

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.

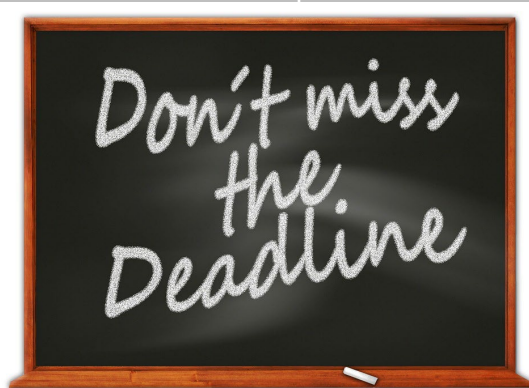
Application Process Timeline

**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

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

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



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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

☐ US Government

☐ Town/municipal Property (attached to 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.



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 (MM/DD/YYYY)
09/12/2022



Evidence of Property Insurance

- 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.

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. Ext): 603-224-5394			
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 PAYMENTS.	

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
2023 Mogal 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, Bureau of Trails GIA 172 Pembroke Road Concord, NH 03301	ADDITIONAL INSURED / MORTGAGEE LOAN # AUTHORIZED REPRESENTATIVE Sandra L. Cochrane
LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE	

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 [Signature] TITLE: President
(Signature of person attesting) (Title)

Corporate Resolution

„**Paul Jones**
(Name of person attesting) hereby certify that I am duly elected Clerk/Secretary/Officer
of **Great Bay Sno-Rollers**
(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** 20**24**,
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** TITLE: **President**
(Signature of person attesting) (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

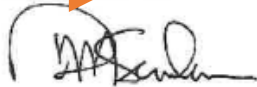
CERTIFICATE

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 Secretary of State have been received and is in good standing as far as this CoGS is concerned.

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 1st day 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)

COL: Example

- Club name listed (redacted)
- Limits: 1 million general & 2 million aggregate
- Certificate holder is additionally insured
- Not expired
- Workman's comp is "N/A" because there are no employees in club (VOLUNTEERS)
- Full address for DNCR – Bureau of Trails

NHSNOWM-01 **SCOCHRANE**
DATE (MM/DD/YYYY)
6/28/2023

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Insurance Agency, Inc. 500 South Street Bow, NH 03304		CONTACT NAME: PHONE (A/C, No, Ext): (603) 224-5394 FAX (A/C, No): (603) 226-4265 E-MAIL ADDRESS:	
INSURED NH Snowmobile Association, Inc / [REDACTED]		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10677	

COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:
INDICATE BY CHECKING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE REQUIRED TO CERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. ANY CHANGES SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
INSR. LTR.	TYPE OF INSURANCE	ADDL. BUSN. INFO.	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	EPP 0151084	7/1/2023 7/1/2024
	DEV'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>		
	<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	EBA 0271028	7/1/2023 7/1/2024
A	<input checked="" type="checkbox"/> UMBRELLA LIAB. EXCESS LIAB. <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE	EPP 0151084	7/1/2023 7/1/2024
	DED. RETENTION \$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AND PROVIDENT FUNDING	Y/N	N/A
	If yes, describe under DESCRIPTION OF OPERATIONS below		

LIMITS	
EACH OCCURRENCE	\$ 1,000,000
AGGREGATE	\$ 1,000,000
PERSONAL & ADV. INJURY	\$ 1,000,000
GENERAL AGGREGATE	\$ 2,000,000
PRODUCTS - COMPROP AGG	\$ 2,000,000
COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000
BODILY INJURY (Per person)	\$
BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$
UM	\$ 1,000,000
PER STATUTE	\$
OTHER	\$
E.L. EACH ACCIDENT	\$
E.L. DISEASE - EA EMPLOYEE	\$
E.L. DISEASE - POLICY LIMIT	\$

LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

[REDACTED]


CERTIFICATE HOLDER	CANCELLATION
State of New Hampshire, Dept. of Natural and Cultural Resources, Division of Parks and Recreation Bureau of Trails 172 Pembroke Road Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Donald R. Schene</i>



