

## Shooting Range Application Instructions

Welcome! You've accessed the web site containing instructions to participate in the MN-DNR run Shooting Range Development and Rehabilitation Grant Program. This file contains the following:

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The formal grant application is at the end of this file. Before filling it out, take the time to read the information on the following pages; it will answer most of the questions that you may have. We are trying to make this application, project and overall program as accessible, and, as user-friendly as is allowable within the context of state requirements. Review the enclosed materials, and feel free to contact the Minnesota Department of Natural Resources (MN-DNR) if you have any questions.

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### **BACKGROUND/OVERVIEW**

The 2005 Minnesota Legislature recommended providing \$300,000 to the Minnesota Department of Natural Resources (MN-DNR) Division of Enforcement to provide **matching** grant funds to build and/or improve firearms and archery shooting ranges throughout the state. Half of this funding will be provided in state fiscal year 2006, half in fiscal year 2007, to applicants able to show that they meet eligibility requirements. These funds are provided through the Legislative Commission on Minnesota Resources (LCMR) from its Environmental Trust Fund, which is derived of funds from the state lottery. Note: these **are not** Pittman-Robertson derived funds from the federal Wildlife Restoration Act Program. These are state funds.

Applying for this grant is a competitive process, with Minnesota DNR and an advisory group of representatives from the firearms and archery shooting groups working together to screen and select the local groups to participate in the grant program, from both new and known groups throughout Minnesota choosing to apply. There are a variety of potentially eligible applicants for these funds, who want to provide new or improved shooting opportunities. Potential applicants/recipients include existing conservation or sportsmen's groups, firearm shooting ranges, Minnesota State Archery Association local chapters, members affiliated with Minnesota Bowhunters, Inc., local governments, and county chapters of organizations such as Minnesota 4-H and Boy Scouts of America councils. Demand for funds may be greater than actual funding being available at this time. As applications are received, the advisors will screen all proposals, to determine which applications do the best job of increasing safe shooting sports capacity in Minnesota, which is the primary goal of this grant program.

As with previous application processes held to determine participation in the Archery and Shooting

range development and rehabilitation Grant Programs, the DNR Division of Enforcement will oversee the Range Grant Program. It is MN-DNR's intention to: provide matching reimbursement funds to as many applicant groups throughout Minnesota as possible, and provide funding for as many projects as possible, as long as these projects meet the goals of the State. Again, we want to have each grant increase the capacity for public shooting opportunities, by working with groups that can show locally cooperative efforts between the various groups that are eligible to apply for funding. That, and provide shooting sports opportunities to the general public. Preferable scenarios are those that provide year-round safe shooting opportunities to Minnesota citizens.

Where groups already have a functional facility, and "bells and whistles" are what need be added, we may not choose to fund that type of application, instead funding work and items more closely related to **actual shooting sports improvements** that improve local shooting range safety and access, and build new local shooting sports capacity. We want to help groups in need, to grow their capacity for shooting. With limited funding, this is the best use of public funding.

We will expect groups applying for funding to use the information contained in the National Rifle Association's **Shooting Range Source Book** for outdoor firearms range, or a reasonable alternative that will perform the same safety function(s). This will keep new ranges in line with the main intent of the newly passed Shooting Range Protection Act, Minnesota Statutes Section 87A. That is, that a shooting range is built and operates according to accepted safety standards.

For archery range guidelines the Archery Trade Association has previously published **Archery and Bowhunter Range Guidelines**. This document has been in the process of being updated, and may not be available online. If it is not, please contact the DNR or the Bowhunting Preservation Alliance for a copy. Access improvements should be planned following the Americans with Disabilities Act (ADA) guidelines for any new installations, or range rehabilitation projects.

A list of what will be considered for funding for both firearms and archery grant applicants is identified later in this document. This list **will not** include some work that may be considered as related to range development, such as building indoor classrooms and other on-site structures. These projects are not eligible to be built using these grant funds. The restrictions imposed are due to restrictions on funding use established by the LCMR, and the relatively small amount of total project funding available for the grant period. Also, with DNR intending to work with as many groups as possible, each grant will be relatively small (i.e., a \$ 5,000 maximum matching amount for archery grants, \$20,000 for firearms range grants, and \$20,000 for archery grants to local governments building public archery ranges). All grants must be matched 1:1 with local/non-state sources of funding. This application and program are intended for target shooting and hunter education use. Compatible facility use by various shooting interests is encouraged at any range funded, and each should be identified in the application, as part of the cooperative uses intended to be funded through this grant program.

