

# 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:

- 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 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 \* United Prairie Foundation, Inc.

Federal Tax ID# \* 77-0639875

Contact Person/Title \* John DeVries

Address \* 260 Front St.

City \* Sheldon

State \* ND

Zip Code \* 58068

E-mail Address \* unitedprairie@mlgc.com

Web Site Address (Optional)

Phone \* 701-793-0668

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.** 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.

**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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**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.

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

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

**Project Name\*** Small Acreage Private Land Prairie Plots

**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)

**Project Duration:\***

### **Background**

Historically, eastern North Dakota was an immense area of diverse prairie habitat and wetlands. Today, only remnants of the original prairie remain and these parcels are over-run with invasive, non-indigenous trees, plants and grasses. **The fact is wild natural landscapes are becoming fewer and smaller.** Areas that are set aside for wildlife preservation need to be managed to maximize their productivity of native plants and grasses. This grant will go a long way toward truly making North Dakota a “better place for wildlife and people”. Working with private land row crop producers, the grant is focusing on small difficult to farm irregularly shaped pieces of farmland.

### **Objective**

The objective of the **Small Acreage Private Land Prairie Plots** is to develop programs with end users that utilize local origin native prairie plants in future grassland plantings while enrolling land which is difficult to farm. The agricultural land being targeted will be irregularly shaped making herbicide and seed placement difficult, have power poles limiting farm equipment use and areas that are traditionally wet. The grant is a development project and will be free to participating end users during the course of the grant. Seed will then be

bagged and made available to end users. End users will be landowners with difficult to farm small pieces of agricultural land and buffer strips. Farmer/landowners enrolled in the grant program are going to be considered partners in the project.

**Expected Results**

The grant will allow agricultural producers a best management tool for challenged farmland. The seeds generated from the original plots will be harvested and used to restore more producer small acreage plots. In turn, those seeds will be harvested and used to restore yet more reclaimed prairie. Twenty to thirty years from the original funding of the **Small Acreage Private Land Prairie Plots**, the expected result will be many farms in North Dakota with small prairie tracts growing diverse ecotype correct prairies. Preservation of historical prairie habitat will be the end result! Future generations will benefit from the results of this grant. Most prairie plants out live trees and like trees take time to mature. Creating programs with end users that continue to grow and create a prairie eco-system is the expected result. The expansion and promotion of using highly diverse native prairie in plantings will aide everyone from native seed dealers to farmers.

**Duration**

It is the goal of this project to secure a total of 50 acres over the course of two years to be designated as a Prairie Seed source for North Dakota Family farms. The project in its entirety requires 10 years. Full development of the seed source will take approximately 4 years. Once full development has occurred, the seed plots will be harvested and processed annually.

**Amount of Grant request \$ \***

\$78,500

**Total Project Costs \$\***

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

\$133,420

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

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

\$54,920 – Total Match Funding

\$12,500 – Cash

\$42,420 – In-Kind

**Source(s) of Matching Funds\***

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 \***

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)

United Prairie Foundation, Inc., a Federal 501c3 public non-profit organization, has as its mission building a better prairie by restoring prairie grassland habitat. Founded in 2004, United Prairie continues to grow and is becoming a leader in the field of habitat restoration. Existing habitat has been neglected and unmanaged for so long that most prairie habitats are not sustainable. The Foundation, through its mission projects, restores these neglected habitats and returns them to functional grassland-based prairie habitat. The key to our success is the targeting of non-native invasive plants in all of the Foundation’s habitat projects. In 2004 the Foundation began removing invasive trees from prairie habitats with a chainsaw and donated Bobcat loader. Since that first project in Ransom County, ND, the Foundation has continued to grow and is now working projects in South Dakota, Minnesota and North Dakota. The Foundation has restored 1000’s of acres on both public and privately owned land.

Partnerships have developed with help from local family farms, five regional United States Fish & Wildlife Service Wetland Management Districts, Minnesota Department of Natural Resources, North Dakota Game and Fish Department. Recently, the Foundation entered into cooperative management agreements with numerous USFWS Districts to restore neglected low priority properties. Companies like Scheels, Bobcat, Arctic Cat, North Dakota Natural Resource Trust, Evans Oil and others help fund the operation of heavy equipment allowing our continued growth and restored prairie acres to climb.

United Prairie Foundation prides itself on our community involvement. Our headquarters building, the Sheldon Community Center, is used extensively by local community groups. In our 10 years of operation we have been devoted exclusively to helping the people and habitats of the prairie. The Foundation operates with a Board of Directors and a local seven person steering committee.

### **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. If your project includes tree/shrub/grass planting, please provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan. If your project includes Section 319 program funding, please provide, in detail, the specific best management practices that will be implemented and the specific projects for which you are seeking funding. Please note that if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

### **Project Goal**

The Small Acre Private Land Prairie Plots is a new project whose goal is to restore prairie grasslands and create a source of highly diverse native prairie grass and forb seeds to be used in future farm grassland plantings, while utilizing small difficult to manage farmland. Our vision is to emulate, to the best of our ability, the historical conditions of the Tallgrass Prairie by replicating species composition, structure and function in our restorations. A total of 50 acres will be designated as Prairie Seed Source Plots. Seeds cultivated from these plots will be made available at no charge to landowners. The ultimate goal of the program is to have many small development plots for use as examples of best management land use for buffers and irregular shaped, difficult to farm pieces of agricultural land. The producers enrolled in the program will take a direct role in management of the prairie plot – the in-kind services provided by the producers is not included in the grant but is one of the most valuable to the success of the program.

The Small Acre Private Land Prairie Plots will meet Directives A, B and C as outlined by the Outdoor Heritage Fund Program:

**Directive A** – The scope of the project creates wildlife habitat. Many of the enrolled acres will be on un-posted private land allowing public access to sportsmen. A unique North Dakota law that often gets over looked. Many acres of private land are not posted and create the best hunting access in the United States. North Dakota farmers don't get enough credit.

**Directive B** – Prairie restorations not only benefit wildlife, they provide many ecosystem services such as soil retention, carbon sequestration and cleaner water. Ultimately, all ranching and farming benefit from the complexity of these plant communities whether from enjoyment of wildlife or a reduction in flood waters. In addition, the wildflowers planted create a quality source of pollinator habitat which supports agriculture.

**Directive C** – The grant will develop small difficult to farm “farmland” creating diverse plant communities.

## **Why the need for this Project?**

Limited sources of eco-type correct prairie seed are available in North Dakota. What used to be the "Prairie" is now very rare and real prairie seed mixes for North Dakota just don't exist. With proper management, high diverse prairie recreations can help expand historical plant diversity back to the state. Seed dealers will produce the correct seed mixes if demand exists. Non-native/exotic seed mixes shouldn't be planted on land perpetually dedicated to grass. The land perpetually considered for prairie/grass should have a goal of adding ecological diversity back to the landscape. Pollinators, wildlife and water all benefit. The grant will establish diverse prairie plantings on small hard to farm acreage providing landowners with a long term solution to these difficult to manage acres. These small acres when mature can be grazed and or hayed for forage production, adding a return to the landowner.

Additionally, many commercial seeds are cultivars which have been greenhouse developed and don't adapt to North Dakota's unique environment. Seeds produced by the Small Acre Private Land Prairie Plots will be naturally adapted to the region's climate. Using real prairie eco-types should be the norm for perpetually enrolled grasslands. These grassland could be buffer strips, road ditches and like the grant acres which utilize difficult to manage farm acres.

Grassland prairie habitats are one of the most endangered ecosystems in the world today. The science behind a diverse plant community is well documented. The more diverse the plant community, the more diverse and abundant the wildlife community. Native diversity also makes the plant community less susceptible to invasion by plants such as thistle, smooth brome and Kentucky bluegrass. Clarence Lehman, former director of Cedar Creek Research Center, said their research indicated at least five additional species of insects are introduced to the plant community with the addition of each plant species. The increase in insects brings more songbirds. Adding more plants increases seed production which in turn increases the small rodent populations. The whole idea is to increase the insect, song birds and rodent populations, which in turn provides alternative prey species for predators, which leads to less pressure on such things as waterfowl, pheasants, and deer. The larger the prey base, the less impact to each individual component of that prey base. Clean water and soil retention are also benefits of a diverse plant community. All aspects of a diverse prairie habitat provide positive scientific outcomes.

The reason Monarch butterflies and others are approaching critical status is the lack of diverse habitat, which historically was the Prairie Pothole Region (PPR). The PPR is mostly viewed as a wetland habitat and duck production area. Instead it is an entire eco-system increasing grassland diversity. Diversity ranging from migratory butterflies to pintail ducks who both depend on quality diverse prairie habitats. Taking lessons from the past we can incorporate diverse prairie plantings in agricultural environments aiding everyone.

## Strategies

### Restoration Vision

We are charged with the responsibility for planting a *complex* plant community that is attractive to a wide array of wildlife. Our vision is to emulate, to the best of our ability, the historical conditions of the Tallgrass Prairie by replicating species composition, structure and function in our restorations. All methods employed are viewed by the NRCS as quality prairie reconstruction practices.

### Restoration Methods

During restoration, a diverse seed mix harvested from local remnant prairies and greater than 50 species in number, is broadcast over the snow in late winter. The seed mix used this year (2016) has over 120 species! The proven best seed bed is un-tilled soybean stubble. Soybeans fix nitrogen and provide the nutrients needed for the newly planted prairie. Research has shown that broadcast seeding a high diversity mix during the dormant season (fall/winter) typically results in successful restorations with lower percentages of invasive species.

### Field Preparation

Field preparation is minimal. The typical field (under the snow) is untilled soybean stubble. Weather conditions best for snow-seeding include partly to mostly sunny skies with a temperature between 25 and 35 degrees F with winds less than 20 mph and snow cover less than 12 inches. Seeding should cease for the day by 1:00 PM or earlier to allow the sun time to warm the seed during the afternoon. The seed is locked into place by the freezing night-time temperatures and can no longer move laterally. During snow melt, the seed will be pulled into the ground when the top layer of soil is soft. There is no need for further tillage or packing.

Successful plantings can take place in the spring, still using broadcast seeding, but need to be farmed a little more. Seed needs to be incorporated into the soil. A smooth packed seed bed is required and a coil packer is used to incorporate the seed into the soil. The snow seeding helps moist stratify some forb seed, which will get delayed by seeding in late spring.

The restored newly seeded prairie will be allowed to mature for four years. Prairie plants require at least four years to mature because of their extensive root systems. The length of some prairie plant roots can grow up to twenty-five feet long. Their extensive root systems are what allows them to survive the severe prairie weather and contributes to the high quality soil found on the prairie.

### Prescribed Fire

The key to successful plot management is prescribed fire. Fire will be used every three years prior to harvesting. Fire also spurs seed development producing as much as three times the seed of unburned land. United Prairie Foundation recently launched a Prescribed Management Fire Team which was assembled to help manage diverse prairie grasslands.

### Seed Harvest

Seed harvest will begin once the prairie plots have matured. Harvest actually occurs over a very wide time frame. Early maturing forbs will get hand harvested in early summer. The grass and late maturing forbs will get combine harvested in September. Like many agricultural crops, timing of harvest is critical. All of the seed harvested with the combine needs to be put on air immediately to start the drying process. Even the transport trailers have aeration systems and are powered by a generator. If air circulation is not provided the seed will heat up due to high moisture levels. Wet grass starts breaking down killing the viability of the seed. Once the grasses and forbs have dried the entire seed batch is mixed. The seed mix is then bagged into 40 pound bags and random samples of the seed mix are sent to a lab to be tested.

### Benefits

The long term benefit of the **Small Acreage Private Land Prairie Plots** will be an ever increasing source of native North Dakota flora that makes for a diverse ecosystem. Benefits of a quality grassland restoration program are many:

- Soil stabilization
- Long term weed management
- Partnership with local farms
- Creation of a high quality native prairie seed source that can be harvested and used in other projects
- A diverse native grassland adds to the aesthetics of a community whether it is the colors of fall or the blossoms of summer.
- Wildlife such as deer, pheasants, waterfowl, bees and other non-game species thrive
- Two species of butterflies being listed will benefit from the grant project
- Plants native to North Dakota dominate habitats and support a diverse ecosystem
- Tallgrass Prairie can reduce the impact of wildlife on nearby crops while at the same time providing abundant pollinators that can assist agriculture in general.

The purpose of a well-managed highly diverse prairie restoration is to keep invasive agricultural weeds out of a restored prairie eco-system. Native plants root much deeper than invasively introduced species, giving the land much better long term erosion control and cleaner water. The NRCS recognizes diverse native grassland as the habitat most able to reduce runoff and absorb rainfall events.

**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.

### Small Acreage Private Land Prairie Plots Management

The employees of United Prairie will manage the grant project. All reporting and technical review will be conducted by Foundation staff and volunteers. In-kind technical support will be

provided by volunteer biologists. The team assembled to manage this project has many years of experience managing diverse prairie habitats. Utilizing additional in-kind management from area staff biologists further the strength of the management team.

**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.

**Native Grassland Evaluation**

**Prairie restoration is a process that takes time. Like weed management, one must think long-term.** The following is a general description of what can be expected during the first 5 growing seasons of the restoration.

**Year 1:** After seeding during the late winter, the seeded field will continue to appear as though it is untilled soybean stubble through May and into June. By July the field will green over and by late August to mid-September plants flowering will include annuals such as pigweed, kochia, and horseweed along with native spp. such as big bluestem, bearded wheatgrass, Maximilian sunflower and red-stemmed aster.

