



NH Grant-In-Aid Program
Bureau of Trails
Division of Parks and Recreation
Dept. of Natural and Cultural Resources

SUMMER 2021 GRANT-IN-AID SNOWMOBILE APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED FOR AN AWARD

Application Submission DEADLINE:

Friday, May 7, 2021 @ 4:00 PM

Club/Organization (Org) is applying for (check all that apply):

Trail Maintenance ☐

New Trail Construction ☐

Equipment Purchase ☐

Equipment Refurbishment ☐

SECTION 1 - APPLICANT INFORMATION

BOT utilizes the following information annually to update our club contact information. Please fill it out completely to ensure that you receive GIA, RTP, payment, and other BOT communication, as well as to allow us to reach you urgently if needed.

Club/Organization Name: _____
Applicant Street Address: _____
Town/City: _____
Zip Code: _____
Applicant Web Address: _____

Club/Organization President Name: _____
President's Street Address: _____
Town/City: _____
State: _____
Zip Code: _____
Cell Phone #: _____
Home Phone #: _____
E-mail Address: _____

Club/Organization Trail Administrator (TA) Name: _____
TA's Street Address: _____
Town/City: _____
State: _____
Zip Code: _____
Cell Phone #: _____
Home Phone #: _____
E-mail Address: _____

SECTION 2 – CERTIFICATE OF GOOD STANDING (COGS)

A Certificate of Good Standing (COGS) from the Secretary of State's Office **must** be included in your application packet. 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> utilizing a credit card. 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. Your application **will not be considered without a COGS**.

INSERT HERE

CERTIFICATE OF GOOD STANDING (COGS)

INSERT HERE

SECTION 3 – CLUB/ORGANIZATION TRAIL SYSTEM INFORMATION

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

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

The Club/Organization's trails are in the following County(s):

Belknap	Coos	Merrimack
Carroll	Grafton	Rockingham
Cheshire	Hillsborough	Strafford
		Sullivan

One-way mileage of Corridor Trails in the Club/Org's trail system: _____

Corridor Trail Numbers: _____

One-way mileage of Primary Trails in the Club/Org's trail system: _____

Primary Trail Numbers: _____

One-way mileage of Non-Corridor/Non-Primary Trails in the Club/Org's trail system: _____

TOTAL **ONE-WAY** mileage of the entire trail system (should be the total of all the numbers above): _____

The Parking Lot(s) for the trail system is located at: _____

The Club/Org's membership count is currently: _____

SECTION 4 – PROPOSED TRAIL MAINTENANCE/CONSTRUCTION PROJECT

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

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

The club **must** submit a current landowner signed/dated *GIA Project Landowner Permission Form* for each landowner where the proposed Project(s) will be completed. Landowners include private, BOT owned/managed lands, and government land. **Permissions are to be included with the application at the time of submittal.**

A blank [GIA Project Landowner Permission Form](#) is on the next page.



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

GRANT-IN-AID PROJECT PERMISSION FORM

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.

Club Name: _____ Current Date: ____/____/____

GIA Proposed Project Number: _____ (P1, P2, P3, etc.)

☐ STATE OF NEW HAMPSHIRE PROPERTY

☐ UNITED STATES GOVERNMENT PROPERTY

☐ TOWN PROPERTY (attach minutes of approval meeting)

LANDOWNER: _____

LANDOWNER examples: NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, Town of Millsfield, City of Concord.

CONTACT PERSON: _____

CONTACT PHONE #: _____

CONTACT EMAIL: _____

PROJECT PROPERTY ADDRESS: _____

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

_____/_____/_____
Signature Date

PRIVATE PROPERTY

LANDOWNER: _____

CONTACT PERSON (if not landowner): _____

LANDOWNER/CONTACT PHONE #: _____

LANDOWNER/CONTACT EMAIL: _____

PROJECT PROPERTY ADDRESS: _____

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

_____/_____/_____
Signature Date

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES - #7238, eff 5-1-00

Res 8403.03 Landowner Permission.

All political subdivisions and clubs seeking Grant-In-Aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for winter grooming projects, provided that the trail administrator verifies by signing the grant application, that permission has been received.

PROPOSED PROJECT #: P _____

If the Club/Organization is submitting requests for more than one proposed Project, copy the Project pages and submit for each Project and label them P1, P2, P3, etc. with the priority request being P1 and then descending.

Town/City Where Proposed Project Will Be Located: _____

Trail Name & #: _____

Is Trail a Connector to a Service? Yes ☐ No ☐ **Service Type:** _____

Names of Landowners Where Proposed Project Will Be Done:

PROJECT DESCRIPTION

New Trail = constructing a new trail that will add to the club's trail system

Re-Route = changing the location of a trail due to a landowner request, environmental/safety issue

Maintenance = replacing damaged culverts, re-decking a bridge, fixing bridges, brush cutting, adding fill/gravel

Upgrade = widening/straightening a trail for safety/maintenance, adding culverts/water diversion, adding a bridge

Is Project a New Trail? Yes ☐ No ☐

Is Project Maintenance? Yes ☐ No ☐

Is Project a Re-Route? Yes ☐ No ☐

Is Project an Upgrade? Yes ☐ No ☐

Will Project Involve a Bridge? Yes ☐ No ☐

If Yes, is a DES permit required? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐

Will Project Involve Culverts? Yes ☐ No ☐

If Yes, is a DES permit required? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐

Does Project Require a permit from NH Department of Transportation? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐ **Permit #:** _____

Are any other type of permits required for the Project? Yes ☐ No ☐ **Type?** _____

If required, has Club/Org obtained? Yes ☐ No ☐

Provide a **detailed** description of the proposed Project. Include information such as why the Project is needed, what work will be done to complete the Project, if there are any environmental issues related to the Project, how long the Project is expected to take, and what would be the outcome if the Club/Organization is not awarded funding for the Project. Use additional sheets if needed.

PROPOSED PROJECT #: P _____

PROPOSED PROJECT EXPENSES

Equipment Rental (Operator & fuel costs to be included in the hourly rate if applicable.)

Equipment Type	Hourly Rate	# of Hours Will Rent	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Equipment Rental Cost			*BOT USE * Total GIA Reimbursement	_____

Fill Material

Type (1/2" gravel, ledge pack, clay, etc.)	Cost Per Yard	# of Yards	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Fill Cost			*BOT USE * Total GIA Reimbursement	_____

Lumber

Type & Size	Cost Per Piece	# of Pieces	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Lumber Cost			*BOT USE * Total GIA Reimbursement	_____

Hardware

Type & Size	Cost Per Piece	# of Pieces	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Hardware Cost			*BOT USE * Total GIA Reimbursement	_____

PROPOSED PROJECT EXPENSES Continued

Culverts				
Type & Size	Cost Per Piece	# of Pieces	Total Cost	*BOT USE *GIA Reimbursement Amount
Total Project Culvert Cost		*BOT USE *Total GIA Reimbursement		

Steel				
Type & Size	Cost Per Piece	# of Pieces	Total Cost	*BOT USE *GIA Reimbursement Amount
Total Project Steel Cost		*BOT USE *Total GIA Reimbursement		

Other Project Items				
Item Type & Size	Cost Per Item	# of Items	Total Cost	*BOT USE *GIA Reimbursement Amount
Total Project Other Cost		*BOT USE *Total GIA Reimbursement		

Total Cost of Proposed P _____		*BOT USE *	Total GIA Reimbursement for Proposed P _____	
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Total Cost of All Proposed Projects		*BOT USE *	Total GIA Reimbursement for All Proposed Projects	
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INSERT HERE

CLUB/ORGANIZATION'S TRAIL MAP WITH PROPOSED PROJECTS MARKED

INSERT HERE

SECTION 5 – PROPOSED EQUIPMENT PURCHASE OR REFURBISHMENT

What was the last year that GIA assisted your Club/Org to purchase equipment? _____

Describe Equipment Purchased In That Year

Year	Make	Model	HP	Purchased New	Purchased Used	GIA Portion
_____	_____	_____	_____	_____	_____	_____

Describe Equipment Purchased In That Year

Year	Make	Model	HP	Purchased New	Purchased Used	GIA Portion
_____	_____	_____	_____	_____	_____	_____

MATCH INFORMATION

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

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

Mfg. Year: _____ Make: _____ Model: _____ Size: _____

Year Purchased: _____ Purchased New ☐ or Used ☐

Current Operational Hour Meter Reading: _____

Original Purchase Price: \$ _____ GIA Funds Awarded at Original Purchase: \$ _____

Current Appraised Value: \$ _____ Appraised Value Obtained From: _____

Copy of Appraisal Attached? YES ☐ NO ☐

INSERT HERE
COPY OF SALE/TRADE APPRAISAL STATEMENT
INSERT HERE

INSERT HERE

**CLUB/ORGANIZATION'S LETTER OF JUSTIFICATION FOR
PURCHASE/REFURB OF EQUIPMENT**

INSERT HERE

PROPOSED EQUIPMENT #: E _____

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

Tractor/UTV/ATV/Grader

Is this request for a purchase ☐ or a refurb ☐?

Is the equipment new ☐ used ☐ or a demo ☐?

Equipment Information

Make: _____
Model: _____
Mfg. Year: _____ Engine Size: _____
Fuel Type: _____
Odometer Reading: _____
Operational Hour Reading: _____
Options: _____

Vendor Information

Contact: _____
Phone #: _____
Address: _____
City/Town: _____
State: _____
Zip Code: _____

Official Quote Attached YES ☐ NO ☐

Equipment Cost \$ _____
Less Other Grants \$ _____
Less RTP Grant \$ _____
Total GIA Request \$ _____

*** BOT USE ***
GIA Reimbursement If Purchase \$ _____
GIA Reimbursement If Refurb \$ _____

PROPOSED EQUIPMENT #: E _____

Implement or Attachment

Is this request for a purchase ☐ or a refurb ☐?

Is the equipment new ☐ used ☐ or a demo ☐?

Equipment Information

Make: _____
Model: _____
Mfg. Year: _____ Size: _____
Options: _____

Vendor Information

Contact: _____
Phone #: _____
Address: _____
City/Town: _____
State: _____
Zip Code: _____

Official Quote Attached YES ☐ NO ☐

Equipment Cost \$ _____
Less Other Grants \$ _____
Less RTP Grant \$ _____
Total GIA Request \$ _____

*** BOT USE ***
GIA Reimbursement If Purchase \$ _____
GIA Reimbursement If Refurb \$ _____

Total Cost of All Proposed Equipment

Total GIA Reimbursement for All Proposed Equipment

SECTION 6 – AUTHORIZATION FOR CONSIDERATION OF GRANT REQUEST**GRANT REQUEST SUMMARY**

Total Cost of All Proposed Projects
\$ _____

Total Cost of All Proposed
Equipment \$ _____

TOTAL CLUB/ORG GRANT REQUEST
\$ _____

*** BOT USE ***

Total GIA Reimbursement for All Proposed
Projects \$ _____

Total GIA Reimbursement for All Proposed
Equipment \$ _____

TOTAL GIA REIMBURSEMENT FOR ALL GRANTS
\$ _____

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

_____ *have voted to appoint*
(Club/Organization Name)

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

CLUB/ORG PRESIDENT (Please print)

President's Signature

Date

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

TRAIL ADMINISTRATOR (Please print)

Trail Administrator's Signature

Date

Mail 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

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED FOR AN AWARD

Application Submission DEADLINE:

Friday, May 7, 2021 @ 4:00 PM