

# 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, with higher priority given to projects that enhance conservation practices in this state by:

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other 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:

- Litigation;
- Lobbying activities;
- 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;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- 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 a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Budget Form for how this will be calculated);

- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Budget Form for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Budget Form for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

## Application Deadline

Applications for this grant round cycle are due on **March 1, 2016 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 \* Stark County Fair Association**

**Federal Tax ID# \* 80-0013924**

**Contact Person/Title \* Lee Ann Karsky**

**Address \* PO Box 1341**

**City \* Dickinson**

**State \* North Dakota**

**Zip Code \* 58602**

**E-mail Address \* lkarsky@hotmail.com**

**Web Site Address (Optional)**

**Phone \* 701-483-0421**

**Fax # (if available)**

**List names of co-applicants if this is a joint proposal: FRANK KLEIN**

**MAJOR Directive: (select the Directive that best describes your grant request)\***

Choose only one response

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

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**Directive D.** Conserving natural areas and creating other 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.** Providing 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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**Type of organization: (select the category that describes your organization)\***

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

**Project Name\* Stark County Fair Grounds**

**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)**

Since 2001 The Stark County Fair Association (SCFA) started planning for a safe and reliable state of the art Fair Grounds. It has been a long process and in 2015 Stark County Fair Association acquired the needed land to start the process of construction. SCFA has put the Fair Ground project in Phases and currently working on Phases II.

Phase I: Mass Grading - Completed

Phase II: Landscaping and Arena - August 2016 Estimated Completion

Phase III: Multipurpose Building

Phase IIII: Additional Buildings

During our planning process we have kept with the initial planning ideas for the fair grounds and has continue to have synergy with the current/future Fair and programing; provide significant and recurring annual economic benefits to the Community; comply with terms of the current contractual agreements; provide adequate and orderly parking for all activities; have minimal impact on Fair operations during construction; enhance the image and prominence of the Fairgrounds; allow for flexibility and future new development.

SCFA has leased 86.7 acres from the Stark County Park Board (99year lease) and 4.9 million for this project.

This Fair Grounds will have the opportunity for the community to have a location that they can bring their families to and enjoy the features of Stark County North Dakota.

**Project Duration: \* August 2016**

**Amount of Grant request \$ \* 246,271.20**

**Total Project Costs \$\* 328,371.60**

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

**A minimum of 25% Match Funding is required. Amount of Matching Funds \$\* 82,080.40**

Please indicate if the matching funds will be in-kind, indirect or cash. **Stark County Fair Association will cover the difference**

**Source(s) of Matching Funds\*** Stark County Mil Levy, Stark County Park Board Donation, and the Sale of previous undeveloped Fair Grounds

Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

**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. \***

*Stark County Fair Association – Persistence & Progress*

- 1987 – ND Legislature – HB 1078 - 170 acres – State Second Addition

- Allowed the Board of University & School Land to sell and convey said land to the Stark County.
- Restriction – use must be for the development of a county fairground within 10 years. If the property ceases to be used for that purpose, ownership reverts back to the state of North Dakota.
- 2001 – ND Legislature – HB 1336 - 170 acres – State Second Addition
  - Repealed and amended Section 2 of Chapter 188.
  - Section 2. The property being sold must be used by Stark County for public purposes.

Stark County Fair Board – Organized in January **2000** to begin the “legal framework” which continued throughout 2000 and then filed with the ND Secretary of State 1-01.

- \*Groups have met for numerous years prior to officially organizing
- Immediately land issues became apparent with the diversity of the group
- **2000** – Request to Stark County Park Board & Dickinson City Commission for \$500,000 from each (\$1,000,000 total), for land purchase & initial construction on other land due to noise concerns from the public. Commitment was approved by both entities, with SCPB initial investment and the City to follow.
- **2000** – Land committee began seeking other optional sites in order to continue moving forward, purchase price became prohibitive.
- **2001** – January 24, ND Secretary of State non-profit designation
- **2002** – Roughrider Days Fair & Expo – Other entities officially became a part of the larger picture of the 4<sup>th</sup> of July celebration – (Stark County Fair)
  - **Roughrider Commission Events with the addition of:**
    - **4-H**
    - **SW Speedway**
    - **Drag Race**
    - **DSU Arts Roundup**
    - **Family Fun Day**
- **2002** – RRD F & E web site created [www.roughriderdaysfair.com](http://www.roughriderdaysfair.com)
- **2004** – New RRD F & E street banners were designed and purchased
- **2005** – Committee travels to Rapid City, SD, tours Pennington Co. Event Center
- **2007** – Stark County Park Board approved 56 acres for Fair Ground use
- **2008** – Public input meetings held in Belfield, Dickinson and Richardton, written report submitted by the ND Consensus Council
- **2008** – New RRD F & E street banners were designed and purchased due to the new pole brackets installed by the city
- **2008** – County Commission/Park Board motions/vote to approve funding based on plans
- **2009** – Project manager, Gary Satern, was hired to assist developing fair grounds
- **2009** – Phases I, II and III were developed for multi-use purposes
- **2009** – July - County Commission/Park Board wrote a letter of endorsement/support
- **2009** – July groundbreaking ceremony at the 56 Acres

