

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.

Application Deadline

Applications for the first grant round cycle are due on **December 2, 2013 at 5:00 p.m. CST.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

It is our intent to have this form available on line. However, until that on-line form is available we are asking that you submit your application as a Word document. 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 .Then submit the Word document as noted in the following 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 tentatively scheduled for the week of January 13, 2014. 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 Bismarck Rotary Club

Federal Tax ID# 45-6011543

Contact Person/Title Ken Schiele, Chairperson of the Bismarck Rotary Club's Arboretum Committee

Address 600 S. 2nd St., Ste. 200

City Bismarck

State ND

Zip Code 58504

E-mail Address ken.schiele@raymondjames.com

Web Site Address (Optional) www.bismarckrotary.org

Phone 701-223-7274

Fax # (if available)

List names of co-applicants if this is a joint proposal Bismarck Parks and Recreation District

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

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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 Bismarck Rotary Arboretum Accessibility, Conservation and Interpretive Improvements

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)

Bismarck Rotary Arboretum is a conservation and educational green space within the Tom O'Leary Golf Course Complex. The proposed project would include comprehensive renovation and improvements to the Bismarck Rotary Arboretum. See detailed plan attached.

Accessibility Improvements

The project would include new surfacing on all the pathways to improve accessibility and eliminate existing erosion issues, including replacement of the retaining walls and borders along the paths. In addition, the existing stairs would be removed and changed to a switch-back trail to again improve the accessibility. A new paved walkway would be added from the Ward Road entrance area with a wayfinding sign to direct people to this newly improved gem in the heart of Bismarck. In addition to the pathway improvements, the existing boardwalk would be renovated with new boards and would be extended to eliminate erosion on the lower path sections.

Conservation and Education

The project would also include additional native plantings and new interpretive signs to both maintain and improve the conservation already in place, and also to educate visitors about this conservation. The new plantings and signage would allow for a clearer distinction between the different conservation areas, including wetland, woodland, woodland edge, and prairie, all of which are found in the Arboretum. The project also includes a small, new open air shelter at the top of the prairie for the purpose of picnicking, outdoor classroom, or contemplation.

Project Costs and Partners

The Bismarck Rotary Club has had a long history with the Arboretum from its inception to today. The Rotary is proposing to offer both cash funds and in-kind labor toward this project. The total project cost, including in-kind labor, is \$89,268. Bismarck Parks and Recreation District (BPRD), who maintains the Arboretum, will also pledge in-kind support in the form of labor and artwork for the interpretive signs. A detailed cost estimate and designation of matching funds and in-kind match is attached.

Amount of Grant request \$74,988

Total Project Costs \$89,268

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

Amount of Matching Funds \$10,000 in cash and \$4,280 in-kind

If applicable

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

Source(s) of Matching Funds

Bismarck Rotary will provide matching funds in the form of both cash and labor. BPRD will provide in-kind labor for both the removal of pathway borders and for the artwork for the new interpretive signs. **See detailed cost estimate attached.**

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)

Since 1920, Bismarck Rotary has served the Bismarck community through innovative leadership projects. Rotary is an organization of business and professional leaders, united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Locally and internationally, Bismarck Rotary focuses on service to youth. A growing college scholarship program, support of Boy Scouts, Girl Scouts, 4-H, our Rotary Wrestling Tournament, and other youth programs are favorite projects of the club. Our passion for youth is fueled by our Junior Rotarian program where high school students attend our weekly meetings, sharing their lives, hopes, and dreams with Rotary members. In our current Ecuador Project we have partnered with Rotary Club Quito Valle Interoceanico of Quito, Ecuador, to support the Children of the Andes Project—dedicated to helping the poorest pre-school aged children in Quito. We have been a major supporter of the God's Child Project and the Gift of Hope - our Lesotho Project in southern Africa was recently completed by becoming self-supporting. Our new international project is in Ecuador.

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 Bismarck Rotary Arboretum is already serving the function of conservation offering native plantings, a wetland, and habitat formation. The suggested improvements would increase the conservation efforts at the site as well as increasing the educational opportunities of the site and eliminating the erosion that exists along the existing trail system.

