



Public Archery Range Grants

Grant Application Packet

Maximum amount per grant cycle to be awarded will be \$25,000 per grantee (\$50,000 total project budget).
Minimum amount per grant cycle to be awarded will be \$5,000 (\$10,000 total project budget).



Application Deadline:

Completed grant applications must be received by
2:00 p.m., Thursday, February 25, 2016
Late submissions will not be accepted

Submit your written application to:
Minnesota Department of Natural Resources
Division of Fish and Wildlife
ATTN: Jay Johnson, Hunter Recruitment and Retention Coordinator
500 Lafayette Road, Box 20
St. Paul, MN 55155-4020

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Minnesota DNR Public Archery Range Grants

Introduction:

The Minnesota Department of Natural Resources created the **Public Archery Range Grants** Program to assist County, Regional, City, and public agencies work in supporting Minnesota's growing interest in archery.

Developing a grants program for public entities is an element of the Department's strategy for expanding the reach of their Outreach section programs and enhancing bow hunting and recreational archery recruitment and retention.

The Department provides grant funds annually as authorized by the Legislature. Allocation of funds for the **Public Archery Range Grant Program** is expected to occur on a biennial basis at the discretion of the Commissioner. **All grant agreements must comply with the laws and regulations governing the Agency.**

Questions:

If you have a question about these grants or any of the application materials, contact Jay Johnson, the Minnesota Department of Natural Resources Hunter Recruitment and Retention Coordinator at (651) 259-5191, or via e-mail: jay.johnson@state.mn.us.

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. Applications post-marked on or before Thursday, February 25, 2016 but not physically received prior to 2:00 p.m. will **not** be accepted.

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

Deadline: Completed grant applications, including any supporting documentation, must be received on or before 2:00 p.m., Thursday, February 25, 2016. Deliver or submit your application by mail to:

Minnesota Department of Natural Resources
Division of Fish and Wildlife
ATTN: Jay Johnson, Hunter Recruitment and Retention Coordinator
500 Lafayette Road, Box 20
St. Paul, MN 55155-4020
(651) 259-5191

Who is eligible?

To be eligible for a Public Archery Range Grant, the grantee:

1. Must be a county, regional, city, public agency or local unit of Government in Minnesota.
2. Must complete the project before June 30, 2017.
3. Project must be the development of a new public archery range or the expansion, enhancement, or rehabilitation of an existing public archery range.
4. Grant proposals must include a signed letter from the appropriate local authorities (County Commissioner, Mayor, etc.) that indicates that all permits and permissions necessary to establish the archery range have been obtained.
5. Must provide proof of insurance coverage for the duration of the project to the Department prior to full execution of grant agreement.

Applicants who do not meet these criteria will be rejected.

The Department creates funding priorities for the Public Archery Range Grant Program. The funding priority for this grant cycle is:

1. NEW outdoor public archery range development in County, Regional, City public parks or other publically owned properties including grading and preparation of archery range footprint, construction of backstops berms, target holders, bow racks, protective fencing, signs, shooting lines, target lanes, and other items considered by the Minnesota Department of Natural Resources to be essential for the development and operation of the range.
2. Expansion, enhancement or rehabilitation of existing public archery ranges on County, Regional, City public parks or publically owned properties including the addition of shooting lanes and target butts, creation of ADA accessible shooting lines and paths to targets, replacement of target butts and frames, creation of berms, installation of fencing and signage to increase safety expanding static archery ranges to include special youth or beginner ranges or walk-through ranges.

Applicants are encouraged to use guidance and design principals from the [Archery Trade Association Archery Park Guide](#) and [National Field Archery Association Guide](#) for all projects. See guidelines here:

Grant requirements and limitations:

1. Funding for range projects is available from several sources including public funding from the Federal Pittman-Robertson (PR) Wildlife Restoration grant (50 CFR 80.50). For approved projects identified for Pittman-Robertson funding, the successful applicant will expand on the original proposal to meet federal grant application requirements. The Minnesota Department of Natural Resources will work with the successful applicant to complete the required compliance documentation for the National Environmental Policy Act (NEPA), the Endangered Species Act, and the National Historic Preservation Act. For PR funded projects, ranges must be made available for MN DNR Bowhunter Education Training classes upon request.
2. The Minnesota Department of Natural Resources will determine how much money is available each grant cycle; currently the total is \$100,000. Groups may apply for a single grant per grant cycle. **Maximum amount per grant cycle to be awarded will be \$25,000 per grantee (\$50,000 total project budget). Minimum amount per grant cycle to be awarded will be \$5,000 (\$10,000 total project budget).** The Minnesota Department of Natural Resources may partially fund project(s) at its discretion.

3. Grant requests of \$25,000 or greater are subject to financial review. Before awarding a grant of over \$25,000 all non-governmental organizations must have recent financial statements assessed by the Minnesota Department of Natural Resources. Here are [details about this requirement](#).
- 4. Submitted projects must be completed before Friday, June 30, 2017.**
5. A 1:1, dollar for dollar match of non-state dollars or in-kind labor, services, or materials is a requirement; larger percentage matches will be considered a positive asset during the evaluation and scoring process. *For example, if the archery range is estimated to cost \$20,000, you the grantee will be required to provide \$10,000 in cash or in-kind match and the state will then match that with \$10,000 in grant funding.*
- 6. Grant project funding will be reimbursed to the grantee upon completion of the project and submission of a request for reimbursement. Consideration for covering expenses, costs, prior to submitting project related invoices, receipts, and request for reimbursement should be made.**
7. Grant recipients shall be required to sign a Grant Agreement (**for an example of what you will be required to sign, email jay.johnson@state.mn.us**) with the Minnesota Department of Natural Resources immediately following notification of acceptance. When the grant agreement is fully executed (signed by all parties), it becomes public data.
- 8. No costs/expenses can or will be reimbursed for items prior to the full execution of the grant agreement. Full execution is achieved the date the State obtains all required signatures.**
9. All projects must be open to the public a minimum of 100 days per calendar year and all parking lots, paths, and archery ranges must be in compliance with the Americans with Disabilities Act. Here is [information on ADA requirements](#).
- 10. The State of Minnesota requires proof of insurance coverage for the duration of the project**
11. Projects must comply with all applicable federal and state laws and regulations.

Grants dollars cannot be used for activities such as, but not limited to:

- For-profit projects
- Private range development projects
- Staff
- Overhead
- Law Enforcement

How grant applications are scored:

Grant applications are scored by a panel of at least three judges with each judge 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)**
 - Need and the anticipated benefits of the proposed range
 - Proximity to population centers (proposals located in or near large population centers will be scored higher)

- Proximity to National Archery in the Schools (NASP) school locations (projects close to multiple NASP schools will be scored higher)
- For new range development projects, proximity to other public archery ranges (proposals close to existing public archery ranges will be scored lower)
- Incorporated into footprint of an existing park (ranges that are incorporated into an existing park and are close to existing ball fields, shelters, restrooms, etc. will be scored higher)

2. Financial Need (20 points possible)

- Amount of Funding compared to total project budget (projects with a lower ratio of state to applicant funding will be scored higher)
- Cost Share: Other non-state 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)

Applicants who do not receive funding in one grant cycle may re-apply in another year. The Director of the Minnesota Department of Natural Resources, Division of Fish & Wildlife determines final grant awards.

Application Timeline:

- Grant funding and Request for Proposals announced January 2016
- Applications must be received by 2:00 p.m., Thursday, February 25, 2016
- Grant awards announced March 2016
- Grant agreements drafted between State and grantees Spring 2016
- Work may begin when the Grant Agreement is completed and is signed by both parties

Public Archery Range Grant Application

Deadline 2:00 p.m., Thursday, February 25, 2016

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

Facility Name: _____

Facility Address: _____

Facility City: _____ State: MN Zip: _____

Representative Name: _____

Address: _____

City: _____ State: MN Zip: _____

Phone: (daytime) _____ (evening) _____

Email Address: _____

Project 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).
2. **Existing Facilities** – describe the existing facilities including all shelters, buildings, sports fields, restrooms, etc. (include photos if desired).
3. **Project Contact** – Who is the person of primary responsibility for this project? Provide contact name, address, phone number, e-mail address.
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. Indicate if you will be designing and implementing community and parks and recreation archery programs at the range.

6. **Results or Benefits Expected** – How many days per year will the range be open to the public? What days and which hours will it be open? *Will a fee be charged and what will that fee be?* Range must be open a minimum of 3 days per week or 100 days per year to be eligible for a grant.

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. These need to be to scale high quality drawings that incorporate ADA design requirements. **We will not consider proposals with crude, non-professional designs (for an example of preferred drawing quality, email jay.johnson@state.mn.us).**

10. **Budget narrative and detail** – please list source of funding. A minimum of a 1:1 dollar for dollar match (non-state) is required. Match may be in the form of cash or in-kind labor, services, and materials.

Estimated Funding:

- a. Applicant (you) \$ _____
- b. State (amount you are requesting from DNR) \$ _____
- c. Local (non-applicant) \$ _____

Total project cost \$ _____

Budget detail –itemize how the money will be spent (add more lines if necessary). This needs to match your design and include all anticipated costs. **(See example included in this packet).**

Item Description	Item Cost	# Items	Total Cost
Total			

11. Will 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 and expenditures 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. a. Will the range be open to public shooting a minimum of 100 days per year?
(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)
- b. Will the range be open more than the minimum stated above? Yes No
- c. 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?

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 facility/range? Yes No

5. Is the range incorporated into the existing footprint of a park that includes ball fields, picnic shelters, restrooms and other typical park amenities?

Yes No

6. Is there an existing ADA accessible parking lot at the proposed site of the range?

Yes No

7. Have all approvals for developing the range been granted?

Yes No

Representative w/ contract delegation signature

Date

Title

Grant proposals must include a signed letter from the appropriate local authorities (County Commissioner, Mayor, etc.) that indicates that all permits and permissions necessary to establish a new archery range or enhance or rehabilitate and existing archery range have been obtained. Submit this letter, grant application and supporting plans and documents to:

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