



Montana Fish, Wildlife & Parks

Dear Applicant,

Montana Fish, Wildlife & Parks would like to thank you for your interest in FWP's Shooting Range Development Grant Program. The funds are appropriated by the Legislature authorizing FWP to award to successful Applicants for development of publicly available shooting range facilities. These funds come from hunter license dollars and are one way in which Montana's hunter license dollars are reinvested in Montana's sportsmen and communities.

Please read the application carefully and answer each question completely. In preparing your project overview, you may review the criteria used by FWP to evaluate and rank grant applications.

Please note that FWP defines the **Project Period** as the period of time in which all approved work and related expenditures are to be accomplished by the Applicant. ***Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement.***

New ARM rule, in-part, clarifies that; *Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.* (For the current application year is implied)

The sequence of events for the grant applications are as follows:

May 1, 2015 - Grant application submission deadline

NEXT YEAR THE DEADLINE WILL BE FEBRUARY 1, 2016

Grants and associated projects are reviewed for completeness and project eligibility

Grants are scored and ranked based on selection criteria

Environmental Assessments (EAs) are conducted

EAs are published and public comment sought on project for a two week comment period

Responses are made to public comments

Decision Notices are published

Contracts undergo legal review

Contracts are sent to applicants for signatures

Projects are to be completed and bills submitted for reimbursement by the following June 15th

*Projects may be extended to the next June 15th following an accrual process and an amended contract being signed.

If you have any questions please contact:

Wayde Cooperider

Outdoor Skills & Safety Supervisor

Montana Fish, Wildlife & Parks

1420 E. Sixth Ave.

Helena, MT 59620

406-444-9947

Thank you,

Wayde Cooperider

FWP SHOOTING RANGE GRANT APPLICATION FORM



Montana Fish, Wildlife & Parks

Communication and Education Division, 1420 East Sixth Avenue, P.O. Box 200701, Helena, MT 59620,
Wayde Cooperider, Outdoor Skills & Safety Supervisor
406-444-9947, wacooperider@mt.gov

I. APPLICANT INFORMATION

Applicant (Organization):

Organization Mailing Address:

Physical Address of Range:

Address: City: State: MT Zip code:

Latitude/Longitude or UTM coordinates (GPS) of Range:

Website of the organization:

Contact Person (Name):

Title:

Contact Mailing Address:

Address: City: State: Zip code:

Telephone #:

Fax:

E-mail:

Organization Tax ID Number:

Amount Requested: \$

Total Projected Project Budget: \$

**PLEASE LABEL EACH ADDITIONAL PAGE AND CLEARLY INDICATE
THE QUESTION BEING ANSWERED**

DEFINITIONS:

The following definitions apply in this document.

- A. **Department** means the Montana Department of Fish, Wildlife and Parks.
- B. **Grant** is the amount of the shooting range development funds allocated to the Applicant for reimbursement of expenditures on the project.
- C. **Matching Share** means the Applicant's share of total project costs in the form of cash, donations of equipment, materials, land and labor.
- D. **Applicant** means a, private shooting club or private organization pursuant to Title 35, chapter 2, MCA, local government, or school district which is an eligible applicant for and recipient of a matching fund grant.
- E. **Project** means the work proposed by the Applicant in the Project Narrative of the Application and approved by the Department.
- F. **Project Period** means the period of time in which all approved work and related expenditures are to be accomplished by the Applicant. *Work and expenditures accomplished prior to or following the approved Project Period will be ineligible for reimbursement.* Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.
(For the current application year is implied)
- G. **Shooting Range Development Fund** means those funds appropriated by the Legislature with authority to the Department to award to Applicants for development of shooting range facilities.

PROPOSAL INFORMATION:

When answering the following questions, please provide as much detail as possible to describe your proposed project. In preparing your project overview, you may also review the criteria used by FWP to evaluate and rank grant applications.

**Incomplete applications will not be considered until all the requisite information is provided.
Please DO NOT refer an answer to a previous question.**

APPLICATION SUBMISSION DEADLINE IS MAY 1, 2015*

1. Briefly summarize the need and associated benefits of the proposed project.
2. If partially funded, will this project still move forward?
3. How does this project(s) enhance existing shooting activities?
4. If new activities are created, what are they?
5. Explain how the proposed project(s) will enhance range safety.
6. What specific activities or projects will the grant fund? Please prioritize the projects including separating the costs for each and list them with the first item being the most important.
7. What types of shooting activities does your range currently offer?
Rifle, Pistol, Shotgun, Archery, Black Powder
Other: _____
8. How accessible is the current range to shooters with disabilities? – (e.g. paved roads, sidewalks, or shooting lanes; wheelchair accessible shooting benches, restrooms, or building access, etc.)
9. Will the proposed project enhance accessibility for disabled shooters and if so, how?
10. Will the proposed project require Americans with Disabilities Act (ADA) compliance?
11. How many shooting ranges currently exist in your county?
12. What is the population of the county where your range is located?
13. How close is the nearest range with similar shooting opportunities? (road miles)
14. In what city and county is the nearest range located?

***Due to the deadline change for 2015, applications WILL be accepted until May 1, 2015.**

15. Which of the following describes your range: Nonprofit Private shooting club, Nonprofit Private organization, Unit of local government, or a School district.
16. Is this project on public or private land?
17. Is the shooting range on leased or deeded land?
Please remember to provide the required copy of the lease or deed with this application.
18. How many total acres comprise the current range?
19. How many acres are estimated to be involved with the proposed project?
20. If this is a private range, is there a membership fee?
21. What are the fees and basic procedure for an individual to join?
22. If it is a private range, can visitors shoot for free or for a day-use fee?
23. Can members bring a guest to use the range?
24. How many different organizations or events currently use the range in a given year?
25. List the names of existing groups/organizations utilizing the range?
26. Do you anticipate increased use from new organizations or events? If yes, please list them.

27. How close is the nearest: **AND** In Which Direction from Shooting lanes

Residential area? _____ (one or more occupied homes)	Behind Right Left Down Range
Undeveloped - Subdivided property? _____	Behind Right Left Down Range
Commercial business? _____	Behind Right Left Down Range
School or daycare? _____	Behind Right Left Down Range
Public Road? _____	Behind Right Left Down Range

28. List any required local, state, or federal permits, licenses, inspections, or authorizations required to complete this project? (e.g. Septic, water, electrical, air quality for indoor ranges, etc.)
29. Do all properly discharged projectiles terminate on range property?
30. If **NO**, is there an agreement in place with the adjacent landowner(s)?
If an agreement exists, please provide a copy.
31. Please detail any lead recovery plan that is in place or planned. (e.g. trap cubs may have a contractor recover lead every few years)
32. Please detail any weed abatement or mitigation plan that is in place or planned specifically, as it relates to any disturbed soil resulting from this project or a lead recovery effort.

33. What, if any, sight or sound mitigation measures are in use or planned.
34. Is any part of the range in a flood plain? (Contact your local Conservation District for assistance)
35. Do any properly discharged lead based projectiles land in or near any water on or adjacent to the range?
36. Is the water present at all times (pond, stream, etc.) or is it seasonal (spring runoff, heavy rain, etc.)?
 - a. If you answered **YES to 31, 32 or 33**, please provide an aerial image (satellite-Google Map) or topographic map with details of the affected area showing property boundaries, water bodies-permanent or seasonal, and direction of water flow.
37. List the adjacent landownership information including names and addresses –both physical and mailing.

BUDGET

A complete, detailed, budget worksheet must be attached, listing all anticipated costs for this project (construction, materials, permits, labor, equipment, and miscellaneous other expenses). FWP may use this information to identify sub-projects for partial funding. (See the example budget worksheet included with this form)

ACKNOWLEDGMENT

As the duly authorized officer(s)/agents(s) for the applicant organization, I (we) certify that, we are aware of and agree to the following:

- No employee, officer, or agent of the Applicant shall participate in the selection, award, or administration of a contract supported by state funds if a real or apparent conflict of interest would be involved.
- The Applicant may not purchase goods or services from any business in which the Applicant, an officer, or agent has a financial or other interest.

F. *Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement. Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline. (For the current application year is implied)*

- The Applicant shall make the shooting range available free of charge for Montana Hunter Education Programs. The Applicant shall make the shooting range available to the public as mandated by 87-1-278, MCA.

Program/Project Coordinator Signature Authorized Agent(s)	Date
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AUTHORIZATION

I (we) the undersigned, do hereby certify that, I (we) are the duly authorized agent(s) for the applicant organization and further certify that the information contained in this grant application is true and correct.

Program/Project Coordinator Signature Authorized Agent(s)	Date
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**SHOOTING RANGE DEVELOPMENT
PROJECT RESOLUTION**

Each application must include a Project Resolution signed by the president or similar governing entity that indicates the application is an approved action by the governing board of the organization. All Project Resolutions must be notarized.