The erosion on the pathways is a priority concern and urgency for both the Rotary Club and BPRD as the manager of the site. Two of the proposed projects should eliminate the erosion issues. The pathways will be resurfaced with 3” of crushed limestone, which will create a hard, firm surface for accessibility and minimize any soil erosion. In addition, extending the boardwalk to the north by 50 feet will create allow for this lower area of the trail to be vegetated as the foot traffic will now be on the boardwalk.

The conservation and educational component will help to identify and interpret the four different segments of North Dakota habitats, including wetland, woodland, woodland edge, and prairie. This is a very unique situation to have all four native habitats in the heart of town. This project will help to capitalize on this unique situation and bring more people into the site.

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.

BPRD Operations Director will oversee the project. Our Operations Director has over 30 year's experience in parks, recreation, and conservation areas. BPRD has a proven track record with grants and grant fulfillment, meeting all deadlines and providing adequate records.

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.

BPRD will be able to provide anecdotal evidence of park use, as well as tracking the number of school class visits, etc.

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.**

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.

Bismarck Parks and Recreation District (BPRD) oversees the maintenance and management of the Bismarck Rotary Arboretum and will continue to do so. The accessibility elements of the proposed project will actually improve maintenance of the site by eliminating the erosion that is currently an issue on the lower trails of the site.

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

With less than full funding, the Bismarck Rotary Club and BPRD will decide which features of the plan will be priority and which features can be phased in over the next several years or as funding becomes available.

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

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 if there are any 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 match funding is not required but an application will be scored higher if match funding is 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.

Project Expense	TOTAL COST	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Other Project Sponsor's Share (In-Kind)
Replace Interpretive Signs	8500	\$ 8,500	\$	\$	\$
Paving Entry Path	3600	\$ 3,600	\$	\$	\$
Shelter & concrete pad	20000	\$ 20,000	\$	\$	\$
Picnic tables	3000	\$ 3,000	\$	\$	\$
Gravel resurface for trails	2767	\$ 2,767	\$	\$	\$
Gravel delivery and install	1500	\$ 1,500	\$	\$	\$
Timber curb/walls	22,414	\$ 12,414	\$10,000	\$	\$
Delivery and labor for curb/walls	11,207	\$ 11,207	\$	\$	\$
Lumber for bridge boards and railings	5,000	\$ 5,000	\$	\$	\$
Native Plantings	7,000	\$ 7,000	\$	\$	\$
Replace bridge boards & railings	900	\$	\$	\$	\$ 900
Remove stairs	1,080	\$	\$	\$ 1,080	\$
Remove timbers	1,440	\$	\$	\$	\$ 1,440
New Wayfinding Sign	500	\$	\$	\$	\$ 500
Artwork for signs	360	\$	\$	\$	\$ 360
Total Project Costs	89,268	\$ 74,988.00	\$ 10,000.00	\$ 1,080.00	\$ 2,300.00