Before you apply for state funding, read through the fact sheet for the Shooting Range Grant Program, found on the MN-DNR website, at [www.dnr.state.mn.us](http://www.dnr.state.mn.us) . Then, do your homework! You may decide this program will not meet your needs, or, your organization may not want to participate in the grant program. Or, you may need to first be in contact with other local groups to be able to raise a local matching amount before you apply for state funds. With the limited, three-year duration (2005-8) of the grant funding, it is vital that applicants show in their application that your group can

fund and complete the work for which you are applying for funding. If you need further information regarding the archery range grant program, please contact Chuck Niska at MN-DNR's Central Office (phone number: 651-297-2449). MN-DNR can provide you with recommendations as well as information.

The \$300,000 from the LCMR is the fourth round of funding being provided to MN-DNR, to improve safe shooting sports facilities throughout Minnesota. Since 1999, \$1.5 million in matching funding has been made available to local shooting organizations that provide public shooting opportunities. This cycle of range grant funding has, as indicated above, a 3 year project duration, and will hopefully part of a longer- term undertaking, to train and retain safe shooters from all parts of society. Past successes in providing funding for archery and firearm range improvements, and the building of new facilities has shown legislators that such a program could be successful in providing safe shooting sports venues. This grant process is another opportunity for local shooting groups, and MN-DNR expects that this project can also show similar success. Local group requests for matching funding will be tracked, in order to make the case for long-term funding, based on demand.

Direct mail contact/notification with representatives of local clubs and shooting groups have been sent to announce that grant applications will be accepted. Official press releases have also announced the acceptance of applications, in order to generate interest and provide information to the public. It will be up to local groups working together, to prove that this overall project is needed, and to show that applicant groups can accomplish the work they want funded over the coming three years (**i.e., from now through June 30, 2008**). MN-DNR hopes to work with applicants that are ready, willing and able to complete work outlined in each successful application.

We will be using the information you supply in the application to determine how your funding needs fit into the total demand for archery and firearm range grants. It is important that you and your cooperating organizations provide **all** of the information requested. Show how, with a grant, your group(s) will increase the capacity of archery shooting sports capacity in Minnesota. Your application will be reviewed by an advisory committee of volunteer representatives of the shooting sports, which includes the National Rifle Association, Minnesota Deer Hunters Association, Minnesota State Archery Association, Minnesota Bowhunters, Inc., Safari Club International, Federal Cartridge, as well as the MN-DNR. We will evaluate all applications after sufficient time for applicants to consider applying, then preparing a grant application. Applications will be considered on an on-going basis as they are received, and as funding remains available.

Projects **of any type are eligible for reimbursement only after you receive, sign and then return a grant contract to MN-DNR (NO EXCEPTIONS!)**. Project work eligible for reimbursement must only begin after we process your signed contract, and all work and expenditures must be completed by midnight, **June 30, 2008**. There is no credit provided for work already done, and at this time, no credit for in-kind contributions of labor and materials.

Due to the fact that this is a competitive process using public funding, and because of that, we need you to tell us who your cooperating groups are, and why these limited funds should support your project. The better you are able to convey your needs and how your efforts will help to meet the State's overall intents to improve the capacity of providing safely run shooting sports facilities, the greater the likelihood your grant request will be funded. The groups MN-DNR has previously

provided grant funds to have been able to show responsibility in using funding. If your firearm or archery group can do the same, there is a high likelihood that additional funding, with greater latitude, will be made available for range work to be done in the future. Thank you for your cooperation.

**What Do You Need To Do Next?** First, determine if your group is eligible to receive state funding, based on your answers to the following:

**Will your facility be open to the public, providing all of these opportunities?**

- Day use for non-members, membership opportunities, or, will you operate a publicly owned facility?
- Will you, or, do you already make your facility open for programs related to hunter education and training? Firearm Safety program certification access is a must.
- Will your organization provide shooting sports opportunities to non-members on a year-round basis?

If you answered yes to all of these, you may be eligible to apply for funding. If you believe your group is eligible, and you want your application to be considered to receive a grant, fill out the application, and forward eight (8) copies of it, along with ownership and topographic maps of your site, on to:

Chuck Niska, Shooting Range Coordinator  
MN DNR Division of Enforcement  
500 Lafayette Road, Box 47  
St. Paul, MN 55155-4047

MN-DNR is required to follow state law, rules and guidelines in the use of these project funds. Once potential sites to be funded are selected, we will conduct site reviews with the Minnesota Historical Society and the Natural Heritage Program for each recipient group, in order to ensure that no culturally or biologically significant sites are affected as a part of this grant program. This is also an important issue if work is to be done in a sensitive habitat area, or, if you have a public agency that you are working with as a project partner, to do part of your on-site construction.

We also **require** each participant working on an **outdoor facility** to contact your local Soil & Water Conservation District (SWCD) office, for **four** reasons: **1)** to help identify and avoid wetland sites, which are protected by the Wetland Conservation Act, **2)** to get recommendations for re-vegetating areas you develop, in order to prevent or repair soil erosion at your range, and **3)** for you to get assistance in preparation of an erosion prevention plan, required by federal EPA and state MPCA for projects with over 1 (one) acre of disturbance, and **4)** for you to learn about any additional assistance, including possible technical and funding help in developing your property. **This is mandatory, not something you might choose to do.** When project site re-vegetation is necessary due to disturbance, LCMR requires that native species planting be used wherever possible.

**What does this mean?** Seeding bare ground (berms, backstops, etc.) using warm season grasses. Warm and cool season native grasses suited for use in Minnesota are identified in various practices

outlined and defined in the Natural Resource Conservation Service Tech Guide IV. This information is available at and from each local SWCD.

As mentioned, just enacted in 2003 is a federal law requiring anyone with land disturbance exceeding an acre to apply for, and receive a National Pollutant Discharge Elimination System (NPDES) permit from the Minnesota Pollution Control Agency (**MPCA**). Cost of the permit is \$400.00. The application itself requires that a permit applicant pre-plan be made for each disturbed area, ahead of beginning on-site construction, showing how project-caused erosion will be minimized, and how its impact on local water quality will also be minimized. Use of silt fencing, filter fabric/erosion control fabric, mulch, netting and properly matched seed and soil types and other re-vegetating techniques are the main component items to be addressed in order for this permit to be issued. Applicants selected to receive a grant will only have to obtain this permit if the area disturbed through project installation is over 1 (one) acre in size. If it is necessary, each applicant will have to obtain the permit before the project starts. Otherwise, work done prior to getting this permit will not be eligible for reimbursement. Applicants that require but fail to obtain a permit, or not choosing to supply a copy to the DNR will not be reimbursed, since this failure is a violation of both federal and state law.

When an applicant is notified that they have been selected to receive a grant, each will be required to provide a written response that they accept the grant, and their source(s) of matching funds. This can be provided in the form of a bank statement, letter of credit, or similar proof of local match. MN-DNR will also make a site visit to each applicant's project site, to meet the applicants, and to review the work proposed to be done.

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### **INSTRUCTIONS:**

This application is being provided for applicants to use to obtain matching reimbursement funds for shooting range improvements. Follow these instructions, and definitions, and supply all information requested. The Shooting Range Application included in this mailing provides you the opportunity to convey information we need, in order to decide what projects to fund.

Information for your application must be submitted using the application format. Your specific application (including maps and letters of support) will be the only thing that you will be asked to submit for consideration in this selection process, so pay close attention to what is asked for, and provide the required information to the best of your ability. If you apply for funding, detailed plans for construction may also be requested as a part of your application. If you fail to provide requested information, your application will either be returned to you, or its consideration will be delayed.

**Submit:** Mail **eight** clean copies of this application to MN-DNR in St. Paul, at the address shown above. **Fax copies will not be accepted.** We will receive applications through October 1, 2005, or, until enough viable applications are received to take up the \$300,000 in funds in this cycle of the Shooting Range Grant Program.

**Format:** Maximum of four letter-sized 8-1/2 x 11 sheets stapled together and doubled sided (meaning four pages of information), plus maps and letters of support. Minimum of 12 font size (this font size). Copies of everything except the maps should be **typed**. Remember the copies of your ownership plat map, and the topographic map of your project site.

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**DEFINITIONS:**

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**Grant Related**

**Project Contact:** A local grantee's representatives. The contact person(s) provide information to the Shooting Range Coordinator throughout the three-year grant period, and works with the local recipient group, developing the detailed work plan (which includes a detailed budget), and oversees all activities such as tracking the project budget, use of local match expenses, maintaining construction time lines, documents progress and prepares summaries of project accomplishment, requests for payment and financial reports, in conjunction with the Fiscal Agent.

MN-DNR requires each applicant group to include **3 (three)** local applicant contacts for each applicant group. Please include all pertinent information, including name, address, phone number, fax information and an e-mail address for each applicant.

It has been our experience that **three contacts from each group are both helpful and necessary**, due to the need for MN-DNR or others, such as local media, to make timely contact with a grant recipient. We want your project to receive as much positive publicity as possible, and in some cases MN-DNR may need to make a timely contact with your group. You may want to name your organization's president, treasurer, and a grant project manager as your contacts. If there are multiple groups working together, you may want representation by all parties. This is a decision we will leave up to you. All persons signing the official state grant contract will be responsible for the execution of the grant and this project, even if they are holding position(s) within your organization for only a limited time.

**Applicant:** A local shooting range, archery range, sportsmen's organization, civic group or local unit of government, or a combination of two or more of these.

**Fiscal Agent:** An applicant's designee, who receives the grant funding from the state, also prepares and delivers documents showing local match expenses, and disbursing of local funds. The fiscal agent may also prepare reimbursement requests, and prepare and distribute any and all fiscal reports. This person may be your treasurer, or local banker, or both.

**Funding Targets:** The funding provided by the LCMR for this round/period of funding has been made eligible for use in addressing both firearms and archery project work. DNR has submitted a work program to the LCMR, which targets where the current funds would be used if projected out based on historical use since 1999. These are benchmark amounts only, intended for used only as an initial projection of how, if history were to be followed, funding would be spent from 2005 through 2008.

**MN-DNR Contact:** Name of a local Conservation Officer (CO), Area Wildlife Manager or other employee of the State, that the applicant has been working, either for accomplishment of this specific project, or other work, such as Hunter Education-related activities. MN-DNR feels this contact is essential, in that the Minnesota Firearm Safety (FAS) Program, Bowhunter Education Program

(MBEP), and/or an Advanced Hunter Education Program class should be able to directly benefit from your group receiving a grant award. If these are not already a part of your program, making the effort to have and maintain such a contact will benefit your group's efforts to provide safe shooting opportunities, and meet the expectations of the DNR in providing your organization grant funds.

**Match:** A non-state origin source of local funding, raised and then used by the applicant. (No State of Minnesota funding source may not be used as a local match source.) Local charitable gambling proceeds may be used as a source of local match, provided prior identification and approval of the funding source is provided by the MN-DNR, and the Minnesota Gambling Control Board. Other sources of local match, such as those raised by civic or non-state public entities may also be used as match. Examples include funding from a local Elks, Eagles, Legion, Lions or Moose clubs, local chapters of conservation organizations, local government, tribal sources, private donations, or through the efforts of the local applicant group working through outside archery organizations.

**Note!: Non-profit organizations need to supply an annual financial report, including the most recent audited financial statement as a part of your application. Copies should be mailed to the DNR, along with the grant application.**

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## **SHOOTING RANGE RELATED DEFINITIONS/TERMS**

**Archery:** The shooting of arrows or bolts from a bow.

**Backstop berm:** A device constructed to stop or redirect arrows fired on a range. This is usually an earthen structure, placed behind a target stand, to prevent further bullet or arrow travel. Backstops are recommended for firearms range use, based on potential travel distance for bullets. They may not be needed on archery ranges, but should at least be considered for use, based on the area under the control of the applicant.

