

Outdoor Heritage Fund Grant Application

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

Name of Organization * Carrington CrossRoads Golf Course

Federal Tax ID# * 31-1677465

Contact Person/Title * Renee Johnson-2009-2013 General Manager

Address * 164 North 1st Street

City *Carrington

State * North Dakota

Zip Code * 58421

E-mail Address * rjohnson@daktel.com

Web Site Address (Optional) www.crossroadsgolf.com

Phone * home phone 701-652-2550

Fax # (if available) N/A

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

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

Choose only one response

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

Type of organization:

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

Project Name* Carrington CrossRoads Golf Course Shelter/Restroom

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)

Summary:

CrossRoads Golf Course wants to build two Shelter Restroom units near the tee box on number 7 and by Hole 12 and the tee box on 13. The course is owned by its 250 plus some members. The members are from a 45 mile radius of Carrington. The course has members from Jamestown, Woodworth, Hurdsfield, Bowdon, Sykeston, Maddock, Courtney, Cooperstown, Hope, and Page communities. The course is open to the public during the spring and summer months; the course is a host to at least 12 sponsored tournaments.

Objectives one: Build 2 restroom/shelters at the Carrington CrossRoads Golf Course

Expected results: At the conclusion of the project two bathrooms with shelters will be built.

Duration: see chart (This project will be completed during the summer of 2014)

Total project costs: \$26,000

Participants: see chart and the members of the course will also participate in the completion of the project.

Action Plan for the 2014 CrossRoads Golf Course Shelter Restrooms

Project Plan	Time Line	Responsibility	cost
Preplanning	January	Board of Directors	none
Planning	March	Committee	none
Finalizing and approval	April	Board of Directors	none
Excavating	May	Bruce Willyard	\$1,200
Septic	May	Bruce Willyard	\$2,500
Cement work	May-June	Schroeder Construction	\$775
Construction	June	Bronaugh Construction	\$1,000
Plumbing	June	Larson Plumbing	\$3,700
Materials	June	Central City Lumber	\$3,825
Final approval	July 14, 2014	Board of directors	
			Total \$13,000

The above information is just for one shelter restroom. The total project should not be over \$26,000. Bids have already been received. This project is an integral part of Crossroads' goals: To maintain and enhance the course.

Amount of Grant request \$ * \$13,000

Total Project Costs \$*\$26,000

Amount of Matching Funds \$

The money used for this project will be coming from the Course's budget

Source(s) of Matching Funds: the Course's budget

Certifications *

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

Acknowledge-- 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. Renee Johnson

Narrative

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

History: CrossRoads Golf Course was built nine years ago with the help of loans, grants, and members. The entire plan was a concentration of architects, engineers, and loyal members. Volunteers were available to plant trees, grass, and help paint and build the clubhouse.

Mission: To maintain and enhance the course.

Current programs/activities: CrossRoads Golf Course is an integral part of the community. It is available for community and private gatherings: bingos, anniversaries, birthday parties, weddings, business meetings. During the golfing season, the course is able to host State Class B High School Tournaments, Regional tournaments Class B and A, college tournaments and at least 16 other tournaments. The course will also host the North Dakota Golf Association Three Man Best Ball and a North Dakota Junior Golf Association

Tournament. The course offers Tuesday Night Scrambles for its members and guests, a senior league on Tuesday mornings, Ladies' day on Wednesday and Thursday is Men's day. Meals and lunches are available.

Overview of organization structure: The organization is comprised of 7 active board members who have terms of 3 years. Sometimes the board members will continue their term by being an officer. These nine board members have monthly and special meetings when needed. Also there are a spring and a fall meeting for all members. Members are kept informed by emails and letters. The General Manager and the Superintendent are responsible for the daily events and work closely with the board. Another employee is the secretary/treasurer. This person is responsible for all the financial matters. There are at least 10 seasonal/part time workers at the course. By laws of the course are reviewed and followed. There are also policies made so there are consistencies and rules to follow.

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

Identify: Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Project goals: Maintain and enhance the course and its recreational area.

Strategies: Strategy of building the shelter/restroom

A. Preplanning the vision

1. Brainstorm the safety need with the Board of Directors
2. Survey the stakeholders or the members

B. Implementation of plan

1. Notify contractors and bid the work
2. Accept the bids at a board meeting
 - a. Define who will do the work
 - b. Present timeline to contractors and review their work

C. Implement production of the restroom/shelter

1. Continually oversee the work
2. Measure and review the work of each aspect of work
 - a. Continue with the documentation of progress
 - b. Relate to head contractors if he/she is meeting the standards of work and financial accomplishment

D. Evaluation of each aspect and present results to the Board

1. Present entire evaluation to the Board
2. Send the completion papers to the Committee

Benefits: The benefit of the shelter/restroom project will not only provide safety to its golfers and visitors, but also enhance the outdoor recreation environment. If the grant is accepted, the area by Hole 7 will be developed as a green space where walkers can sit, rest, and enjoy the outdoors because the course is also planning to have benches available for a rest spot near the shelter restroom. In the original design of the course, there was going to be paved trail that would encircle the course and then extend into the city. This goal has not been met, but this project could be relevant to that. By building a restroom/shelter by Hole 7, this would create a primitive path to the city.

Timetable for implementation.

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The need for the project and whether there is urgency for funding.

As this project was first planned in 2012, a survey of members was made and the members indicated that it was important to the course that these shelters/restrooms be built. Right now, the course has porta potties but no electricity and no running water on the course. With the wide variety of visitors, the entire family can participate in hours of fun at CrossRoads.

In regards to urgency, this is a project that has been planned and thought about for many years. It is time that CrossRoads enhances and maintains this recreational area as is stated in the fourth directive.

