

Colorado Association of 4 Wheel Drive Clubs, Inc.

4 Wheel Drive Roads Grant Application

Grants for projects related to recreational use of off-highway vehicles, (OHV's) on lands open to the public. OHV's include trail motorcycles, all-terrain vehicles, and four-wheel drive vehicles.

Funds are provided from the Land Use Fund of the Colorado Association of 4 Wheels Drive Clubs, Inc. (CoA4WDCI)

For electronic forms and more information see www.HighTrails.org

Submit completed application packets to:

CoA4WDCI
% Grant Applications
PO Box 16995 Colorado Springs, CO 80935

Applications must be received 30 days prior to the next CoA4WDCI BOD meeting or approx. 7 weeks prior to the quarterly meeting.

Approved by CoA4WDCI Board of Directors, 7 April 2008

Version 1, Revision 0

CONTENTS:

Part I – Project Information Pages I -IV

Part II – Grant Application Pages 1 - 6

PART I

Project Information

Eligibility

- Only CoA4WDCI member clubs in good standing are eligible to obtain a CoA4WDCI Land Use grant.
- Grants awards may be up to \$1000.00 per grant. Each approved grant must be satisfactorily closed out before obtaining another grant.
- Grants will be scored by the Board of Directors at their next BOD meeting and awards will be presented at the next quarterly meeting.

Grant Application (Pages 1-6)

- Provide 10 copies *of the grant application only*, pages 1-4, 5A or 5B and 6.
- Page 1: Fill in the requested information on the form provided.
- Page 2: Use separate sheet(s) of paper to describe these criteria.
- Page 3: Complete the Scope of Work on the page provided.
- Page 4: Provide detailed information on your budget and how you would spend the grant money
- Pages 5A and 5B, see below.
- Page 6: Complete the Grant Agreement.

Grant Agreement

- The President of the 4x4 club signs and dates the Grant Agreement on behalf of his club and members.
- At the conclusion of the project, the President of the 4x4 club is required to submit a report outlining the accomplishments of the project and provide receipts justifying the expenditure of the grant funds. It is required that a timely article be submitted to the *High Trails* newsletter, accompanied by before and after pictures, if available.
- Approved grants will require a quarterly progress report, at a minimum. This report and the final report at the conclusion of the project are to be sent to: CoA4WDCI, P.O. Box 16995, Colorado Springs, CO 80935, Attn: Grant Administrator.
- Any unspent funds will be required to be refunded to the CoA4WDCI treasurer.

Environmental Information and Land Manager Approval (*Page 5A of grant application*)

- ❖ *For projects on federal land only (If you submit this approval form, do NOT complete page 5B)*
- The Forest Service District Range or BLM Field Office Manager or other manager is to fill out and sign this page only if the project is located on land owned by any federal agency, including U.S. Forest Service, Bureau of Land Management, National Park Service, U.S. Army Corps of Engineers, etc.
- Provide 10 copies with your grant application

Non-Federal Environmental Information and Approval (*Page 5B of grant*)

- ❖ *For projects NOT on federal land (If you submit this approval form, do NOT submit page 5A)*
- The owner or representative of the private land is to fill out and sign this page if the project is located on land in any other ownership, such as a state agency, a town or city, a county, a non-profit organization, a corporation, etc.
- Provide 10 copies with your application (if applicable)

- Provide answers to Project Criteria on separate sheets of paper.
- Provide 10 copies with your grant application

Project Budget

- Provide project budget on the budget form included in the application (page 4). This budget page is in addition to the summary on the application form (page 3 of the application). Attach a budget showing major categories of anticipated expenditures. (See sample budget page IV)
- Describe fully your planned development or project with either actual or estimated costs.
- ❖ Examples:
 1. Road type, earthwork, road length and width, surfacing, bridges, drainage, signs, etc.
 2. Facilities for road or trailhead; road rebuilding, tools, engineering, etc.

EXAMPLES OF FUNDABLE AND NON-FUNDABLE PROJECTS FOR CoA4WDCI OHV GRANT

1. Reconstruction of, or enhancements to, an existing 4x4 road or 4x4 road system.
2. Trailhead facilities related to 4x4 roads.
3. Construction of new 4x4 roads.
4. Safety, education, and user information.
5. Hand equipment and tools for performing the above work.

Eligible for funding:

- Support for volunteer labor, i.e. lunch, soft drinks, water, t-shirts of project. NO gasoline.
- Hand equipment and tools used to build or maintain roads.
- Materials and tools for roadwork.
- Directional, regulatory, and interpretive signage.
- Road grading, surfacing, and drainage.
- Crossing structures, bridges, railings, ramps, and fencing.
- Bank stabilization and retaining structures.
- Road corridor re-vegetation and erosion control.
- Rehabilitation of closed 4x4 roads and/or damaged areas, if reopened.
- Trailhead development for 4x4 roads.
- Acquisition of land or permanent easements for 4x4 road access.
- 4x4 road system planning, engineering, or design.
- Rental of backhoes and other construction type equipment

Eligible for funding as Safety, Education and User Information projects

- Programs, publications and videos on safety and OHV recreation
- Signage for OHV routes or combined motorized/non-motorized trails
- Maps and guides of trails/4x4 roads and recreation areas

- Support for volunteer programs on safety, education, and information for OHV or combined motorized/non-motorized trails

Not Eligible for Funding

- Environmental compliance work required under NEPA or other statutes
- Trail construction or improvements which excludes motorized use
- Grant writing
- General overhead costs by federal agencies
- Any application from an applicant not in compliance with terms and conditions of a prior or existing grant from this program.

For assistance in completing this grant, contact Brian O'Connor at secretary@hightrails.org

**CoA4WDCI 4 Wheel Drive Roads Grants
SAMPLE BUDGET**

Please use this format in preparing your project budget. We need to see clearly the dollar amounts of the grant request, total project cost, and the grant match for both cash and in-kind services. Under “Sources of Funds,” list the specific contributions of both applicant and partner agencies, organizations, and businesses. Under “Uses of Funds,” list the major budget items or expenditures in categories appropriate to your project.

Sources of Funds	Date	Grant Request	Cash Match	In-Kind Match	Totals
CoA4WDCI Grant Fund	06/2008	\$ 3,200			\$ 3,200
Any CoA4WDCI 4 Wheel Drive Club	06/2008		\$ 300	\$ 500	\$ 800
Partners (US Forest Service)	06/2008			\$ 1,000	\$ 1,000
Partners (ATV Club)	06/2008			\$ 1,000	\$ 1,000
Partners (Joe’s Sand & Gravel)	06/2008			\$ 4,000	\$ 4,000
Totals		\$ 3,200	\$ 300	\$ 6,500	\$ 10,000

Uses of Funds	Date	Grant Request	Cash Match	In-Kind Match	Totals
<i>Project Materials</i>					
Crushed Rock	8/2008 – 2/2009			\$ 1,500	\$1,500
Culverts	8/5 –15/2009			\$ 800	\$ 800
<i>Professional Services</i>					
Hauling and grading	8/2008 – 2/2009			\$ 1,500	\$ 1,500
Trail Surfacing	8/2008 – 2/2009			\$ 500	\$500
Engineering work	6/2008 – 7/2009			\$ 1,000	\$ 1,000
Trail survey	6/2008	\$ 500			\$ 500
Corridor re-vegetation	9/2008 – 2/2009	\$1,200		\$200	\$ 1,400
Grant Administration (5%)				\$500	\$ 500
Volunteer Support	8/2009 – 2/2009	\$ 500	\$300		\$ 800
Signs	9/2008 – 7/209	\$ 1,000		\$500	\$ 1,500
Totals		\$ 3,200	\$ 300	\$ 6,500	\$ 10,000

TOTAL PROJECT COST: \$ 10,000

In-kind Services: Contributions other than cash, such as materials, supplies, professional services and other essential project items provided by the project sponsor or partner. Volunteer labor directly engaged in the project work on the ground is an eligible match. The volunteer labor rate to be used is \$18.77/hour. Grant administration is an eligible in-kind match for non-profit organizations.

CoA4WDCI GRANT APPLICATION

Name of Project: _____ Date: _____

(Please limit the project name to 8 words or less)

SPONSORING 4X4 CLUB INFORMATION

Club Name: _____

Project Manager: _____

Address: _____

City/State/ZIP _____

Phone () _____ Email _____

PROJECT LOCATION INFORMATION *(If on federal land, submit form on Page 5A)*

Nearest Town/City: _____

County: _____

Forest Ranger District: _____

Ranger District Contact: _____

Phone _____ Email _____

BLM (if applicable) Field Office _____

BLM Contact: _____ Phone: _____

LAND OWNERSHIP *(Submit form on page 5B)*

Forest Service _____ BLM _____ Private _____

If private:

Name of contact person/owner/manager: _____

Company Name: _____ Phone: _____

PROJECT CRITERIA

Provide answers to each of the following criteria on separate sheets of paper.

Benefits and Education:

Describe the objectives of your project and how it will benefit OHV/4x4 recreation and education.

- What will you be accomplishing?
- How are you improving or creating 4x4 opportunities?
- Will it provide essential maintenance to keep 4x4 opportunities available?
- Explain how you will encourage responsible use through education?
- How will you promote the CoA4WDCI grant fund?

Environment and Planning:

Show how the project aids in the protection or improvement of the environment by fixing any existing problems, avoiding or minimizing impacts of the project, or both; AND describe how this project relates to plans for 4x4 road development, recreation management, and transportation.

Some examples are:

- Cleaning up, rehabilitating, or creating wildlife habitat and wetlands.
- Re-routing a 4x4 road around sensitive habitat areas, and/or educating the public about wildlife concerns.
- Re-vegetation of eroded areas along the 4x4 road or protecting resources.
- Improving drainage structures to prevent erosion or repair damage from runoff.
- Planning, design, and management that will minimize impacts to the 4x4 road environment.
- Providing educational signs at trailheads and/or along the trail.
- Describe how the project will improve the long-term sustainability of the trail, 4x4 road or facility

BUDGET FORM

Sources of Funds	Date Secured	Grant Request	Cash Match	In-Kind Match	Totals
			\$	\$	\$
Uses of Funds	Date To Be Spent	Grant Request	Cash Match	In-Kind Match	Totals
			\$	\$	\$
Totals					
			TOTAL PROJECT COST		\$

Signature: _____

Date: _____

***In-kind Services:** Contributions other than cash, such as materials, supplies, professional services and other essential project items provided by the project sponsor or partner. **Volunteer labor** directly engaged in the project work on the ground is an eligible match. The volunteer labor rate to be used is \$18.77/hour. Grant administration is an eligible in-kind match for non-profit organizations.*

**FEDERAL ENVIRONMENTAL INFORMATION and
LAND MANAGER APPROVAL**

Project Name _____ Project Sponsor _____

As the official responsible for management of the land on which the project will be accomplished, I agree to the following:

1. The project as described in this application has my approval.
2. The project is located on federal public lands and is in conformance with the appropriate Forest Management plan, BLM Resource Area Management plan or other decision document titled:

_____ Dated: _____

3. This project will remain open to public access for a minimum of:
 5 years 10 years 25 years Indefinitely

4. A decision had been issued as part of the NEPA environmental review process.

Date and title of document:

_____ Dated: _____

If not, please state the reason. No grant funds will be distributed until any required NEPA documentation is completed.

_____ For more information, contact:

The next planning process that may affect this project is planned for _____ (Date)

Print or type Land Manager's Name and Title

_____ Land Manager Signature and Title

_____ Date

GRANT AGREEMENT

This agreement is made between the 4x4 club (sponsor) initiating this application and the CoA4WDCI. The sponsor is responsible for:

- *Ensuring the Scope of Work is accomplished in an expedient, safe and proficient manner.*
- *Require that environmental concerns will be foremost everyone's mind during the execution of this work.*
- *The appropriate expenditure of funds as outlined in the submitted budget. Deviations must be pre-approved by the CoA4WDCI BOD.*
- *Coordinating all work dates of work, and scope of work with the appropriate land manager authority.*
- *At the conclusion of the project, the President of the 4x4 club is required to submit a report outlining the accomplishments of the project and provides receipts justifying the expenditure of the grant funds. It is required that a timely article be submitted to the High Trails newsletter, accompanied by before and after pictures, if available.*
- *Approved grants will require a quarterly progress report, at a minimum. This report and the final report at the conclusion of the project are to be sent to: CoA4WDCI, P.O. Box 16995, Colorado Springs, CO 80935,, Attn: Grant Administrator.*
- *Each approved grant must be satisfactorily closed out before obtaining another grant.*
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Sponsor or authorized representative:

Printed Name: _____

Signature: _____ Date: _____

Approved by CoA4WDCI Board of Directors: _____ Date: _____

By: (Print Name) _____

Signature: _____

Title _____

To participate in the Colorado State Parks OHV Grant Program, go to <http://Parks.state.co.us> , select "Programs", select "OHV Programs", select "Grants", select OHV Grant".

