



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"/>	

**WINTER SNOWMOBILE APPLICATION FOR GRANT-IN-AID  
 2025-2026 SNOWMOBILE GROOMING & SNOW REMOVAL**

**APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER FOR IT TO BE CONSIDERED FOR AN AWARD**  
 Application submission DEADLINE:  
**Friday, October 3, 2025 @ 4:00 PM**

**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 - PARKING LOT PLOWING:

Per Ncr 844.09: Requests for plow funds will only be considered if the parking lot is **clearly marked** on the provided club trail map. **If the lot is not on the map, then no funding will be provided.** Parking lots must be open to the general public and clearly signed. Consideration of business needs will be taken into account regarding business lots, meaning if a business is open and having to plow their lot for their customers, GIA will not pay to plow the lot. GIA does not reimburse for sanding of lots.

GIA plow awards are calculated based on vendor amounts put on the application by the club. Awards are 70% of the club's request. If a vendor amount is considered too high by BOT & the Selection Committee, it may be adjusted. **Make sure the amount you put on this application is an accurate charge from your vendor that they will be billing you for. If bills are submitted that are less than what is on this application, payment will be adjusted to the lower amount. If bills are submitted that are higher than what is on this application, you won't be paid enough.**

GIA reimburses clubs based on each instance a vendor plows a lot, not per hour and not based on the amount of snow received. For example, if a vendor goes to a lot and plows it once on January second the club will be reimbursed one time the GIA Amount below. If a vendor plows the same lot twice on January second, they will be paid twice the GIA Amount below.

Any club that is awarded plow funds **MUST submit an itemized bill from the plow vendor that includes dates plowed and provide a receipt/cancelled check proving payment to the vendor has been made.** Plow bills should be submitted by the 10th of the month following the month the plowing was done in, along with your monthly grooming bills. For example, plowing and grooming done in January should be submitted by February 10th. **DO NOT HOLD ALL PLOW bills and submit them at the end of the year as they will not be reimbursed.** Any awarded plow funds that are not reimbursed for plowing will roll back into GIA account for next season.

#### PARKING LOT INFORMATION

Lot Name	Lot Address	Lot Dimensions	# of truck w/ trailer parking spots	Is this a State Park access lot?

_____	_____	X	_____	=	_____	X.70 =	_____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of times plowed		Amount Requested		GIA Amount
_____	_____	X	_____	=	_____	X.70 =	_____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of times plowed		Amount Requested		GIA Amount
_____	_____	X	_____	=	_____	X.70 =	_____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of times plowed		Amount Requested		GIA Amount

## SECTION 4- WINTER GROOMING RATE SHEET

Per Ncr 843.01 Uses of Grant -In-Aid. Grant-in-aid (GIA) shall be used for the development and maintenance of OHRV and snowmobile trails on private, state, federal, or municipal lands. (g) 70% of the cost of winter grooming operations.  
 Per Ncr 843.07 Reimbursement Rates for Grading and Grooming. The bureau chief shall have the authority to set the hourly reimbursement rates for grading and grooming in consultation with the OHRV and snowmobile advisory committees.

### GRANT IN AID PROGRAM

#### Winter Grooming Equipment Rate Sheet as of 11/22/2023

CLASS	EQUIPMENT TYPES	RATE PER HOUR TO GROOM (@100%)	GIA REIMBURSEMENT RATE PER HOUR (@ 70%)
1	Standard Snowmobile or an ATV	\$20.70	\$14.49
2	Alpine and other small twin tracks, VK540, Polaris WT/LT, WT Bearcat, Skandic ST/SWT, or a standard UTV	\$40.26	\$28.18
3	Tractor or UTV with tracks with 48 to 80 hp	\$64.90	\$45.43
4	Tractor with 81-100 hp	\$88.39	\$61.87
5 A	Tractor with 101 or more hp with a factory drag having a full 8' cutting surface.	\$100.21	\$70.15
5 B	Class 5 equipment with a factory drag having a full 9' cutting surface	\$109.41	\$76.59
5 C	Class 5 equipment with a factory drag having a full 10' cutting surface	\$118.61	\$83.03

Note: All packing and rolling with class 5 equipment will be reimbursed at the class 5A rate.

#### Highlights of the SPECIAL PROVISIONS of your club's Grant-In-Aid Agreement

1. Clubs receiving GIA funds for grooming are required to fill out a Grooming Log and submit one copy for each instance of grooming along with a completed Billing Form by the 10th of the month following the month the grooming was completed in. For example, January grooming/plowing should be submitted to BOT by February 10th.
2. Operational hour meters are required for Class 3, 4, and 5 machines.
3. Between December 15 and December 31, there must be eight inches (8") of snow on the ground before clubs can begin grooming operations to qualify for reimbursement from GIA program.

**SECTION 5 –GROOMING EQUIPMENT & GROOMING REQUEST**

Per Ncr 844.08: Use the table below to create a **current list of club equipment and if grooming hours are requested**. Make sure to provide all equipment information to your **insurance company** to have your equipment listed for liability insurance.

Enter information below for grooming using GIA rates on page 4 of 7.

class	manuf year	make	model	HP/ CC	VIN# Please ensure accuracy	Hours requested	GIA rate/hour	Total GIA request	Club owned?	GIA lien?	Leased?
<b>Total</b>											
drag length in feet	drag width in feet	manuf year	make	model	VIN#/SER#			Club owned?	GIA lien?	Leased?	

## SECTION 6 – 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) Per Ncr 843.06: LANDOWNER LIST – Bureau of Trails format is REQUIRED.**

- A current, typed list of all landowners on which the club's trail system exists using the trails bureau format on the GIA website. Said list is to include the Club's Name and current date on the top of the list, as well as provide landowner names, contact information, property location, trail name/# on property, and if the permission is **WRITTEN** or **VERBAL**.
- A blank landowner list is provided in the email accompanying this application, this can be directly emailed to Bureau during the period of winter GIA application.
- NOTE: **Failure to provide current landowner list will mean your application is incomplete, exclude you from funding, and will exclude your landowners from the Bureau's landowner insurance policy.**

Current up to date **landowner list** has been attached to this application OR emailed directly to BOT as an excel document.

**2) An up-to-date Club Trail Map showing the club's complete trail system.** Snowmobile and "legal" OHRV areas of winter usage, as well as parking lots, must be included and clearly marked on said map. Hand drawn maps are not acceptable; maps that are simply a screen shot are not acceptable, maps need to be viewable/legible, maps should be a quality map that you sell/provide to riders.

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.** **If the club has insurance with any agent other than Allied or Hadlock Insurance,** a current Certificate of Insurance must be provided with the application. The COI must indicate "all equipment owned by the club" or list the covered pieces of equipment with serial numbers. **Allied provides Bureau with a list of those clubs' machines they cover, Hadlock writes equipment on COI.**

Current **COI** with all equipment owned by the club AND any leased 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.** 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.

## SECTION 7 – TOTAL GIA AWARD REQUEST

Total GIA request for Plowing	Total GIA request for Grooming	Total GIA request

**LOGBOOKS LEFT FROM LAST SEASON SHOULD BE USED PRIOR TO ORDERING MORE**

Please indicate the number of **logbooks** your club needs this season: \_\_\_\_\_

## SECTION 7 – AUTHORIZATION FOR CONSIDERATION OF GRANT REQUEST

*The undersigned Club/Organization President certifies that, per Ncr 843.05, 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 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\***