Please indicate if this is a new project or if it is replacing funding that is no longer available to your Course's organization.

This is a new project which started in 2012. Our course will be 10 years old in July, and in 2016 the last loan payment will be finalized. This will be a memorable day to those that planned the course and have seen its improvement.

Identify any innovative features or processes of your project.

This project will replace the porta potties that are now on the course. The new design has been made by an architect at Central City Lumber. This design will meet all building codes. The structures will compliment the nearby environment.

Management of Project – Provide a description of how the 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.

Renee Johnson will be the manager of the project with the supervision of the Board of Directors. She is a retired teacher and a retired manager of CrossRoads Golf Course. She has experience in grant writing and federal peer reviewed grant reading. She will have time to oversee the projects and complete the forms. She will make sure the board and its members will be aware of the beginning and the completion of the project and its success.

All of the contractors and workers of this project will be members or have family members involved at the course.

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.

As the writer of the grant, I, Renee Johnson, will determine if the project is successful. I will be actively involved with this project. I will be the one who will maintain the timelines, contracts, strategies and the financials. Once the project is complete, I will submit my evaluation to the Board. The instrument of evaluation will be devised and scored in a way in which each aspect will be scored by careful management. Not only will the financial matters be assessed but also the success of the actual project development. (I will devise a scoring sheet for each of the areas of construction. These sheets will be sent at the completion).

The project is important to the course because of its necessity to the people that are using the course. Safety is important. There must be a place of safety for the walkers, bikers, and golfers and whoever else is enjoying the beautiful natural habitats of the area. These shelter/restrooms will provide a space for those that want to enjoy the wildlife and habitat of the area. Area that surrounds the project has homesteaded trees, a coulee which is home to many different animals, watering ponds, 100 newly planted trees from 2012 project, and a trail which has natural resource signages.

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.***

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.**

I certify that a project budget will be sent to the Commission*. Renee Johnson

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.

After the completion of this project operating budget will be absorbed into the course maintenance budget. This will be a continual area that will be maintained by the ground keepers and general staff. The money from the selling of the portal potties which are now used will be added to the maintenance fund. The project will be covered by our insurance company. The planning of this project was done by a committee of CrossRoads Board of Directors.

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

As stated CrossRoads is applying for \$13,000 and the total project is \$26,000 so whatever is not funded through this grant will be completed by the course. Money for this project will be taken from the budget of the course. Perhaps, money from memberships will need to be raised to help cover the cost of this project. Another idea if the grant is not received is to just build one this year and 2015 build the second one.

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

CrossRoads Budget Form for Shelter/ Restroom

	Column 1	Column 2	
Project Expense	OHF Request	Applicant's Match Share (Cash)	
Excavating (1)	\$1,200	\$1,200	The numbers in this column are considered to be cash .
Septic (2)	\$2,500	\$2,500	
Cement work (3)	\$775	\$775	With the documentation, there will be more accurate information. The plan is for 2
Construction (4)	\$1,000	\$1,000	
Plumbing (5)	\$3,700	\$3,700	restroom/shelters. Column 1 refers to one restroom and then column 2 refers to the second one.
Materials (6)	\$ 3,825	\$3,825	
Total Project Costs	\$13,000	\$13,000	

DRAW TEXT BOX FOR DETAILS HERE

1. Excavating	A local excavator has been hired to do the work. He has done most of the excavating at the course. He estimated his bid in 2012 and will sign a contract at the bid price.
2. Septic	The same person who does the excavating will do this work at the price estimated in 2012. He will sign a contract at this cost
3. Cement	A local contractor will do the cement work and sign contract.
4. Construction	A local construction member will be responsible for the building of the shelter/restroom. He will be considered to be the "boss" of the construction project.
5. Plumbing	A local plumber has committed his work to this project. He will be the lead plumber with other workers.
6. Materials	All materials will be purchased from Central City Lumber. This is a business which has been loyal to the course and has given the course excellent products at minimal cost.
Documentation	The Board will have one person overseeing the project and organizing the records for the project.
Information:	The Board will purchase products and hire from local businesses and contractors. Carrington CrossRoads Golf Course commends it community for its commitment to the course. The "community" has been just and fair in all of its products so that the course can remain vital to the area.

November 25, 2013

To the Outdoor Heritage Fund,

Please accept this grant application for the North Dakota Outdoor Heritage Fund. The total amount is minimal (\$13,000) compared to health of the individual that could be improved if this grant is to be accepted.

In reading about this grant in Saturday's *Jamestown Sun* it stated that there were only 4 grants that had been filled. Grants to a YMCA, a Soil Conservation District, a recreational site, and a Rodeo nonprofit. In the grant that CrossRoads Golf Course is submitting, the grant will provide a shelter/restroom for those people that are involved in a healthy lifestyle while being active not only by golfing but also by walking, biking, running, and just enjoying the outdoors.

CrossRoads has an asphalt trail, and with this grant, the course will then be able to extend the trail to circle the 11 holes that are considered the front . The number one goal of 2014 will be to build the Shelter/Restrooms, and then do the detailed extension in 2015. No money from this grant will be used in the 2015 goal.

In the Directive Four: Conserve natural areas for recreation through the establishment and development of parks and other recreation areas, CrossRoads has interpreted that to mean that CrossRoads can relate to this directive by conserve the natural area and developing or enhancing it for the wellbeing of its visitors. The Course's goal is to enhance the recreational by keeping its visitors safe and comfortable. In the last year, the course had to use horns to get the visitors off the Course in order for them to be safe from the weather. Also during the hot temperatures of the summer, the Course dispersed water to golfers so they would not get dehydrated. With the assistance of the grant, the Course will provide a resting area and a safe spot for these outdoor people.

Thank you.

Sincerely,

Renee Johnson