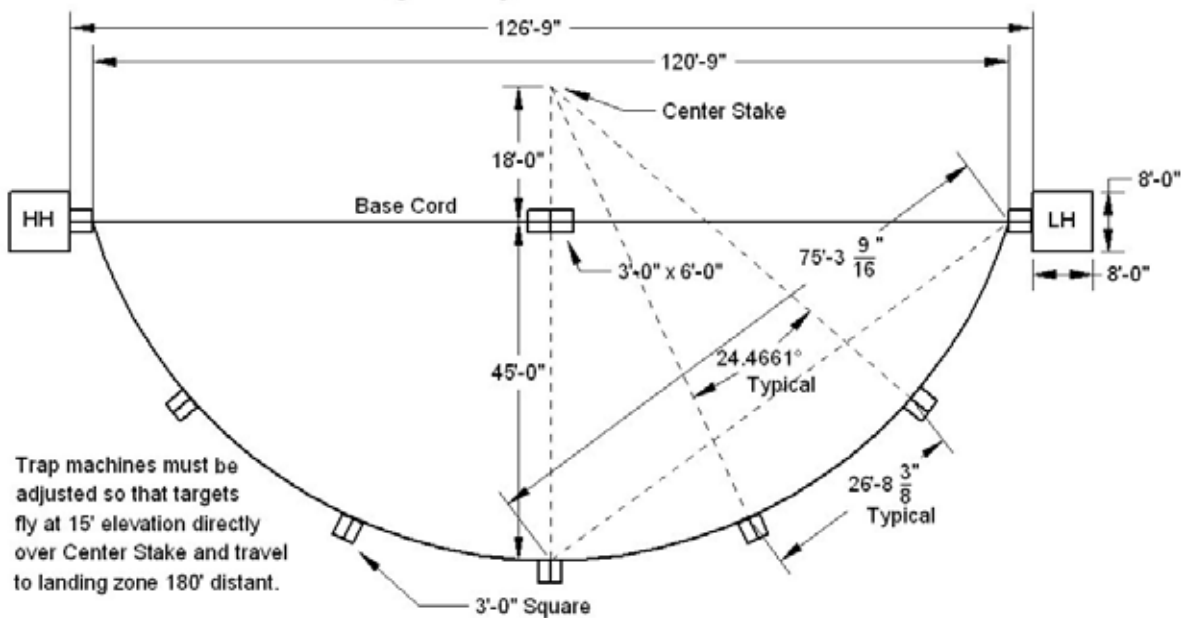


Small Shooting Range Grant

Grant Application Packet

For projects of \$2,500-\$25,000

Skeet Range Layout and Dimensions



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

General Information

Award Type:..... Competitive Grant

Posted Date:Monday, August 28,2023

Due Date for Applications:..... **Open-ended through JUNE 30, 2024, as long as funding is available.**

Application Method:Mail completed RFP application to Chuck Niska; address is shown below.

Eligible Applicants:Local recreation shooting clubs in Minnesota that operate shooting ranges and allow public access to their shooting facilities, **for no less than 20 years after project completion.**

Expected Award Announcement Date:Awards will be announced as scored and approved by the DNR Commissioner's Office.

Project Completion Date:.....June 30, 2025

Estimated Funding Available\$200,000

Minimum Award Amount:.....\$2,500; dependent on availability of funding

Maximum Award Amount: \$25,000; dependent on availability of funding

Match Requirement: 50% non-state funds. Match may be cash or in-kind materials or services. All non-state funding sources must be listed.

Grant Funding Source: Heritage Enhancement Account of the Game and Fish Fund

Grant Program Webpage:.....www.dnr.state.mn.us/grants/recreation/rangedev3.html

Grant Program Contact: Chuck Niska, Shooting Range Grant Program Coordinator
Division of Enforcement
Minnesota Department of Natural Resources
500 Lafayette Road, Box 47
St. Paul, Minnesota 55155-4047
(612) 756-4165
Chuck.Niska@state.mn.us

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SMALL SHOOTING RANGE GRANTS

INTRODUCTION:

As provided by [2023 Laws of Minnesota, Chapter 60, Article 1, Section 3, Subd 6 \(n\) \(1\) and Subd 6 \(n\)](#) 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 shooting sports facilities for public use.

A total of \$200,000 is available.

As part of that program, the DNR is announcing the Small **Shooting Range Grant (SSRG)** program to provide matching 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 both new and existing shooting ranges wishing to expand, improve, or upgrade their shooting ranges with the primary goal of increasing range capacity for trap, skeet, rifle, pistol or 5 stand shooting sports. **Priority will be given to improve rural shooting capacity to reduce travel distance for one or multiple school districts participating in the MN Clay Target League.**

Allocation of funds for the **Shooting Range Grants** occur at the discretion of the Commissioner, and are dependent on available funding. All grant agreements must comply with the State of Minnesota grant laws and policies. Funded projects are expected to be completed no later than June 30, 2025. By that date, all work and expenditures must be completed.

HOW TO APPLY:

You must use the RFP 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.

The application can be submitted for funding consideration in either a paper copy or electronic version.

TIMELINE: SMALL SHOOTING RANGE GRANTS

- **August 28, 2023:** Small Shooting Range Grants announced and applications available
- **Open-ended - 06/30/2024:** **Shooting Range Grant applications received**
- **June 30, 2025:** Shooting Range Projects must be completed

Completed grant applications, including any supporting documentation, will be received and funded on a first-come first-served basis, provided projects meet program goals and objectives outlined herein.

If you have questions contact Chuck Niska, Shooting Range Coordinator:

(612) 756-4165 or chuck.niska@state.mn.us.

Submit your application and attachments:

EMAIL:

Chuck.Niska@state.mn.us

or

MAIL:

Chuck Niska - Shooting Range Coordinator
ENF Division
Minnesota Department of Natural Resources
500 Lafayette Road
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, along with youth and hunter education activities, including, but not limited to, firearm safety, trap and skeet shooting. 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 **for a period of no less than 20 years from the completion of the grant**. These grants are for installation of new trap fields, as well as rehabilitation of existing facilities. **Priority will be given to grantees constructing new ranges in rural Minnesota that can demonstrate reducing travel distance for two or more school districts participating in the MN Clay Target League.**

Funding Priorities for Shooting Range Grants:

- 1) To increase shooting range capacity and access for youth trap and skeet teams and individual shooters from those teams, while reducing travel distances.
- 2) To increase shooting range capacity and access for youth in general.
- 3) To increase shooting range capacity and access for adults.
- 4) To provide grants to organizations based in part, on their ability to identify and demonstrate current and future efforts to provide diverse populations participation in the shooting sports.
- 5) **To fund organizations that haven't participated in the shooting range grant program, since its 2014 start up.**

Applicants and proposed projects must meet all federal and state laws and rules. For existing facilities only, given the limited timeframe for funding use. Funded projects must be properly permitted by the local governmental unit with direct authority over the range, if that is necessary. **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 Minnesota, Department of Natural Resources must also be listed as an additional insured party.**

What are eligible expenditures?

1. Trap house construction (new, replacement, or rehabilitation)
2. Trap thrower purchase
3. Trap thrower replacement purchase
4. Constructing or improving access paths & sidewalks as part of a trap field project
5. Sound abatement (primarily vegetative 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. Trap field design and engineering costs
12. Trap field site preparation and grading
13. Skeet house construction (new, replacement, or rehabilitation) and skeet pads/stations
14. Skeet thrower purchase
15. Skeet thrower replacement purchase
16. Rifle or pistol backstops and side berms
17. Construction of firing line enclosures
18. Access and Americans with Disabilities Act-related improvements
19. Voice activation equipment and installation
20. Warning signs
21. Crediting signs posted in close proximity to where grant improvements are made (required by DNR)
22. Costs of re-vegetation, unless already cost-shared by the local Soil and Water Conservation District (SWCD)
23. Five stand construction or rehabilitation
24. Shooting tables

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 lot improvements
7. Furniture
8. Plumbing improvements
9. Land purchase or lease/land rental costs
10. Facility operations or maintenance
11. Insurance premiums
12. Targets and ammunition
13. Firearms
14. Attorney's fees
15. Clubhouse or garage construction or improvements

GRANT REQUIREMENTS AND LIMITATIONS:

1. The DNR will determine how much money is available for Small Shooting Range Grants, based on the sign-up responses, and project eligibility, along with current priorities. 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. Funding for the grants will not include Federal Pittman-Robertson Wildlife Restoration (PR) funding. Ranges must be made available for DNR Hunter Education Safety Training classes upon request.
3. 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.
4. **Funded projects must be completed no later than June 30, 2025. This is a firm end date; no exceptions!**
5. 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. For PR funded projects, all match must be from non-state, non-federal dollars.
6. Grant project funding will be reimbursed to the grantee. Consideration for covering expenses prior to submitting project related invoices and receipts should be made.
7. 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.
8. **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.
9. Equipment purchased under this grant must be used for the purpose for which it was acquired for its useful life. Individual equipment items that cost \$5,000 or more must be specifically identified in the grant proposal.
10. All projects must be open to the general public (no membership required) and must be in compliance with the Americans with Disabilities Act.
11. All projects should reference National Rifle Association Source Book for guidelines for skeet field and shooting range design and construction.
12. It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. In order to address agency-identified disparities in the populations these grants serve, grant applications will be evaluated and scored regarding the ability of the applicant to measure current diversity in gender participation, along with a willingness to take steps to increase diversity in future participation.

Scoring preference will be given to new applicant organizations that haven't participated in the shooting range grant program from 2015 to the present, along with demonstration of providing reduced travel distance for MN Clay Target League participants.

