan. Please refer to the “Definitions” section at the back of the form for more details.*

**Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.**

Include a brief background and work experience for those managing the project.

The 4-H camp program is developed and implemented by the Center for 4-H Youth Development, a part of the North Dakota State University (NDSU) Extension. The camp facility itself is owned by the North Dakota 4-H Foundation. A permanent standing committee within the Foundation is responsible for the oversight and strategic direction of the facility. This committee gathers input from camp users, develops operational plans, manages facility improvements, and secures funding for ongoing and future enhancements.

For the Outdoor Heritage Grant Project, the committee will appoint a dedicated manager for each sub-project to oversee and guide its successful completion. Committee members include current NDSU Extension staff and volunteers affiliated with the North Dakota 4-H Foundation. Many of them reside in or near Bismarck and Washburn, providing strong local insight and engagement.

A list of project supervisors is provided below.

Chloe Drummond, Executive Director, North Dakota 4-H Foundation, Inc.

- Grant management
- Non-profit management

Rick Schmidt, Extension Agent Oliver County

- Camp Development Committee Chair
- North Dakota 4-H Foundation Member
- NDSU Extension Agent, Oliver County for 31 years

Karla Meikle, State 4-H Activities Coordinator

- Camp Development Committee member
- Former Morton County 4-H Extension Agent, 13 years
- BS and MS degrees from NDSU

Paige Brummond, Extension Agent Ward County

- Camp Development Committee Member
- North Dakota 4-H Foundation Member
- NDSU Extension Agent, Ward County for 14 years
- BS and MS degrees from NDSU

Sara Clemens, 4-H Outdoor Education and Shooting Sports Specialist

- Camp Development Committee Member
- Former Bottineau County Extension Agent, 8 years
- Former Agricultural Education Instructor and FFA Advisor, 5 years
- BS and MS degrees from NDSU

**Evaluation – Describe your plan to document progress and results.**

Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

The State 4-H Activities Coordinator provides the statewide camping committee with an annual comprehensive report that includes attendance data, program highlights, facility improvements, and budget information. Budget oversight is managed collaboratively by the State 4-H Activities Coordinator the Center for 4-H Youth Development Director, and the North Dakota 4-H Foundation Executive Director. The North Dakota 4-H Foundation supplies monthly financial reports to the camping specialist to support informed decision-making.

Camper and parent feedback reflects a high level of satisfaction, with 92.5% rating the program as Good to Excellent. We aim to maintain this level of satisfaction as new amenities and program offerings are introduced. To evaluate the impact of these enhancements, surveys will include specific questions about participants’ experiences. Youth will complete a paper-based survey, while parents will receive an online version. Feedback gathered through these tools and staff recommendations will guide any necessary adjustments to ensure continued program quality.

In addition to the requested reports, monthly email updates with photos and an expense report will be provided to the Outdoor Heritage Fund committee.

**Financial Information**

**Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.**

Indicate if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. **A minimum of 25% match funding is required.** An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Certain values have been identified for in-kind services as detailed under “Budget Information” at the back of this form. Refer to that section and utilize these values in identifying your matching funds.

**NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.**

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Pump	\$4,515.00	\$12,000.00	\$	\$	\$	\$16,515.00
Materials	\$10,250.00	\$	\$	\$	\$	\$10,250.00
Water Pipe	\$ 32,163.00	\$	\$	\$	\$	\$32,163.00
Pump Housing Unit	\$5,000.00	\$5,000.00	\$	\$	\$	\$10,000.00
Excavation	\$ 500.00	\$	\$3,500.00	\$	\$	\$4,000.00
Electrical Subcontracting	\$23,549.50	\$	\$5,500.00	\$	\$	\$29,049.50

Total Costs	\$75,977.50	\$17,000.00	\$9,000.00	\$	\$	\$101,977.50
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Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

**Budget Narrative – Use the space below to provide additional detail regarding project expenses.**

The scope of work includes:

Excavating a poly-line approximately 1,500 ft from the river to a natural drainage that feeds the pond on the north side of the property.

Install a stand and a pump at the riverbank.

Install the suction line in the river and secure.

Install necessary fittings to winterize.

Remove trees as needed to access the pump and line.

Franklin Electric A346FM centrifugal pump.

Shelter over Pump.

Electrical Subcontracting for pump, power connection and disconnect.

Bury the power supply.

Installation of a safety discharge area and signage at the pond.

**Sustainability – Indicate how the project will be funded or sustained in future years.**

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

Yearly maintenance will include winterization of the pump and line. Additional costs will be the annual electrical fees for the pump. These costs will be sustained by the North Dakota 4-H Foundation camp operations budget.

**Partial Funding – Indicate how the project will be affected if less funding is available than that requested.**

North Dakota 4-H Foundation fundraising efforts will address additional funding needs.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* *There must be signage at the location of the project acknowledging OHF funding when appropriate.***

Recognition would be made through press releases, project signage, a donor recognition event held at camp in October, recognized through social media campaigns, and during National 4-H Week, the first week of October. Our social media reaches over 8,000 followers, and our press releases reach all regional news outlets.

**Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.**

Can you meet all the provisions of the sample contract?  Yes  No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

## **ABOUT OHF:**

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance **conservation** practices in this state by:

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

## **EXEMPTIONS**

Outdoor Heritage Fund grants may not be used to finance the following:

- Litigation;
- Lobbying activities;
- Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Definitions/Clarifications for how this will be calculated);

- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Definitions/Clarifications for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Definitions/Clarifications for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.

## **Budget Information**

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- |                        |   |
|------------------------|---|
| • Labor costs          | \$15.00 an hour   |
| • Land costs           | Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office |
| • Permanent Equipment  | Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)                               |
| • Equipment usage      | Actual documentation  |
| • Seed & Seedlings     | Actual documentation  |
| • Transportation       | Mileage at federal rate   |
| • Supplies & materials | Actual documentation  |

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example, the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program, please use those rates and note your source.

## **Definitions/Clarifications:**

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as “A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas.” This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

Maintenance – Activities that preserve or keep infrastructure in a given existing condition, including repairs. Repair means to restore to sound condition after damage, to renew or refresh; except repairs due to damage caused by Acts of God.

## Scoring of Grants

**Oral Presentation.** Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

**Open Record.** Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking form that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .

## Awarding of Grants

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will

be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant.

## **Responsibility of Recipient**

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application, the Commission can be reached at 701-328-3722 or [ndicgrants@nd.gov](mailto:ndicgrants@nd.gov).

Revised: November 4, 2019, April 12, 2023