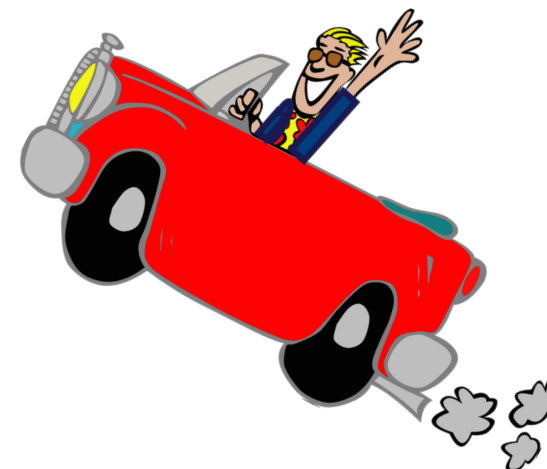
Grant Contract Process Timeline



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#)	Clubs can FINALLY be reimbursed

* 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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NH Grant in Aid (GIA) Program

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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.

Invoice Example

Would this invoice be accepted
for GIA reimbursement?



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DIG IN EXCAVATION, LLC



INVOICE # 01256

BILL TO

Sled Trail Riders
PO Box 133
Windham NH 03087

ITEM DESCRIPTION	AMOUNT
Trail work on P124	\$5,200.00
Subtotal	\$5,200.00
Delivery Fee	
Additional costs	
TOTAL DUE	\$5,200.00

Make all checks payable to Company Name

THANK YOU FOR YOUR BUSINESS!

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
(7/20)*

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 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

16,850.00
\$0.00



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

Delivered Order

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

Customer *S_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

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



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	\$441.12
Visa 53035	\$441.12	Sales Tax	\$0.00
Merchant # 419799		Order Total	\$441.12
Account # *****0314			
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 SNOWMOBILES
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	YH2SANRH0RR000129	N4926	\$13,437.00

Unit Information

Model Name	Price	Adj Price
SKAN LE 9A BK 1.5 W24	\$440.00	\$440.00

Options:

Options	Price	Adj Price
BUMPER_154 REAR KIT	\$440.00	\$440.00
HITCH_TRAILER F KIT	\$175.00	\$175.00
BUMPER F KIT	\$330.00	\$330.00
DRAWBAR WELD	\$180.00	\$180.00
J HITCH	\$87.00	\$87.00
HITCH	\$75.00	\$75.00
AUXILIARY LED LIGHT	\$450.00	\$450.00
AUXILIARY HIGH BEAM LED LIGHT	\$490.00	\$490.00
COVER REV GEN 24" LTS AA	\$350.00	\$350.00
BELT_DRIVE	\$170.00	\$170.00
ICE SCREW LEACH	\$345.00	\$345.00
CHAIN HOV HOLDER	\$220.00	\$220.00
TURBO PROTECTORS	\$80.00	\$80.00
WITCH ELECTRIC KIT	\$609.00	\$609.00
SHOP LABOR	\$1,188.00	\$1,188.00

Manufacturer Retail Price \$14,749.00
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

Cash Price \$18,626.00
Trade Allowance \$0.00
Payoff \$0.00

Net Trade \$0.00
Net Sale (Cash Price - Net Trade) \$18,626.00
Title/License/Registration Fees \$0.00
Dealer Fee \$299.00
Credit Life Insurance \$0.00
Accident & Disability \$0.00

Total Other Charges \$299.00
Sub Total (Net Sale + Other Charges) \$18,925.00
Cash Down Payment \$7,870.00
Amount to Pay/Finance \$11,055.00

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 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.

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 00/100 DOLLARS

MEMO skandic dep.

FOR DEPOSIT ONLY
TROY POWERSPORTS
301035203
CHECK HERE 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: 12/28/2024
\$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



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%.

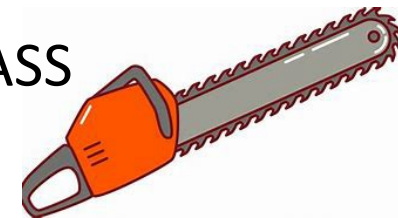
Remaining 25% will be paid after club submits proof of payment for 75%

*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.





GIA Coordinator:

Taya Ferris

603-271-3337

Taya.m.ferris@dn-cr.nh.gov

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

Trails Bureau Main Line

603-271-3255

Nhtrails@dn-cr.nh.gov