State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks and Recreation
Bureau of Trails

APPLICATION FOR BUREAU OWNED LOANED GROOMING EQUIPMENT

APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER FOR IT TO BE CONSIDERED FOR A GROOMER LOAN
Application submission DEADLINE:
Friday July 31, 2026 @ 4:00 PM

Email completed application to: alexis.m.rudko@dncr.nh.gov OR Mail hardcopy original, completed application to: ***COPIES ARE NOT NEEDED – PLEASE DO NOT BIND***

NH Bureau of Trails
ATTN: Groomer Loan
172 Pembroke Road
Concord, NH 03301

SECTION 1 - APPLICANT INFORMATION

A. Name of Club: _____

Club Mailing Address: _____

Town/City: _____ State: _____ Zip Code: _____

Club Physical Address (if different then mailing): _____

_____

Town/City: _____ State: _____ Zip Code: _____

Club Telephone #: _____

Club Website Address: _____

Club E-mail: _____

How many members did your club have last year? _____

B. Club President name: _____

Cell #: _____ Home Telephone #: _____

E-mail: _____

C. Trail Administrator name: _____

Cell #: _____ Home Telephone #: _____

E-mail: _____

SECTION 2 – CLUB ORGANIZATION INFORMATION

Provide an overview of the club's ability to keep and maintain records by answering the following questions:

1) Using the space below, provide a narrative of the club's **ability to process paperwork** and keep **sufficient records**. (Ex: successful GIA, RTP or other grant work the club has performed, successful wetlands permits obtained, crossing connector applications approved, etc.):

2) Using the space below, indicate if the club has had difficulty in keeping records and what has been done with the club to remedy these deficiencies:

3) Using the space below, provide a narrative of the **club's financial ability** to maintain this equipment in good working condition as indicated on the Loaned Grooming Equipment Agreement *(sample agreement attached):*

4) Using the space below, describe where the **equipment will be stored in the off season**. Note: equipment must be stored under cover in off season. Provide site address info if possible.

5) Using the space below, describe the club's organization chart. Are there multiple officers to assist the president with managing the clubs' paperwork & financials?

SECTION 3 – TRAIL SYSTEM INFORMATION

This application is submitted by the Club appointed Trail Administrator for the maintenance of snowmobile trails in the following towns:

_____

_____

The following County(s) represents my club's area of maintenance (check all that apply):

- ☐ Coos
- ☐ Grafton
- ☐ Carroll
- ☐ Belknap
- ☐ Sullivan
- ☐ Merrimack
- ☐ Strafford
- ☐ Cheshire
- ☐ Hillsborough
- ☐ 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):

- ☐ ATV
- ☐ hiking/walking
- ☐ equestrian
- ☐ OHRV
- ☐ snowshoe
- ☐ mushing
- ☐ Trailbike
- ☐ mountain biking
- ☐ X-C ski
- ☐ 4X4 vehicles
- ☐ other: _____

SECTION 4 – CLUB'S CURRENT GROOMING EQUIPMENT

Use the table below to create a **current list of club equipment to be used for grooming including drags.** Make sure to provide all equipment information to your insurance company to have your equipment listed for liability insurance.

class	year	make	model	color	VIN#	F&G Decal #	club owned or leased?	Average # of hours grooming last season

SECTION 5 – BUREAU OF TRIALS (BOT) INVENTORY OF GROOMERS FOR LOANING

- 2004 Tucker SnoCat 1000 with a 6-way blade and a 1608 Mogul Master drag.
- 2005 Tucker SnoCat 1000 with a 6-way blade and a 1608 Mogul Master drag.
- 2009 Tucker SnoCat 2000 with a 12-way blade and an 1808 Mogul Master drag.
- 2023 Prinoth Husky* 8'6" with a 1608 Mogul Master drag.
- 2023 Prinoth Husky* 8'6" with a 1608 Mogul Master drag.
- 2023 Prinoth Husky* 8'6" with an 1808 Mogul Master drag, aggressive cut high flow.
- 2009 Tucker SnoCat 1000 with a 12-way blade.
- 2023 Prinoth Husky* 9'6" groomer with an 1809 Mogul Master drag.

** Note: all Prinoth groomers come with built in GPS monitoring for managing equipment health.*

In space below indicate which groomer your club is seeking based upon above list of equipment:

In space below indicate which how long club is seeking this loan agreement for (up to 3 years max):

SECTION 6 – JUSTIFICATION FOR GROOMER LOAN REQUEST

Justify the clubs' need for this request by answering the following questions:

1) Why does the club need this groomer? Answer in space below.

2) What financial means do you have to provide maintenance and repairs for a loaned groomer? Answer in space below.

3) How will a loaned groomer benefit your trail system? Answer in space below.

4) Have you taken over additional trails to cover other clubs? Answer in space below.

5) Does BOT groom trails within your trail system? If yes what percentage are groomed by BOT staff? Answer in space below.

6) Does your trail system have any special restrictions or requirements? (ex: does your trails have a tunnel? Or a special trail width?) Answer in space below.

7) Explain how the equipment that you are applying for will work with the terrain in your trail system. Answer in space below.

8) In space below, write a narrative for any additional information needed to justify the club's request:

SECTION 7 – ANTICIPATED GROOMING SCHEDULE WITH LOANED EQUIPMNENT

Use the table below to create an **Anticipated Grooming Schedule** for the equipment the club is requesting a loan for and any other equipment the club owns and plans to use in conjunction with the state owned equipment (if applicable). *Note: this is just an estimated schedule for planning purposes. Schedule modifications are expected.*

Notice to applicants: Any other Club-owned groomers and/or maintenance implements shall be utilized in rotation with the state-owned groomers and/or maintenance implements to not prematurely wear out the state-owned equipment.

DAY	TRAIL(S) (include frequency if more than once a day)
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

SECTION 8 – ATTACHMENT CHECKLIST

The following documentation is required to be submitted to Bureau of Trails with your application *by the **Due Date***. **Missing information or late submittal will result in disqualification.**

If the club has submitted an application for this current season's winter Grant-in-Aid Grooming, then most of the below items will be on file with the Bureau of Trails and is not necessary to include with this application. Indicate this by marking the check box. Otherwise submit missing materials with this application.

1) **Landowner List – Bureau of Trails formatted spreadsheet is REQUIRED.**

☐ Current up to date **landowner list** has been attached to this application OR emailed directly to BOT as an excel document. Note: if submitted with 2025 grooming application, that will be accepted.

2) **An up-to-date Club Trail Map showing the club's complete trail system.**

☐ Current, color, labeled, hardcopy **map** is included with this application, it has parking lots marked AND marked trails of where club will groom for this season.

3) **Certificate of Liability Insurance (COI) for Trail Grooming Equipment.**

☐ Current **COI** with all equipment owned by the club AND any loaned equipment to the club is attached to application OR a current COI is on file with Bureau of Trails through Allied or Hadlock Insurance.

4) **Current Certificate of Good Standing (COGS)**.

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

SECTION 9 – AUTHORIZATION FOR CONSIDERATION OF APPLICATION REQUEST

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 Loaned Grooming Equipment Agreement and certify that the information provided on this application is correct and complete to the best of my knowledge. If the Club is approved for a loan, I will work with the Bureau of Trails to the best of my ability to satisfy the Agreement requirements.

_____	_____	_____
TRAIL ADMINISTRATOR (Please print)	**Trail Administrator's Signature**	**Date**