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 shooting 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 (60 points possible)

- Number of youth teams served (the more teams served the higher proposal will be scored)
- Number of youth team shooters served (the more shooters served the higher the proposal will be scored)
- Number and fractional proportion of female shooters served
- Estimated number of youths from the general public and not associated with teams served (the more youth shooters served the higher the proposal will be scored)
- Description of how female participation and diversity in participation will be addressed as a result of your grant
- Estimated number of adults from the general public served (the more adult shooters served the higher the proposal will be scored)
- Projects from new applicants in rural areas serving multiple school districts 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 (20 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 21, 2025.

Final Note: Please follow the format of the RFP Application below. Additional information regarding a project in the proposal should be sent as an attachment, and not included in the document.

**DO NOT INCLUDE THESE INSTRUCTIONS (PAGES 1 - 8)
WITH YOUR RFP APPLICATION.**



Small Shooting Range Grant RFP Application

SEE NEXT PAGE.



SMALL SHOOTING RANGE GRANT APPLICATION

NOTE: MAKE SURE THE APPLICATION IS COMPLETE. THIS IS THE ONLY INFORMATION THAT WILL BE USED WHEN MAKING FUNDING DECISIONS.

AUGUST 2023 - JUNE 30, 2025

CHECK THE APPROPRIATE GRANT TIME FRAME:

JULY 1, 2024 - JUNE 30, 2026

FACILITY

FACILITY NAME:

X/Y coordinates:

STREET ADDRESS:

CITY, STATE, ZIP:

****REMIT TO ADDRESS WHERE CHECKS WILL BE MAILED****

REMIT NAME:

STREET ADDRESS:

CITY, STATE , ZIP:

REPRESENTATIVE

REPRESENTATIVE NAME:

STREET ADDRESS:

CITY, STATE, ZIP:

PHONE - DAYTIME:

PHONE - EVENING:

EMAIL:



1. LOCATION AND SITE

GPS coordinates and/or Town, Range, Section, 1/4 Section and include a street address is 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 is desired.)

3. PRIMARY CONTACT

Who is the person of primary responsibility for this project? Provide name, address, phone number and email. This contact must remain in place throughout the duration of the contract and project.

4. NEED

Explain why the project is necessary. Describe how many school districts will benefit through reduced travel.

5. DESIRED OUTCOME AND PURPOSE based on need. List specific objectives that will achieve desired outcome.

6. **BENEFITS AND RESULTS EXPECTED**

Number of Minnesota State High School Clay Target Teams served:

Minnesota State High School Clay Target Shooters served:

Number and Percentage of FEMALE Shooters served:

Estimated number of youth shooters from the general public served:

Estimated number of adult shooters from the general public served:

How many days and hours per year will the trap/skeet shooting ranges be open to teams and members of the MN State High School 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 shooting range? (YES / NO):

If yes, 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 CAD drawings and blueprints for the work.

10. BUDGET NARRATIVE AND DETAIL - Please list source of funding. A minimum of 50 percent (50%) 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 double check your calculations for accuracy.

Estimated Funding:

- a. State (amount you are requesting from DNR):
- b. Applicant (you):
- 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 BELOW

Budget Detail - itemize how the money will be spent (add more lines if necessary)

ITEM DESCRIPTION	ITEM COST	# ITEMS	TOTAL COSTS
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TOTAL BUDGET DETAIL

11. ADA COMPLIANCE - Will all facilities at the range be in compliance with the American with Disabilities Act at the completion of the project. If not, the project will not be funded.

YES NO

12. PARTIAL FUNDING - Will you accept partial funding?

YES NO

- 13. **REPORT** - A report detailing the project outcomes and expenditures including before and after photos of projects 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. **GENERAL AND OTHER** - Any other information on the request should be included here.
- 16. Please describe in detail, how your organization plans to increase the diversity in participation at your facility, in accordance with the policies of the State of Minnesota. Examples of this might include, but are not limited to increased female participants, promotion of opportunities for ADA defined participants, people of color or other disadvantaged populations.

RANGE DETAILS

- | | | | |
|----|--|-----|----|
| 1. | Will the range be open to public shooting?
(If no, funding will be denied) | YES | NO |
|----|--|-----|----|

(Note: public shooting means anyone may show up and shoot on the range(s) where this project work will take place during operating hours. A reasonable fee may be charged for range use.)

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. | Will this range reduce travel distance for 2 or more school districts? | YES | NO |
| 4. | Is this project a new Trap or Skeet Field or other shooting range? | YES | NO |
| 5. | Is this facility/range a non-profit organization? | YES | NO |



LOCAL SOURCES OF MATCHING FUNDS AND CONTRIBUTIONS

Organization Name	Description	Contribution Amount
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GRAND TOTAL OF CONTRIBUTIONS

REPRESENTATIVE SIGNATURE

DATE

SUBMIT COMPLETED APPLICATION AND ATTACHMENTS:

EMAIL: CHUCK.NISKA@STATE.MN.US
OR
MAIL: Minnesota Department of Natural Resources - ENF Division
Attn: Chuck Niska - Shooting Range Coordinator
500 Lafayette Road, St. Paul, MN 55155

DEADLINE: Open-ended application, through JUNE 30, 2024, as long as funding is available.