

## INSTRUCTIONS

### Delete/Remove this page before submitting Application

Before completing this application read and study the program manual, all information on the program website, and these instructions.

#### COMPLETING THE APPLICATION:

- Carefully review the Application Process and Program Procedures section of the program manual to understand the eligible project types as well as the Financial Management section for clarification regarding eligible expenditures.
- Type or write all responses within the blank boxes associated with each question. If you need to include an additional page for further clarification, please state so in your answer. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible, but thoroughly answer all parts of a question. Answers should focus on the project for which the funds will be utilized and less on future phases (if applicable) of your project.

#### HOW TO SUBMIT THE APPLICATION:

Electronic submissions must be in a “.pdf” format. Applications submitted in an unusable format will NOT be considered for funding. Complete Trail Improvement grant applications must be submitted in person to your Area Parks and Trails office, by fax, or by email using a “.pdf” format by July 15, 2021. See Appendix D of Manual to identify your Area Office.

If sent by mail, applications must be postmarked by July 8, 2021 for consideration. Send applications to:

Paul Purman  
State Trail and Snowmobile Program Consultant  
MNDNR- Parks and Trails  
500 Lafayette Road  
St. Paul, MN 551055  
Email: paul.purman@state.mn.us  
Fax: 651-297-1157

#### GENERAL INFORMATION:

This is a competitive grant program. Staff members are available to discuss your project or review application materials. For assistance, please contact:

**Paul Purman, State Trails and Snowmobile Program Consultant**  
[paul.purman@state.mn.us](mailto:paul.purman@state.mn.us)

MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM  
FY22 TRAIL IMPROVEMENT PROJECT APPLICATION

(651) 259-5620

## INSTRUCTIONS (Continued)

### REQUIRED PREREQUISITES:

The following will be considered on a **pass/fail basis**:

1. Proposals must be received on or before the due date and time specified in the solicitation.
2. Proposals must meet the programmatic Request for Proposals requirements.
3. Proposals must meet the minimum match requirement of 25% of the total project costs and have matching funds secured before the application deadline.
4. Total project cost must be more than \$10,000.
5. An Authorized Representative and Local Unit of Government must be specified.
6. Required attachments are included with the proposal.
7. If the Local Unit of Government has not been awarded a grant in the past, a resolution must be attached to the grant application.

**Project Priorities** (all points assigned if deemed to best fit the assigned project type)

To meet the MnUSA recommended order of project priorities, the project type for each proposal will be assigned a score according to the most appropriate priority specified below:

- |   |        |
|---|--------|
| 1. Major Rehabilitation Projects                                | 50 pts |
| 2. Bridge Projects  | 40 pts |
| 3. Major Reroute Projects                                       | 30 pts |
| 4. Acquisition Projects (land acquisitions for the trail route) | 20 pts |
| 5. New Development and Additions to the GIA System              | 0 pts  |

**Project Scoring Criteria** (points assigned will range based on how well it meets set criteria)

Points will be scored from 0 up to the maximum of 10 points per factor.

- |  |        |
|--|--------|
| 1. Site and Project Quality;   | 10 pts |
| <b>Description:</b> Qualitative review of how important the project is to be funded.   |        |
| 2. Need/urgency of proposed work;  | 8 pts  |
| <b>Description:</b> Qualitative analysis of how urgent the need of the specific project is for the state's trail network.                    |        |
| 3. Cost-benefit of proposed work;  | 8 pts  |
| <b>Description:</b> Qualitative analysis of how exceptional the project's quality is when considered with the cost of the proposed project.  |        |
| 4. Project readiness.  | 8 pts  |
| <b>Description:</b> Qualitative analysis of how ready the club and/or sponsor are to begin work after the grant is awarded.                  |        |
| 5. Level of environmental impact and permitting required; and,   | 6 pts  |
| <b>Description:</b> Qualitative analysis of the anticipated need for permits and subsequent environmental impacts from the proposed project. |        |
| 6. Club Membership and Community Demographics;   | 5 pts  |
| <b>Description:</b> Qualitative analysis of club membership and the communities served.  |        |
| 7. Club Goals and Community Engagement;  | 5 pts  |

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
FY22 TRAIL IMPROVEMENT PROJECT APPLICATION

**Description:** Qualitative analysis of club goals and how the club engages the communities served.

**Project type (Select all that apply):**

- ☐ Major Rehabilitation Project   
 ☐ Bridge Project   
 ☐ Major Reroute Project  
☐ Acquisition Project   
 ☐ New Development and Additions to the GIA System

**Applicant Information**

1. Trail/Club Name (Same as Regular Grant):	2. Unit of Government Sponsor:	3. Date:
4. Project Title:		
5. Trail Administrator Name:	6. Trail Administrator Signature:	
7. Address (Street, Box Number, City, State, Zip Code):	8. Email address (Provide an email that grant decisions can be sent to):	9. Home/Work Phone Number(s):
10. GIA Trail Number:	11. Miles of New Trail Construction (If Applicable):	

**12. Grant Request and Matching Funds**

Grant Request:	\$	Source of Cash Match (describe below in the box next to \$ amount, including GIA grooming and maintenance grants):	Are match funds secured? (Yes/No)	Grant-in-Aid Funds (Yes/No)	Charitable Gambling Funds (Yes/No)
Matching Funds	\$				
(25% match required):	\$				
	\$				
Total Project Cost:	\$	(Grant Request + Matching Funds must equal Total Project Cost)			

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
FY22 TRAIL IMPROVEMENT PROJECT APPLICATION

<b>Project Cost Breakdown and Explanation</b> (Detail what costs are associated with each project component. For multiple project types, please attach additional pages for each project type. For example, costs for trail rehabilitation and separate costs for bridge construction.)				
<b>13A. ADMINISTRATION</b> Explanation:				<b>TOTAL</b> \$
<b>13B. ACQUISITION</b> (Land acquisitions for new trails or re-routes, including easements or leases). Explanation (including terms of easement/lease):				
Labor \$	Mileage \$	Equipment \$	Materials \$	<b>TOTAL</b> \$
<b>13C. CONSTRUCTION</b> (if applying under multiple project types, separate costs by project type). Explanation:				
Labor \$	Mileage \$	Equipment \$	Materials \$	<b>TOTAL</b> \$
<b>13D. FACILITIES</b> (including trailhead facilities and other features on the trail route). Explanation:				
Labor \$	Mileage \$	Equipment \$	Materials \$	<b>TOTAL</b> \$
<b>14. Total Cost</b> (Sum 13A – 13D):  \$		<b>15. Total Grant Request</b> (Up to 75% of Total Cost):  \$		

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**FY22 TRAIL IMPROVEMENT PROJECT APPLICATION**

**16. Project Description** (Provide a detailed description of the project sufficient enough to understand the project. Also, briefly explain why it is important for this project to be funded. Attach additional pages as needed.):

**17. Project Urgency** (Is there urgency to move ahead with this project now? What consequences are foreseen if it is not funded? Attach additional pages as needed.):

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**FY22 TRAIL IMPROVEMENT PROJECT APPLICATION**

**18. Environmental Impact and Permitting** (Provide a detailed description of the project's impacts and anticipated permits required. Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, and historical/archaeological sites. While snowmobile trail work conducted during the winter has been exempted from many types of permits, the work you may be conducting as part of your trail improvement project **may** require permits. See the Snowmobile Trail Improvement Checklist for possible permits required. Attach additional pages as needed.):

**19. Project Readiness** (What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? Attach additional pages as needed.)

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**FY22 TRAIL IMPROVEMENT PROJECT APPLICATION**

**20. Cost-Benefit** (Describe the cost in relation to the value provided by the proposed project. With limited funding available, how urgent is the proposed project in relation to the cost? Attach additional pages as needed.)

**21. Connectivity - If applicable** (Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Attach additional pages as needed.)

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**FY22 TRAIL IMPROVEMENT PROJECT APPLICATION**

**22. Bridges- If applicable** (Describe what steps the organization is taking to ensure a replacement or new bridge will not be damaged or destroyed. If replacing a bridge, how long will this bridge remain useable if constructed? For new or replacement bridges, has the organization been in contact with their sponsor or Soil and Water Conservation District regarding potential waters permits? Attach additional pages as needed.)

Type of Bridge Work Requested (select one):

New Bridge ☐

Replacement of Existing Bridge ☐

Repairs to Existing Bridge ☐

**23. Land Acquisitions- If applicable** (Describe the need to acquire land for this trail or project. If land is acquired through this grant, the sponsor will need to submit an easement or lease on the property with the sponsor as the responsible party. Has the organization discussed this with their sponsor? Please describe previous attempts to receive landowner permissions to utilize applicable sections of the trail. Attach additional pages as needed.)



## MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM

### FY22 TRAIL IMPROVEMENT PROJECT APPLICATION

**24. Shared Use Trails- If applicable** (Does the project attempt to remedy issues created from shared use issues, i.e. ATV damage? If so, are shared uses permitted on the trail segments? Does the trail system have additional permitted GIA uses (i.e. ATV/OHM/ORV)? Have other clubs been contacted to attempt to resolve the issue, i.e. ATV club for ATV shared use trail damage? What are the costs in this project to address shared use issues and describe how the funds will be used. Attach additional pages as needed.)

**25. Club Membership and Community Demographics** - (Describe the composition of your club and the communities your club serves.)

**General Club Membership: Do you have members that identify as:**

White **Yes / No**      Hispanic, Latino or Spanish origin **Yes / No**  
 Black or African American **Yes / No**      Asian **Yes / No**      American Indian or Alaska Native **Yes / No**  
 Native Hawaiian or Other Pacific Islander **Yes / No**      Middle Eastern or North African **Yes / No**  
 Other Race, ethnicity, or origin **Yes / No**

**Number of Members:** less than 39 years old \_\_\_\_\_ 40-59 years old \_\_\_\_\_  
 60+ years old \_\_\_\_\_

**Club Board Membership: Do you have members that identify as:**

White **Yes / No**      Hispanic, Latino or Spanish origin **Yes / No**  
 Black or African American **Yes / No**      Asian **Yes / No**      American Indian or Alaska Native **Yes / No**  
 Native Hawaiian or Other Pacific Islander **Yes / No**      Middle Eastern or North African **Yes / No**  
 Other Race, ethnicity, or origin **Yes / No**

**Number of Board Members:** less than 39 years old \_\_\_\_\_ 40-59 years old \_\_\_\_\_  
 60+ years old \_\_\_\_\_

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
FY22 TRAIL IMPROVEMENT PROJECT APPLICATION

**26. Club Goals** - (Describe the club's community engagement goals. How does the club communicate the work they do (i.e. newsletter, Facebook, website, etc.)? What events does the club host to reach new parts of the community (i.e. youth snowmobile clubs, community dinners, etc.)? What is the club planning or doing to increase the number and diversity of club members?)

Types of Community Engagement (select all that apply):

- |  |   |
|--|---|
| Club Facebook page <input type="checkbox"/>                  | Club Other social media sites: _____ <input type="checkbox"/>                     |
| Club Website <input type="checkbox"/>                        | Club Other online sites: _____ <input type="checkbox"/>                           |
| Club Newsletter <input type="checkbox"/>                     | Other printed materials (i.e. newspaper articles): _____ <input type="checkbox"/> |
| Donations to community groups <input type="checkbox"/>       | Donations to statewide or national groups <input type="checkbox"/>                |
| Landowner Dinner(s) <input type="checkbox"/>                 | Other community events: _____ <input type="checkbox"/>                            |
| Events held on the trail <input type="checkbox"/>            | Volunteer or in-kind work <input type="checkbox"/>                                |
| Youth events <input type="checkbox"/>                        | Snowmobile Safety Training <input type="checkbox"/>                               |
| Community Rides <input type="checkbox"/>                     | Host snowmobile races <input type="checkbox"/>                                    |
| Participation in parades and events <input type="checkbox"/> | Other: _____ <input type="checkbox"/>   |

Additional ways your clubs engage the community or plans to increase participation and diversity:

**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**FY22 TRAIL IMPROVEMENT PROJECT APPLICATION**

27. Sponsor Approval	
27A. Unit of Government Sponsor:	27B. Telephone Number (Include Area Code):
27C. Address (Street, Box Number, City, State, Zip Code):	
27D. Email Address (Provide an email that grant decisions can be sent to):	
27E. Authorized Signature of Sponsor (electronic or scanned signature accepted):	27F. Title:                      27G. Date of Signature:

28. Required Attachments
28A. <input type="checkbox"/> Project Location Map, Including Existing Trail in System, Miles of New Construction, Miles to be Added to System, and any Trail Facilities and/or Bridges
28B. <input type="checkbox"/> Sponsor Resolution (Annual resolution from Maintenance and Grooming GIA grant is acceptable, if applicable)
28C. <input type="checkbox"/> Sponsor's most recent fiscal audit (either from the State Auditor or external organization)
28D. <input type="checkbox"/> Documentation of Required Permits and Approvals (if applicable)

DEPARTMENT USE ONLY		
Certification by Department of Natural Resources		
Recommended Grant Amount: \$	Explanation if Different from Request (Or Attach):	
Authorized Signature:	<b>Area Parks and Trails Supervisor</b>	Date of Signature:
Authorized Signature:	<b>Regional Parks and Trails Manager</b>	Date of Signature: