MONTANA FISH, WILDLIFE & PARKS

Shooting Range Grant Program

Application Guide

Montana Fish, Wildlife & Parks Shooting Range Grant Program

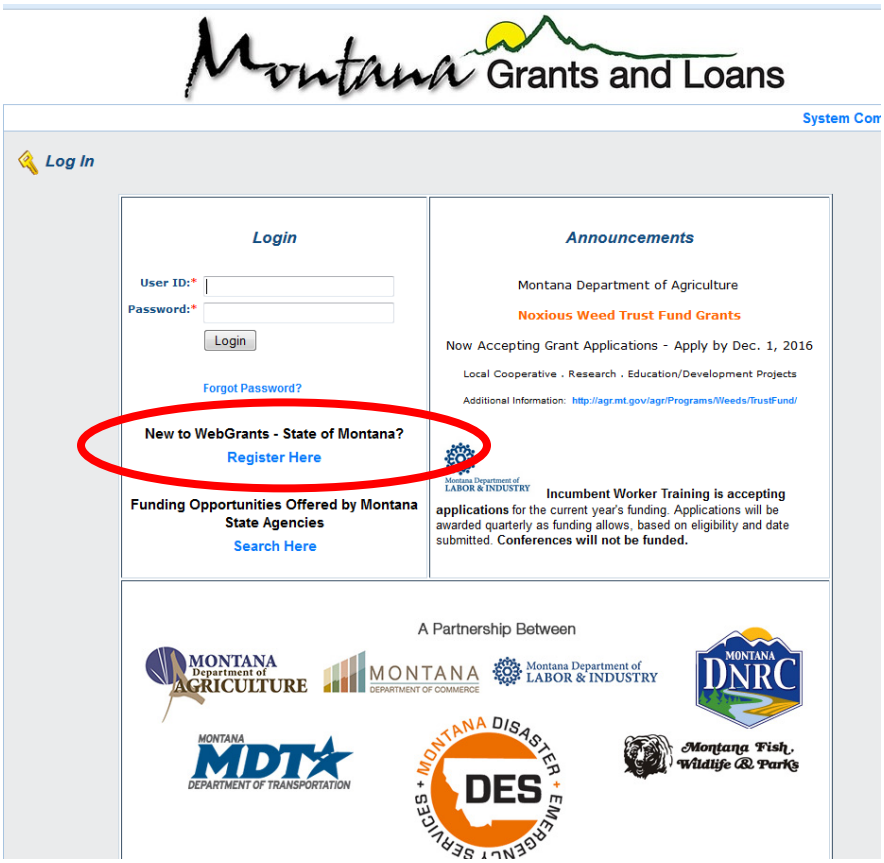
Overview

Montana Fish, Wildlife & Parks (FWP) has administered a grant program for the development and enhancement of shooting ranges since 1989. The purpose of the Montana Shooting Range Grant Development Program is to create a continuing program and mechanism to provide funding, through the department, to private shooting clubs, private organizations, local governments, and school districts for the establishment and improvement of a system of shooting ranges throughout Montana (MCA 87-1-276). A private shooting club, private organization, unit of local government, or school district may seek a grant for a shooting range development project (MCA 87-1-277). Every two years the Legislature authorizes funding for this program, which is generated from the sale of state hunting licenses.

Applying

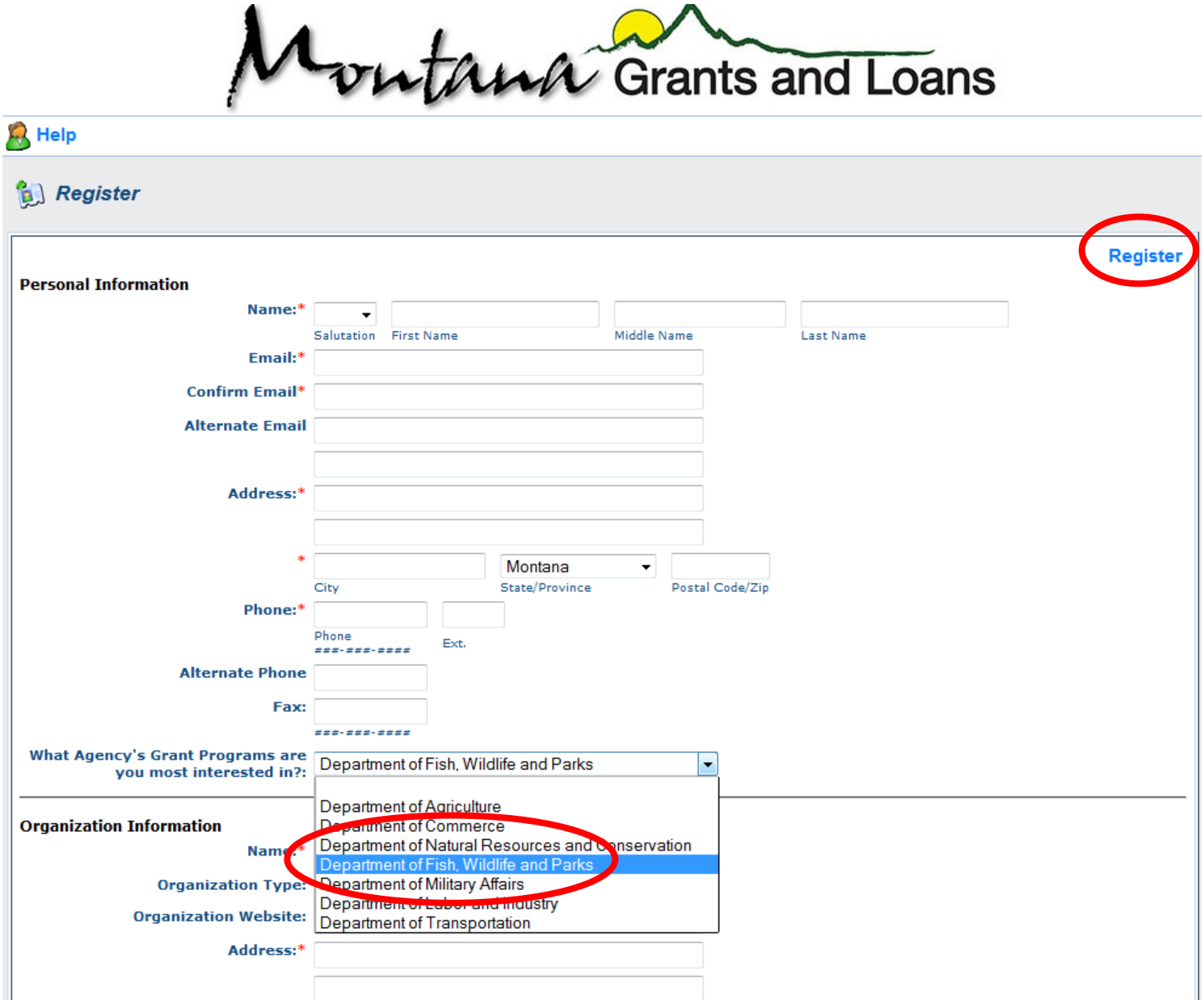
FWP will accept online shooting range grant proposals until February 1, 2021. Mailed applications must be postmarked by February 1, 2021.

To apply, you must first become a registered user. Go to the website *https://fundingmt.org* to register your organization and click on "*Register Here*". Please have your primary contact register first. Additional people can be added to the organization after the primary contact person gets their login information from the system. Contact Sara Smith if you need to add additional users.



Registering

When registering, please fill out all information accurately. Make sure you choose *Department of Fish, Wildlife and Parks* for the grant for which you are interested. Once you fill in all the requested information, click ***Register*** at the bottom of the page.



Once you have submitted your registration, you will receive an email indicating you have successfully submitted your registration but this registration is pending approval. Below is a sample of what the email will look like. If you do not see this email, please check your junk mail folder.

SAMPLE EMAIL

****** Do Not Respond to This Email ******
Dear John Doe,
Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.
Registration review may take several business days.
Thank you for your patience.

Your registration request is sent to the Department of Fish, Wildlife & Parks for approval. Once approved the WebGrants software creates a User ID and password. You are notified by email of your approved status and provided your User ID and password. The user ID is the first initial of your first name, your entire last name and a number (for example John Doe would be jdoe1). The password is case sensitive.

