



# MONTANA FISH, WILDLIFE & PARKS

## Montana Fish, Wildlife & Parks Shooting Range Development & Enhancement Program Guidelines for Grant Requests

### Introduction

Montana Fish, Wildlife & Parks (FWP) has administered a grant program for the development and enhancement of shooting ranges since 1989. These grant funds are generated from the sale of state hunting licenses. The purpose of the Montana Shooting Range Grant 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. (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 (87-1-277).

FWP is now accepting grant applications online. Please go to <https://fundingmt.org/> and on the lower right hand side of the screen select *Register Here* to begin the process.

For more detailed help, please download the user guide found at <https://fwp.mt.gov/aboutfwp/grant-programs/shooting-range> or call 406-444-3753

FWP will accept shooting range grant proposals postmarked no later than **FEBRUARY 1.**

## 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.**
- 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. *Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.* (of the current application year is implied)

Montana state law and administrative rules establish the following conditions (all original legal text is *italicized* throughout the document):

### **Grant criteria (87-1-278)**

- (1) *An applicant for a grant pursuant to 87-1-277 shall provide matching funds in either cash or in-kind contributions. The match must represent \$1 in value for each \$1 of the grant. In-kind contributions include but are not limited to labor, materials, and real property. Existing assets and existing shooting range development may not apply to the match.*
- (2) *An applicant that is a private shooting club or a private organization must be a nonprofit corporation pursuant to Title 35, chapter 2, with an organizational structure, officers, directors, and a registered agent.*
- (3) *A grant must be used for the purchase of real property, earthwork, fixed improvements to existing shooting ranges or ranges being established, or reasonable grant application expenses. A grant may not be used for any expendable supplies for a shooting range.*
- (4) *To be eligible for grant assistance, a private shooting club or a private organization:*

- (a) (i) shall accept in its membership any person who holds or is eligible to hold a Montana hunting license and who pays club or organization membership fees;
  - (ii) may not limit the number of members;
  - (iii) may charge a membership fee not greater than the per-member share of the club's or organization's reasonable cost of provision of services, including establishment, improvement, and maintenance of shooting facilities and other membership services; and
  - (iv) shall offer members occasional guest privileges at no cost to the member or invited guest and shall make a reasonable effort to hold a public sight-in day each September, when the general public may use the shooting range for a day-use fee or at no cost; or
  - (b) shall admit the general public for a reasonable day-use fee.
- (5) A private shooting club, private organization, unit of local government, or school district that accepts a grant under 87-1-276, 87-1-277, 87-1-279, and this section shall provide the department with a future interest, providing that upon the discontinued use of its shooting range facility or its dissolution, the assets of the facility revert to the department. The department may hold the property indefinitely pending identification of a new entity to operate the facility. If a facility funded under 87-1-276, 87-1-277, 87-1-279, and this section is sold for a use other than a shooting range facility and the sale proceeds are not reinvested in another shooting range facility within 1 year of the sale, the entity that sells the facility shall reimburse the grant program for all funds received under 87-1-276, 87-1-277, 87-1-279, and this section.
  - (6) To be eligible for grant assistance, the applicant shall allow safe shooting of hunting arms. Hunting arms include shotguns, archery equipment, black powder arms, rifles, and pistols.
  - (7) An entity receiving a grant shall allow use of the facility by hunter education classes for no fee.
  - (8) A unit of local government or a school district shall compete on an equal basis with other applicants and shall provide access to its facility for a reasonable fee to any person holding or eligible to hold a Montana hunting license.

**Program rules (87-1-279)**

- (1) The department may not use more than 15% of the program funds for administration.
- (2) The department shall develop a simple application procedure and accountability system.
- (3) The department shall make every effort to expend or obligate funds for shooting range improvement grants within the year for which they are appropriated.
- (4) The department shall prioritize grant applications according to those that provide facilities for the greatest number of shooters, that accommodate the use of a combination of hunting arms, and that meet other criteria established by the department.
- (5) The department may not grant more than 30% of the eligible funds for the establishment or improvement of any single facility in any year.