**Baffles:** Barriers to contain bullets and to reduce, re-direct or suppress sound waves and possible stray bullets. Baffles are placed overhead, alongside, or at ground level away from the range user, to restrict or interrupt errant (or, off-target) shots. A special baffle referred to as an **eyebrow** can be placed at the firing line to eliminate blue sky sighting above the down-range backstop berm, and also prevent rounds escaping due to double firing.

**Berm:** An embankment used between shooting ranges to divide them, or positioned to restrict bullets and arrows to a specific area. These are built to establish shooting lanes, and are usually 8 to 12 feet in vertical height.

**Firing Distance:** The distance between the firing line and the target line.

**Firing Line:** A line parallel to the targets, from behind which firearms are discharged.

**Firing Range:** (1) A facility designed for the purpose of providing a place on which to discharge firearm and archery equipment; (2) May refer to several ranges constructed together, referred to as a complex or firing range complex.

**Handgun:** A term used to describe pistols, either auto-loading, single-shot or cylinder types, held in either one or two hands.

**Impact Area:** The area behind a target on a backstop or bullet trap where projectiles are expected to impact. This term may also refer to an area down range at an outdoor range where arrows or bullets will impact if not discharged into a backstop.

**Line of Sight:** An imaginary straight line from the eye through the sights of a firearm to the target.

**Misfire:** Failure of a bullet or an arrow to properly discharge after the shooter has pulled the trigger or released the arrow/string. Also referred to as a hangfire.

**Noise:** The sensation created by an individual's sense of hearing. Unwanted sound is referred to as noise.

**Pistol:** A firearm capable of being held, aimed and fired with one hand. Also known as a revolver or hand gun.

**Plinking:** Informal shooting of any kind, at inanimate objects.

**Range:** The distance traveled by a projectile from a firearm to the final point of impact. Three terms apply to range: "point blank", "effective" and "maximum". For the purposes of shooting range design, point blank refers to distances of five yards or less, effective range means the greatest distance a projectile will travel with accuracy, maximum range means the maximum distance a projectile will travel.

**Rifle:** (1) A modern firearm designed to be fired from the shoulder, generally having a barrel more than 15 inches long. Its main characteristic is a rifled (knurled/grooved) barrel that imparts a spin to a single bullet projectile as it travels through the bore. (2) Some rifles designed for military or law enforcement use will have a pistol grip in lieu of a shoulder stock. A rim-fire rifle usually refers to a .22 caliber firearm, i.e., where its firing pin mechanism strikes the bullet casing to cause projection to occur. Center-fire rifles usually refers to higher caliber firearms.

**Safety Baffles:** Vertical or sloping barriers designed to prevent bullets/projectiles from traveling into an undesired area or direction. Most often used to prevent bullets from leaving the shooting range.

**Safety Rules and Regulations:** Standards used in the operation of a shooting range. Safety rules and regulations are set up to govern the method of range operation to include health and safety procedures that must be followed throughout the facility. Violation of range rules and regulations generally carries penalties such as suspension or banishment from a range for future use.

**Shotgun:** (1) A firearm designed to be fired from the shoulder, with a smoothbore barrel that fires shotshells possessing a varying number of round pellets. (2) Some barrels are rifled for rifled slugs; most generally have smooth bores. Military and law enforcement shotguns may have a pistol grip.

**Shotshell:** A firearms shell to be used in a shotgun. It is composed of a hull, primer, powder, shot cup

(or wad) and shot. Shells are normally composed of paper or plastic.

**Small Arms:** Firearms that may be discharged by one person, versus artillery pieces. Small arms are not subject to precise definitions, but the term generally refers to rifles, pistols, shotguns, submachine guns and machine guns.

**Small Bore:** A shooting event using .22 rimfire rifles and bullets, usually on bullseye targets.

**Target Line:** A line parallel to the firing line along which targets are placed.

**Trajectory:** The path a projectile travels from the muzzle to the point of final impact.

**Velocity:** The speed at which a projectile travels (usually measured and reported in feet per second or meters per second).

