

Division of Parks and Outdoor Recreation

Snowmobile Trails Program Grant Application

Project Title:

Submitted By:
(Organization)

Applications must be postmarked and sent electronically by the due date
posted in the instructions

July 1

There have been several changes to the documents. Please use the updated resources provided. The
Instruction and Information Manual that can be found
<http://dnr.alaska.gov/parks/grants/snowmotr.htm>

Dear Prospective Applicant,

Please be aware that character lengths have been limited for responses, therefore it is important to be as detailed and concise as possible when answering questions. **Before filling out the new application, save the form to your computer.**

For greater ease of locating individual applications and storing them in our database, a naming convention is required. The name you choose for your file should be abbreviated using only two words, prefixed by "Snow" and the state fiscal year for which the application is being submitted. If you aren't sure, please ask. **Please do not make your total file name too long or it may be difficult to access.** If your files are unable to be opened because of file name length, your application will be disqualified. For example, the file name should read as follows:

Snow_18(short proj name here)_(your abbreviated doc ident)

This file name should also be included in the subject window of all associated e-mails that are sent to the State Trails Program Office. All completed forms must be sent to darcy.harris@alaska.gov

NOTE: PLEASE MAKE YOUR APPLICATION ORGANIZED, AND CORRECTLY LABELED. THIS MAY EFFECT YOUR SCORE.

Any additional attachments that are included with your proposal should be clearly named in the manner as follows. **The whole names are listed below for information only- please always abbreviate. File names that are too long cannot be opened.**

Snow_18_(Project Name)_Budget

Snow_18_(Project Name)_Resolutions

Snow_18_(Project Name)_Public support

Snow_18_(Project Name)_ letters landowners legal access

Snow_18_(Project Name)_ land use authorization

Snow_18_(Project Name)_legal easements

Snow_18_(Project Name)_willingness to sell

Snow_18_(Project Name)_Maps

Snow_18_(Project Name)_Contractor bids

Snow_18_(Project Name)_Equipment quotes

IF YOU HAVE ADDITIONAL ATTACHMENTS PLEASE FOLLOW ALPHABETICAL ORDER AND LABEL CLEARLY

We realize that some of these attachments may be quite large and will sometimes require reducing document size or file zipping to deliver electronically. If you find that it is too difficult to send all attachments with the application file via e-mail, they can also be sent in a thumb drive to the Alaska State Trails Program Office.

If you should have any difficulties or questions related to this form, please feel free to contact the State Trails Program Coordinator, Darcy Harris at (907) 269-8699, or by e-mail at darcy.harris@alaska.gov. Additional questions related to match requirements and grant reporting can be directed to Steve Neel, the Division of Parks and Outdoor Recreation Grants Administrator. Steve can be reached via telephone at (907) 269-8709, or by e-mail at steve.neel@alaska.gov.

Original paper copies of applications should be sent to:

Darcy B. Harris
Alaska State Trails Program
550 West 7th Avenue, Suite 1380
Anchorage, Alaska 99501

Thank you for your interest in our program!

Qualifying Criteria

See the instructions for guidance.

The applicant must meet program qualification criteria before being considered for funding. If any of these requirements are not met, proposals cannot move forward for approval.

1. Organization Type:

- Non-Profit Government Agency Native Corporation Local government
 Club Educational Institution Business (Snowmobile Trail Grooming funding only)

2. Public Acceptance. The project must have support from the following two (A, B,) requirements.

A. Support from a local governing body. Please include resolution or letter as an attachment.

B. Letters of support from local community organization(s) and individuals who support this project. A minimum and maximum of three letters required.

NEW **If your project is in a State Park and is being submitted by Alaska State Parks, one letter of support from the Citizen's Advisory Board is required, along with two letters from other supporting organizations.

3. Is this application **primarily** for a project or program to benefit a **snowmobile activity**?

- Yes No If you answered "No" your project is not eligible for a Snowmobile Trail Grant

4. Land owner authorization: Applicant has obtained landowner authorization for project work from all relevant landowners whose land the project crosses or impacts.

Please include authorization as attachment. (MUST be included with this application.) Without this there is no project.

5. Private land owner authorization must be valid for five or more years (into the future from time of application submittal), and public land owner authorization must be valid for ten or more years (into the future from time of application submittal), to qualify for grant funding. Does landowner authorization meet the public access requirements ?

Please include authorization as attachment.

Public Land: Y/N Private Land: Y/N years of access:

Sponsor / Applicant Introduction and Identification

Organization:

Contact Name and Title:

Address:

Tax/EIN ID#

City:

State: ALASKA

Zip:

Phone:

Fax:

email:

Public Access Documentation

1. Who are the landowner(s)? List all property owner(s) names, for the entire trail(s) or area.

Private:

Landowner authorization must meet or exceed 5 years.

Public:

Landowner authorization must meet or exceed 5 years.

2. Are there legal easements for the trail(s)? Please include as attachments.

If yes, what is the ADL or other easement identifier

No

3. Is your application to purchase property? Yes No

A. What is the legal description of the property to be purchased?

B. Property owners' name(s):

C. Please attach a letter from property owner(s) indicating their willingness to sell.

4. Project Location and Map Documentation

Borough, region, nearest community

Meridian Township Range Section

Meridian Township Range Section

Meridian Township Range Section

Important: Please attach a detailed map (s) that clearly shows all adjacent property lines, land ownership, and the location of the proposed project. Please include as attachment and submit all pertinent documentation.

General Project Information

Snowmobile Trail Grants

(Grant request/75%)*25% Safety/Education: No Match Required
 (Applications submitted by Alaska State Parks Only- Grant request/90.97%)*9.03%

Grant Funds Requested: (Total project cost minus match)	Total Project Match:	Total Project Cost: (including match)
\$ <input style="width: 250px; height: 30px;" type="text"/>	\$ 0.00	\$ 0.00

Project Summary: Two or three complete sentences about actual project work, not background.

(Response length is limited to the visible area.)

Project Category: Snow grants are available in either Motorized or Safety and Education. Please mark the single category in which your project best fits. If your project includes more than one category, for example, developing educational materials and improving a motorized trail, you must apply for two separate grants. See instructions for expanded category descriptions.

Motorized

Safety: See Definition in Application Instructions

Project information:

Miles of new trail to be constructed: Miles of trail to be signed:

Miles of trail to be repaired: Miles of trail to be groomed:

Detailed Project Narrative (Response space is continued on next page)

Detailed Project Narrative continued: (Response length is limited to the visible area.)

Timeline of Project Schedule

See the instructions for guidance.

Please read instructions before entering start and finish dates.

Estimated Project Start Date:

Project End Date:

List all project tasks included in the project schedule and how many weeks are estimated for each to ultimately reach an estimated project end date. Reflect that end date above. Please include a schedule in the box below that models the example below. These tasks should match your budget tasks from your excel budget sheet.

Example:

Task 1: Initiate project, secure crew: 1 week

Task 2: Order materials plus shipping time: 3 weeks

Task 3: Trail layout. (This task can occur while wait for materials to ship) 0 additional weeks.

Task 4: Cut in new trail plus hand finishing work: 6 weeks

Task 5: re-vegetate old trail: 1 week

Task 6: Let crew go, final paperwork, project close-out: 1 week

Total 12 weeks plus 2 weeks contingency for weather or supply chain issues.

If the contract is signed by May 15 we estimate completion on September 1.

Please detail project schedule as described above.

Project schedule details continued:

Proposed Budget

See the instructions for guidance. Please use new excel spreadsheet available on website.

<http://dnr.alaska.gov/parks/grants/snowmotr.htm>

Please include a detailed budget narrative below. You can read the definition of a Budget Narrative in the Application Instructions. Response space limited to visible area.

Please add additional pages if necessary.