- (6) *The department shall promote the use of publicly owned land for shooting range facilities. The department may negotiate with federal, state, and local agencies to encourage land trades, shared or specific use designations, and other mechanisms to provide land for shooting range facilities.*

**Grant Application Procedure (12.10.103)**

- (1) *To apply for a shooting range development grant, an applicant must prepare and submit a completed application to the department's conservation education division in Helena. For questions and assistance contact: Department of Fish, Wildlife and Parks, Conservation Education Bureau, 1420 East Sixth Avenue, P.O. Box 200701, Helena, MT 59620, Wayne Cooperider, (406) 444-9947, [wacooperider@mt.gov](mailto:wacooperider@mt.gov) .*
- (2) *Applications must be postmarked on or before **February 1**.*
- (3) *If the applicant is a private club or organization, the applicant must submit a club or organization resolution that approves the application for financial assistance, the project proposal, the commitment to allow public and hunter education program use of the facilities, and certifies the applicant's ability to provide matching funds or in-kind contributions.*
- (4) *Applicants receiving preliminary approval must enter into a shooting range development project agreement with the department before the department gives final approval and disburses grant funds. The agreement shall delineate the terms the applicant must abide by under applicable statutes, administrative rules, and state and department policy. Department final approval of an agreement is contingent upon the EA decision notice.*

**REIMBURSEMENT OF COSTS (12.10.104)**

- (1) *All billing on a proposed project must be completed by **June 15** of the fiscal year the money is awarded.*
- (2) *Reimbursement requests will be based upon actual costs or in-kind contributions, verified by receipts and documentation that the work was completed.*
- (3) *With prior approval, the department will consider situations where work cannot be completed until funds are received. Which situations constitute a special circumstance or hardship, requiring dispersal of grant funds in advance, is at the department's discretion. (4) Per 87-1-278, MCA, existing assets and shooting range developments may not be applied to the matching funds or in-kind contributions. Existing assets and shooting range developments are fixed improvements to the shooting range owned or made prior to the application deadline.*

**Required Information for Grant Applications (12.10.110)**

1. *Each shooting range grant application must contain a comprehensive description of the proposed project. The information presented in the description will be used by the department to review, evaluate, and prioritize applications. The description must provide:*
- A. *statement of need and benefit for the proposed project, including plans to enhance safety; hunter education; access by persons with disabilities; use by a variety of shooters (archery, shotgun, rifle, pistol); and availability to the public.*

- B. *work to be completed, including a calendar with completion dates, budget (including cost estimates and in-kind contributions); and*
- C. *site plan (within the property boundary) for the proposed project, including location of proposed work/facilities; existing development/facilities; north orientation arrow; access route(s) to the project; safety zones and impact areas; and current photographs of the proposed project area.*

*2. The applicant must submit satisfactory documentation of a long-term lease, easement, or ownership of the land where the project is proposed. Long-term leases are those with terms of 10 years or more with option for renewal. Lease with terms of less than 10 years may qualify only under special circumstances.*

Please utilize the application form to submit a grant request. This form has been designed to address Montana laws and rules specific to the shooting range program including the above statement of need, proposed activities, and necessary documentation. An electronic version of the form can be found on-line at [Grant Application](#) .

**Grant Priority (12.10.112)**

- (1) As long as funds are sufficient to allocate grants to all eligible applicants, grants will be awarded beginning on July 1 of each year.*
- (2) When the department receives more eligible applications for grants than funds are available, the department may include, but is not limited to, the following criteria to disperse funds and approve grants:*
  - a. needs of the community determined by distance to applicant shooting range and annual club membership/range use;*
  - b. population of the county compared with numbers of shooting ranges allowing public use within the county;*
  - c. disabled accessibility improved to existing shooting range as a result of the project;*
  - d. types of firearms and archery equipment that can be used at the proposed project;*
  - e. range safety improved as a result of the proposed project; and*
  - f. impacts to the human environment.*

## SHOOTING RANGE GRANT EVALUATION CRITERIA

In situations where grant requests exceed the amount of available funding, FWP uses the following criteria to score and rank grant requests. Overall, the goal is to develop or enhance shooting ranges that provide safe, accessible, and diverse opportunities for a variety of shooting interests statewide.

- 1) Range serves local community. Requests will be scored and ranked according to the distance between the range and the nearest community where the majority of members/visitors reside. The maximum number of points is 10.
- 2) Range serves people of the local and regional community. Requests will be scored and ranked according to a ratio of existing and anticipated shooters (members and visitors) utilizing the range annually and the total population of the county. The maximum number of points is 10.
- 3) Range serves as host for a variety of designated shooting events. Requests will be scored and ranked according to the total number of existing and anticipated designated shooting events held annually. The maximum number of points is 10.
- 4) Range serves as host for a variety of educational shooting activities (e.g., 4-H, hunter education, and boy scouts) annually. Requests will be scored and ranked according to the total number of existing and anticipated educational shooting activities held annually. The maximum number of points is 10.
- 5) Range provides access to shooters. Requests will be scored and ranked according to the degree to which they provide public access for shooters. Ranges that are only open to members score lower than those ranges that are maintained and open to public use for a reasonable fee. The maximum number of points is 20.
- 6) Proposed project improves accessibility for handicapped shooters. Requests will be scored and ranked according to the degree to which the project improves the accessibility of the site for handicapped shooters. The maximum number of points is 10.
- 7) Proposed project enhances the safety of the range. Requests will be scored and ranked according to the degree to which they enhance the safety of the range. Requests with purposes related to safety improvements rank higher than those whose purpose is not directly related to safety. The maximum number of points is 20.
- 8) Proposed project mitigates environmental impacts associated with shooting activities. Requests will be scored and ranked according to the degree to which environmental impacts associated with existing and proposed shooting activities are minimized. The maximum number of points is 10.

- 9) Proposed project accommodates new or additional types of shooting activities. Requests will be scored and ranked according to the degree to which they add new shooting activities to the site (must be a specifically designated shooting area). The maximum number of points is 10.
- 10) Proposed project is a partnership with other organizations. Requests will be scored and ranked according to the degree to which additional funding sources have been secured. The maximum number of points is 10.
- 11) Proposed project fulfills an unmet shooting need in the community. Requests will be scored and ranked according to the number and type of existing shooting ranges within the county and/or FWP administrative region. The maximum number of points is 10.

### **APPLICANT RESOLUTION form Approving Project**

The applicant must notarize a resolution approving the application for the grant, the project proposal, the applicant's commitment to allow public and hunter/bowhunter education program use of the facilities, and certifying the applicant's ability to provide matching funds (please use the SHOOTING RANGE DEVELOPMENT APPLICANT RESOLUTION form included).

### **Proof of Insurance**

A copy of the club's Certificate of Liability Insurance must accompany the application.

If the club has an employee, by state law, they must provide that employee worker's compensation insurance.

For a private not for profit club to qualify for a shooting range grant they must provide FWP with the Not for Profit IRS Tax Information.

If the club uses a contractor to complete the work, then the contractor should be licensed with the state and carry worker's comp insurance.

### **Land Acquisition (12.10.105)**

*Shooting range grant funds may be used to purchase public or private land for the purpose of a shooting range. Fee title or an equitable interest in the land must be held by the applicant. The applicant must provide evidence that other adequate land is not available for lease. A copy of the purchase agreement, an appraisal from a qualified appraiser and a commitment for title insurance must be submitted prior to dispersal of grant funds. If funding is provided for the purchase of land, the department must be listed as a reversionary interest on the property title. Section 87-1-278, MCA, sets forth the conditions that trigger a diversionary interest. Funding assistance will be provided at a maximum 50% state, 50% applicant matching basis, not to exceed 30% of available program funds for the state share.*

### **Inspections (12.10.106)**

1. *The department may conduct periodic on-site inspections.*
2. *Project sites will be subject to inspection by the department for 10 years following receipt of a shooting range development grant.*
3. *Upon completion of the work, the applicant must submit photographs of the completed project.*

### **Environmental Assessments**

Upon preliminary approval of a grant request, FWP will evaluate the project under the provisions of the Montana Environmental Protection Act (MEPA). This process may delay projects up to 60 days or more. In some cases, FWP may require the grantee to provide documentation showing compliance with the National Historic Preservation Act (NHPA) indicating that nothing of historic significance will be jeopardized by the proposed project.

1. Project distance to the streams, creeks, rivers, ponds, lakes, and irrigation ditches, etc. According to MEPA, FWP has to assess how close facilities are to water bodies, whether shooters shoot over or into the waterways, whether runoff from berms drains into them, or whether the impact areas may have waterways within them or even if access roads cross or run along them.
2. In addition to these water bodies, applicants are encouraged to indicate on maps the existence of inhabited buildings or residences especially down range including sites or property where potential development might create an incompatible situation down range.

### **Shooting Range Grant Accounting Procedures**

The applicant must submit proof that the work has been completed prior to being reimbursed by FWP for the expenditure. According to program laws and rules, the amount FWP reimburses cannot exceed 50% of the total expenditure submitted (*see* exemption with prior FWP approval 12.10.104).

A grant must be used for the purchase of real property, earthwork, or fixed improvements to existing shooting ranges or ranges being established. In-kind contributions can include labor, materials, and real property; existing assets and existing shooting range development prior to the grant period may not apply with the exception of *reasonable grant application expenses* (MCA 87-1-278).

For fiscal year 2023, all in-kind labor will be reimbursed at **\$21.<sup>50</sup>** an hour unless the person performing the work is a professional or a contractor registered with the State of Montana. In those instances, the Montana Prevailing Wage Rate for their profession will be used based on the current list provided by the Department of Labor and Industry or fair market value of the work. These wages can be accessed at the Department of Labor's website at <https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates/> To receive a professional hourly amount, the person performing the work should provide



FWP with a copy of a professional contractor's license or if an employee of a contractor then the state registration number of their employer. FWP will make the determination.

In order to assist FWP in determining the value of donated items, claims must include the following documentation (*see* enclosed project expenditure record):

- equipment use must include dates of use, type of equipment, rating of equipment (size), hourly charge and hours of use per project- rates will be determined based on the MT Department of Transportation's Blue Book rates or documented fair market value;
- claims of skilled labor need to include dates of work, professional license #/ contractor's registration #, name of laborer, hourly rate will be determined based on the Montana prevailing wage rate or fair market value;
- **club member labor at the rate of \$21.50 per hour – record keeping must include the name of laborer, dates and hours worked, and project;**
- administration of the grant is an eligible donation.

## EXAMPLE OF PROPOSED BUDGET

| <b>Budget Example</b>         | <b>Actual Costs</b> | <b>Labor In-Kind</b> | <b>Total</b>     | <b>FWP</b>       |
|-------------------------------|---------------------|----------------------|------------------|------------------|
| 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           |
| <b>Totals</b>                 | <b>42,820.00</b>    | <b>8,520.00</b>      | <b>51,340.00</b> | <b>25,670.00</b> |

**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.
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 \_\_\_\_\_, \_\_\_\_\_  
(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

**EXAMPLE**  
**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<br>HOW USED | AMOUNT PAID | CHECK NUMBER | DONATION | JOB _NO. |
|------|----------------|--------|------------------------------|-------------|--------------|----------|----------|
|      |                |        |                              |             |              |          |          |
|      |                |        |                              |             |              |          |          |
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|      |                |        |                              |             |              |          |          |
|      |                |        |                              |             |              |          |          |

**PLEASE REMEMBER TO ATTACH A COPY OF EACH DOCUMENT THAT SUPPORTS CLAIMED COSTS.**  
**ARRANGE THE DOCUMENTS IN THE SAME ORDER AS ON THE EXPENDITURE RECORD AND HIGHLIGHT EACH COST BEING CLAIMED.**  
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 ensure 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.