Resolution Number: _____

Resolution of the: _____
(Applicant's Governing Body)

**APPROVING THE APPLICATION TO THE
MONTANA FISH, WILDLIFE & PARKS
FOR SHOOTING RANGE DEVELOPMENT FUNDING ASSISTANCE**

(Project Title)

WHEREAS, the Montana Legislature has authorized funding for the establishment of a Shooting Range Development Program providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, Montana Fish, Wildlife & Parks has responsibility for the administration of the program, including the necessary guidelines and procedures governing applications for funding assistance under the program; and

WHEREAS, the established application procedures require the participant's governing body to approve by resolution its submission of applications for shooting range funding assistance,

NOW, THEREFORE, BE IT RESOLVED that the

(Applicant's Governing Body)

hereby:

1. Approves the filing of an application for shooting range development funding assistance.
2. Certifies that the project application is consistent and compatible with submitted construction plans and programs for safe shooting range developments.
3. Agrees to comply with all applicable procedures, federal and state guidelines and requirements throughout the application process and the 10 years after the construction of the project.
4. Understands that the project scope and funding amount are subject to final approval by Montana Fish, Wildlife & Parks.
5. Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement. *Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.* (For the current application year is implied)
6. Certifies that it will obtain its full share of funding (cash or in-kind) that equals or exceeds that requested of FWP.

Authorizes: _____ to act
(Name of Applicant Contact and phone number)

On behalf of: _____
(Applicant's Governing Body)

In conducting all negotiations, executing and submitting all documents, including, but not necessarily limited to, applications, agreements, amendments, and requests for other documents, which may be necessary for the completion of a shooting range development project.

**SHOOTING RANGE DEVELOPMENT
APPLICANT RESOLUTION**

PASSED, ADOPTED AND APPROVED by the _____
(Applicant's Governing Body)

This _____ of _____, 2014
(day) (month) (year)

(Authorized signature)

(seal)

(Notary Public)

STATE OF MONTANA

County of: _____

City/Town of: _____

I, the undersigned, _____, being the duly appointed and
(Name of Applicant's Contact)

qualified _____ of _____
(Office Held/ Title) (Governing Body)

certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____,

passed and adopted at a regular meeting of _____ held on _____
(Governing Body) (day, month, year)

at which a quorum was present and voted in favor of said Resolution.

Given under my hand and seal this _____
(day, month, year)

Contact's Signature

Address: _____

Home/office phone: _____ Cell Phone: _____

Email: _____

Request for reimbursement form

Montana Fish, Wildlife & Parks
Shooting Range Development Program
PO Box 200701
1420 East Sixth Avenue
Helena MT 59620

Date: _____

Re: Shooting Range Project No. _____

Enclosed is an expenditure record, including receipts, showing expenses for Shooting Range Project
_____.

Total costs of expenditures (including in-kind) \$_____, X 50% = \$_____FWP costs.

Please provide reimbursement of _____ for eligible project costs.

Sincerely,

Applicant's Authorized Signature

Name: _____

Address: _____

Cell: _____

Email: _____

Tax ID: _____-_____

Enclosures:

Records

MONTANA FISH, WILDLIFE & PARKS
SHOOTING RANGE DEVELOPMENT PROJECT EXPENDITURE RECORD
(Please type or print legibly all request information)

It is important that a complete and accurate record of information is provided in each column of this form for every line item expenditure. This record should be a continuous listing of all eligible costs incurred as a part of your project. Copies of support documentation for each cost claimed must accompany the project expenditure record summary. All materials and projects must be purchased and completed within the time frame of the project period. Should you have any questions after reading these instructions, please contact the shooting range development program manager.

PROJECT NUMBER: Enter on this line your project number as shown on your project agreement.

APPLICANT'S GOVERNING BODY: Enter on this line the name of the applicant's governing body as it appears on your project agreement.

PROJECT PERIOD: Enter on this line the beginning and ending date of your project as shown on your project agreement and amendments.

DATE: All invoices should be listed in chronological order on the project expenditure record. The date you enter should be the date shown on each individual invoice. In situations where the Applicant's employees perform work related to the project, the beginning and ending date on the time sheet should be shown in this column. The same procedure should be followed when listing contractor's monthly or periodic statements.

INVOICE NUMBER: Enter in this column the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor.

VENDOR: For each invoice or cost item, provide in the vendor column the name of the individual or company from whom the goods or services were purchased. When listing work performed by the sponsor's own employees or equipment, enter the name and title of each employee and/or the name of the project sponsor. An example would be: "Meagher County" or "Joe Smith – Backhoe Operator."

