

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

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as tractors, snowmobiles);
- Research;
- Projects where the applicant is not directly involved in the project.

Application Deadline

Applications for the second grant round cycle are due on **April 1, 2014 at 5:00 p.m. CT.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

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 or print it and mail it to the address noted in the next 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. 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 * Menoken 4-H Picnic Park Mutual Aid Corporation Board of Directors

Federal Tax ID# * 45-0377854

Contact Person/Title * Cathy Palczewski, 4-H Youth Development Extension Agent

Address * 3715 E Bismarck Expressway

City * Bismarck

State * ND

Zip Code * 58501

E-mail Address * Cathy.Palczewski@ndsu.edu

Web Site Address (Optional) www.ag.ndsu.edu/burleighcountyextension

Phone * 701-221-6865

Fax # (if available) 701-221-6845

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

Menoken 4-H Picnic Park Board of Directors

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

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

Project Name*

Equip the Menoken 4-H Picnic Park Mutual Aid Corporation with accessible bathrooms and update the electrical infrastructure.

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 Menoken 4-H Picnic Park is used for many events during the summer. Currently, the Menoken 4-H Picnic Park does not have suitable bathrooms for public use during the various functions that are held on the grounds. The electrical system on the Menoken 4-H Picnic Park grounds needs to be updated to meet code & ensure the safety of the user groups, as well as to properly accommodate the events that are held on the grounds.

The objectives are to add bathroom infrastructure and upgrade the electrical wiring to meet code in the park with the hope of increasing usage, safety and convenience to the public. The upgrades would be permanent with hopes to complete the projects by the end of the 2014 user season.

The total project costs will be \$23,674 for the bathrooms and \$8,273.88 for the electrical work for a total cost of \$31,947.88

Amount of Grant request \$ * 20,647.88

Total Project Costs \$* 31,947.88

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

A minimum of 25% Match Funding is strongly encouraged. Amount of Matching Funds \$* 9,300 In-Kind matching funds. \$2,000 Cash matching funds.

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

Source(s) of Matching Funds*

Please provide verification that these matching funds are available for your project.

In-kind matching funds will be provided by local residents who have volunteered to provide services to perform the trenching, construction and sewer update costs to the project. In addition, Border States Electric has agreed to a supply contribution to the project.

In-kind cash funds will be provided by the Menoken 4-H Picnic Park Mutual Aid Corporation treasury.

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)

The organization’s history dates back to 1935 when the property was deeded by a local resident to the Burleigh County 4-H Council.

The mission is to provide a clean, safe recreational site available for public rental of the picnic grounds for various functions through the rental season and provide a place for Burleigh County 4-H to host activities.

The various functions held at the Menoken 4-H Picnic Park are weddings, ABATE functions, birthday and anniversary parties, campouts, family reunions, Scouting events, etc.

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 goal is to update the facility to conserve the natural area for recreation through the establishment and development of the area to make it more attractive and convenient for various functions.

The projected timetable would be to complete the project during the summer of 2014.

There is a definite need to update these facilities. Currently, the bathrooms are outdoor with a shelter enclosure. The plan would be to install plumbing and facilities for the bathrooms and have an enclosed building housing the bathrooms.

The current electrical system causes issues with proper voltage and safety for larger functions that are held on the grounds. An update to the electrical system would solve those problems.

This is a new project that has not previously been funded, therefore, there is an urgency for funding.

The treasury for the picnic grounds is primarily funded by the rent received from the various functions that are held on the grounds. This funding is not adequate to complete the updates. Once upgrades to the picnic grounds are complete, hopefully this will increase usage of the grounds so more frequent upgrades can continue.

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 individuals involved in the update are professionals in their field; for example, electricians, plumbers, contractors. These individuals, along with volunteers and the Board of Directors, will oversee the project to ensure it is carried out in a manner that best ensures that the objectives will be met.

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.

Once the project is complete, it will be successful. The methods utilized to measure success will be regular visits to the site during construction and upgrades. A final inspection by Capital Electric will determine success of the electrical upgrades based on their recommendations for the project. In addition, a contractor will inspect the complete bathroom facilities.

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. Note that a minimum of 25% match funding is strongly encouraged.*

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.

Once the project is complete, it will be the responsibility of the Menoken 4-H Picnic Park Mutual Aid Corporation to maintain the grounds with the picnic grounds treasury. It will also be the responsibility of the Menoken 4-H Picnic Park Board of Directors to provide ongoing management, upkeep and oversight of the grounds as it has been doing for the past several years.

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

If less funding is available than the amount requested, the Board of Directors may contact fraternal or other organizations, as well as local residents, for donations to the project. Pursuing other grant sources is also an option to get the projects completed.

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

Revised January 29, 2014

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 the 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 a minimum of 25% match funding is strongly encouraged. An application will be scored higher the greater the amount of match funding 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. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective January 29, 2014 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as snowmobiles, tractors);
- Research;
- Projects where the applicant is not directly involved in the project.

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
\$23,674.00	\$15,274.00	\$	\$8,400.00	\$	\$
\$8,273.88	\$ 5,373.88	\$2,000.00	\$ 900.00	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Project Costs	\$20,647.88	\$2,000.00	\$9,300.00	\$	\$

The breakdown of the \$23,674.00 for the bathroom construction is as follows:
 2 outdoor doors = \$600.00; stall doors \$1500.00; 5 WC = \$1000.00; 1 urinal = \$500.00; concrete pad = \$600.00; foundation = \$350.00; footing = \$250.00; blocks with mortar = \$4400.00; sewer = \$3000.00; plumbing = \$800.00; truss = \$550.00; sheathing = \$224.00; roofing = \$700.00; gable = \$600.00; sinks = \$200.00

In-Kind match for the bathrooms will include: \$6,400.00 labor; \$2,000.00 trenching

The breakdown of the \$8,273.88 for the electrical work includes:

200 amp service on stage parts & labor = \$2,864.54; Wire band area parts & labor = \$2,775.88; Establish 200 amp service in picnic area parts & labor = \$2633.46

In-Kind match for the bathrooms will include: \$2000 cash from the Menoken 4-H Picnic Park Board of Directors; \$900.00 donated parts from Border States Electric.

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.

Approved by OHF Advisory Board: October 17, 2013

Approved by Industrial Commission: October 22, 2013

Revised by OHF Advisory Board: January 22, 2014

Approved by Industrial Commission: January 29, 2014