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### **RESTRICTIONS:**

**Grant Limits:** Up to \$20,000 for firearms range grants, \$5,000 for archery range grant applicants, and \$20,000 for archery projects from local governments partnering with the Bowhunting Preservation Alliance. These must be matched with local funding at a 1:1 rate. In addition, **no in-kind provision of time or materials donated by the applicant group is eligible to match state funding.** This is strictly a reimbursement grant, where all applicants will be expected to incur original costs, subsequently submitting copies of bills, proof of payment and a MN-DNR provided reimbursement request form, in order to then receive a payment from the state. If an initial grant is received and a project completed, a second application will be considered if funding is available.

**Prohibited Projects:** **No funding** will be provided for:

1. applicant facilities where zoning changes, encroachment or other development may be imposed or occur which will result in less than ten (10) years of use by the applicant club or group. In addition, sites where the proposed project cannot be accommodated due to either the size of the property and/or the scope of the project [being bigger than what the property will safely and reasonably contain] cannot be funded. Violations of the duration provision will result in possible grant repayment to DNR Enforcement.
2. a shooting range grant applicant's facilities where inadequate space will not allow safe placement and use of an archery or firearms range facility.
3. purchase of land; this project has expectations of results associated with it, and since the acquisition of land can entail time beyond the date of this project, land acquisition cannot be considered for reimbursement.
4. construction of new buildings using these grant funds **will not** be allowed. This preclusion is primarily for clubhouses or meeting facilities. Installation of lighting and other indoor improvements in existing buildings for archery (only) **is eligible** for funding.

5.the situation where the applicant’s facility is closed to use by the general public. **Private, for profit operations are not eligible to participate in this project**, based on limits set forth for use of this LCMR funding.

6. where the applicant seeks reimbursement for **any** work done prior to the awarding of the grant . LCMR rules strictly prohibit credit for past accomplishments. All work to be reimbursed through this grant will have to be approved, and previously identified as a part of a project budget and work plan, included as a part of the application.

**Public Use Requirement:** Applicants must provide their facilities for members and non-members use for a majority of its operating hours. This is meant to allow for shooters to gain access through either payment of an annual membership fee, a daily use fee, or, so that a user may gain access to use of the site through attendance at a Firearm Safety class, a Bowhunter Education Program or Advanced Hunter Education class. Any range with facilities closed to the general public through these means **will not be eligible** to apply for grant funds, unless agreeing, in writing, to make these concessions.

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### **WHAT IS ELIGIBLE TO BE FUNDED?**

**Shooting range development and rehabilitation Grant Funding can be used to do the following work on Firearms Ranges:** These are the types of work we will consider funding at this time.

#### **What IS Eligible for Project Funding?**

Firing Range Backstop Berms  
Side Berms  
Firing Line Enclosures  
Constructing Access Trails  
Sound Abatement (primarily plantings)  
Shooting Benches  
Lighting Improvements  
Access Improvements  
Yardage Signs  
Warning Signs  
Crediting Signs (Required by LCMR)  
Costs of Re-vegetation, unless already cost-shared by the local SWCD.

#### **What IS NOT Eligible for Project Funding?**

Constructing New Buildings  
Constructing Pavilion Areas  
Equipment  
Improving Parking Areas  
Furniture  
Plumbing Improvements  
Land Purchase  
Facility Operation/Maintenance Costs  
Liability Insurance Premiums

**Shooting range development and rehabilitation Grant Funding can be used to do the following work on Archery Ranges:** These are the types of work we will consider funding at this time.

**Target Archery** (New Construction & Construction Improvements)

**Field Archery** (New Construction & Construction Improvements)

**3-D Archery** (New Construction & Construction Improvements)

**Indoor Archery** Building retrofitting, including lighting and access improvements.

**What IS Eligible for Project Funding?**

Target Butts (Indoor & Outdoor)  
Target Stands (Indoor & Outdoor)  
Bow Racks (Indoor & Outdoor)  
Backstop Berms (Outdoor)  
Constructing Trails (Outdoor)

Land Clearing for Target/Field Archery  
Shooting Platforms (Outdoor)  
Lighting Improvements (Indoor)  
Access Improvements (Indoor/Outdoor)  
Yardage Signs  
Warning Signs  
Crediting Signs (Required)  
Costs of Re-vegetation  
Access improvements

