

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, 2015 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 * Beulah Park District

Federal Tax ID# * 45-0308334

Contact Person/Title * Vern Muscha, Superintendent

Address * 213 1st Avenue NW, PO Box 968

City * Beulah

State * North Dakota

Zip Code * 58523

E-mail Address *mkstar@westriv.com

Web Site Address (Optional)

Phone * 701-891-9058

Fax # (if available) 701-873-5853

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;

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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.

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.

Project Name* Beulah Bay Campground Expansion and Conservation Project #2

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)

Beulah Bay Campground is a significant entity of the Beulah Parks and Recreation District. The campground area was given to us by the Corps of Engineers to manage a primitive, back to nature type surroundings for the avid outdoors person. As a governmental entity, we try to manage the campground without financial help from our general account, made up of mill levy taxes from the county and state revenue sharing. Our goal is to be self-sufficient from our camping revenue stream, but unfortunately, a seasonal business like our campground makes most of its revenue on the weekends and holidays. One faction of our revenue stream comes from seasonal camping, which gives us a stable cash flow from camping site leases that are offered through a lottery. In agreement with our contract with the Corps of Engineers, 45% of our site can be made available for seasonal camping. This gives us the opportunity to have consistent income to meet our expenses. All of our net income is put into capital improvements to make our campground better. In the last nine years, the Beulah Park District has planted approximately 1,900 seedlings of green ash, lilac, caragana, Rocky Mountain junipers and ponderosa pine. Additionally, 50 mature ponderosa pines were planted, all to enhance the beauty and conservation of the land for the birds and animals, as well as the nature lovers. We have cost shared with the North Dakota Game and Fish Department to extend our boat ramp in the low water level years and kept the south shore map open to avid fishermen and boaters alike. For the campers, we offer a nice playground station for the children, a basketball court, sand volleyball, horseshoe courts and a Frisbee golf course. We have one loan obligation for a new 20x40 reservation building built this year and one small loan obligation for two used pickups and one front deck John Deere lawnmower. Our campground is consistently setting new gross income records because of the increase in camping participants. We are taking reservations from people in the Dickinson/Belfield area to the Bismarck/Mandan area and we are seeing some from the Bowman area. With our campground expansion, we will be able to offer more sites and increase our revenues. As a governmental entity, we are not as vulnerable to the ups and downs of the economy as a sole proprietor would be, enabling us to project our business for

30 to 40 years. We will add thirty (30) picnic tables to the campsites and outfit two sites for handicapped accessibility.

Project Duration:* 18 months

Amount of Grant request \$ * 38,194.68

Total Project Costs \$* 57,194.68

(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 \$* 5,000.00

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.

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)

We are a city government division supported by state revenue sharing, county mill levies, charitable donations and grants. We have a board consisting of five elected commissioners and three full-time employees, which are: Park and Rec Director, Park Superintendent, and Business Manager. We have seasonal part-time employees through the summer months and part-time employee/students that work at our fitness facility during the year. Our mission is to be proactive in our community, and offer the best fitness and recreational programs to enhance the lives of the families that choose to live here. Beulah Park District offers thirteen different parks and recreation facilities in our community, including the Beulah Bay Campground which offers more than just the best boat ramp on the south shore of Lake Sakakawea, great fishing and cleaning station for the public. We have many amenities

to offer our campers from full hook-up, electric only sites, and cabins to enjoy. There are four shelters for picnics, a basketball court, sand volleyball court, playground equipment for the little ones, horseshoe pits, and a nine-hole Frisbee golf course. We have a grand baseball field; a softball complex used by the youth programs as well as the adults, and lighted tennis courts for everyone. Riverside Park is our jewel for community activity and which the Beulah School football field inhabits. Many family reunions, concerts, and motorcycle rallies have been held through the years. Our forestry program is forever ongoing when it comes to replacing our old trees with new varieties of trees. We offer many activities for our children from soccer, baseball, and basketball programs to the adult fitness Pilates, spin classes, kettle ball, cross-fit, weight lifting, cardio equipment, different walk/run events, and the silver sneaker programs for our mature adults.

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 Beulah Bay Expansion and Conservation project will include new and different facets that will enhance our visitor's experiences. The southwest side Camp Site Update will include 22 individual camping sites for RVs with new electrical cables and two camping sites for RVs that will have handicap accessibility. We will have six available sites for boat and camper storage. The proposed sites will be electrical at this point, but could have water included in the near future. The new expansion project will help alleviate the vacancy issues that occur during the holidays and busy weekends. We are experiencing more demand for camping by tracking on our online reservations from our web site. Our specific directive is to offer more sites for daily use, due to the high demand we are experiencing from the Bismarck/Mandan, Dickinson, and surrounding communities. We plan to achieve our goal with the help of any financial assistance that can help us complete our plan. Beulah Bay Campground is self-funded, with camping revenues paying our expenses. Grant monies will be used for capital improvements such as: underground electrical cable, transformer with 400 amp board, 50/30 amp pedestals, and 30 picnic tables throughout campgrounds' existing sites, and tree planting in accordance to the Corps of Engineers guidelines in excess of over 50 trees and shrubs for habitat and campground aesthetics.

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.

Park Superintendent Vern Muscha will oversee the entire project, with some of the preliminary work already being reviewed by the Corps of Engineers and the Park District. The Beulah Park Board Commissioners will be helping with planning activities and in-kind labor. Bridgette Martens, our Parks Director, will be in charge of ordering all supplies and making contact with all contractors. All updates must be met before May 15, 2015, our date for opening our seasonal campground, with the exception of finishing the tree plantings. The projects should be finalized by October 1, 2016.

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.

Bids will be required for all project purchases and contracted labor. At present, the Beulah Park District provides the Corp of Engineers with a reservation spreadsheet that details our occupancy rate for the 138 day period. Our spreadsheet will detail all reservation revenue and our costs will be scrutinized by Jeanette Kittler, our Business Manager, and the commissioners at our monthly public meeting. All regular reporting and final evaluation will be co-managed by the Park Superintendent and the Business Manager, with the Park Board commissioners approving all costs to the project.

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 Beulah Park District will invest all of our net profit into the remainder of the capital improvements after all operating costs are met. We have some obligations to meet on a loan package from a local bank which is to be used for building a new reservation office, some replacement pedestals with new 20/30/50 amp boxes, and new electrical cable. The remainder of our monies in the checkbook would be available for yearly payments on a newly proposed loan package.

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

The Beulah Park District would have to explore options for a bank loan if necessary.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? *

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 August 21, 2014

