Expedited Small Trap Range Grants

Grant Application Packet

For projects of $5,000-$50,000
# Table of Contents

**General information**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>How to Apply</td>
<td>1</td>
</tr>
<tr>
<td>Application Timeline</td>
<td>1</td>
</tr>
<tr>
<td>Who is Eligible</td>
<td>2</td>
</tr>
<tr>
<td>Grant Requirements and Limitations</td>
<td>3</td>
</tr>
<tr>
<td>How Grant Applications are Scored</td>
<td>4</td>
</tr>
</tbody>
</table>

**Application materials**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Application Form</td>
<td>5-9</td>
</tr>
</tbody>
</table>
EXPEDITED SMALL TRAP RANGE GRANTS

INTRODUCTION:

As provided by 2014 Minnesota Session Law, Chapter 290, Section 13, the Minnesota Department of Natural Resources (DNR) is providing cost-share grants to local recreational shooting clubs for up to 50 percent of the costs of developing or rehabilitating trap shooting sports facilities for public use.

As part of that program, the DNR has created the Expedited Small Trap Range Grants (ESTRG) program to provide grants from $2,500 to $25,000 for listed projects eligible for expedited funding. The grants must be matched 1:1 and will be made to existing shooting ranges wishing to expand, improve, or upgrade their trap shooting ranges with the primary goal of increasing range capacity for youth trap shooters.

The DNR will also be announcing a regular grants program for larger trap shooting facility projects. Allocation of funds for the Expedited Small Trap Range Grants and the Large Trap Range Grants will occur on at the discretion of the Commissioner and is dependent on available funding. All grant agreements must comply with the State of Minnesota grant laws and policies. Currently, about $970,000 in funding is available for both large and small grants.

HOW TO APPLY:

You must use the application form supplied in this packet, and must include all documentation at the time you submit your written application. Incomplete or late applications will not be accepted.

Three complete sets of the application with original signatures and supporting documentation and plans must be submitted. The materials and documentation must be on standard, letter-sized 8.5 x 11 paper.

TIMELINE: ROUND 3 EXPEDITED SMALL TRAP RANGE GRANTS (ESTRG)

- August 2015: Round 3 of ESTRG announced and applications available
- September 18, 2015: Round 3 ESTRG applications due
- October 1, 2015: Announce funded Round 3 ESTRG applications

Completed grant applications, including any supporting documentation, must be received and/or postmarked before 5 p.m. on the application due date.

If you have questions contact Chuck Niska, Shooting Range Coordinator:
(612) 756-4165 or chuck.niska@state.mn.us.

Submit your application by mail to:

Minnesota Department of Natural Resources
Division of Enforcement
Chuck Niska, Shooting Range Coordinator
500 Lafayette Rd., Box 47
St. Paul, MN 55155-4047
WHO IS ELIGIBLE?

Recreational shooting clubs in Minnesota that are willing to provide greater public access to shooting sports opportunities. A facility rehabilitated or developed with a grant must be open to the general public at reasonable times and for a reasonable fee on a walk-in basis. These grants are for installation of new trap fields, as well as rehabilitation of existing facilities.

Funding Priorities for Expedited Small Trap Range Grants:

1) To increase trap range capacity and access for youth trap teams and individual shooters from those teams.
2) To increase trap range capacity and access for youth in general.
3) To increase trap range capacity and access for adults.

Applicants and proposed projects must meet all state laws and rules. For existing and new facilities funded under this grant, all new trap fields must be properly permitted by the local governmental unit with direct authority over the range. Also, for new trap field construction, proof of wetland delineation and exemption must be demonstrated, in order to verify that the new trap range will not negatively impact wildlife and the environment. Applicants who are awarded a grant through this program must also provide proof of possessing liability insurance, with a minimum coverage level of $1,000,000 per occurrence before work can begin. The State of MN must also be listed as an additional insured.

What are eligible expenditures?

1. Trap house construction (new, replacement, or rehabilitation)
2. Trap thrower purchase
3. Trap thrower replacement purchase
4. Constructing access paths & sidewalks as part of a trap field project
5. Sound abatement (primarily plantings)
6. Constructing trap pads
7. Lighting improvements (old or new)
8. Access and Americans with Disabilities Act-related improvements
9. Voice activation equipment and installation
10. Warning signs
11. Crediting signs posted in close proximity to where grant improvements are made (required by DNR)
12. Costs of re-vegetation, unless already cost-shared by the local Soil and Water Conservation District (SWCD)
13. Trap field design and engineering costs
14. Trap field site preparation and grading

What are not eligible expenditures?

1. Staff time and grant preparation costs
2. Indirect costs, travel costs
3. Construction or reconstruction of buildings
4. Construction of pavilions
5. Maintenance equipment
6. Parking improvements
7. Furniture
8. Plumbing improvements
9. Land purchase or rental
10. Facility operations or maintenance
11. Insurance premiums
12. Targets and ammunition
13. Firearms
14. Attorney’s fees
15. Skeet field construction or rehabilitation
16. Five stand construction or rehabilitation
GRANT REQUIREMENTS AND LIMITATIONS:

1. The DNR will determine how much money is available for Expedited Trap Range Grants, based on the sign up responses, and project eligibility. Groups may apply for a single grant per grant funding round. Maximum amount awarded per round will be $25,000 per grantee. Minimum amount awarded per grant will be $2,500.

2. All necessary federal, state, county, township approvals, Board Resolutions, county zoning approvals, building permits, conditional use permits and Wetland Conservation Act exemption letters and any other approvals must be in place and proof provided to state prior to full execution of grant agreement.

3. Funded projects must be completed within 12 months of full execution of grant agreement, but no later than June 30, 2017.

4. A 50% match of non-state dollars or in-kind materials or services (1:1 match) is a requirement; larger percentage matches will be considered a positive asset during the evaluation and scoring process.

5. Grant project funding will be reimbursed to the grantee. Consideration for covering expenses prior to submitting project related invoices and receipts should be made.

6. Grant recipients must sign a Grant Agreement with the Minnesota Department of Natural Resources immediately following notification of funding. When the grant agreement is executed, it becomes public data.

7. No expenses can or will be reimbursed for items prior to the full execution of a grant agreement. Each grant agreement requires a minimum of three signatures; two by DNR and at least one by the grantee. The grant agreement is “executed” when all three signatures have been obtained.

8. Equipment purchased under this grant must be tagged, tracked, and used for the purpose for which it was acquired for its useful life. Individual equipment items that cost $2,500 or more must be specifically identified in the grant proposal.

9. All projects must be open to the general public (no membership required) and must be in compliance with the Americans with Disabilities Act.

10. All projects should reference Amateur Trapshooting Association guidelines for trap field design and construction.

The State of Minnesota requires proof of general liability insurance in the amount of $1 million per each occurrence and certification of worker’s compensation insurance coverage for the duration of the project. Prior to full execution of the grant agreement, successful grant applicants will be asked to submit a certificate of general liability insurance and any other required insurance based on project activities to the DNR.
HOW GRANT APPLICATIONS ARE SCORED:

Grant applications will be scored by a panel of at least three Minnesota trap range experts, with each panel member submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria below:

1. **Project location & need (50 points possible)**
   - Estimated number of youth teams served (the more teams served the higher proposal will be scored)
   - Estimated number of youth team shooters served (the more shooters served the higher the proposal will be scored)
   - Estimated number of youth from the general public and not associated with teams served (the more youth shooters served the higher the proposal will be scored)
   - Estimated number of adults from the general public served (the more adult shooters served the higher the proposal will be scored)
   - Proximity to population centers (proposals located in or near large population centers will be scored higher)

2. **Financial Contributions (20 points possible)**
   - Amount of Applicant Funding compared to total project budget (projects with a lower ratio of state to applicant funding will be scored higher)
   - Cost Share: Other funding sources (projects with multiple funding partners will be scored higher)

3. **Feasibility of Project (30 points possible)**
   - Timeline (projects with a realistic timeline will be scored higher)
   - Scope of Work (projects where the scope of the work matches the goals of the grant program will be scored higher)
   - Sustainability (projects that have plans to ensure sustainability will be scored higher)
   - Correlation of Project Work with Budget (projects where work to be performed matches project budget will be scored higher)
   - Staff and Equipment (projects that demonstrate adequate involvement of staff and equipment to complete the work will be scored higher)

The Director of the DNR Division of Fish & Wildlife determines final grant awards. Final reports are due, along with payment requests, by July 15, 2017.
Expedited Small Range Grant Application

Note: Make sure the application is complete. This is the only information that will be used when making funding decisions.