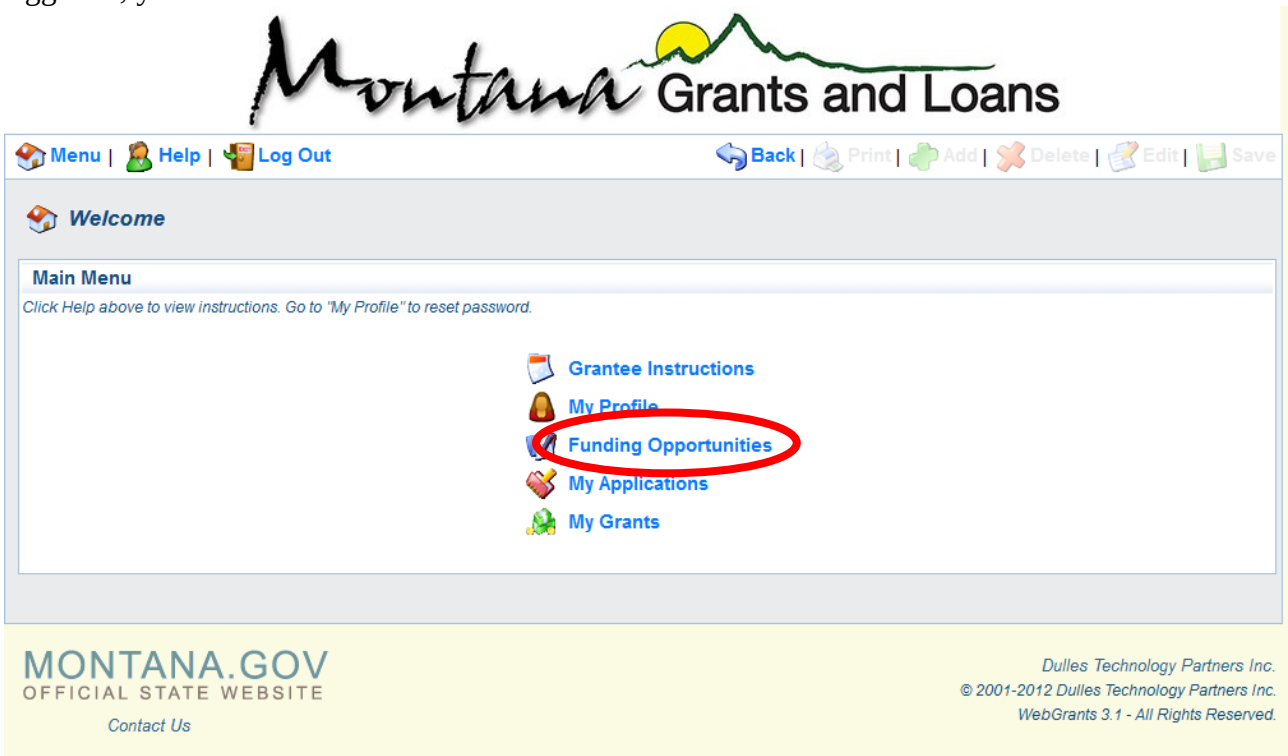
SAMPLE

****** Do Not Respond to This Email ******
Dear John Doe,
Your new registration with the WebGrants grants management system has been Approved.
Your user id and password are below:
User id: jdoe1
Password: abcdef123
You may now log into the WebGrants system at the following location: www.fundingmt.org
After you login for the first time, reset your password by selecting "My Profile" then "Reset Password"

You are now ready to log in.

Getting Started

Go to https://www.fundingmt.org/index.do and log in with your user name and password. Once logged in, you will see this screen.



On the main screen you will see the following:

Grantee Instructions: These are helpful instructions that relate to using the software

My Profile: Change contact information and password

Funding Opportunities: This is where you will find the shooting range grant opportunity for which you are applying

