

# Grant-in-Aid Workshop

**Grant-in-Aid (GIA) Summer Program for  
Snowmobile Clubs – 2025 version**



# Agenda: Table of Contents

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# Introduction: What is Grant in Aid (GIA)?

- GIA is a program to aid organized non-profit OHRV and snowmobile Clubs for projects that will benefit the ridership of OHRVs & snowmobiles.
- Municipalities can also apply to GIA if they choose but we encourage them instead to work with their local club to apply for funds.
- GIA is administered by the Bureau of Trails (BOT)



# Introduction: Where do the funds come from?



- Funding is derived from Snowmobile & OHRV registrations as well as unrefunded gas taxes
  - GIA grant awards are based on anticipated registrations to be sold.
  - Monies from previous years have already been spent on previous year's expenses.
  - If we don't sell enough registrations for current year, awards could be cut.



## Res 8403.03: Reduction of Grant-in-Aid

- (a) Should OHRV or snowmobile revenues **fall short** of the **estimated amounts**, grant-in-aid awards shall be **reduced by the amount of the revenue shortfall**. If GIA revenues are insufficient to fund projects at the percentages noted in Res 8403.02, the bureau shall have the **ability to offer partial funding** to a club, which is lower than those proportions noted in Res 8403.02, and the club may determine if they wish to accept the lower project funds.



# Introduction: Where is GIA info found?

- NH State Parks [Website](#)
- GIA has Statutory Authority under:
  - F&G RSA [215-A:2](#) (establishes Bureau of Trails) &
  - F&G RSA 215-A:3(a), 215-A:3 III & [215-C:3](#) II gives BOT authority to make GIA rules
- GIA rules are listed under Administrative Rules [Chapter RES 8400](#)
  - These rules are good for 10 years. Last revision was 6/17/2015.
  - Currently being revised for 2025-2035.

# Application Process Timeline

April 1, 2025  
application  
available

May 2, 2025,  
DEADLINE for  
Submission. BOT must  
receive by 4:00 pm. NO  
EXCUSES!

Mid to end of  
May Advisory  
Committee  
Meeting

Beginning of June  
clubs notified of  
award amount 😊  
or denial. 😞



# Application: Use of Funds



- Maintenance of existing trails – *bridges, gates, culverts, gravel, ditching etc.*
- Rerouting or creating new trails
- Purchase & refurbishment of equipment

# Environmental Reviews



- Applicant's responsibility to obtain any necessary notifications or permits from the Department of Environmental Services (DES): Wetlands Bureau.
- NOT required with application.
- <https://www.des.nh.gov/water/wetlands/permit-assistance>

# Best Management Practices



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Per **RSA 216-F:6**, all trail construction must comply with the Bureau of Trails' Best Management Practices (BMPs). [Trail Handbook Outline \(nhstateparks.org\)](http://nhstateparks.org)

Best Management Practices are designed to imitate and protect the natural functions of forests and reduce erosion of materials.

# Application: Attachments

- Project written landowner permission(s) per project
- Map(s)
- Budget page(s) per project
- Vendor Quotes
  - Equipment purchase/refurb





# Application Attachments: Landowner Permission for Construction Projects

- **Res 8403.06: Landowner Permission**
  - All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance must **obtain written landowner permission**.
- Written permission required; use the **GIA Project Landowner Permission form**
- Clubs must submit individual permission forms for each and every landowner where project is occurring.
- If on BOT managed properties/easements, then the BOT District Supervisors will review and sign off as landowner representative



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

US Government Property

Town/municipal Property (attached to a 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 \_\_\_\_\_ property.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