**Year 2:** The second year of growth is “visually” the most difficult year. This is the year of the biennials. Thus the field may begin the growing season with native forbs such as golden alexanders, black-eyed susans and daisy fleabanes, but soon progress in June to the bolting stage of plumeless, musk and Canada thistle. Sweet clover also tends to show up in these seedings. By the end of July additional natives such as gray-headed coneflower and purple prairie clover may blossom and go to seed. The growing season ends with a flush of native goldenrods and asters.

**Year 3:** The third year of growth will see the native grasses begin to get what we refer to as “large shoulders” where grass stem density is dramatic and a marked decrease is noted in the unwanted spp. such as thistles. The number of forb species increase as well, with *one-time, rapid assessments* totaling 10-12 native species. Sow, musk and plumeless thistle should wane if left untouched and a few Canada thistles remain. All native spp. will attempt to blossom and seed out.

**Year 4:** During the fourth growing season the vitality of the native spp. will be apparent as there should be a wide variety of natives flowering from early spring till freeze-up. Sow and plumeless thistle are/nearly all gone. Some Canadas may remain, but are visually insignificant among the native grasses and forbs.

**Year 5:** By year five the field should be essentially converted to a diverse native plant community with approximately 85% cover of native and 15% non-native species, of which less than 5% will be considered “weed” spp.

## 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.**

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.

All project acres are located on private land and the landowners will be educated through the grant period with management actions that will ensure the high diverse prairie plot will flourish for decades.

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

The way United Prairie Foundation came across the idea for these small difficult to farm prairie plots was from contacting lots of landowners to enroll land for the Prairie Project. The Prairie Project put land into the PLOTS program and these smaller tracts didn't fit well with the PLOT program. The relationships made with these private landowners (farmers) was awesome and their desire to install these prairie plots into their farming operation was great. Partial funding would be a reduction in acres, but would still allow demonstration plots to be established.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* Please note it is a requirement that there be signage at the location of the project acknowledging the funding from the Outdoor Heritage Fund if appropriate for your project.**

The planted prairie plots will have signage displaying the North Dakota Outdoor Heritage fund logo showing they had major financial support in making the prairie plot possible. Tours of all ND OHF prairie plots will get advertised and recognition to the Fund will be made in all press releases. Signage in the store front window of the Foundations headquarters will show the great partnership with the ND OHF!

## **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. \*

## **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

## 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.) 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. Note a minimum of 25% match funding is required. An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Please feel free to insert 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 June 10, 2015 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 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 Definitions/Clarifications below)
- 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 Definitions/Clarifications below)
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project; (See Definitions/Clarifications below)
- A project in which the applicant is not directly involved in the execution and completion of 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
Land Rent	\$45,000	\$12,500	\$	\$	\$	\$57,500
Native Prairie Seed Mix	\$20,000	\$	\$15,000	\$	\$	\$35,000
Seed Harvest Management	\$	\$	\$ 5,420	\$	\$	\$ 5,420
Harvest/Process Seed	\$10,000	\$	\$18,000	\$	\$	\$28,000
Seeding	\$ 3,500	\$	\$ 4,000	\$	\$	\$ 7,500
<b>Total Costs</b>	<b>\$78,500</b>	<b>\$12,500</b>	<b>\$42,420</b>	<b>\$</b>	<b>\$</b>	<b>\$133,420</b>

**Land Rent** – rent ranges from \$175 to \$50 an acre and has a \$115 average estimated for the 50 acre program. Red River Valley land demands the most rent. United Prairie Foundation will provide \$25 an acre for all enrolled acres.

**Native Prairie Seed Mix** – provided by United Prairie and is valued at \$700 per acre. The seed will be a local origin native seed mix with between 50 and 100 prairie plant species. .

**Seed Harvest Management** – an annual cost for labor, planning, mapping and logistics to organize native seed harvest locations. The United Prairie Prescribed Management Fire Team will provide needed de foliage management. Funded by United Prairie.

**Harvest/Process Seed** – Grant funds will be used for fuel, seed testing, seed drying, hand harvest and combining costs. United Prairie Foundation is providing all annual costs and equipment, which include seed hauling trailers, warehouse facilities, combine and support trucking.

**Seeding** – All seed produced by the grant will get seeded by the Foundation using a tracked Bobcat loader and Vicon broadcast seeder.

#### **DRAW TEXT BOX FOR DETAILS HERE**

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.

#### **Definitions/Clarifications:**

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas." This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new

or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

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