**What IS NOT Eligible for Project Funding?**

Constructing New Buildings/Pavilion Areas  
Bows/Arrows/All Shooting Equipment  
Scoring/Timing Equipment  
Scoring Platforms  
Facility Operation/Maintenance

Furniture Purchase  
Plumbing Improvements  
Land Purchase  
Liability Insurance Premiums

**Public Use Requirement:** Applicants must provide their facilities for members and non-members use for a majority of its operating hours. This is meant to allow for shooters to gain access through either payment of an annual membership fee, a daily use fee, or, so that a user may gain access to use of the site through attendance at a Firearm Safety class, a Bowhunter Education Program or Advanced Hunter Education class. Any range with facilities closed to the general public through these means **will not be eligible** to apply for grant funds, unless agreeing, in writing, to make these concessions.

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**TIME LINE FOR GROUPS AWARDED SHOOTING RANGE GRANT FUNDS:**

- July 1, 2005 State funding is made available to the MN-DNR by the Legislative Commission on Minnesota Resources (LCMR).
  - July 2005 Notice of an application period is made in the State Register and EQB Monitor. Notice of funding availability is provided to firearm and archery contacts, either through press release or direct letter.
  - Fall 2005 Advisory committee is contacted periodically to review applications. Recommendations of what to fund are made and approved. Approved grant applicants are notified of offer of grant award, and asked to submit formal grant acceptance letter and proof of local matching funds. All applicants will be notified of status, and will be sent directions on how to proceed.
- State required site reviews are done by MN-DNR. Once these are completed, contracts are sent to recipients. Once these are signed, returned and processed, an applicant group may begin doing work eligible for reimbursement. The Shooting Range Coordinator will provide additional instruction and information to grantees, including how to get paid.

Throughout Site visits to view existing facilities and new projects will be made by MN-DNR staff.  
Project  
Period

Dec 31, 2007 Projects have been completed, grant funds and match have been spent and final reports are submitted.

June 30, 2008 Final bills submitted to MN-DNR, final progress reports submitted to the LCMR.

## **Shooting Range Grant Application**

### **I. REFERENCE INFORMATION**

**Applicant Group Name:**

**Title of the proposed Project:**

**Geographic Location of this project:** Township: \_\_\_\_\_ N Range: \_\_\_\_\_ W Section: \_\_\_\_\_ Forty:  
**County** \_\_\_\_\_

(Note!: You must provide a copy of a recent ownership plat and topographic map showing the specific location where the funds will be used.)

**Directions to the Range:**

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**Project Contacts and Titles:**                    1.

(Include Name, Phone Numbers, E-mail)

**Project Contacts and Titles:**                    2.

(Include Name, Phone Numbers, E-mail)

**Project Contacts and Titles:**                    3.

(Include Name, Phone Numbers, E-mail)

**Applicant Mailing Address:**

**Telephone/Fax Number:**

**Fiscal Agent:**

**Tax ID Numbers:**

**State**

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**Federal**

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**MN-DNR Local Contact:**

**Total Amount Requested**

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Will the Applicant accept less than the amount requested? Yes \_\_\_\_ No \_\_\_\_

(**Note!**: MN-DNR and its Advisory group may need to reduce amounts offered vs. applied for, to each group awarded a grant. Your answer to this question will not impact whether or not you are offered funding.)

**II. PROJECT PURPOSE:** In 50 words or less, describe the intended purpose of this project. What are the current and the desired future condition of your range, and how does this funding accomplish your arriving at that condition?

**III. PROJECT SUMMARY:**

A. Describe your existing facility and organization, including information about the history of each. Is the Project addressed in documentation previously prepared by your organization? Is there a phased development list planned, that you can provide for actions to be undertaken to improve your range?

**B. Desired Outcomes:**

a) What is the current status of the range? In other words, do you operate a range that is currently operational, and if so, how will a Shooting Range Grant impact the operation of this range? Briefly discuss how state funding will improve the facility in items a) through g). Will a MN-DNR grant:

b) improve safe use of the range? How? Do you have control of enough land to safely carry out the desired activity you want funded? Does your range currently have a safety plan in place?

c) increase the types and numbers of shooting positions you have now? How many you will have once this grant is used. Also, describe your range's existing operating hours.

d) increase your current numbers of members and total users? Improve non-member access to a shooting range? What, if any, additional use to you anticipate through the receipt of this grant? Estimate the total numbers of user visits to your facility on a yearly basis.

e) increase the capability of the range to provide hunter education and advanced hunter education use?

f) be controversial within the local area? In other words, is your proposed work going to be contested by a local

citizen, group of citizens or local government? Also, will the applicant be required, and be able to acquire any permits prior to carrying out improvement work? If so, please describe each.

g) provide for better community relations with an adjacent property owners?

C) Simply put, why should your grant application be funded?

D. When is the work funded through this grant to be completed? Can you guarantee that the work you propose MN-DNR to fund can be done on time? Please explain.

E. Actions: Identify the type(s) of activities to be considered for funding through this grant.

\_\_\_\_\_ Archery:            Field \_\_\_\_\_            Target \_\_\_\_\_            3-D \_\_\_\_\_  
 \_\_\_\_\_ Firearms:            Rifle \_\_\_\_\_            Trap \_\_\_\_\_            Skeet \_\_\_\_\_ 5-Stand \_\_\_\_\_

F. Evaluation: Describe how the applicant will quantify the impact of the improvements provided through use of the state grant funds. You will be required to provide DNR with a summary of how the grant has positively impacted your range. This should be shown in terms of numbers of shooting stations, as well as increased participation by the public. The applicant will be required to publicize their shooting range improvements in conformance with LCMR guidelines. MN-DNR wants before, during and after documentation of all work done, whether or not it is to be eligible for reimbursement. In this way, we will be able to analyze the amount of work required for specific types of project activities, which will be beneficial for future grant rounds and future applicants.

**Note!: MN-DNR will also require that each applicant document before and after progress of all work funded, through taking video and snapshot film of the work done. Expense for this is an allowable part of each applicant's expense.**

**IV. BUDGET:**

<u>Fill in the Dollar Amounts Estimated for Each:</u>	MN-DNR Grant Amount	Match
<b>ARCHERY INDOOR:</b>		
Access Improvements	_____	_____
Bow Racks	_____	_____
Target Butts	_____	_____
Target Stands	_____	_____
Lighting Improvements/Utilities	_____	_____
<b>ARCHERY OUTDOOR:</b>		
Access Improvements	_____	_____
Backstop Berms	_____	_____
Bow Racks	_____	_____
Crediting Signs (Required)	_____	_____
Constructing Trails	_____	_____
Land Clearing	_____	_____

<b>Re-Vegetation (unless cost shared by the SWCD)</b>	_____	_____
<b>Shooting Platforms</b>	_____	_____
<b>Targets:</b>		
<b>Target Butts</b>	_____	_____
<b>3-D Targets</b>	_____	_____
<b>Target Stands</b>	_____	_____
<b>Warning Signs</b>	_____	_____
<b>Yardage Signs</b>	_____	_____

**FIREARMS: OUTDOOR RANGE PROJECT BUDGET**

<u>Fill in the Dollar Amounts Estimated for Each:</u>	MN-DNR Grant Amount	Match
<b>Backstop and/or Side Berms</b>	_____	_____
<b>Firing Line Enclosures</b>	_____	_____
<b>Access Improvements</b>	_____	_____
<b>Crediting Signs (Required by LCMR)</b>	_____	_____
<b>Yardage Signs/Warning Signs</b>	_____	_____
<b>Re-Vegetation (unless cost shared by the SWCD)</b>	_____	_____
<b>Shooting Benches</b>	_____	_____
<b>Sound Abatement</b>	_____	_____
<b>Utilities</b>	_____	_____
<b>Total</b>	_____	_____

**V. PARTNERSHIPS:** Identify all local groups or clubs are working in conjunction with the applicant in contributing funds. Please list the sources and amounts of funding from each party.

**Please Return this Application to the Following Address:  
 Chuck Niska, Shooting Range Coordinator  
 MN-DNR Division of Enforcement  
 500 Lafayette Road, Box 47  
 St. Paul, MN 55155-4047**