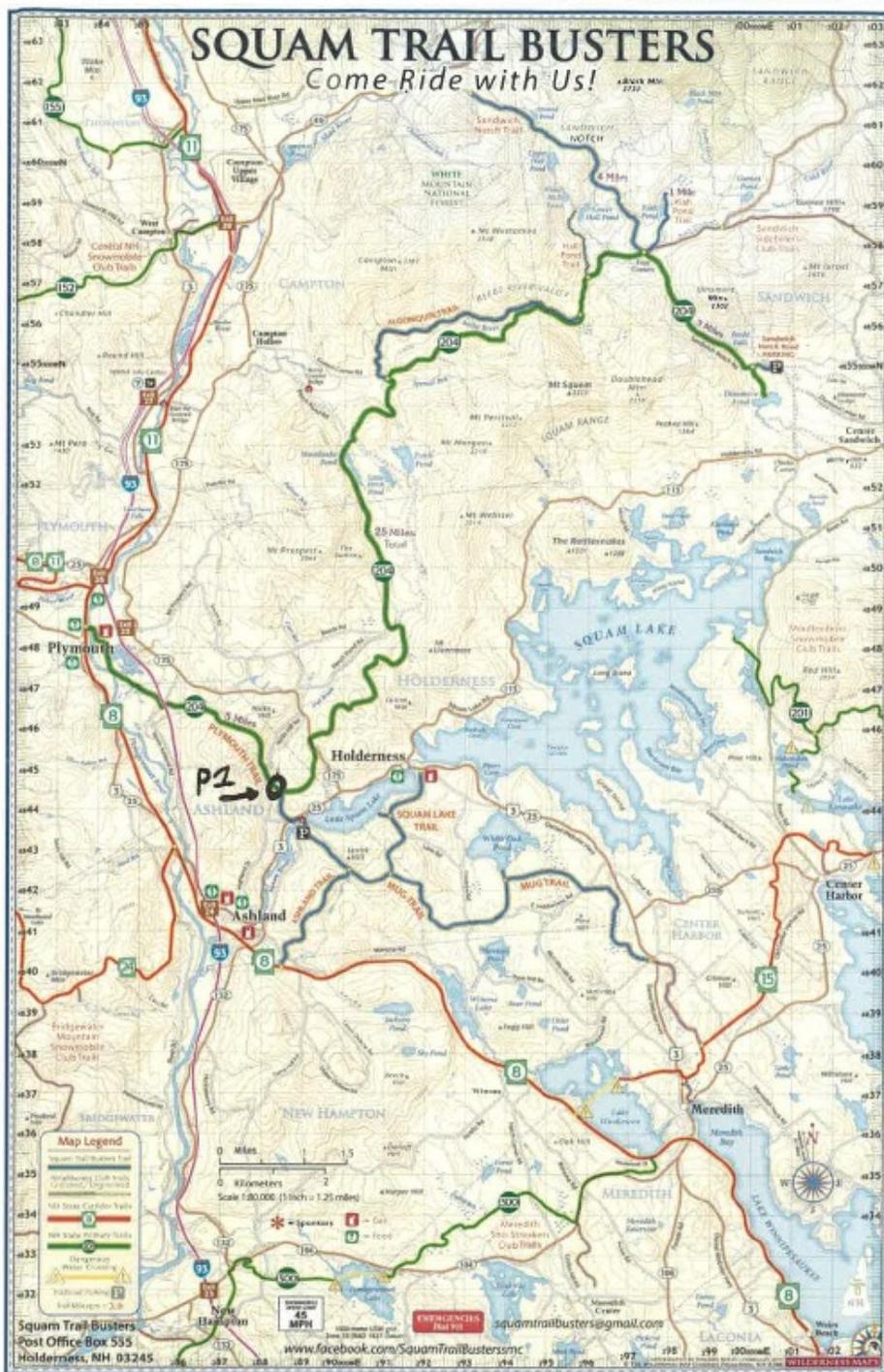
# Project Landowner Permission Form

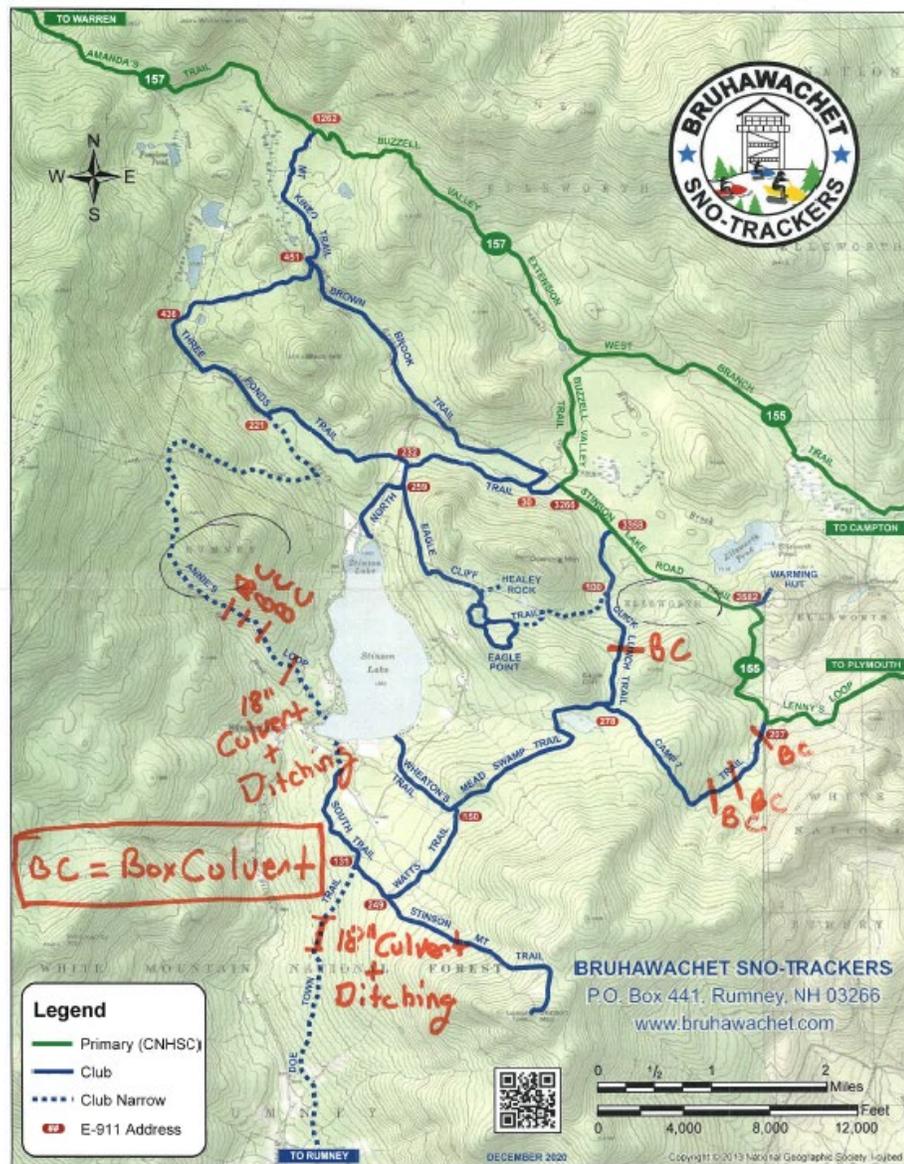
## • GIA Project Landowner Permission form – use for construction projects