Sponsor (applicant organization) Commitment

See Instructions for guidance (Response length is limited to the visible area. Please be concise)

Public Benefit:

(Response length is limited to the visible area. Please be concise)

1. Why is the project important and needed? How will it benefit the public?

2. List the types and number of users you expect to benefit from this project.

3. How does this project provide new recreational or transportation opportunities?

4. Does your project solve a recreational or transportation problem? or provide a missing trail link?
Please explain below.

5. Will your project provide new opportunities for people experiencing disabilities?
This does not have to be ADA certified.

If yes, provide details:

6. Will your project utilize youth development groups to provide labor or assistance? If yes, provide specific details: Who/When/Dates/Confirmed?

Community Support:

See the instructions for guidance.

1. Has your project received wide-spread public support? Please explain below.

2. Are there any project issues to be resolved before it can be initiated? Please explain below.

3. Posting Current Public Notice is Required. Public Notice posting locations and dates are as follows:

Sample of Public Notice on the following page. It is preferred that the applicant use this format to post at popular public locations where the general public and trail users may be informed.

**Public Notice Format
TrailGrantProgram**

The Alaska State Park trails grant applicant listed below provides this courtesy notice. If you have any questions or comments about the proposed grant application, please contact the grant applicant. Grant applicants should post this notice for at least four weeks prior to the application deadline.

Posting Date:

1. Grant Applicant Contact Information:

Name of Organization or Agency:

Contact Person:

Mailing Address:

Phone:

Fax:

Email:

2. Project Title:

3. Project Description Summary:

4. Project Location:

A. Identify the nearest community(ies).

B. **Attach a map** showing the location of your proposed project (page two of this notice).

C. Provide the meridian, township(s), range(s) and section(s) from a USGS topographical map.

Long Term Maintenance Plan Summary

How will this project, trail, safety cabin, kiosk, tripods/signs, be cared for in the long run so it/they continue(s) to benefit the public?

(Response length is limited to the visible area.)

Past Grant Performance

List the trail grants your organization has received for other projects. Include project title, grant project number, and grant award year. Provide information about past grants and other grants' management experience.

1.

2.

3.

4.

Permits and Authorizations

See the instructions for guidance.

Applicants must complete an Environmental Review Checklist (if applicable to project scope of work) and provide the requested information within the application for it to be considered eligible for funding. This can be found here :(<http://dnr.alaska.gov/parks/grants/environmentreviewchcklistinstructions.pdf>)

The ERC is required for any project that involves ground-disturbing activities; this does not include projects that only impact snow or occur atop frozen ground.

Attachments and file names

Many attachments may look alike to the people reviewing your application;
think about your audience;
please label clearly.

See the instructions for guidance.

Section 13. Certifying Signature

As a grant applicant I understand that the Trails Program staff are available to me to assist with the application process up to the application deadline. The updated resources on the website are available 24 hours a day after April 1 each year throughout the grant cycle.

1. Application Instruction and Information Manuals, and other guidance resources can be found on the State Trails Program web page <http://dnr.alaska.gov/parks/grants/snowmotr.htm> or can be physically or electronically mailed to me by contacting the State Trails Program.
2. State Trails Program Staff: e-mail/phone darcy.harris@alaska.gov, steve.neel@alaska.gov, 907-269-8700.

The signature below indicates approval of this project and authorizes this request for funding from the applying organization. I understand that it is my responsibility as an applicant or future grantee to engage this grant program with integrity and to ensure that program funds are spent only on appropriate and allowable costs. If I have questions about what constitutes appropriate and lawful spending practices I will contact the State Trails Program Office to clarify. I understand I could be held responsible for mis-used grant funds and be prosecuted to the full extent of the law. If I do not understand the parameters of grant fraud I will contact the State Trails Program Office.

Signature of authorized official

Printed or typed name of authorized official

Title

Agency/Organization

Please note that project applications must be submitted and postmarked no later than **July 1** of each year for **Snowmobile Trail Grants**.

END OF APPLICATION

Please submit a copy with attachments via standard mail to:

Darcy B. Harris
Alaska State Trails Program
550 W. 7th Ave, Suite 1380
Anchorage, Alaska 99501

[Print Form](#)