

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: The Conservation Capacity Program

Name of Organization: North Dakota Wildlife Federation

Federal Tax ID: 23-7071000

Contact Person/Title: John Bradley, Executive Director

Address: 1605 E. Capitol Ave. Suite 102

City: Bismarck

State: North Dakota

Zip Code: 58501

E-mail Address: jbradley.ndwf@gmail.com

Web Site Address: northdakotawildlife.org

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Objective of Grant:

The North Dakota Wildlife Federation's Conservation Capacity Program would provide the opportunity for small conservation organizations in North Dakota to utilize Outdoor Heritage Fund (OHF) dollars to increase their conservation impact on the ground.

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 Conservation Capacity Program would provide the opportunity for small conservation organizations in North Dakota to utilize Outdoor Heritage Fund (OHF) dollars to increase their conservation impact on the ground.

NDWF affiliate clubs have voiced their desire to participate in the Outdoor Heritage Fund. Unfortunately, many of NDWF affiliate clubs and other small conservation organizations lack the administrative capacity, organizational structure, and upfront funds to apply for Outdoor Heritage Fund grants. During the two-year program, NDWF is seeking to be the intermediary of these small organizations and the OHF, filling in the missing pieces of upfront funding and grant administration.

With the \$30,000 requested from OHF, NDWF will promote the benefits of the Outdoor Heritage Fund in communities across the state by helping small organizations administer and implement local projects that fit the four directives of OHF. NDWF has a suite of ready-to-go projects already identified ranging from fencing for rotational grazing systems, pollinator plantings, shooting range safety improvements, etc. The money will be distributed on a first come, first served basis for projects that fit the four OHF directives.

Project Duration:

Indicate the intended schedule for drawing down OHF funds.

The project dollars will be spent over the next two years ending in Spring 2025. In year one, NDWF will work with conservation groups to develop and execute small grant contracts. In years one and two, NDWF will support those conservation organizations in implementing their local conservation project. When projects are completed in year two, NDWF will complete final documentation and submission to OHF.

Amount of Grant request: \$30,000

Total Project Costs: \$45,000

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

Amount of Matching Funds: \$15,000

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)
\$10,000	North Dakota Wildlife Federation	Cash
\$2,500	North Dakota Wildlife Federation	In-kind
\$2,500	Small Conservation Organizations	In-kind

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 Wildlife Federation (NDWF) is a grassroots organization, which protects and enhances North Dakota’s wildlife and sporting traditions. Since 1935, NDWF has advocated for the conservation of wildlife, habitat, and access for North Dakota’s hunters, anglers, and other outdoor users. NDWF has a storied history of uniting local wildlife clubs, hunters and anglers, farmers and ranchers, and other outdoor enthusiasts on conservation issues around the state.

NDWF has traditionally depended on memberships, donations, grants, and a variety of other fundraising activities for its annual operating expenses and on the ground projects. In 2019, NDWF was the recipient of a bequest from a family trust in Stutsman County. The estate was bequeathed for the broad purposes of wildlife conservation in North Dakota. This estate is the primary source of match to this grant proposal. Through NDWF’s strategic planning efforts, our organization is looking to provide maximum impact with this gift.

The North Dakota Wildlife Federation has leveraged these dollars in the past by working with our affiliate clubs on public and private land habitat and access projects. NDWF would like to expand these partnerships with smaller community-based wildlife organizations across the state.

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.

The Conservation Capacity Program looks to provide small conservation organizations in North Dakota the opportunity to utilize Outdoor Heritage Fund (OHF) dollars to increase their conservation impact on the ground. Over the two years of the Conservation Capacity Program, NDWF will promote the benefits of the Outdoor Heritage Fund by helping small organizations administer and implement projects that fit the four directives of OHF. The money will be distributed on a first come, first served basis for projects that fit the directives.

NDWF will create a suite of projects:

- Fencing for rotational grazing systems,
- Cover crops
- Food plots
- Pollinator plantings
- Shooting range safety improvements
- Boat landings and fishing pier upgrades

Goals, Strategies, and Benefits: The goal of the program is to create a conservation funding pool that is accessible to small conservation organizations who would otherwise not seek OHF grant dollars. The prerequisites required for a small organization to access OHF grants in the past have been too great of a burden. Many small organizations lack the administrative capacity and organizational structure needed to participate in the OHF. This program seeks to achieve the OHF's four directives, while increasing the awareness of the Outdoor Heritage Fund to smaller communities across the state.

The Conservation Capacity Program will provide matching NDWF funds and in-kind from NDWF and the participating organization on projects that fit the OHF directives. Funding from OHF will allow a greater range of projects to be completed and will be an introduction of numerous small groups across the state to the Outdoor Heritage Fund. If successful, the Outdoor Heritage Fund will have a broader spectrum of projects and participants.

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 North Dakota Wildlife Federation will provide management, coordination, and administration to the Conservation Capacity Program. NDWF staff will work collectively to provide affiliate clubs and outside organizations with the needed information to assist program participants.

The North Dakota Wildlife Federation will complete all program coordination from our office located in Bismarck, ND. John Bradley, Executive Director and Cara Greger, Western North Dakota Conservation Coordinator, will serve as the program coordinators. NDWF staff have years of experience administering and executing small grants, including youth shooting sports grants and affiliate program grants. NDWF will provide tracking and reporting for all project agreements following grant guidelines.

All OHF grant funds will be paid as agreements once development activities are completed and proper documentation of the completed project is supplied to NDWF. Funding will be provided through continuous enrollment, meaning there will be no batching period and funding stops when the funds are spent. If any prioritization is required to determine the best projects, NDWF Board of Directors and staff will provide that oversight, utilizing input from outside experts as needed.

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.

Planning -- The essential element of the Conservation Capacity Program will be planning. NDWF will work closely with the conservation organization and through a contract clearly formulate objectives and deliverables with a corresponding budget.

Administration and Monitoring – NDWF will check in frequently with the conservation organization’s volunteers to ensure that projects are being completed on time and within the contracted budget. Photos and site visits will take place to ensure that projects were completed to the contracted standards.

Communication – NDWF will have clear lines of communication with the conservation organization executing the contract. In addition, NDWF will provide a final evaluation and expenditure report to the Outdoor Heritage Fund Board. NDWF will also share successful projects with other conservation clubs and alert them to future OHF opportunities.

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.)*

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
Wildlife Habitat Projects	\$10,000	\$3,334				\$13,334
Private Land Stewardship Projects	\$10,000	\$3,333				\$13,333
Recreation Development Projects	\$10,000	\$3,333				\$13,333
Conservation Organization-Volunteer Hours on Project					\$2,500	\$2,500
NDWF Administration			\$2,500			\$2,500
Total Costs	\$30,000	\$10,000	\$2,500		\$2,500	\$45,000

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 NDWF's Conservation Capacity Program will provide a 50% match to the Outdoor Heritage Fund dollars. The NDWF will provide \$10,000 cash for projects related to this program, and \$2,500 of in-kind funding for administration of the program. Local conservation organizations will provide \$2,500 of in-kind match for hours committed to the project.

Wildlife Habitat Projects – This section of funding is primarily earmarked for pollinator plantings and food plots, but would be open to other projects that fit Directive A.

Private Land Stewardship Projects – This section of funding is earmarked for fencing projects for improved grazing systems, cover crop seeding, and native grass plantings. Additional projects that fit Directive B will be considered.

Recreation Development Projects – This section of funding is earmarked for improvements on public recreational shooting and fishing sites. It would be open to berm and tree plantings at ranges for improved safety, as well as boat ramp and fishing pier improvements.

This grant request is for a suite of projects that fit the four directives of the Outdoor Heritage Fund. NDWF seeks flexibility to adjust goals and transfer funds between the projected line-item expenses to meet the needs of the on the ground project. NDWF's match, as well as well as the in-kind match, will remain the same.

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 projects identified and any additional projects will be implemented and continue to serve the local community after the project cycle ends.

This grant program has great interest from local conservation clubs. If the projects from this grant round prove successful, NDWF expects greater interest from additional conservation clubs to implement similar projects that utilize the Outdoor Heritage Fund. NDWF will look for further opportunities to connect local conservation clubs with OHF dollars in future grant rounds.

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

Portions of the project could proceed with limited OHF funding. The opportunities identified by the North Dakota Wildlife Federation's affiliates have exceeded the funds that the North Dakota Wildlife Federation has allocated for these types of projects. Additionally, one of the goals of this project is to increase awareness of the Outdoor Heritage Fund with smaller organizations outside of the Federation's affiliates. If funds are limited, the Federation would be forced to reduce the number of organizations we could engage with.

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.*

The North Dakota Wildlife Federation will recognize the Outdoor Heritage Fund in the project negotiation phase with small conservation organizations, NDWF would also publicize OHF projects in our quarterly newsletter, Flickertales. For ongoing and finished projects NDWF would post physical signs "This project is supported by the Outdoor Heritage Fund."

Additionally, the Federation will use their Facebook and Instagram platforms to both advertise the program's availability and tout its successes, noting the key role played by OHF.

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 outdoorheritage@nd.gov.

Revised: November 4, 2019, April 12, 2023