

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 *
Casselton Park District

Federal Tax ID# *
45-6006765

Contact Person/Title *
Stephen Bartholomay - Director

Address *
302 6th Avenue South – PO Box 97

City *
Casselton

State *
North Dakota

Zip Code *
58012

E-mail Address *
cassparks@casselton.net

Web Site Address (Optional)
Casseltonparks.com

Phone *
701-347-5386

Fax # (if available)
701-347-4505

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;

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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

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

Project Name*

Tinta Tawa Park Pavement Renovation

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)

The Casselton Park District plans to re-pave the paths and parking lot contained in its 11-acre park, Tinta Tawa, located on the northwest edge of the city.

As in 2007, we plan to bring Aggregate Industries of Moorhead, MN, in to resurface the two miles of walking/biking paths in the park. Aggregate will also refurbish the existing parking lot near our fishing pier and boat ramp and re-pave that area at a cost of \$33,400. We are requesting \$17,500 in funding from the Heritage Fund to help us complete the parking lot project and cover some associated costs, including landscaping and parking lot markings.

Park usage at Tinta Tawa has grown dramatically in past years and renovating our parking area will allow to serve our patrons better.

We hope to complete the entire renovation project in 10 to 14 days late in the summer or early in the fall of 2014. Park traffic decreases in September and October and we hope to minimize issues by working on the parking lot later in the year.

Amount of Grant request \$ *17,500

Total Project Costs \$*33,400

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

Amount of Matching Funds \$15,900

If applicable

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

Source(s) of Matching Funds

If applicable

Casselton Park District

Local Contributions

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 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) The mission of the Casselton Park District is promote, provide and maintain recreational opportunities for the community of Casselton and the surrounding areas. We believe that our mission serves to enhance the quality of life for our residents.

We currently maintain five park areas in Casselton, as well as the community's swimming pool. We coordinate summer programs that serve more than 270 children in our community and the surrounding area.

In addition, we work closely with the Central Cass School District to promote and to provide opportunities that benefit our patrons.

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 grant will assist the park district in maintaining the parking lot near our fishing dock and boat ramp. Fishing and water activities are a big part of all that goes on at Tinta Tawa Park and we hope that by upgrading our parking area, we'll enhance those opportunities even more.

We plan to rework the existing parking lot as part of a renovation project that will also include the park's 2 miles of walking/biking trails. We hope to complete the project late in the summer or early in the fall of 2014.

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.

The park district will oversee the renovation project and we feel certain that will move along as scheduled. We've reworked our park paths in previous seasons using Aggregate Industries as our general contractor and the entire project should take 10-14 days.

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.

We'll be able to assess the success of renovation project if we can make it easier for park patrons to access the Casselton Reservoir and if we able to increase the usage of the park.

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*

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.

This will be the second time we've resurfaced on parking area near the fishing dock and our park board works to budget funds to maintain that area on a regular basis. Our walking paths and parking areas are key to the use of our park and to not maintain them would create serious consequences for the park district.

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

Our goal is to complete the renovation of our recreation trails in late 2014. We hope to include work on the parking lot near our fishing area, but may have to stage the project based on available funding. Heritage Fund support would be key in completing the entire project in 2014.

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	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share
Subgrade Prep	\$17,500	\$15,900	\$	\$	\$
Class 5 Gravel	\$	\$	\$	\$	\$
3" Asphalt Base	\$	\$	\$	\$	\$
2" Asphalt Overlay	\$	\$	\$	\$	\$
(1,341 SQ Yards)	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Project Costs	\$33,400	\$33,400	\$	\$	\$

DRAW TEXT BOX FOR DETAILS HERE

The Casselton Park District plans to renovate and re-pave the parking lot area near the fishing dock and boat ramp at Tinta Tawa Park on the northwest edge of Casselton. The parking lot was first paved in the late 1990s but has deteriorated over the past 15 years.

The parking lot gets extensive use by local fishermen and boating enthusiasts. It also provides parking for many patrons during other park district activities in the park, including baseball and softball games, youth tennis and those who utilize the park's disc golf course.