My Applications: Save, Review, Edit, and Submit Your Applications

My Grants: Track awarded grants, payments, and upload claims

Getting Started

Montana Fish, Wildlife & Parks Shooting Range Grant Program

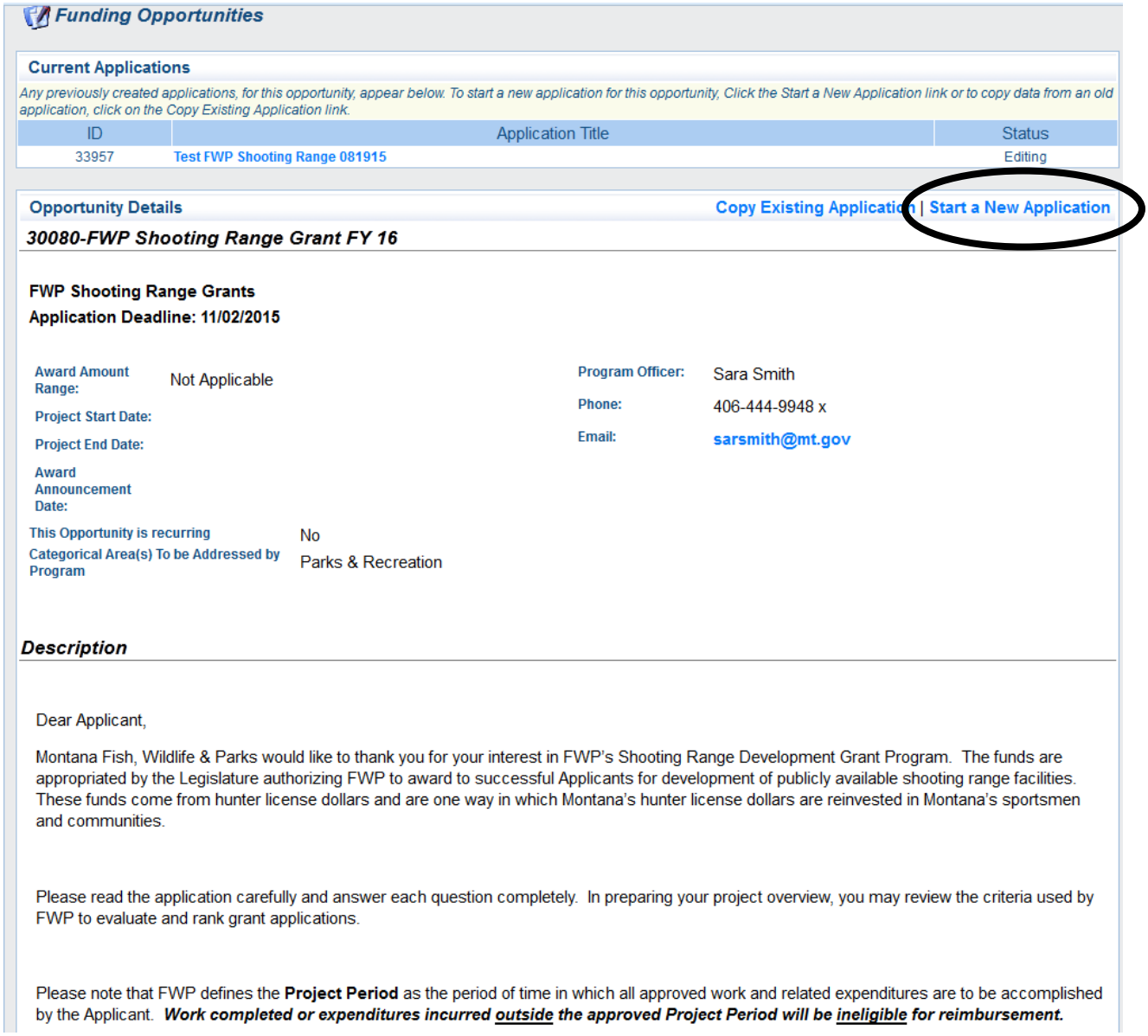
To start an application, click ***Funding Opportunities.*** You will see a long list of funding opportunities; look for *Department of Fish, Wildlife and Parks and Shooting Range Grant*. Click on that funding opportunity in blue.

22031	Department of Labor and Industry	DLI Test Program Area	DLI IWT TEST FO	06/30/2015
18239	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Private Grant Program	Final Application Deadline not Applicable
33041	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Sage Grouse Stewardship	Final Application Deadline not Applicable
29731	Department of Natural Resources and Conservation	DNRC	DNRC 2015-2016 RRGL Planning Grant	09/25/2015
23906	Department of Natural Resources and Conservation	DNRC	DNRC 2017 RDG Planning Grant	09/25/2015
23915	Department of Natural Resources and Conservation	DNRC	DNRC 2016 RDG Grant	05/14/2016
00018	Department of Natural Resources and Conservation	DNRC RRGL TEST Project/Uniform App	DNRC RRGL Project Grant Test	09/21/2014
09087	Department of Commerce	DOC - Test Area	DOC Test - Reg/CVB Annual Marketing Plan	06/28/2013
10309	Department of Commerce	DOC - Test Area	DOC - Test - CDBG-ED Planning Grants - FY13	06/30/2013
11963	Department of Commerce	DOC - Test Area	DOC - TEST - BSTF Category 1 Projects	05/30/2014
10668	Department of Commerce	DOC - Test Area	DOC - TEST - Primary Sector Workforce Training Grant (WTG) Program	06/30/2014
10275	Department of Commerce	DOC - Test Area	DOC - Test - BRD - BSTF - FY13	07/01/2014
04233	Department of Commerce	DOC Business Resources Division	DOC Test 5/1 - Big Sky Economic Development Trust Fund Category II Planning Projects FY13	06/30/2014
10188	Department of Commerce	DOC Business Resources Division	DOC TEST - FY 2014 Montana Community Development Block Grant - Economic Development (CDBG-ED) Planning Grants	06/30/2014
12379	Department of Commerce	DOC Business Resources Division	DOC - BSTF Cat2 - Mirror	06/30/2014
13860	Department of Commerce	DOC Business Resources Division	DOC - MT Community Development Block Grant - Economic Development Program (CDBG-ED) FY 15	02/06/2015
[illegible]080	Department of Fish, Wildlife and Parks	FWP Shooting Range Grants	FWP Shooting Range Grant FY 16	[illegible]
33847	Department of Transportation	MDT Test Program Area	EMS - Emergency Medical Services (TEST FO)	Final Application Deadline not Applicable
33892	Department of Transportation	MDT Test Program Area	MDT - MINI Grants (TEST FO)	Final Application Deadline not Applicable
34130	Department of Transportation	MDT Test Program Area	MDT Test Transit Capital Grant - FY17	Final Application Deadline not Applicable
33675	Department of Transportation	MDT Test Program Area	Highway Traffic Safety Funding (TEST)	03/01/2016
33033	Department of Transportation	MDT Test Program Area	MDT Test 5311 Transit Operating Grant - FY17	03/01/2016
33126	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015-16 Test	Final Application Deadline not Applicable
23723	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY 15 Emergency Management Preformance Grant	02/18/2015
27424	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY15 Emergency Management Performance Grant	04/30/2015
32192	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015 Passthrough	09/30/2015
23735	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Homeland Security - Forms Attached to TEST	Final Application Deadline not Applicable
33837	Department of Military Affairs	MTDES Test Program Area	Test Grid Budget FY15-16	Final Application Deadline not Applicable
34514	Department of Military Affairs	MTDES Test Program Area	Soft Match Grant Testing	Final Application Deadline not Applicable
23379	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Emergency Management Performance Grant - Forms Attached to TEST	02/01/2015

Getting Started

After you click on the funding opportunity, read the ***Description*** page very carefully as it contains instructions and information about submission deadlines and grant requirements. This page also contains attachments that you should **download and print**. Read these documents carefully as they include grant match requirements, documents that need to be submitted with the completed application, and an application checklist.

Once you have read the description and looked at the attachments, click ***Start a New Application***



Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
33957	Test FWP Shooting Range 081915	Editing

Opportunity Details Copy Existing Application | Start a New Application

30080-FWP Shooting Range Grant FY 16

FWP Shooting Range Grants
Application Deadline: 11/02/2015

Award Amount Range: Not Applicable
Project Start Date:
Project End Date:
Award Announcement Date:
This Opportunity is recurring: No
Categorical Area(s) To be Addressed by Program: Parks & Recreation

Program Officer: Sara Smith
Phone: 406-444-9948 x
Email: sarsmith@mt.gov

Description

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.

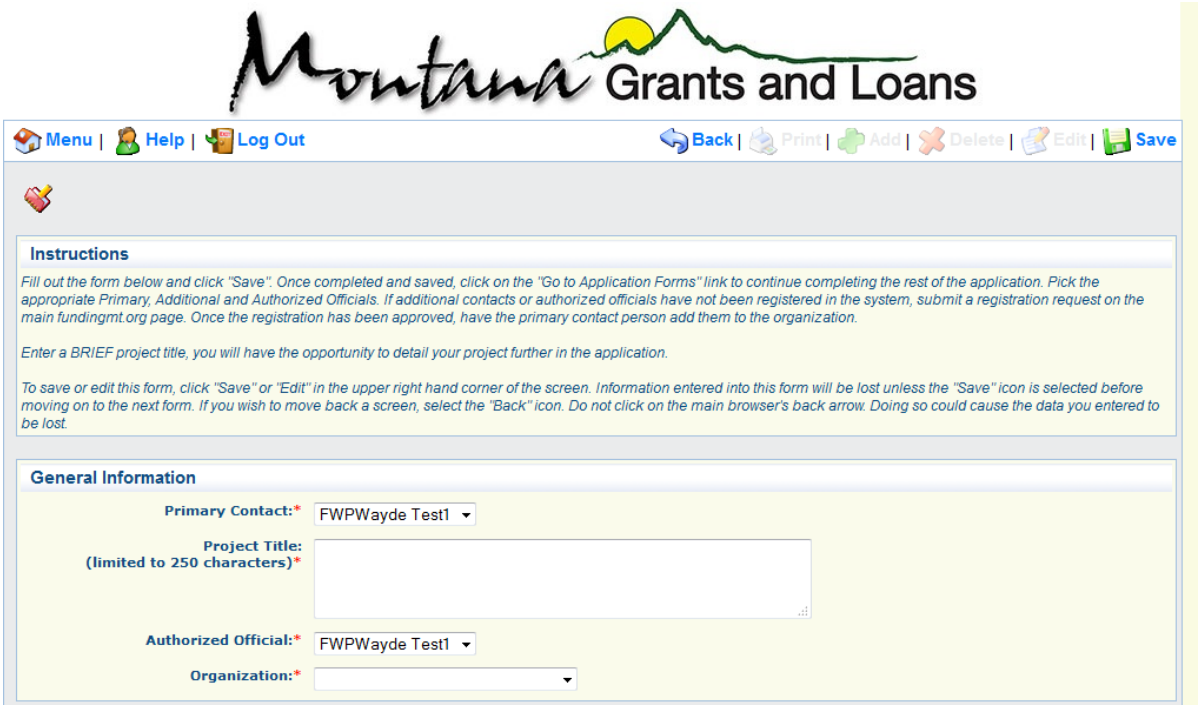
Please read the application carefully and answer each question completely. In preparing your project overview, you may review the criteria used by FWP to evaluate and rank grant applications.

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.***

Montana Fish, Wildlife & Parks Shooting Range Grant Program

Completing the Application

The first page of the application asks you to choose the primary contact information, put in a Project Title, and choose your organization (which you created during the registration process). Remember to always click ***SAVE*** after filling out each page.



Once you ***SAVE***, you will see the screen on the left. Double check that all the information is correct, and click ***Go to Application Forms***.

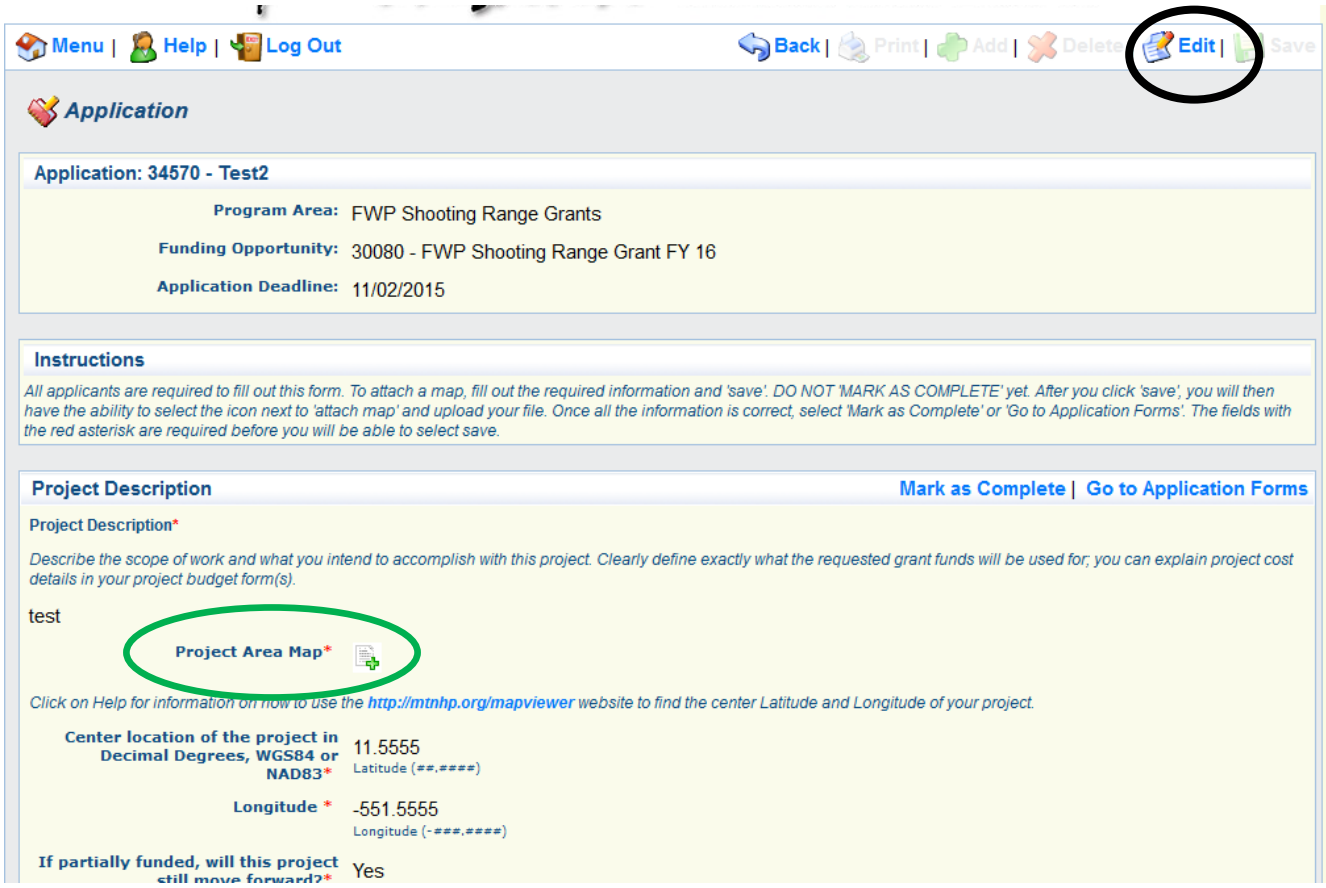
Completing the Application

The next screen shows all of the sections of the application that you must complete. You have already completed the ***General Information*** section, and checked that the section is complete. You are ready to click on ***Proposal General Information***.

Once you click on a section, answer all of the questions in that section, and then click **SAVE**.

