

Outdoor Heritage Fund Grant Application



The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural 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:

- A. Litigation;
- B. Lobbying activities;
- C. 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;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. 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

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as tractors, snowmobiles);
- Research;
- Projects where the applicant is not directly involved in the project.

Application Deadline

Applications for the second grant round cycle are due on **August 1, 2014 at 5:00 p.m. CT.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov or print it and mail it to the address noted in the next paragraph.

Attachments in support of your application may be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application.

You may submit your application at any time prior to the application deadline. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. **Any item noted with an * is required.**

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.

Name of Organization * Sandhills Archery Club

Federal Tax ID# * 45-0411319

Contact Person/Title * Brian Hage, President

Address * PO Box 1022

City * Fargo

State * North Dakota

Zip Code * 58107-1022

E-mail Address * hagebrian@yahoo.com

Web Site Address (Optional) <http://www.sandhillsarchers.org/>

Phone * 701-371-0468

Fax # (if available) 701-241-7684

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

MAJOR Directive: (select the Directive that best describes your grant request)*

Choose only one response

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive: (select the directives that also apply to the grant application purpose)*

Choose all that apply

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Type of organization: (select the category that describes your organization)*

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation, as described in United States Internal Revenue Code (26 U.S.C. § 501 (c))

Project Name* Sandhills Archery Club Landscaping

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

Sandhills Archery Club, a family oriented West Fargo sporting organization dating back to the 1950's, is preparing to expand its capacity to better serve a growing membership resulting from the local population growth. The projects selected will improve outdoor shooting opportunities and experience for regular use by members, and to promote competitions serving a much larger area. The Club will maintain its emphasis on safe and legal use of the bow and arrow for enjoyment and fellowship, keeping in mind continuing access for youth and handicapped archery enthusiasts. Wildlife habitat will be maintained or improved. A new clubhouse will be built in 2016 to increase indoor archery and related activities.

The Club has developed seven (7) specific segments of the Project that will improve shooting experience for members and guests. The entire project has the approval of Directors and members; specific segments are approved by the Directors and the most active members. Member specialty contractors have participated in development and design of the Project and will participate in oversight for proper completion.

The Project includes 1) significant tree planting and improvements of elevations of several areas to delineate separation between the 14 Field Target Ranges for improved safety and concentration for shooters. 2) Use of the pond will be improved as plant growth is removed from several sections of the pond perimeter and riprap installed to create a safe environment for children to fish. 3) Low areas in the property will be filled and drainage improved for easier maintenance and control of mosquitoes. 4) Dead trees and trash will be removed from an undeveloped area to permit expansion of the Practice Range and relocation of the Broadhead Target. 5) The Practice Range will be increased from 8 to 10 targets with increased distance, for use during practice and competitions. 6) Well-used playground equipment will be replaced. 7) Wood Duck houses will be installed to support the current population, and Martin houses will be installed to help control mosquitoes.

Costs for this Project are estimated at \$82,550. The Club requests grant funds in the amount of \$61,000. The Club match includes \$8,350 in cash payments and \$13,200 in-kind contribution, the majority of which is volunteer labor.

The Club expects to complete the project within 24 months of full funding. Club member volunteers will continue to be active by donating time, equipment, and talent to bring this Project to completion. A system and schedule will be developed to make best use of volunteers. Contractors will be hired as necessary for the most specialized work such as ground prep and tree planting.

The Directors and an appointed committee will oversee the work and maintain records to verify the mix of in-kind labor and equipment, cash, and grant funds. A system for recognition of volunteers and donors will be developed for publication to encourage the broadest participation by members.

Project Duration:*

This project will be completed within 24 months of receipt of full funding.

Amount of Grant request \$ *61,000

Total Project Costs \$* 82,550

(Note that in-kind and indirect costs can be used for matching funds)

A minimum of 25% Match Funding is strongly encouraged. Amount of Matching Funds \$* 21,550

Please indicate if the matching funds will be in-kind, indirect or cash.

Matching funds include \$8,350 in cash purchases and \$13,200 in-kind of which \$11,200 is volunteer labor.

Source(s) of Matching Funds*

Please provide verification that these matching funds are available for your project.

Members already volunteer to maintain the property of the Sandhills Archery Club and operate club business activities, supervision, and instruction. Members will volunteer more than 700 hours to perform much of the work to replace paid labor and will make necessary equipment available as needed.

Cash is available in the Club Treasury to make payments listed in the budget.

Directors will maintain records of volunteer time and equipment and receipts for cash payments.

Certifications *

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

X I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 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)

Sandhills Archery Club, West Fargo, is a family-oriented, multi-use handicapped accessible archery park with 14 3-D outdoor targets, 14-field targets, a practice range, and 30-yard indoor shooting, approved by the National Field Archery Association.