- **2009** – Sept – Arena, Soil Conservation Building, 4-H Building staked out – Interstate Engineering approved for design draft, topographic survey, estimates for grading, drainage, erosion control, along with marking spots to bore
- **2009** – Oct - SCFA requests funding commitment for Federal program participation – SC Park Board reported that there is no available funding
- **2009** – Nov - Architect firm is chosen to assist in planning
- **2010** – April – County Commission/Park Board issues a letter indicating the Stark County Fair Association complex is no longer “first in line” for consideration for funding
- **2010** – Aug - Dickinson City Commission rescinds the remaining \$340,000 of the \$500,000 committed to the SCFA
- **2011**- Nov – Five Diamond approached the SCFA with a development opportunity.
- **2012**-March- Public Notice for offers to trade land with Capital Improvements.
- 2014**- Stark County Park Board purchased land south of town and wants it developed into the Fair grounds.
- 2015**-April- SCFA put out bids for an Architect firm and Project Manager.
- 2015**-May-JLG Architect Firm and Scull Construction were awarded the project.
- 2015**-Fall-. Project – Phase One mass grading completed.
- 2016**-Spring- Project will begin with completion in the late summer of 2016 Phase Two will be landscaping and Arena to host the Roughrider Days Fair and Expo in 2017.

- **2002 – 2010** - **\$274,931** has been awarded to Roughrider Days Fair & Expo entities through an annual grant application.
- **2002 – 2010** - **\$157,290** has been spent in marketing dollars from the Fair Board and Convention & Visitors Bureau for promoting Roughrider Days Fair & Expo.
- **2002 – 2010** – **10,744** 4-H exhibits have been completed by Stark County youth for the Roughrider Days Fair & Expo, many that have gone onto the ND State Fair to be exhibited.

**Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program \***

**This Grant is for the purpose putting up a shelter belt between the arena and a housing community. SCFA will need to provide 100 trees, fencing, seeding of grass, and reroute some wetlands/water management. This project will meet under the criteria of “Directive D” and “Directive B”**

**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.\***

- **STARK COUNTY FAIR ASSOCIATION BOARD OF DIRECTORS**
- **JLG ARCHITECT**
- **SCULL CONSTRUCTION- PROJECT MANAGER**

**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.

After Construction is completed, success will be measured by the number a fair goers and events that will/can be provided

**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 required.\***

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. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. 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.

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

Partial funding could result in the development of the fairgrounds not being constructed

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

For improvement projects, The SCFA will install a sign or plaque recognizing the contributions from other entities. Dedication ceremonies could also be held in which we would invite representatives of the funding entities. The local newspaper and TV stations has been very supportive in reporting on the fairground projects

## **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. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will be terminated and the applicant may resubmit for funding. 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. \*

The SCFA Board will meet the provisions stated in the sample contract, but would like the opportunity to retain ownership of the said improvements

## **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: December 16, 2015

## Project Budget

Trees: 140 Trees (5 Rows) 1,000 lf

- Cost of Material: (including trees, any landscape material such as plastic) - \$98,589.00
- Cost of Labor: \$42,550.00
- Estimates amount of increased land value when the trees are added: \$98,589.00

Fence: 1,300 lf of 4 wire NDOT spec

- Cost of Material: \$20,250.00
- Cost of Labor: \$8,100.00

Seeding of Grass: 31.7 acres

- Cost of Material: (including cost of water needed to make it a success) - \$81,362.60
- Cost of Labor: \$41,570.00

Wetlands/water management: Is there a way to calculate the berm costs, quantities of earth and labor to help with water maintenance and wetlands management.

- Cost of Material: \$20,750.00 includes (\$8,520 – Rip Rap) Storm pipe RCP and box (\$10,400)
- Cost of Labor: \$15,200.00 (5,000 cy dirt moved @ \$3.04 – hauling and placing)

Received bid for Outlet Structure - \$24,000

Total project cost = \$328,371.60 (not including outlet structure)