



State of New Hampshire  
 Department of Natural and Cultural Resources  
 Division of Parks and Recreation  
 Bureau of Trails  
 NH Grant-In-Aid Program

Bureau of Trails <b>ONLY</b>	Date Stamp
District 1 <input type="checkbox"/>	
District 2 <input type="checkbox"/>	
District 3 <input type="checkbox"/>	

**SNOWMOBILE APPLICATION FOR GRANT-IN-AID  
 SUMMER 2024 CONSTRUCTION & EQUIPMENT**

**APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER FOR IT TO BE CONSIDERED FOR AN AWARD**  
 Application submission DEADLINE:  
**Friday, May 3, 2024 @ 4:00 PM**

Club/organization is applying for (check ALL that apply):  Construction  Equipment

**SECTION 1 - APPLICANT INFORMATION**

**A. Name of Club/Organization:** \_\_\_\_\_

Club/Organization Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Club/Organization Physical Address (if different then mailing):  
 \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Club/Organization Telephone #: \_\_\_\_\_

Club/Organization Website Address: \_\_\_\_\_

Club/Organization E-mail: \_\_\_\_\_

How many **members** did your club/organization have last year? \_\_\_\_\_

**B. President name:** \_\_\_\_\_

Cell #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**C. Trail Administrator name:** \_\_\_\_\_

Cell #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION 2 – TRAIL SYSTEM INFORMATION

The Club/Organization has trails in the following towns(s):

The Club/Organization has trails in the following counties(s) (check all that apply):

- |                                       |                                     |                                    |                                   |
|---------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Coos         | <input type="checkbox"/> Grafton    | <input type="checkbox"/> Carroll   | <input type="checkbox"/> Belknap  |
| <input type="checkbox"/> Sullivan     | <input type="checkbox"/> Merrimack  | <input type="checkbox"/> Strafford | <input type="checkbox"/> Cheshire |
| <input type="checkbox"/> Hillsborough | <input type="checkbox"/> Rockingham |                                    |                                   |

**One-way** mileage of **Corridor Trails** in club's trail system: \_\_\_\_\_ miles

Corridor Trail Numbers: \_\_\_\_\_

**One-way** mileage of **Primary Trails** in club's trail system: \_\_\_\_\_ miles

Primary Trail Numbers: \_\_\_\_\_

**One-way** mileage of Non-Corridor/Non-Primary Trails in club's trail system: \_\_\_\_\_ miles

**TOTAL ONE-WAY** mileage of the entire trail system

(should be the total of all the numbers above): \_\_\_\_\_ miles

Are your trails open to other uses?     Yes     No

If yes, indicate other uses allowed (check all that apply):

- |                                       |  |                                     |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> ATV          | <input type="checkbox"/> hiking/walking  | <input type="checkbox"/> equestrian |
| <input type="checkbox"/> OHRV         | <input type="checkbox"/> snowshoe        | <input type="checkbox"/> mushing    |
| <input type="checkbox"/> Trailbike    | <input type="checkbox"/> mountain biking | <input type="checkbox"/> X-C ski    |
| <input type="checkbox"/> 4X4 vehicles | <input type="checkbox"/> other: _____    |                                     |

Parking lots for the trail system are located at:

## SECTION 3 – PROPOSED TRAIL MAINTENANCE/CONSTRUCTION PROJECTS

A Project is each instance where a trail is being newly constructed, re-routed, maintained/repaired or upgraded; or a bridge is being built, repaired, upgraded or removed.

If Projects are on the same trail within the same area: it is one Project. If Projects are on the same trail, but in different areas miles apart, or on different trails, then they are multiple Projects.

### LANDOWNER(S) PERMISSIONS FOR PROJECTS:

The Club/Organization must submit a signed and dated **GIA Landowner Project Permission Form** for each and every landowner where the proposed Projects(s) will be completed. Landowners can include private, municipal, Bureau of Trails owned/managed lands and other government lands. GIA Landowner Project Permission Forms are to be included at the time of submittal and must be dated in the same year as application.

A blank **GIA Landowner Project Permission Form** is the next page of the application and can be obtained at any time via the GIA website.

The Trail Administrator certifies that a current (same year as application) **GIA Landowner Project Permission Form**, signed and dated by the landowner, is included for each Project they are applying for GIA funds for.

### PROJECT MAPS:

A Project map needs to be included that shows where the project is in order for Trails Bureau staff to find the project for audit purposes.

Some suggested items/labels to include for maps (if applicable) that make it easy for GIA coordinator to understand your project: make map in color, town location of project, trail names, water body names, bridge locations, culvert locations, gate locations, parking lot locations, start and end points for trail work, discontinued old trail & newly rerouted sections of trail, north arrow, scale bar, etc.

A detailed map with the Project areas marked is required at the time of application. The Trail Administrator certifies that this map is attached to the application and each project applied for is **clearly labelled**.



**STATE OF NEW HAMPSHIRE**  
 Department of Natural and Cultural Resources  
 Division of Parks and Recreation  
 Bureau of Trails



**GRANT IN AID PROGRAM**  
**LANDOWNER PROJECT PERMISSION FORM**

Per RES 8403.06 Landowner Permission. All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for summer grading and winter grooming operations, provided that the trail administrator verifies by signing the grant-in-aid application that permission has been received.

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager. This form is to be completed and submitted with a club's GIA Application for grant funding for proposed projects.

Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner/land manager for any work to be done.

Name of club or political subdivision: \_\_\_\_\_

Project Year: \_\_\_\_\_ GIA Proposed Project Number(s) (P1, P2, P3, etc.): \_\_\_\_\_

Check the box for the appropriate type of property

- State of NH Property
- US Government Property
- Town/municipal Property (attach meeting minutes from town)
- Private Property

List the landowner to the above checked box (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Fish and Game, US Forest Service, US Army Corps of Engineers, private landowner name, etc.)

Landowner: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Contact Person for Public Landowner: \_\_\_\_\_

Contact Person/Landowner Phone #: \_\_\_\_\_

Contact Person/Landowner Email: \_\_\_\_\_

I hereby give permission to the above named club to perform work related to the above project on this property:

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date



**PROJECT SCOPE INFORMATION:** In box below, provide a **detailed description of the proposed project.**

Include information such as, but not limited to:

- Justify **why** this project is needed:
  - Is there is an environmental issue that is being addressed?
  - Is there a safety issue that is being addressed?
  - Is there is a landowner complaint that is being addressed?
  - What would be the outcome if project is not approved?
- **Type of work** necessary to complete the project:
  - For trail work, give approximately how long (in feet or miles) of a trail section is to be worked on.
  - For bridges, include length/width of *current* bridge and if length/width will change for completed bridge.
  - For culverts, include length/diameter of *current* culvert and length/diameter and material type of *replacement* culvert (should match budget).
  - Necessary machine rentals (should match budget)
- Will there be any environmental impacts related to this project?
- Approximately how long the project is expected to take and when will be completed?

**PROJECT BUDGET PAGE 1:**

Equipment Rentals (Operator & fuel costs cannot be invoiced separately, they are to be included in the rate if applicable)

Equipment type and size (excavator, skid steer, dozer, loader, etc.)	Rate \$	# of hours to rent	Total Cost
Total 100% Cost to rent equipment:			

GIA reimburses Equipment Rentals at **60% for snowmobile clubs:**

Total GIA reimbursement for equipment rentals for snowmobile clubs (at 60%): \_\_\_\_\_

Fill Material type (1/2" gravel, ledge pack, clay, etc.)	\$ per yard or load	# of yards/loads	Total Cost
Total Cost for fill:			

Lumber type & size	\$ per piece	# of pieces	Total Cost
Total Cost for lumber:			

**PROJECT BUDGET PAGE 2:**

Hardware type & size	\$ per piece	# of pieces	Total Cost
Total Cost for hardware:			

Culverts type & size	\$ per piece	# of pieces	Total Cost
Total Cost for culverts:			

Steel type & size	\$ per piece	# of pieces	Total Cost
Total Cost for steel:			

Other Project Items type & size	\$ per piece	# of pieces	Total Cost
Total Cost for other items:			

Total Project Cost (100% project costs): \_\_\_\_\_

Total **GIA reimbursement** for project  
 (with equipment rates calculated in)  
 pending available funds towards project: \_\_\_\_\_



## SECTION 4 – PROPOSED EQUIPMENT PURCHASE OR REFURBISHMENT

### PREVIOUSLY AWAIDED GIA EQUIPMENT:

Has your club/organization received GIA funds in the past to purchase equipment?  YES  NO

If yes, what was the last year GIA assisted your club/organization to purchase equipment? \_\_\_\_\_

Describe equipment purchased in the year stated above:

Mfg. Year	Make	Model	Engine Size	Purchased NEW or USED?	GIA Portion
_____	_____	_____	_____ HP/CC	<input type="checkbox"/> <input type="checkbox"/>	_____

Mfg. Year	Make	Model	Engine Size	Purchased NEW or USED?	GIA Portion
_____	_____	_____	_____ HP/CC	<input type="checkbox"/> <input type="checkbox"/>	_____

### SELLING/TRADING CURRENT GIA EQUIPMENT?

If the Club/Org is purchasing **NEW** equipment **AND** selling/trading a piece of equipment that they **previously purchased with GIA funds** to another OHRV club, snowmobile club or political subdivision, this information is **REQUIRED** in order to be considered for a grant.

The BOT will compare the current value of the sale/trade via an official written appraisal against the Club/Org's portion of the purchase price of the equipment at time of purchase. If the sale/trade value is greater than what the Club/Org paid at that time, then the Bureau shall reduce any possible award for equipment being requested to the extent necessary to prevent the combination of the sale/trade plus the GIA award amount from exceeding 100% of the value of the new equipment.

Is your club/organization selling or trading a currently owned piece of equipment to partially fund the purchased or another piece of equipment? YES  NO

If **yes**, continue below, if **no** skip to next page.

Mfg. Year	Make	Model	Engine Size
_____	_____	_____	_____ HP/CC

Year this was purchased by club: \_\_\_\_\_ Purchased NEW  USED

Original Purchase Price: \_\_\_\_\_ GIA Funds Awarded at Original Purchase: \_\_\_\_\_

Current Operational Hour Meter Reading: \_\_\_\_\_

Current Appraised Value: \_\_\_\_\_ Appraised Value Obtained From: \_\_\_\_\_

Double check: Make sure to ATTACH Copy of Written Appraisal. Sales/Trades of GIA-purchased equipment will not be considered without this appraisal attached to this application.

**JUSTIFICATION FOR THIS YEAR’S REQUEST FOR GIA EQUIPMENT:**

Use the space below to justify the club/organizations request for GIA funds to purchase a new or used piece of equipment or refurbish an existing piece of equipment using this year’s grant funds. **DO NOT SKIP this section.** Applications that do not provide a justification for equipment purchases or refurbishments will be denied.

For **purchases**, include information such as but not limited to:

- What will this piece of equipment be used for?
- Will this purchase replace an existing piece of equipment for the club? If so what piece?
- Will this purchase attach to another piece of already owned equipment? (ex: drag)

For **refurbishments**, include information such as but not limited to:

- What is this piece of equipment used for?
- When was this piece of equipment last serviced?
- Where does the club/organization have this piece of equipment regularly serviced?

**EQUIPMENT INFORMATION:** If the Club/Org is submitting requests for more than one proposed Equipment Purchase, copy this page and submit for each request and label them E1, E2, E3, etc. with the priority request being E1 and then descending.

**Attach QUOTES for every piece of equipment to be purchased (including attachments) or refurbished. Applications that do not attach quotes will not be considered for GIA funds.** Quotes should include vendor's company name, address and phone.

GROOMERS/GRADERS/TRACTORS/SNOWMOBILES/UTV/ATV

Proposed Equipment #: E \_\_\_\_\_ (1, 2, 3, etc.)      Is this request a Purchase?  or Refurbishment?

Is this equipment NEW  USED  or a DEMO?

Mfg. Year                      Make                      Model                      Engine Size                      Fuel Type  
\_\_\_\_\_  
\_\_\_\_\_ HP/CC

Odometer reading: \_\_\_\_\_ Operational Hour Reading (if applicable): \_\_\_\_\_

Use the box below to describe the **options** for this piece of equipment:

Total cost of the equipment (should match the quote): \_\_\_\_\_

Less other grants (ex: RTP, Northern Borders, etc.): \_\_\_\_\_

Remaining cost of the equipment: \_\_\_\_\_

GIA reimbursement amount if **purchase** @ 60% remaining cost: \_\_\_\_\_

GIA reimbursement amount if **refurbishment** @ 75% remaining cost: \_\_\_\_\_

IMPLEMENT OR ATTACHMENTS

Proposed Equipment #: E \_\_\_\_\_ (1, 2, 3, etc.)      Is this request a Purchase?  or Refurbishment?

Is this equipment NEW  USED  or a DEMO?

Mfg. Year                      Make                      Model                      Size  
\_\_\_\_\_  
\_\_\_\_\_

Use the box below to describe the options for this piece of equipment:

Total cost of the equipment (should match the quote): \_\_\_\_\_

Less other grants (ex: RTP, Northern Borders, etc.): \_\_\_\_\_

Remaining cost of the equipment: \_\_\_\_\_

GIA reimbursement amount if **purchase** @ 60% remaining cost: \_\_\_\_\_

GIA reimbursement amount if **refurbishment** @ 75% remaining cost: \_\_\_\_\_

## SECTION 5 – ATTACHMENT CHECKLIST

The following documentation is required to be submitted to Bureau of Trails with your application *by the Due Date*. **Missing and or late attachment submittal will RESULT IN APPLICATION DENIAL.**

- 1) **Current Certificate of Good Standing.** A Certificate of Good Standing (COGS) from the Secretary of State's Office **must** be included in your application packet or **be on file with the Bureau of Trails before application is submitted**. Your application will not be considered without a COGS on file with the Bureau of Trails. COGS for non-profit organizations are good for the 5 years they are valid through the Secretary of State. **Currently we are in filing period years 2020 through 2025.**
- This item is **REQUIRED** by Administrative Services for all items that go before the Governor & Council. A COGS can be obtained on-line at <https://quickstart.sos.nh.gov/online/Account/LandingPage>. The cost is \$7. There are 4 steps to ordering it and it should take about 10 minutes to order, including registration for the site.

Current **COGS** is attached to this application OR club has a current COGS on file with the BOT.

- 2) **Certificate of Liability Insurance (COI).** **If the club has insurance with any agent other than Allied or Hadlock Insurance**, a current Certificate of Insurance (COI) must be provided with the application. The COI must include the **certificate holder as additionally insured** with the **Bureau's full address**. The COI also must have insurance limits of 1 million general liability and 2 million aggregate.

Current **COI** is attached to application OR a current COI is on file with Bureau of Trails through Allied or Hadlock Insurance.

- 3) Double check for **construction** projects:

**All** Project Landowner Permission forms are included with **signatures** and **dates**?

All projects have maps with labels?

- 4) Double check for **equipment** requests:

Quotes attached for every piece of equipment requested for purchases/refurbishments including attachments? Quotes need vendor name, phone and address.

Justification statement is complete? (do not skip this).

Appraisal attached for equipment to be sold/traded? (if applicable)

## SECTION 6 – AUTHORIZATION FOR CONSIDERATION OF GRANT REQUEST

### GRANT REQUEST SUMMARY

Total Cost of all Proposed **Construction** Projects: \_\_\_\_\_

Total Cost of all **Equipment** Requests: \_\_\_\_\_

Total Cost for Combined **Construction** and **Equipment** Requests: \_\_\_\_\_

Total **GIA reimbursable costs** for **Construction** Projects: \_\_\_\_\_

Total **GIA reimbursable costs** for **Equipment** Requests: \_\_\_\_\_

Total **GIA reimbursable costs** for combined **Construction & Equipment**: \_\_\_\_\_

This application is submitted by the Club's/Organization's appointed **Trail Administrator** (TA) on behalf of the Club/Organization.

*The undersigned Club/Organization President certifies that, per Res 8403.05, the Officers of*

\_\_\_\_\_ *have voted to appoint*  
(Club/Organization Name)

\_\_\_\_\_ *as the Club/Org's Trail Administrator (TA).*  
(Trail Administrator Name – Please Print)

\_\_\_\_\_  
**CLUB/ORG PRESIDENT (Please print)**

\_\_\_\_\_  
**President's Signature**

\_\_\_\_\_  
**Date**

*On behalf of the aforementioned Club/Organization, I hereby represent that I have carefully analyzed the Grant-In-Aid Program Rules and certify that the information provided on this application is correct and complete to the best of my knowledge. If the Club/Org is awarded a grant, I will work with the GIA Program Coordinator to the best of my ability to satisfy grant requirements.*

\_\_\_\_\_  
**TRAIL ADMINISTRATOR (Please print)**

\_\_\_\_\_  
**Trail Administrator's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**OPTIONAL: GIA Advisor (Please print)**

\_\_\_\_\_  
**OPTIONAL: GIA Advisor Signature**

\_\_\_\_\_  
**Date**

**Mail hardcopy original, completed application to:**

NH Bureau of Trails  
ATTN: GIA Program  
172 Pembroke Road  
Concord, NH 03301

**\*COPIES ARE NOT NEEDED – PLEASE DO NOT BIND\***