- Must reference project #
- Updated to allow electronic signatures – must be **date stamped** with **watermark**.
- Can still print and sign with ink
- Must be **dated** in same project year
- Do not send photocopies.
- Do not reuse – these are for projects on landowner's property for that grant year.

# Application Attachments: Maps

- Submit a map for each project that is:
  - Color
  - Labeled – trail work, bridges, culverts, gates, etc.
  - Topographic
  - NOT drawn by hand
  - Need to be able to find project for field audit.
- Clubs can download USGS topo maps for free from USGS website.
- Maps are also available from UNH's GRANIT viewer.





Maps Continued...

# Application: Equipment

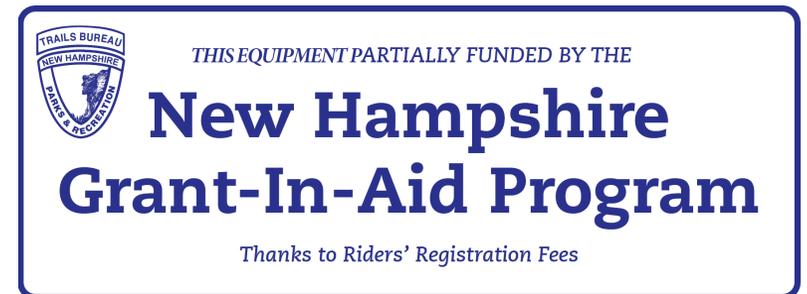
- Clubs must justify why they need equipment
- **Res 8404.04: Terms of Ownership**
  - Clubs will have sole financial interest in equipment purchased with GIA funds once the possession time limits & operational hours are met
    - Class 1, 2 & drags – 7 years from purchase
    - Class 3, 4 & 5 – Purchased NEW – 7 years & 3000 hours
    - Class 3, 4 & 5 – Purchased USED – 5 years & additional 1300 hours
  - BOT places **liens** on equipment w/ GIA funds
    - Info needed for liens must be on vendor invoice (operational hour meter reading, reading at time of purchase/refurb & date of purchase as well as what's listed in rules)



# Equipment Purchases: Res 8404.03

**Res 8404.03(e)(1)**: clubs need to provide **evidence of property insurance** for the equipment purchased through GIA for the cash value of the machine throughout the term of the lien.

- Clubs submit this when they request reimbursement for the machine
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
  - Once audit is complete, BOT applies a lien on all equipment.
  - Club is responsible for supplying GIA evidence of property insurance for the duration of the lien (5 years)





# EVIDENCE OF PROPERTY INSURANCE

OP ID: SC  
DATE (MMDDYYYY)  
09/12/2022



# Evidence of Property Insurance

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY Allied Insurance Agency, Inc. 500 South Street Bow, NH 03304 Sandra L. Cochrane		COMPANY Cincinnati Insurance Company PO Box 145496 Cincinnati, OH 45250	
PHONE (A/C, No.) 603-226-4265	FAX (A/C, No.) 603-226-4265	E-MAIL ADDRESS:	
CODE 28006		SUB CODE:	
AGENCY CUSTOMER ID #: NHSNO-1			
INSURED NH Snowmobile Association, Inc Dan Gould - Executive Director 600 Laconia Road, Ste 2 Tilton, NH 03276		LOAN NUMBER	POLICY NUMBER EPP 0151084
		EFFECTIVE DATE 12/28/2023	EXPIRATION DATE 07/01/2024
		<input checked="" type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:			

**PROPERTY INFORMATION**

LOCATION/DESCRIPTION  
Central NH S/M Club

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID LOSSES.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
2023 Moyal Master M#MBP1810HF7 S#418101976HF ACV subject to policy conditions & exclusions					\$30,715	\$1,000

**REMARKS (Including Special Conditions)**

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**ADDITIONAL INTEREST**

NAME AND ADDRESS NH Dept of Natural & Cultural Resources, Bure of Trails GIA 172 Pembroke Road Concord, NH 03301	ADDITIONAL INSURED / MORTGAGEE	LENDER'S LOSS PAYABLE	<input checked="" type="checkbox"/> LOSS PAYEE
	LOAN #		
AUTHORIZED REPRESENTATIVE <i>Sandra L. Cochrane</i>			

- Example showing evidence of property insurance for the cash value of the equipment purchased.
- This is supplied with the reimbursement request for the equipment (not with the app)
- Remember to provide VIN# or serial #
- This equipment should also be included in the list of equipment from Allied for *Liability* insurance.

# Equipment Refurbishment: Res 8404.05

- To qualify for refurbishment:
  - limited to class 3, 4 or 5 grooming tractors
  - Equipment must be 7 years from manufacture date **or** have 3000 hours of operation
  - If previously reconditioned equipment, must have additional 1700 hours of operation
- Terms of Ownership:
  - Club must maintain machine for 3 years after refurb & operate additional 800 hours
  - If club wants to sell machine before terms met, club reimburses GIA 50% refurbish value
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
  - Once audit is complete, BOT applies a lien on all equipment.
  - Club is responsible for providing BOT evidence of property insurance for the duration of the lien (3 years)



# Application: Equipment

## Res 8403.03: Reduction of Grant-in-Aid

- (b) Any non-GIA grant(s) received for purchases of equipment shall be deducted from the total cost of a new or used piece of equipment **before calculating a grant in aid award.**
- (c) In the event that a club is **purchasing new equipment**, and that **club is selling or trading-in property previously purchased through the GIA program** as part of the **financing for that new equipment**, then the bureau shall compare the value of that sale or trade-in against the amount of the purchase price not covered by the GIA award. If the sale or trade-in value is greater than the proportion of the purchase price not covered by the GIA award, then the Bureau shall reduce the GIA award below that specified in Res 8403.02 to the extent necessary to prevent the combination of the sale or trade-in value and the GIA award from exceeding 100% of the value of the new equipment.

# Contracts



**Governor & Council** approval needed

Contract period: July 1 – December 31 (or upon G&C approval)

Extensions will not be granted. Club can reapply for projects unfinished the following summer. BOT & GIA advisory committee will be looking for explanation for why project was not completed.

Projects completed during contract period for reimbursement **ONLY**

- Any work done, items purchased, etc. **outside contract period** are **not eligible for reimbursement.**

# Corporate Resolution/Certificate of Authority (CoA)



- Submit with Contract
- Must be signed (attested) by someone other than club Trail Administrator (usually it's the President).
- Attestation valid within 30 days before or after contract is signed.
- Signature at bottom must be an actual signature and not printed or typed.
- Electronic signatures are accepted provided they are date stamped with watermark.
- Authorization date (Meeting date) must be before the COA & Contract are signed
  - \*(can't sign contract without being authorized first)

# CoA: Example

- Jim is attesting that David is authorized to sign contract on behalf of the club.
- The meeting date took place before this COA was signed
- The date Jim signed this COA is within 30 days of the contract being signed.
- Jim's signature is **not** printed

Certificate of Authority #1

(Corporation, Non-profit Corporation)



## Corporate Resolution

I, Jim Lerner, hereby certify that I am duly elected Clerk/Secretary/Officer  
(Name of person attesting)  
of Hardy Country SMC. I hereby certify the following is a true and correct copy of a vote taken at a  
(Name of Club)

meeting of the Board of Directors/shareholders, duly called and held on June 26, 2023,  
at which a quorum of the directors/shareholders were present and voting.

Voted: That David Lloyd, TA (may list more than one person) is duly  
(Name of Club TA)

authorized to enter into contracts or agreements on behalf of Hardy Country SMC  
(Name of Club)

with the State of New Hampshire and any of its agencies and departments and further is  
authorized to execute any documents which may in his/her judgement to be desirable or  
necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force  
and effect as the date of the contract to which this certificate is attached. This authority shall  
remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify  
that it is understood the State of New Hampshire will rely on this certificate as evidence the  
person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are limits on the authority of any listed  
individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

6/28/23 ATTEST:  TITLE: President  
(Signature of person attesting) (Title)

Certificate of Authority #1

(Corporation, Non-profit Corporation)

Corporate Resolution

**Paul Jones**

*(Name of person attesting)*

hereby certify that I am duly elected Clerk/Secretary/Officer

**Great Bay Sno-Rollers**

of *(Name of Club)*

. I hereby certify the following is a true and correct copy of a vote taken at a

meeting of the Board of Directors/shareholders, duly called and held on **July 06** 2024,

at which a quorum of the directors/shareholders were present and voting.

**Voted:** That **Paul Jones**

*(Name of Club TA)*

(may list more than one person) is duly

authorized to enter into contracts or agreements on behalf of **Great Bay Sno-Rollers**  
*(Name of Club)*

with the State of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in his/her judgement to be desirable or necessary to affect the purpose of this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force and effect as the date of the contract to which this certificate is attached. This authority **shall remain valid for thirty (30) days** from the date of this Corporate Resolution. I further certify that it is understood the State of New Hampshire will rely on this certificate as evidence the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: **6/26/2024**

ATTEST: **Brian Arnott**

*(Signature of person attesting)*

TITLE: **President**

*(Title)*

# Incorrect CoA



- Ask yourself:
- Is the club's name exactly how it is on CGS?
- Did someone else attest to the TA?
- Is the date of the board meeting before or after the attestation date?
- Does the signature have a watermark and/or date stamp?
- Is the person who attested the same person on the first line?



# Certificate of Good Standing (CoGS)

- CoGS for non-profits are good for 5 years
- Current filing year is **2025-2030**
- Renew online at [New Hampshire Quickstart | Registration](#)  
Cost for clubs is \$7.00 (must be dated after April 1, 2025)
- Send CoGS to GIA Coordinator to keep in club file.

**\*Must have for summer 2025 Contracts.**



# CoGS: Example

- Club name
- Date of club incorporated
- State seal
- Date which this CoGS was obtained

**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that THE BARRINGTON SNOW GOERS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 09, 1971. I further certify that all fees and documents required by the State of New Hampshire since have been received and is in good standing as far as this CoGS.

Business ID: 61032  
Certificate Number: 0005876468



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this \_\_\_\_\_ of September A.D. 2022.

  
David M. Scanlan  
Secretary of State



# Certificate of Liability Insurance (COI)

- GIA Coordinator will request these from Allied and Hadlock insurance companies.
- If club has any other insurance company, they must request a COI and submit with application.
- COI must include:
  - Club's name (*Should be same as on Certificate of Good Standing*)
  - Be current/not expired
  - 1 million general liability/2 million aggregate
  - Indicate certificate holder as additionally insured
  - Indicate if there is workmen's comp or if no employees (N/A)
  - Certificate Holder must have Bureau of Trail's full address
  - List club equipment (helpful)



# Grant Contract Process Timeline



*Governor & Council approval of master award list and sample G-1 contract can happen at anytime between Step 1 and Step 4*

Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	
Clubs sign, initial, date contract and COA and mail to BOT	GIA coordinator reviews contract, adds CGS, COI and grant checklist	Contract is sent to Chief Rennie for review and signature	Contract is sent to DNCR business office for internal review and approval	Contract is sent to DNCR counsel at Department of Justice (DOJ) for approval	Approved contract goes to Accounts Payable for a requisition (RQ)	The RQ is submitted to Bureau of Accounting for approval and encumbrance (PO#)	<b>Clubs can FINALLY be reimbursed</b>

\* This **will** take weeks to months to get **GREEN LIGHT**



Need a Break?



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# Reimbursement Requirements RES 8408



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- BOT highly recommends Direct Deposit = much faster
  - Clubs sign up for this via the NH Treasury Website
- GIA is reimbursement based
  - Clubs incur costs and submit invoices w/ proof of payment then state pays club for actual work performed
  - Cash advances can be applied for
- Only **approved** projects will be reimbursed
  - Clubs are provided account statement with contract – projects are described on account statement based upon application
  - Some projects may be denied, do not assume all projects will be approved
  - Changes in project scope can be applied for

# Reimbursement: Changes in Project Scope

- Apply for changes in project scope and receive approval back from BOT BEFORE club does project!
- BOT discourages changes in project scope. Club should make all attempts to complete approved projects before making changes
- If *weather* damages prevent approved projects from being completed, then submit a change in project scope request.
- GIA website has **Change in Project Scope request form**
- **All other GIA requirements apply for new project:**
  - Signed **GIA Landowner Permission Form** – so they acknowledge the change on their property
  - **Map** to show where project will change
  - Project Description
  - Budget pages



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# Reimbursement: Percentages

## Res 8403.02: percentages of GIA for reimbursement:

- (a) 100% of the cost of purchasing materials for trail construction and maintenance;
  - If delivery fees are listed separate, they will be treated as a rental at 60%.
- (b) 60% of the cost of renting equipment required to complete a project;
  - This includes the operator as part of the rental rate and any vendors
- (c) 60% of the cost of purchasing trail grooming equipment;
- (d) 75% of the cost of reconditioning trail grooming equipment; (80% in rule revisions)
- (e) 70% of the cost of operations for summer trail grading and winter trail grooming;
- (f) 50% of the cost of parking lot snow removal;
- (g) 50% of the cost of liability insurance premiums for trail grooming equipment;
  - Must be declared a “low snow year” by BOT Chief by March 1
- (h) 100% of trail signs funded by the program and provided by the bureau.
  - Not for home made signs: signs are provided by BOT to clubs via annual sign order

# Reimbursement: Bill Form



**GIA Billing Form** to be included with every request

- Can put multiple projects on one bill form
- Notes section for club to give info to GIA coordinator
- Trail Administrator (TA) must sign and date bottom
- Include all invoices and proof of payments
- Must be submitted as hardcopy to BOT HQ





# Reimbursement: Invoice

## Invoices should have

- Company name and *contact information*
- Date, invoice number, itemize items purchased
- # of hours for each piece of equipment with dates equipment was used
  - NOTE: equipment rental reimbursement is 60%
  - NOTE: equipment rentals can be at daily/weekly/monthly rate if invoice indicates how long rental was for
- Labor is not reimbursable by GIA = will be deducted if listed on invoice
- Serial/VIN # for equipment purchased/refurbished
  - Operational meter hours, odometer reading
  - Total amount due should be zero unless seeking cash advance.



# Reimbursement: Invoice Example

- Company name and contact information
- Invoice date & number
- Itemize services performed
  - Machine used
  - Rate of machine/hour
  - Date of services performed
  - Project # for services
- Paid in full

**Merrymeeting Marina**  
 318 Merrymeeting Rd  
 New Durham, NH 03855 US  
 +1 6038592000  
 merrymeetingmarina@gmail.com

## Invoice



317 Merrymeeting Road  
 New Durham, NH 03855  
 Phone: 603 859-2000  
 merrymeetingmarina@gmail.com

*Paid  
 check # 2101  
 (R)*

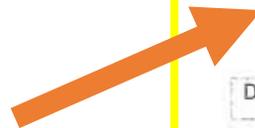
**BILL TO**  
 Powdermill Snowmobile Club  
 PO Box 324  
 New Durham, NH 03855

**SHIP TO**  
 Powdermill Snowmobile Club  
 PO Box 324  
 New Durham, NH 03855

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
82522	08/25/2023	\$0.00	09/01/2023	Due on receipt	

DATE	TRAIL WORK	DESCRIPTION	QTY	RATE	AMOUNT
07/25/2023	TRAIL WORK	PROJECT 2- MEDIUM EXCEVATOR HITC/ CR. 135 7/25/23 - 8/6/23	50	150.00	7,500.00
07/25/2023	TRAIL WORK	PROJECT 2- DUMP TRUCK 7/25/23- 8/6/23	30	75.00	2,250.00
07/25/2023	TRAIL WORK	PROJECT 2- BULL DOZER 450 JOHN DEERE 7/25/23 - 8/6/23	40	100.00	4,000.00
07/25/2023	TRAIL WORK	PROJECT 3 - SMALL EXCAVATOR, KUBOTA 121 7/25/23- 8/6-23	8	100.00	800.00
08/08/2023	TRAIL WORK	PROJECT 3- DUMP TRUCK 8/8/23-8/11/23	6	75.00	450.00
08/08/2023	TRAIL WORK	PROJECT 3- LOADER 908 CAT 8/8/23- 8/11/23	6	75.00	450.00
08/19/2023	TRAIL WORK	PROJECT 1- SMALL EXCEVATOR, KUBOTA 121 8/19/23 - 8/22/23	8	100.00	800.00
08/19/2023	TRAIL WORK	PROJECT 1- DUMP TRUCK 8/19/23 - 8/22/23	8	75.00	600.00

PAYMENT BALANCE DUE **\$0.00**





**Milford Lumber Company Inc.**  
 72 Mont Vernon Street  
 PO Box 489  
 Milford, New Hampshire 03055  
 Phone: 603-673-3331

**Invoice Address**  
 BROOKLINE ICE BREAKERS  
 198 MILE SLIP  
 MILFORD, NH, 03055

**Delivery Address**  
 BROOKLINE ICE BREAKERS  
 TRAILHEAD NORTH MASON RD  
 APPROX ADDRESS IS 45 NORTH  
 MASON  
 LOOK FOR TRAIL  
 BROOKLINE, NH  
 (803) 672-7514

(803) 672-7514

**Delivered Order**

**Order No** 418925  
**Order Date** 12/09/2024

**Customer** \*5\_MLC76  
**Contact Name** MARTIN SAMPLE  
**Contact Number** (603) 672-7514  
**Job**  
**Your Ref** IOX 198 BROOKLINE NH 03033  
**Delivery** On 12/13/24  
**Taken By** Sean Wright  
**Sales Rep** Building Partners Everyday\_m



Page 1 of 1

Special Instructions	Notes
DELIVER FRI ANYTIME CALL 603-672-7514 IF YOU HAVE ANY QUESTIONS	

Line	Product Code	Description	Qty/Footage	Price	UOM	Total
1	268T	2X6X8 PT #1 MCA	24 ea	9.34	ea	224.16
2	248T	2X4X8 PT #1 MCAAG	14 ea	6.52	ea	91.28
3	5468T	5/4X6X8 PT PREM MCAAG	12 ea	8.39	ea	100.68
4	SO Delivery Charge	Delivery Charge				25.00

Payment Method	Amount Received	Total Amount	
Visa 53035	\$441.12		\$441.12
Merchant #	419799	Sales Tax	\$0.00
Account #	*****0314	<b>Order Total</b>	\$441.12
Authorization #	045725		
Amount Outstanding	\$0.00		

Material may not be returned for credit unless authorized and subject to a 25% restocking charge on saleable material.  
 No Special Ordered or Milled Items will be credited.



# Reimbursement: Materials Invoice Example

- Company name and contact information
- Invoice date & number
- Customer information
- Itemized: Product description
  - Quantity
  - Price per
  - Total
- Payment method
- Zero balance

# Reimbursement: Invoice Example Equipment Purchase

- Company name and contact information
- Invoice date & number
- Serial or VIN # of equipment
- Less payments received
- Signed by vendor/dealer



**TROY POWERSPORTS**  
136 N MAIN ST  
TROY NH 03465  
603-242-7839

**Buyer's Order**

Date 08/25/2023  
Order No. 4005307  
Salesman Gregory Riley

HIDDEN VALLEY SKI RIDERS  
P.O. BOX 417  
MARLOW NH 03456  
H 860-306-7468 W C 860-306-7468

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Year	Make	Model	Serial No.	Stock No.	Price
New	2024	SKI-DOO	ANRH	SKAN LE 9A BK 1.5 W24	YH2SANRH0RR000129 N4926 \$13,437.00

Options:	Price	Adj Price	Manufacturer Retail Price	
BUMPER_154 REAR KIT	\$440.00	\$440.00	\$14,749.00	
HITCH_TRAILER F KIT	\$175.00	\$175.00	\$1,312.00	
BUMPER F KIT	\$330.00	\$330.00	\$13,437.00	
DRAWBAR WELD	\$180.00	\$180.00	\$0.00	
J HITCH	\$87.00	\$87.00	\$5,189.00	
HITCH	\$75.00	\$75.00	\$0.00	
AUXILIARY LED LIGHT	\$450.00	\$450.00	\$0.00	
AUXILIARY HIGH BEAM LED LIGHT	\$490.00	\$490.00	\$0.00	
COVER REV GEN 1.5 24" LTS AA	\$350.00	\$350.00	\$0.00	
BELT_DRIVE	\$170.00	\$170.00	\$0.00	
ICE SCREW GRAB	\$345.00	\$345.00	\$0.00	
CHAIN HOVER HOLDER	\$220.00	\$220.00	\$0.00	
TURBO PROTECTORS	\$80.00	\$80.00	\$0.00	
HITCH ELECTRIC KIT	\$809.00	\$809.00	\$0.00	
SHOP LABOR	\$1,188.00	\$1,188.00	\$0.00	

Less Dealer Discount	\$1,312.00
Dealer Unit Price	\$13,437.00
Factory Options	\$0.00
Added Accessories	\$5,189.00
Freight	\$0.00
Dealer Prep	\$0.00
Finance Fees	\$0.00
Delivery	\$0.00
GAP	\$0.00
Theft	\$0.00
Fuel Surcharge	\$0.00
Service Contracts	\$0.00
Property/Liability	\$0.00
Non-Cash Adjustment/CC	\$0.00
UCC	\$0.00
Surcharge	\$0.00
Bank Fee	\$0.00
Promo Accy Credit	\$0.00
VSI	\$0.00
Delivery	\$0.00
<b>Cash Price</b>	<b>\$18,626.00</b>
Trade Allowance	\$0.00
Payoff	\$0.00
<b>Net Trade</b>	<b>\$0.00</b>
<b>Net Sale (Cash Price - Net Trade)</b>	<b>\$18,626.00</b>
Title/License/Registration Fees	\$0.00
Dealer Fee	\$299.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00
<b>Total Other Charges</b>	<b>\$299.00</b>
<b>Sub Total (Net Sale + Other Charges)</b>	<b>\$18,925.00</b>
Cash Down Payment	\$7,870.00
<b>Amount to Pay/Finance</b>	<b>\$11,055.00</b>

Method of Payment: ADDITIONAL DEPOSIT

Notes:  
IF CLUB DOES NOT GET GRANT  
WE WILL REFUND MONEY!!!

Trade Information

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO CONSUMER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you fail to perform your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness arising from this agreement. All prior deposits are non-refundable if deal or contract is broken by consumer. \*\*\*\*Due to continued challenges with dealer networks as well as increasing logistics costs, product pricing, freight charges, specifications, and features are subject to change at any time without prior notice.\*\*\*\*

TRADE-IN NOTICE: Customer represents that all trade-in items described above are free of all liens and encumbrances except as noted. \*With Approved Credit. Interest rates and monthly payments are subject to change and may vary from those determined by the lender.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!



# Reimbursement: Proof of Payment Example

- Checks must clear bank – need front and back showing endorsement
  - Please note the invoice & project # in notes on check
  - Please make check amount match invoice amount (when multiple payments are lumped together on one check, its difficult to match to invoice for reimbursement)
- Credit card receipts are also proof of payment provided the receipt is linked to the itemized invoice
- Wire Transfers
- Club bank statement can be used for proof of payment with check mobile deposit.

NH Grant in Aid (GIA) Program

8/29/23, 3:20 PM about:blank

8/29/2023 3:20 PM

Nonprofit Advantage Account

54 7009 177  
2117

DATE 8/25/2022

PAY TO THE ORDER OF Tray Powersports \$ 7,370.00  
Seven Thousand Three Hundred Seventy <sup>00</sup>/<sub>100</sub> DOLLARS

MEMO skandic dep.

FOR DEPOSIT ONLY  
TROY POWERSPORTS  
301095903  
 CHECK FILED IF MOBILE DEPOSIT

Amount: \$-7,370.00  
Statement Description: Check  
Check Number: 177  
Posted Date: 8/28/2023  
Type: Debit  
Status: Posted



# Reimbursement: GIA Receipt

Twin Ridge Mountaineers	
Contract #:	C&E 2024-53
Vendor #:	167158
Encumbrance #:	1101546
Account #:	35560000

TOTAL Construction Amounts Awarded		\$6,531.20
GIA invoice #		Amount
GIA20245301072025LN1		\$6,531.20
TOTAL Expenditures To Date		\$6,531.20
TOTAL GIA Balance		\$0.00

TOTAL TO BE PAID ON THIS INVOICE	
GIA invoice #	GIA20245301072025LN1
Amount	\$6,531.20

Contract Amount Awarded for P1	Expenditures To Date	GIA Balance	Project Complete Date: <b>12/28/2024</b>
\$6,531.20	\$6,531.20	\$0.00	

**Approved Project Description:** Project consists of a reroute about 1 mile of new rough-cut trail along East Mountain Trail in Newport due to land sale. Excavator work to remove stumps and rock, leveled w/4 loads of crushed erosion stone. Funds: excavator, crushed erosion stone.

GIA Invoice #	Invoice Info					Payment Type	Amount to Reimburse	Subtotal	Paid by finance
	Date	Vendor	Vendor Invoice #	Item(s) Purchased	Invoice total				
GIA20245301072025LN1	12/28/2024	KA Stevens & Son, Inc	1772	3 days Excavation 24hrs 12/26-12/28 @ \$313 hr	\$7,512.00	Ck#1226	\$4,507.20	\$6,531.20	sent to Kim on 1/07/2025
				4lds crushed erosion stone @ \$560ld	\$2,024.00		\$2,024.00		

NOTES FOR GIA COORDINATOR	
DATE	NOTE

# Cash Advances



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**Res 8403(c):** To apply for cash advance, submit:

- ✓ Signed & dated letter on club letterhead explaining need for advance
- ✓ Invoice for items club needs cash advance for
- NOTE: advances are **not** to pay vendor before a job is to be done, its only for a completed bill that club cannot afford.
- ✓ Copy of club's most recent **financial records** showing **deficient** funds

# Cash Advances: Equipment

**Res 8408(c)(2)** GIA billing form for 75% of the GIA award for this item

Remember rentals are only paid at 60% for snowmobile clubs, so it would be 75% of that 60%.

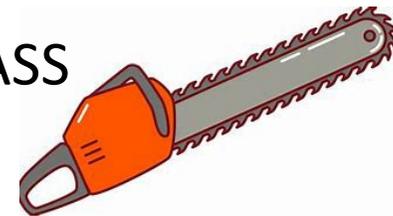
Remaining 25% will be paid after club submits proof of payment for 75%

\*Proof of payment from cash advance must be submitted within 60 days of BOT issuing advance. DON'T wait to submit these once you have them.

NOTE: Purchase/Refurb - Club must be able to pay their portion to vendor when purchasing/refurbishing equipment. Submit proof of payment along with invoice **dated within contract period** showing less payment and total due.

# Other Things Related to GIA

- Trail Administrator Authorization Form
  - Only submit to GIA coordinator if there is a change in TA during a project, otherwise the signature page is the TA form.
- Sign Requests
  - These will be sent out to Clubs in March for submission in April  
*Do not hold onto them until May to submit with application*
  - Signs are usually distributed to clubs at Trailmaster meeting 😄
- Memorandums of Agreement (MOA)
  - Clubs who maintain/groom trails on DNCR properties will require updated MOAs. (Annual report due May 1)
  - This includes chainsaw certification requirements = CLASS





# Other, Other Things Related to GIA

What if a club doesn't want to apply for summer or winter GIA?

- BOT created an **OPTIONAL** "No Project Form" to submit
- Optional attachments:
  - Officer list
  - Landowner List – use BOT excel form to benefit from policy if claim is submitted
  - Current club map
  - Updated bylaws
- BOT will accept this as email attachments since there isn't a rule preventing it.





GI A Coordinator:

Taya Ferris

603-271-3337

[Taya.m.ferris@dn-cr.nh.gov](mailto:Taya.m.ferris@dn-cr.nh.gov)

Website: [NH State Parks - Grants](#)

Trails Bureau Main Line

603-271-3255

[Nhtrails@dn-cr.nh.gov](mailto:Nhtrails@dn-cr.nh.gov)