The Club was organized in the early 1950’s in Kindred, ND. It was revived in the early 1970’s in Fargo, moving 5 times before locating to its present site. In 1994, the Club purchased 25 acres in West Fargo and established the first handicapped accessible outdoor range in ND. In 1996, the Army Reserve dug a well and the club installed a septic tank. In 2000, the heated indoor range was completed. Adjoining property was recently purchased for a new clubhouse to be constructed in 2016-2017.

The Club makes annual property improvements to fulfill the goals of handicap accessibility and preserving wildlife habitat including a stocked pond. Club property is home to songbirds, nesting geese, and deer. The pond has been stocked with fish. The Club developed a picnic area with playground equipment and restroom, and established handicapped accessible trails. Boy Scout troops built and installed birdhouses.

The Mission/Goal Statement emphasizes safe, legal use of the bow and arrow for enjoyment and fellowship. Special attention is given to providing opportunities for children to develop archery skills, learn responsibility, and respect nature. The Club has scheduled shooting every week and holds special events several times annually. Members are developing a Junior Olympic Archery Development (JOAD) program.

The Club has 369 members with nearly ½ being heads of families who participate in Club activities. A nine (9) member Board of Directors meets monthly to direct Club activities. Five volunteer range captains supervise shoots. Volunteer members manage all aspects of Club activities, as the Club has no paid staff to manage maintenance, shoots, or special events.

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. Please 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.

The funds requested by Sandhills Archery Club, in the amount of \$61,000, will be used to upgrade landscaping of Club property to improve safety and expand shooting opportunities, and in preparation for construction of a new clubhouse on recently acquired adjoining property. These funds will not replace funds from any other source. The improvements will enhance the practice and competitive environment for both experienced and new archers of every age and ability. The entire project is expected to offer incentive for new members to join and participate in Club activities.

The Club is developing plans and will raise money to construct a new clubhouse in 2016-2017 to expand and improve options for shooting. The new clubhouse will meet the needs of increased membership with more space for family shoots and more gear storage. There will also be special areas for safety and hunting classes, equipment repair and maintenance, and social events. Preliminary plans include a two level building with the upper level designed for offices, conference rooms, and viewing indoor and outdoor ranges, The lower level will have a variety of target ranges and space for large gatherings, such as archery events and archery-related banquets. The old clubhouse will be retained for equipment storage.

The present missions of offering accessible archery practice and competition for the handicapped as well as the general public, and reinforcement of wildlife habitat will be carried into the updated and new landscaping.

Specific elements of the Landscaping phase of the expansion project are listed below:

1. The primary focus of this Project will be planting of trees. The Club will plant 3 rows of trees, inside the chain link fence that protects the property, beginning on the East boundary near the Northeast corner of the property, across the entire North boundary to the West corner. Trees will define the property, protect shooters from the wind, and decrease distraction from passing trains. The outer row will be poplars, middle row coniferous trees, and the inside row yet to be determined. A landscaping firm will advise on tree selection and preparation of the ground in the low-lying areas.

Selected tree varieties will also be planted strategically between targets on the Field Target Range to decrease distraction from other shooters and new posts will be installed to better define individual target ranges. The Field Target Range is largely grassland with mowed lanes to define individual targets. Some mowed lanes will be raised to improve drainage and travel.

Landscape Contractor/Site Prep	\$28,000
Trees	\$12,000
Planting contractor	\$ 2,000
Volunteer Labor	\$ 3,000 (200 hrs)
Includes installation of posts	
Equipment rental (posthole digger	\$ 750

2. Another major effort of this Project is to clean growth around several sections of the Pond border and add riprap. The cleaned and stabilized Pond borders will improve safety and access for youngsters who wish to fish in the Pond.

Landscape Contractor/Site Prep	\$ 5,000
Rip-rap materials	\$ 2,000
Volunteer Labor	\$ 2,200 (147 hrs)

3. The property has several low areas where rain run-off collects regularly. This condition complicates property maintenance and serves as a breeding ground for mosquitoes. Several options will be explored to drain and fill selected areas to improve access and limit mosquitoes.

Landscape Contractor/Site Prep	\$ 2,000
Dirt (from cleanup area)	\$ 2,000
Volunteer Labor	\$ 600 (40 hrs)

4. The Club will clean up the undeveloped area on Southeast corner of the property to increase area for the Practice Range and the Broadhead Target. Clean up includes removal of scrub trees and trash left by previous owner. Dirt is available from this area to be used for site preparation for other elements of this Project.

Volunteer Labor	\$ 2,000 (133 hrs)
Equipment rental	\$ 2,000

5. The Practice Range currently has 8 targets and will be increased to 10 targets. Some of the new targets will be moveable to varying distances to allow for more practice shooters and to better accommodate competitive shooting.

