



Firearm and Archery Shooting Range Grant Application

North Dakota Game and Fish Department

Last Revised: 09/2020

NDGFD Firearm and Archery Grant Guidelines and Application Instructions

Each year the Game and Fish Department accepts applications for shooting range enhancements.

Applications should be sent to: Range Grant Application, NDGFD, 100 N. Bismarck Expressway, Bismarck, ND 58501 by October 1.

All of the following must be completed in order for an application to be considered:

- Complete contact information including organization name and primary contact
- Provide address, legal description, directions and map identifying exact boundaries of property.
- Description and estimate of individual costs of range enhancements and total project cost.
 - Priority will be given to:
 - Projects providing higher levels of free public access
 - Berms, benches, target hangers and throwers
 - Projects that have received no or little funding in the past
 - Storage buildings
 - Sanitary facilities
 - Facilities conducting hunter education classes
 - Lighting
- Services and supplies between \$10,000 and \$250,000 need to have 3 informal bids.
- Short description of 25% cost-share source including documents supporting the value of donated equipment, materials and professional labor.
- DUNS number - DUNS may be obtained at <http://fedgov.dnb.com/webform>. The DUNS number is required by the federal government to allow them to pay out federal funds ([Attachment B](#)).
- Complete and forward a W-9 IRS form <http://www.irs.gov/pub/irs-pdf/fw9.pdf> - required by the state to make payments.
- Description of existing structures, development and use ([Attachment A](#)).
- Description of public access to range facilities.
- Sign application and mail all forms to 100 N. Bismarck Expressway, Bismarck, ND 58501.

NOTE -INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Upon federal approval of a grant application (February):

1. Club (grantee) will receive cooperative agreement.
2. Grantee will sign agreement and return to North Dakota Game and Fish.
3. The North Dakota Game and Fish director will sign agreement and return a copy to grantee. At this time, range work can begin. **Receipts dated prior to the date on the agreement will not be reimbursed.**
4. Range work must be completed within 12 months.
5. Mail receipts and record of volunteer hours, other services or cash contributed by the club (attachments A and B) to North Dakota Game and Fish. The Department will only reimburse the grantee, not vendors or contractors.
6. A check will be mailed to grantee.

Shooting Range Application Form

Organization Name

Primary Contact

Name (Last, First, Middle Initial)	Daytime Phone Number	Email	
Mailing Address	City	State	Zip Code
Fax (if available)			

Range Information

Address	City	State	Zip Code
Legal Description (to nearest 1/4, 1/4 section)			
General Directions (location from nearest town, street address, landmarks)			
Property is <input type="checkbox"/> owned <input type="checkbox"/> leased by the organization.			

* **Attach an aerial image or map with the site's property boundaries outlined to this application.** (Suggestion: The file may be created using free services from [Google Earth](https://www.google.com/earth/)). If any dirt work (preparation for concrete, drain field work, ditching for sewer, water or electricity or any other construction that disturbs the ground surface) is included in the project, it must be clearly and precisely depicted on the submitted map.

Grant Request

Grant Amount Requested	Total Project Cost (=amount requested + 25% cost-share)
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General description of range and facilities (ex. year established, member count, types of activities, etc.)

Description of public access to the facilities (times, dates, types of access the public will have to the range)

Description of proposed development and cost estimate of materials. Proposed buildings must include size and materials used in construction.

Description	Amount
Total	

Other development and cost estimate notes

Estimate of cost-share sources (cash, donated labor, services product). Must equal 25% of the total project cost. Be specific for each source (ex. 10 hours labor at \$25/hour = \$250, skidsteer operator 3 hours at \$150/hour = \$450, cash from club treasury = \$600, etc.) Documentation (quote/price on business letterhead) needed for value of donated equipment or professional services.

Description	Rate	Amount
Total		

Other cost share notes

DUNS Number (**Application will not be considered if the DUNS number is not provided**)

Note: Work cannot begin until grant is approved. A formal notification will be provided.

Grantee Signature _____

For official use only

Approval/Date:

Comments: