

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 *: *Devils Lake Chamber of Commerce*

Federal Tax ID# *: *45-0116761*

Contact Person/Title *: *Suzie Kenner, Executive Director, Devils Lake Convention & Visitors Bureau*

Address *: *PO Box 879, 208 Highway 2 West*

City *: *Devils Lake*

State *: *North Dakota*

Zip Code *: *58301*

E-mail Address *: *suzie@deviislakend.com*

Web Site Address (Optional): *http://www.deviislakend.com*

Phone *: *701-662-4903*

Fax # (if available): *701-662-2147*

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 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*: *Devils Lake Winter Ice Fishing Trail System*

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 Devils Lake Public Access Committee is asking for help with winter access on Devils Lake. The momentum has picked up with the perch netting numbers being the best since 1992. The winter fishing season plays a significant role in the Devils Lake economy and the community hopes to build on the momentum and aid the anglers (resident & non-resident) with access on the lake during the winter. Devils Lake competes with communities like Lake of the Woods and the Brainerd, MN area for these anglers and their dollars. The Devils Lake Public Access Committee would like to significantly improve the trail system on the lake and needs help with funding. Currently all funds go towards the summer maintenance account to fund improvements and maintenance of summer access and fish cleaning stations. The only money in the past four years to be provided to the winter access account came from donations from the Devils Lake Visitors Committee. The Public Lake Access Committee is asking for \$50,000 to help with these trails and access areas for the next two winters.

Amount of Grant request \$ *: \$49,850

Total Project Costs \$*: \$53,310

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

Amount of Matching Funds \$12,931.91 (current funds available) Wish to use money left over or not included in the budget for year three of the project.

If applicable

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

Since January of 2010, the Devils Lake Visitors Committee has contributed a total of \$18,000 to this fund. The Public Access Committee has only been able to provide winter maintenance of keeping the access points open and no trails have been plowed. The committee spent a total of \$4,094.40 in 2010, \$888.70 in 2011, no funds were needed in 2012 because of lack of snow, and \$4,134.10 in 2013, totaling \$9,117.20. The winter access fund to date has \$12,931.91.

The Devils Lake Conventions & Visitors Bureau will put \$2,000 of advertising dollars as an in-direct match to go towards marketing the trail/access system throughout the Midwest.

Source(s) of Matching Funds

If applicable: *The Devils Lake Visitors Committee has contributed \$18,000 over the past three years.*

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 Devils Lake Chamber of Commerce is the managing organization of the Devils Lake Public Access Committee. This committee was formed to bring together the City of Devils Lake, the Devils Lake Park District, Ramsey County, the Devils Lake Chamber of Commerce and the Lake Region Anglers Association, all which have vested interest in the full development, improvement, maintenance and access of Devils Lake. An additional funding partner is the North Dakota Game and Fish Department, that provide a yearly grant to help maintain the fish cleaning stations. The Public Access Committee manages the summer/winter access maintenance, works on development and improvements to new and existing accesses, and oversees the disbursement of contributions and conservation fees in accordance with the ND Game and Fish Department.

This committee helped with construction of the first public year-round fish cleaning station that is heated in the winter and air conditioned in the summer. It can hold up to 18 anglers at one time and is free for the public to use. The Public Access Committee also maintains the fish cleaning stations in the area, and helps to maintain the public landing and areas.

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.

This project falls under “Directive A” and will provide access to public land, or in this case, water.

The Outdoor Heritage Fund Grant would replace funding that is no longer available to winter lake access. Currently, there is no set funding mechanism in place to fund the winter trail and access system on a yearly basis. At the current funding level, the Public Access Committee will only be able to maintain a handful of public access points, leaving anglers on their own once they are on the ice, and in some cases, getting on the ice. Without access to a snowmobile or track vehicle, it may be impossible at times for some to get around Devils Lake to fish. With the elevation of the lake that covers over 190,000 acres it is a big area to cover. To give a clear understanding of the amount of area now needed to cover, back in 1993, Devils Lake had a surface area of 44,230 acres.

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 Devils Lake Public Access Committee puts out a Call for Bids on the winter trail system every year. The project is overseen by the managing partner of the Devils Lake Chamber of Commerce. With the help of “trail bosses” all sections of the lake (that are safe) will be covered and plowed for access. Due to ice thickness needed, the committee will be able to plow January – March, when needed. With changing snow, wind and ice conditions, it is always changing. The amount to spend each year is taken to a vote with the Devils Lake Public Access Committee, which is made up of a member from the City of Devils Lake, Devils Lake Park Board and Ramsey County.

The Devils Lake Public Access Committee will also partner with the Devils Lake Convention and Visitors Bureau to “advertise the improved trail system.” Press releases will be strategically placed on websites such as fishingbuddy.com, lake-link.com, devilslakend.com, and newspaper websites. Press releases will also be sent periodically to outdoor publications and a list of over 75 outdoor writers and editors to provide awareness of the trail/access system.

Ice Fishing conditions can be based on weather. Each year is different. Snow and wind are major factors in the amount of plowing that needs to be done throughout the winter. If the budget isn't spent, the Public

Access Committee could either chose to give that money back to the Outdoor Heritage Fund or the committee could put the remainder of the money into year three to keep the momentum moving forward.

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.

The Public Access Committee will use a survey placed at the year-round fish cleaning station to ask anglers how the project is going, and if they feel it is better compared to past years or if they are indifferent. We will also ask questions of non-resident anglers to see if they plan on coming back to Devils Lake to ice fish, and if the improved trail and access system swayed their decision. We will offer a prize to entice anglers to take the brief survey and will provide a lock box in the facility to place surveys once completed. The committee will also send out an e-mail survey to the “fishing news” contact list provided by the Devils Lake Convention & Visitors Bureau.

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.

The Public Access Committee would gather the survey information and then look at pursuing permanent funding solutions, as well as other grant opportunities to maintain the trail/access system. The committee feels that two years of data on an improved trail/access system will give the statistical data needed to prove the additional access points and trails are needed and improve our local economy.

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

If partial funding was granted, the Public Access Committee would scale down the trail system to maintain as many access points as possible, along with the trail system. The committee could minimize a couple of access points, and depending on the amount of snow in the given year, the committee would opt to stop plowing access points or trails earlier in the season and would maintain the system as long as possible.

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

Winter Lake Access Trail/Access System

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (In-Direct)	Other Project Sponsor's Share	Totals
Landing Maintenance Labor (1)	\$3,420	\$1,000				\$4,420
Trail Maintenance for 4 trails (2)	\$21,505					\$21,505
Press		\$600		\$1,000		\$1,600
Survey Requests		\$400				\$400
Total Project Costs	\$24,925	\$2,000		\$1,000	\$0	\$27,925
Total Project Cost for Two Years						\$55,850

Budget Notes

Project Budget is based on one year with funding request to cover two years

(1) Based on 12 weeks of work, 3 hours a week at the billable rate of \$95 per hour

(2) Based on 11 weeks of work plowing 4 trails, 4.25 hours a week per trail at the billable rate of \$115 per hour