ITEM DESCRIPTION, HOW USED: The information entered in this column is important in verifying the eligibility of each cost incurred. The Item Description should briefly, but accurately, describe exactly what was purchased. This description may be taken directly from the invoice. For example, lumber, concrete, and engineering services all describe materials and services, which may have been purchased. If you are listing work performed by the sponsor's own employees or equipment, simply describe the type of labor or type of equipment used. The How Used section refers to how the item purchased was used in the completion of a specific facility, which is listed on your project agreement. For example, if lumber was purchased and used to construct a picnic shelter, then the words "picnic shelter" should be entered immediately after the word "lumber". Other examples would be "cement finishing/firing line" and "road grader/site preparation." If an invoice contains a list of materials, which were used to construct several facilities, each facility should be listed. When listing "employee's time" as the item description, each facility the employee worked on should be listed when the time being billed relates to more than one facility. Please refer to your project agreement and project cost schedule to insure that costs incurred are actually eligible. Ineligible project costs need not be listed in the project expenditure record.

AMOUNT PAID: Enter in this column the amount of the actual cash cost or expenditure, which is eligible. Use this column to identify cash expenses only.

CHECK NUMBER: List in this column the corresponding check, work order or requisition number that was used to pay for each cost item listed. If more than one check, work order, or requisition was used, include all appropriate numbers.

DONATION: List in this column the cost attributed to donated materials and services. Claims for donated equipment must be complete and include dates of use, type of equipment, rating of equipment (size), hourly charge and hours of use per project. Claims of labor should also be well documented and include dates of work, skill, name of laborer, hours worked and project worked on. Donations of club member labor may be at the rate of \$10 per hour.

EXAMPLE OF PROPOSED BUDGET

Budget Example	Actual Costs	Labor In-Kind	Total	FWP
Purchase 3 Traps	20,085.00	250.00	20,335.00	10,167.50
Materials & Construct Benches	7,000.00	3,200.00	10,200.00	5,100.00
Construct Rifle Range	3,600.00	1,600.00	5,200.00	2,600.00
Steel Storage Bldg.	3,615.00	160.00	3,775.00	1,887.50
Road Gravel	1,890.00	200.00	2,090.00	1,045.00
Trap House Construction	2,200.00	1,500.00	3,700.00	1,850.00
Archery Butts	3,730.00	600.00	4,330.00	2,165.00
Signs	700.00	200.00	900.00	450.00
Misc. Grant admin.	0.00	810.00	810	405.00
Totals	42,820.00	8,520.00	51,340.00	25,670.00

EXAMPLE of Project Expenditure Record

Applicant's Governing Body _____ Project Number _____

Date _____ TAX ID: _____ Page ____ of ____

MONTANA FISH, WILDLIFE & PARKS
SHOOTING RANGE DEVELOPMENT PROGRAM - PROJECT EXPENDITURE RECORD

PROJECT PERIOD FY _____ - _____

DATE	INVOICE NUMBER	VENDOR	ITEM DESCRIPTION HOW USED	AMOUNT PAID	CHECK NUMBER	DONATION	JOB NO.
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PROPOSAL CHECKLIST

- 1) Completed and signed **Application** form.
- 2) Completed budget worksheet.
- 3) A notarized copy of the **SHOOTING RANGE DEVELOPMENT PROJECT RESOLUTION**
- 4) Copy of the 10-year property lease agreement, fee title, or documentation supporting intent to purchase.
- 5) Site plans, photographs, and maps (**Topographic, Google Earth or other aerial image of the range area**) showing detail of range, project area, property lines, water-permanent or seasonal, and direction of water flow or drainage.
- 6) Adjacent landownership information including names, and physical and mailing addresses.
- 7) Current insurance certificate.
- 8) Copy of W-9 form

An electronic submission along with a hard copy is preferred.

Americans with Disabilities Act (ADA) Information

If facilities provide fixed firing positions, at least 5 percent, but not less than one of each type of fixed firing position must be served by an accessible route. Fixed firing positions must have a 60-inch diameter space with slopes not steeper than 1:48 so a wheelchair user can turn around and have a level place from which to shoot.

Types of different firing positions include positions with different admission prices, positions with or without weather covering or lighting, and positions that support different shooting events (e.g., muzzle loading rifle, small-bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery).

A public accommodation is defined as “a private entity that owns, leases (or leases to), or operates a place of public accommodation.”

A person with a disability is defined by the ADA as, “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.”

Technical assistance on the guidelines for sports facilities is available from the Access Board at: (800)-872-2253 (voice), (800)-993-2822 (TTY) or ta@access-board.gov (e-mail).