

# 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 **August 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](mailto: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](mailto: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 \* **Hankinson Park District**

Federal Tax ID# \* 45-0357188

Contact Person/Title \* DeeAnn Bilben, Clerk

Address \* PO Box 418

City \* Hankinson

State \* ND

Zip Code \* 58041

E-mail Address \* [hcc@hankinsonnd.com](mailto:hcc@hankinsonnd.com)

Web Site Address (Optional)

Phone \* (701) 899-3087

Fax # (if available)

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;
- 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.

**Type of organization: (select the category that describes your organization)\***

- State Agency
- Political Subdivision
- Tribal Entity
- Tax-exempt, nonprofit corporation.

**Project Name\***

**Hankinson Park District Restroom Replacement Project**

**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)**

In the fall of 2013, members of the Park Board and several community members reviewed our city park grounds and facilities to set goals and priorities for the update and improvement of the park over the next five to ten years. After this review, the Park Board determined that the replacement of our restrooms was a high priority.

Hankinson Park District Restroom Replacement Project will remove the existing city park restrooms and replace it with modern, handicap accessible restrooms. The objective of this project is to update our facilities to allow city residents and visitors of all abilities to use our city park restrooms. The project will also provide more restroom capacity for the campground and for larger events hosted in the park.

Our current restrooms are over 40 years old. The facility consists of one stall each for men and women and is not handicap accessible. The new restroom facility will be ADA compliant and will include the following: Women – 2 stalls and 2 sinks; Men – 1 stall, 1 urinal and 1 sink; a small storage room for electrical, water heater and supplies.

The total project cost is \$40,500 and will include \$19,250 in matching funds from the Hankinson Park District and \$2,000 of in-kind donations of equipment and labor by Park Board and community members. The project should be completed in approximately 30-45 days depending on the availability of contractors. Park Board and other community members will donate time and equipment to remove the current restroom facilities and concrete foundation.

**Project Duration:\*** 30-45 days.

**Amount of Grant request \$** \*19,250

**Total Project Costs \$\*** 40,500

(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 \$\*** 19,250 Cash & \$2,000 in-kind

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.

The Hankinson Park District has \$20,000 in current cash assets reserved for this Restroom Replacement project. The funds are held in a checking account at Lincoln State Bank in Hankinson. The Board also has verbal commitments of In-kind donations of all labor and equipment required for the removal of the current restrooms at an estimated cost of \$2,000.

**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 Hankinson Park District was established in 1961 to provide a recreational area and recreational activities for the citizens of Hankinson and visitors to the community.

The Park District is managed by the Hankinson Park Board consisting of five elected members. The District also employs a part-time clerk. In addition, it employs one full-time and one part-time maintenance person approximately 9 months per year. Various coaches, concession workers, umpires, etc. are employed by the District as needed for recreation programs throughout the year. Hundreds of community members have volunteered over the years for various Park District projects and programs.

The Hankinson Park District currently offers the following recreational opportunities: a variety of playground equipment, an outdoor basketball court, 2 tennis courts, 2 softball fields, 1 fastpitch softball/youth baseball field, 1 Babe Ruth/Legion baseball field, a volleyball court, horseshoe pits, 3 large picnic shelters with grills and electricity, green space for other activities. The Park District operates a summer recreation program including youth softball, baseball and swimming lessons. They also sponsor adult Zumba classes.

The Park District also maintains Lake Elsie recreation area. Located just 3 miles south of Hankinson, Lake Elsie attracts people from the city of Hankinson and around the region. Lake Elsie public use areas offer a public beach, boat ramps and a dock. Swimming, fishing and other watersports are popular on the lake. A bike path from the City Park to Lake Elsie is widely used for walking, jogging and biking.

**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 Hankinson Park District Restroom Replacement Project is a new project and falls under Directive D of the Outdoor Heritage Fund Program as we are looking to conserve our natural recreation area through the development and improvement of our city park, recreation grounds and facilities. The goal of the project is to replace the city park restroom facilities so that community members and visitors will have a larger, modern, handicap accessible restroom to use when they are enjoying our park.

The restroom facilities in the city park are outdated and not handicap accessible. This project will remove the existing facility and replace it with a new modern, ADA compliant, handicap accessible restroom. This will allow adults and children of all abilities to be able to use the facilities. These restrooms serve the playground areas, tennis courts, basketball courts, campground and picnic shelters. The facility also serves as an extra restroom facility for our softball & baseball fields during tournaments.

The project would begin in late fall when activity at the city park slows down. The project should take approximately 30-45 days depending on weather and the availability of contractors.

**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 project will be overseen and managed by the Hankinson Park Board. Board members will work with contractors, authorize all expenditures and provide in-kind labor as described to meet the proposed deadlines and budget. The Park District employs a part-time clerk that will assure that bills are paid, deadlines are met, and that all reports are completed as required. The Hankinson Park Board has successfully managed other similar projects in past years.

**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 will know that our project was a success when we have a new restroom facility that is larger, modern and handicap accessible. The new restroom facilities will be useable by visitors of all ages and abilities.

**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.

The Hankinson Park District employs full-time and part-time park maintenance employees from approximately March – November each year. These employees are responsible for the day-to-day operation and maintenance of all park grounds, equipment and facilities. The Park District has funds available to manage the updated restroom facility described in the project. The new facilities will be utilized by the citizens of the community and visitors for many years with proper upkeep and maintenance provided by the Park District.

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

If the project was partially funded, the restroom replacement would be put on hold until additional funds could be secured.

**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](mailto:kfine@nd.gov)

Revised July 3, 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	Total Each Project Expense
Restroom Construction	\$19,250	\$19,250	\$2,000	\$	\$	\$40,500
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
<b>Total Costs</b>	\$	\$	\$	\$	\$	\$

We are requesting \$19,250 in funding from the OHF for the construction of the new restroom facility. The \$19,250 in Applicant's match share is held in cash at Lincoln State Bank by the Park District for this project.

Hankinson Park Board and other community members have agreed to donate time and equipment to remove the current restroom building and foundation. Estimated in-kind labor and equipment for this portion of the project is \$2,000

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  
Revised by OHF Advisory Board: May 13, 2014  
Approved by Industrial Commission: May 27, 2014