APPLICATION INFORMATION:

FACILITY
Name: ________________________________
Address: ____________________________________________
City: __________________________状态: MN Zip: _______

REMIT TO ADDRESS WHERE CHECKS WILL BE MAILED TO
Name: ________________________________
Address: ____________________________________________
City: __________________________状态: MN Zip: _______

REPRESENTATIVE
Name: ________________________________
Address: ____________________________________________
City: __________________________状态: MN Zip: _______
Phone: (daytime) ____________________________ (evening) ____________________________
Email Address: ________________________________

INFORMATION:

1. Location and Site – GPS coordinates and/or Town, Range, Section, ¼ Section and include a street address if possible. Please describe the natural physical features and habitat present (include photos if desired, and a topographic map of your range’s location).

2. Existing Facilities – Describe the existing facilities including all shelters, buildings, ranges, restrooms, etc. (include photos if desired).
3. **Primary Contact** – Who is the person of primary responsibility for this project? Provide name, address, phone number and e-mail.

4. **Need** – Explain why the project is necessary.

5. **Desired Outcome and Purpose** based on need. - List specific objectives that will achieve the desired outcome.

6. **Results or Benefits Expected**
   - Estimated number of Minnesota State High School Clay Target teams served __________
   - Estimated number of Minnesota State High School Clay Target shooters served __________
   - Estimated number of youth trap shooters from the general public served __________
   - Estimated number of adult trap shooters from the general public served __________
   - How many days and hours per year will the trap shooting ranges be open to teams and members of the Minnesota State High School Clay Target league? __________
   - How many days and hours per year will the trap shooting ranges be open to youth from the general public? __________
   - How many days and hours will the trap shooting ranges be open to adults from the general public? __________
   - Will a fee be charged for use of the trap range? Y/N
   - If so, what will be the fee charged for a round of trap? __________
7. **Approach and Timeline** – Describe tasks and anticipated dates of completion including final project completion.

8. **Useful life** – How long will the results serve the public good?

9. **Project narrative and drawings** – Attach a description of the project and work to be done, attach drawings and blueprints for the work.

10. **Budget narrative and detail** – Please list source of funding. A minimum of 50% percent cost share (1:1; non-state) is required. Cost share must be in the form of cash or in-kind labor, materials, etc. Total amount should be rounded to the nearest whole dollar amount. Please make sure to double check all calculations to ensure accuracy.

   Estimated Funding:
   
   a. Applicant (you) $ ________________
   b. State (amount you are requesting from DNR) $ ________________
   c. Local funding from other sources (non-applicant) $ ________________ ****
   d. In-kind (labor, materials, etc…) $ ________________
   
   Total project cost $ ________________

   **** Please List your local sources of matching funds on Page 9 of this document

**BUDGET DETAIL** – itemize how the money will be spent (add more lines if necessary)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Item Cost</th>
<th># Items</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**
11. **ADA Compliance** - Will all facilities at the range be in compliance with the Americans with Disabilities Act at the completion of the project? If not, the project will not be funded.

12. **Partial Funding** – Will you accept partial funding?

13. **Report** – a report detailing the project outcomes and expenditures including before and after photos of project is due within 30 days of completion of the project. Indicate expected report date.

14. **Relationship with Other Grants** – If you are receiving other grants for this project, please describe the nature of the grant and the source of money.

15. **Program Income** – Is there expected profit from the completed project?

16. **General and Other** – Any other information on the request should be included here.

**RANGE DETAILS**

1) Will the range be open to public shooting? (Note: public shooting means *anyone* may show up and shoot on the range(s) where this project work will take place. A reasonable fee may be charged.)

   Yes ☐    No ☐ (If no, funding will be denied)

   How many days of the year, which months, which days of the week, and what are the hours that you anticipate it will be open to the public?

   __________________________________________________________________________

2) Is the range on public land?    Yes ☐    No ☐
3) a. Is range located within 15 miles of a city with a population greater than 50,000?
   Yes ☐ No ☐

b. Is range located between 15 and 30 miles from a city with a population greater than 50,000?
   Yes ☐ No ☐

c. Is range located within 30 miles of a city with a population between 10,000 and 49,999?
   Yes ☐ No ☐

4) Is this project a new trap field?
   Yes ☐ No ☐

5) Is this facility a non-profit organization?
   Yes ☐ No ☐

Representative Signature ____________________________ Date ______________

Submit completed application and attachments to:

Minnesota Department of Natural Resources
Division of Enforcement
Chuck Niska, Shooting Range Coordinator
500 Lafayette Rd., Box 47
St. Paul, MN 55155-4047

LOCAL MATCH CONTRIBUTIONS:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Contribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total