Materials	\$ 600
Landscape Contractor/Site prep	\$ 2,000
Volunteer Labor	\$ 1,200 (80 hrs)

6. The well-used playground equipment will be replaced in the same location, next to the main shelter near the Practice Range. New equipment will provide for more safe play by children.

Playground Equipment	\$ 6,000
Materials	\$ 4,000
Landscape Contractor/Site Prep	\$ 2,000
Volunteer Labor	\$ 1,200 (80 hrs)

7. Wood Duck and Martin houses will be installed to add to the protection of wildlife and to control mosquitoes.

Donated materials	\$ 1,000
Volunteer labor	\$ 1,000 (67 hrs)

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.**

Officers of the Club will manage the Project to ensure completion according to member-approved plans. They will consult with selected Club members throughout the Project.

Name Committee members with brief background and work experience of each

Brian Hage: Associate Degree in Sales, Marketing & Management, 1992. Territory Manager Shaw Carpets since 1995. Sandhills Archery Club member since 2007; current President. Level 2 USA Archery Instructor.

Odin Helgerson: MBA 1990 with graduate work in Wildlife Management. Owns and operates a money management business since 1991. Sandhills Archery Club Board member and Treasurer since 2000.

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

How will you tell if the project is successful? 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.

This Project will be considered successful after funded landscaping plans are implemented to enhance the shooting experience for members and guests, and shooters report satisfaction with the improved environment. The improvements will be publicized and a membership campaign will be conducted. Club membership is expected to increase as a result of improvements to the property.

A database listing each separate element of the Project will be maintained listing funding requested and received, contractor agreements, individual Project element start dates, costs of labor and materials, costs of contractors and equipment rental, and ending dates. Records will be maintained of volunteer activities by name, date, task, and hours to verify in-kind labor costs.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is strongly encouraged.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

X I certify that a project budget will be sent to the Commission*

Sustainability – Indicate how the project will be funded or sustained in future years. *
Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The Club property will continue to be maintained and improved as it has been for the past 20 years, with member volunteers and contracted labor. Completion of the improved and expanded outdoor archery ranges, and planned new clubhouse with increased indoor ranges, is expected to increase membership resulting in increased income. Shooting range enhancements will permit an increase in the number of competitive shoots and will draw participants from a much larger geographic area than current shoots. Current membership is 369 with anticipated 35% increase by 2019.

A fund-raising effort beginning in 2015 will request gifts from local and sports businesses and local individuals to construct and furnish the new clubhouse. An experienced member volunteer will organize and lead the fund-raising program. The Club will also seek funds by submitting applications to a number of agencies requesting grant funds for specific projects.

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

If the full amount of the request is not granted, the Club will proceed with the landscaping project as much as possible with granted funds. The Project plans will not be changed although some aspects of the plan may be delayed.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) 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. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

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 or have trouble submitting the application, please contact Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised May 27, 2014

Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note 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. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Note a minimum of 25% match funding is strongly encouraged. An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Please feel free to add columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective January 29, 2014 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as snowmobiles, tractors);
- Research;
- Projects where the applicant is not directly involved in the project.

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
Landscaper/Site Prep	\$39,000	\$	\$			\$39,000
Trees	\$12,000	\$	\$			\$12,000
Planting Contractor		\$ 2,000				\$ 2,000
Materials	\$ 4,000	\$ 3,600	\$ 2,000			\$ 9,600
Playground Equipment	\$ 6,000					\$ 6,000
Equipment Rental		\$ 2,750				\$ 2,750
Volunteer Labor			\$11,200			\$11,200
Total Costs	\$61,000	\$ 8,350	\$13,200	\$	\$	\$82,550

Landscaper/Site Prep					\$39,000
	includes design and equipment + operator for this project, grass				
Planting Contractor for the trees					2,000
Trees from best priced source (est)					12,000
Materials	Riprap for pond, donated		\$2,000		
	Dirt for low areas, donated		2,000		
	Construction materials, donated	Targets	600		
		Birdhouses	1,000		
	Playground covering, tbd, purchased		<u>4,000</u>		9,600
Playground equipment, purchased					6,000
Equipment rental	Post hole digger, donated		750		
	Truck, Bobcat, Chainsaw, donated		<u>2,000</u>		2,750
Volunteer Labor, donated 747 hours					<u>11,200</u>
TOTAL					\$82,550

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.

Approved by OHF Advisory Board: October 17, 2013

Approved by Industrial Commission: October 22, 2013

Revised by OHF Advisory Board: January 22, 2014

Approved by Industrial Commission: January 29, 2014

Revised by OHF Advisory Board: May 13, 2014

Approved by Industrial Commission: May 27, 2014