

Outdoor Heritage Fund Grant Application



Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to 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: **MAYSA Cross Country Trails**

Name of Organization: **Minot Park District**

Federal Tax ID#: **45-6002127**

Contact Person/Title: **Elly DesLauriers – Executive Director**

Address: **PO Box 538**

City: **Minot**

State: **North Dakota**

Zip Code: **58702**

E-mail Address: **elly@minotparks.com**

Web Site Address (If applicable): **www.minotparks.com**

Phone: **(701)857-4136**

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.

Abstract/Executive Summary.

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

The Minot Park District is proposing the creation of the MAYSA Cross Country Trails, a new trail system located on a former landfill adjacent to the MAYSA Arena. This former landfill has been recognized as a superfund site and the Minot Park District along with the City of Minot is working with EPA to restore it to an active recreation site. The proposed project will establish approximately 3200M of dedicated cross-country trails designed for both public recreational use and as a training and competition venue for area schools.

This project will transform underutilized green space into a multi-season recreational amenity that encourages physical activity, community engagement, and environmental stewardship.

The total project cost is estimated at \$82,610.00, with the Minot Park District requesting \$61,957.50 from the North Dakota Outdoor Heritage Fund. Matching funds will be provided through Park District allocations and community fundraising efforts.

Construction is anticipated to begin in spring 2026, pending completion of the bidding process and contractor selection. Upon completion, the Minot Park District will maintain and operate the trails as part of its existing parks and recreation infrastructure, ensuring long-term public access and sustainability.

This project aligns directly with Directive B and D of the Outdoor Heritage Fund by improving, maintaining, and restoring water quality and soil conditions. We are also conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Project Duration:

Indicate the intended schedule for drawing down OHF funds.

We estimate we will be drawing down Outdoor Heritage Funds in the summer of 2026. Our goal is to bid the project out in the spring of 2026 and construction to be complete by the fall of 2026.

Amount of Grant request: \$ 61,957.50

Total Project Costs: \$ 82,610.00

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

Amount of Matching Funds: \$ 20,652.50

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)
\$20,652.50	Minot Park District	Cash
\$		
\$		
\$		
\$		

\$		

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 mission of the Minot Park District is to provide broad-based opportunities for the citizens of Minot and its visitors to enhance their quality of life through its parks and recreational facilities. To increase public awareness of the benefits available from the Minot Park District, and to promote professionalism in the delivery of these services. To improve the understanding of the contribution made by parks to the economy and the economic development of the region. We currently maintain 24 parks with various amenities, including trail systems, sports complexes (such as a baseball complex, softball complex, Minot Auditorium, tennis center, soccer complex, ice arena, zoo, outdoor pool, splash park, and dog park). We maintain over 1,000 acres of public property with buildings and facilities, and we strive to keep everything well maintained.

The Minot Park District is a political subdivision of the State of North Dakota. It was created by the City of Minot with Ordinance #50. The Ordinance was passed on August 28, 1911, and reads as follows: The Park District of the City of Minot heretofore created by the council in accordance with and under the provisions of the appropriate laws of the State than in existence, the laws now being embodied in chapters 40-49 in the North Dakota Century Code, is hereby continued. The first board was elected on September 26, 1911, and officially seated on October 3, 1911. The board consists of five elected commissioners on three-year terms.

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.

The MAYSA Cross Country Trails project fulfills Directive D by creating new recreational opportunities that promote outdoor wellness, environmental appreciation, and access to natural areas. The goal is to design and construct a new cross country trail system serving the public and local schools. The trails will accommodate students, athletes, families, and community members seeking outdoor exercise and connection with nature.

We also believe this project fulfills Directive B. This site was a former landfill, then transitioned to a superfund site and soon to be a recreation area. We are working with the EPA, as well as the City of Minot to restore soil conditions and create a welcoming space for our entire community to enjoy. A location once filled with trash will be a recreation for people of all ages to enjoy.

Project Objectives:

- Develop a safe, sustainable, and accessible natural-surface trail system for year-round use.
- Provide local schools with a dedicated site for cross country meets and training.
- Encourage healthy lifestyles through outdoor recreation and appreciation of natural areas.
- Support local tourism and community events centered around trail use.

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.

This project is part of an overall comprehensive plan completed by the Minot Park District in 2026.

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 Minot Park District, led by Executive Director Elly DesLauriers, will manage all aspects of the project. Staff and contractors will coordinate design, bidding, and construction. Oversight will ensure the project remains on schedule, within budget, and meets all OHF requirements.

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.

We plan to measure success on vehicle counts during low and peak times. We will also conduct user surveys through our newsletter, social media, and website. We will actively engage our community in the construction of this project and continue to involve them in its promotion and programming. We have a highly motivated cross-country community that includes Minot State University, Minot High School, and Minot North High School. We are also home to Bishop Ryan and Our Redeemers. Our facilities also host many schools within a 50-mile radius. This proposed cross-country course will not only serve as a pristine facility for meets, but it will also be an ideal location for practices, which currently take place on the sidewalks and side streets. This is less than ideal for several reasons, and the primary one is safety concerns.

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
Cross Country Trails	\$61,957.50	\$20,652.50	\$	\$	\$	\$82,610.00
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Total Costs	\$61,957.50	\$20,652.50	\$	\$	\$	\$82,610.00

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 total cost of the cross-country trail is \$82,610.00. We are requesting \$61,957.50 from the OHF and are matching \$20,652.00 from the Minot Park District.

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.

The Minot Park District will maintain and operate the trails long-term, including routine maintenance, vegetation management, and erosion control. Future expansions will be funded through district budgets or community partnerships. The Minot Park District currently maintains over 1,000 acres of public property. Minot Park staff have a vast arrange of knowledge in maintenance, recreation, construction, forestry and horticulture. All of which are assets to the goals and objectives proposed in this project.

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

If less funding is awarded, the Minot Park District will continue searching for other partners to fund this project. This project is a priority for the Minot Park District as the process has been ongoing to get to the point of restoring the land for recreational use. Our community, user groups, City of Minot, EPA and Minot Park staff are excited to see this project become a reality.

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.*

Signage will acknowledge the OHF contribution at the Superfund Site.

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.

Revised: November 4, 2019, April 12, 2023