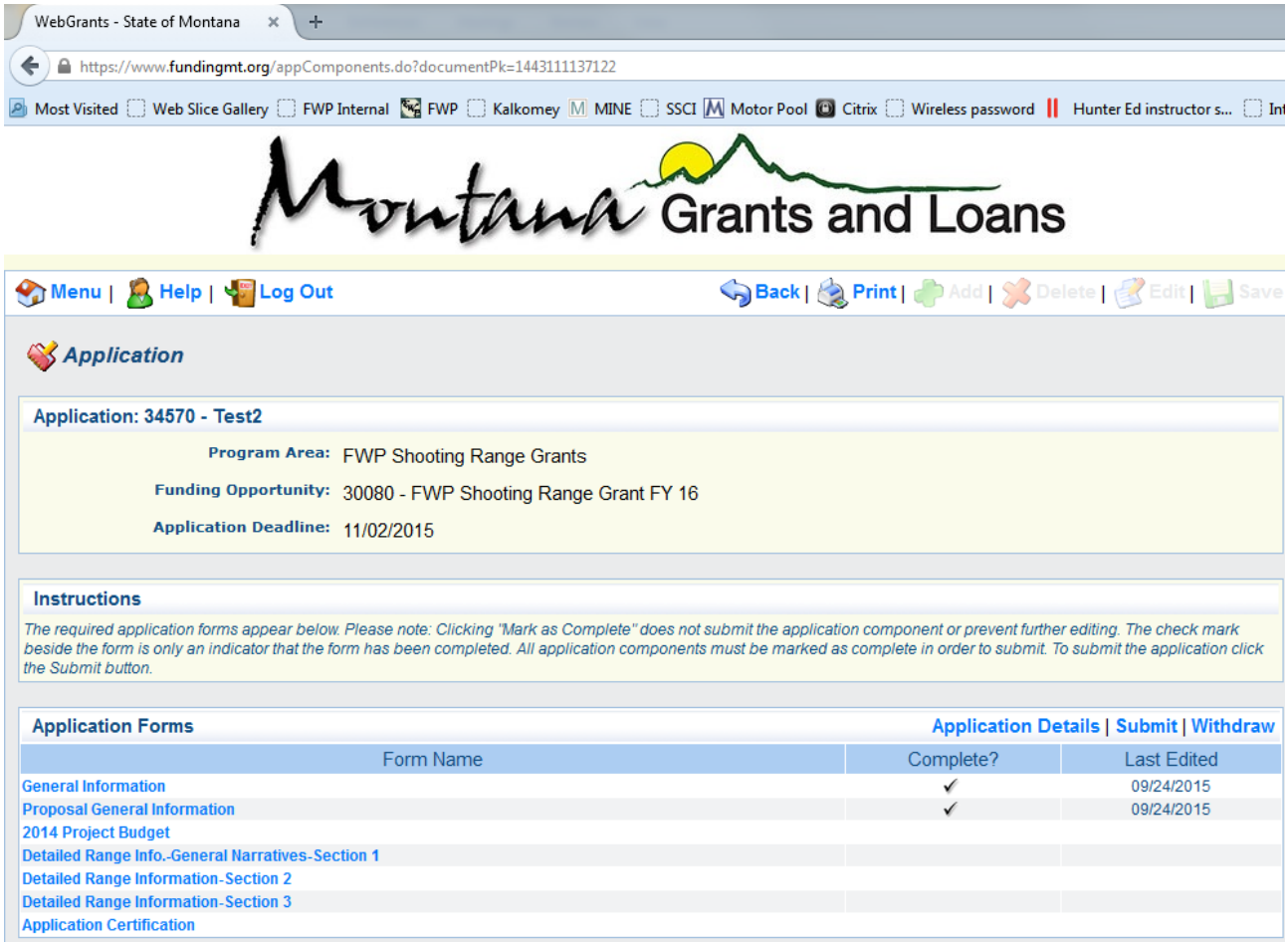
After you click *Save* for each section, the system will take you back to your ***Application Forms*** page. Work through each section and after saving, click ***Mark as Complete***.

You may also click ***Edit*** if you need to make changes to a section.



After saving this screen, you will also need to attach the project area map by clicking on the **green** plus (+) sign. If you do not yet have your area map, you may still save your work and continue with the rest of the application sections. However, you cannot "*Mark as Complete*" or submit the application until the map is attached.

The second section now has a check mark under complete (if you attached your map). All sections must have check marks before you can submit the application. You can go back to any section that you have already saved and edit it. Just click on the section to open it then click ***Edit***. Remember to save your changes.



Completing the Application

The very last section of the application includes an electronic signature page and the opportunity to attach all of the required documents to the application.

The checklist is one of the attachments on the ***Description*** page and you can also find it below. Make sure you scan all documents together, so you have one document to attach. Once you have uploaded your documents and saved the last section, click ***Mark as Comp***lete and then click ***Submit*** your application.

If you have questions or need help, please call

Sara Smith at 406-444-5280

Wayde Cooperider at 444-9947

Americans with Disabilities Act (ADA) Information

The Department of Justice's revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design, "2010 Standards." On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal.

Public accommodations and commercial facilities must follow the requirements of the 2010 Standards, including both the Title III regulations at 28 CFR part 36, subpart D; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

The 2010 ADA Accessibility Standard applies to **newly constructed and altered facilities**. As of March 15, 2012, all newly constructed and altered **shooting facilities** have to comply with the provisions of the ADA. Depending on how a facility is covered under Title III, they need to do readily achievable barrier removal, which means doing what's easy to accomplish without difficulty or expense.

If your range is owned by a unit of state or local government, the regulations are similar under Title II, and it's called program accessibility.

15.7.4 Shooting Facilities. Where fixed firing positions are provided at a site, at least 5 percent, but not less than one, of each type of firing position shall comply with 15.7.4.1. Appendix Note

15.7.4.1 Fixed Firing Position. Fixed firing positions shall contain a 60 inch (1525 mm) diameter space and shall have a slope not steeper than 1:48.

15.7.4 Shooting Facilities. Examples of different types of firing positions include, but are not limited to: positions having different admission prices, positions with or without weather covering or lighting, and positions supporting different shooting events such as argon, muzzle loading rifle, small bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery (bow and crossbow).

> *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).