Cost Estimate 11/2013

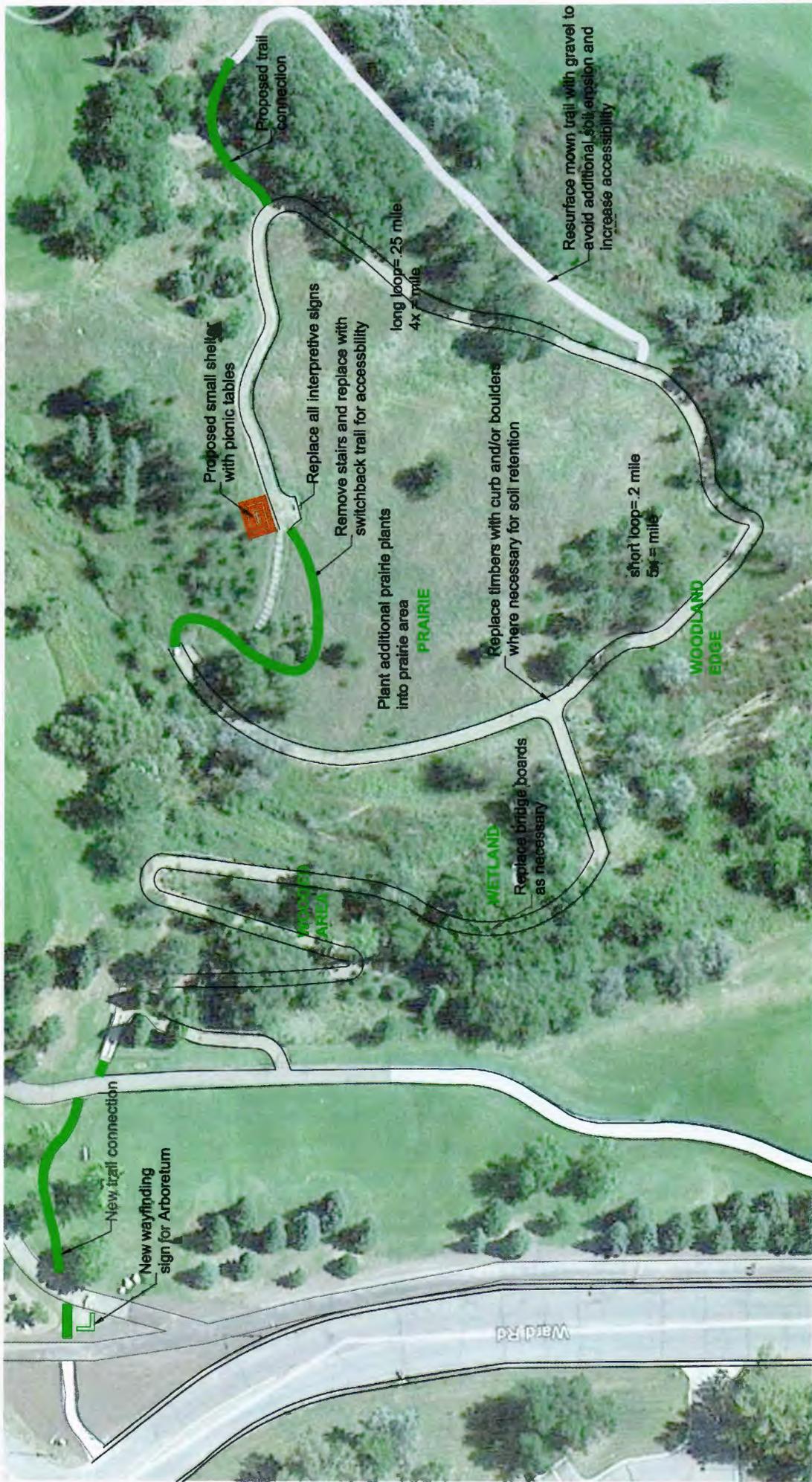
	qty.	units	unit price	total	notes
Replace Interpretive Signs	5	ea	1700	\$8,500	
Paving Entry Path	720	s.f.	5	\$3,600	
Shelter & concrete pad	1	ea	20000	\$20,000	
Picnic tables	2	ea	1500	\$3,000	
Gravel resurface for trails	178.5	ton	15.5	\$2,767	
Gravel delivery and install	1	ls	1500	\$1,500	
Timber curb/walls	3202	sf	7	\$22,414	
Delivery and labor for curb/walls	3202	sf	3.5	\$11,207	
Lumber for bridge boards and railings	1	ls	5000	\$5,000	
Native Plantings	1	ls	7000	\$7,000	
			TOTAL	\$84,988	
IN-KIND					
Replace bridge boards & railings	60	hr	15	\$900	BPRD or Eagle Scout project
Remove stairs	72	hr	15	\$1,080	Rotary
Remove timbers	96	hr	15	\$1,440	BPRD
New Wayfinding Sign	1	ea	500	\$500	BPRD
Artwork for signs	24	hr	15	\$360	BPRD
			IN-KIND TOTAL	\$4,280	
PROJECT TOTAL				\$89,268	

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
- Equipment Any equipment purchased must be listed separately with documentation showing actual cost.
- 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



New wayfinding sign for Arboretum

New trail connection

Proposed small shelter with picnic tables

Proposed trail connection

Replace all interpretive signs

Remove stairs and replace with switchback trail for accessibility

Plant additional prairie plants into prairie area
PRAIRIE

Replace timbers with curb and/or boulders where necessary for soil retention

WETLAND AREA

Replace bridge boards as necessary

WOODLAND EDGE

long loop = 2.5 mile
4x = mile

short loop = 2 mile
5x = mile

Resurface mown trail with gravel to avoid additional soil erosion and increase accessibility

Ward Rd

Key

-  Park
-  Boat Ramp
-  Campground
-  Paved Trail/Sidewalk Connection
-  Measured Trail Route
-  Proposed/Future Trail

Bismarck Rotary Arboretum

