



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

2020/21 WINTER GRANT-IN-AID
APPLICATION FOR SNOWMOBILE CLUBS
GROOMING OPERATIONS

SECTION 1 - APPLICANT INFORMATION (All information is required)

A. Name of Club: _____

Club Address: _____

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

Club Telephone #: _____ Club Fax #: _____

Club Web Address: _____ Club E-mail: _____

How many members did your club have last year? _____

B. President: _____

Address: _____

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

Telephone #: _____ Cell #: _____

E-mail: _____

C. Trail Administrator: _____

Address: _____

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

Telephone #: _____ Cell #: _____

E-mail: _____

APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER FOR IT TO BE CONSIDERED

Application submission **DEADLINE:**
Friday, October 9, 2020 @ 4:00 PM

SECTION 2 – TRAIL SYSTEM INFORMATION

This application is submitted by the appointed Trail Administrator for the maintenance of snowmobile trails and/or snowmobile parking lots in the following towns:

The following County(s) represents my club's area of maintenance:

One-way mileage of **Corridor Trails** in club's trail system: _____

Corridor Trail Numbers: _____

One-way mileage of **Primary Trails** in club's trail system: _____

Primary Trail Numbers: _____

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

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

Are your trails open to other uses? ☐ Yes ☐ No

If yes, indicate other uses allowed such as OHRVing, dog teams, bicycling:

SECTION 3 – GROOMER LOG BOOKS

Please check the box for the number of log books your club needs this season

☐1 ☐2 ☐3 ☐4

OTHER AMOUNT (explain): _____

SECTION 4 – WINTER GROOMING

THE FOLLOWING DOCUMENTATION IS REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION BY THE DUE DATE!

1. LANDOWNER PERMISSION IS REQUIRED

A current, typed list of all landowners on which the club's trail system exists. 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**.

Failure to provide said list will mean your application is incomplete, exclude you from funding, and will exclude your landowners from the Bureau's landowner insurance policy!!! We have had some issues with Landowner Permission in the past couple of years so will be looking at this very closely.

2. **An up-to-date GPS Quality 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 should be a quality map that you sell/provide to riders.
3. **Certificate of Liability Insurance for Trail Grooming Equipment.** *If the club has insurance with any agent other than Allied Insurance,* a current Certificate of Insurance (COI) 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 us with a list of those clubs they cover.
4. **Grooming Schedule.** A schedule of grooming frequencies for the areas identified on the club trail map (samples attached).
5. **Current Certificate of Good Standing.** *If your club did not submit one with the summer application,* you need to submit one now. It should be dated no earlier than April 2020. You can get one on-line from the Secretary of State's Office here:
(<https://quickstart.sos.nh.gov/online/Account/LoginPage?LoginType=OrderCertificateofGoodStanding>)

EQUIPMENT TO BE USED YEAR – MAKE – MODEL – HP AND SIZE OF DRAG (each on own line)	CLASS	MILES REQUESTED	HOURS REQUESTED	GIA EQUIPMENT RATE PER HOUR	TOTAL GIA REQUEST
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
TOTAL GROOMING:					\$ _____

SECTION 5 - PARKING LOT PLOWING:

Requests for plow funds will only be considered if the parking lot is **clearly marked** on the provided club trail map. Parking lots must be open to the general public and clearly signed. Consideration of business needs will be taken into account regarding business lots. 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 50% of the club's request. If a vendor amount is considered too high by BOT & the Board, it may be adjusted. **Make sure the amount you put on this application is an accurate charge from your vendor that he 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 1/2/19 the club will be reimbursed one time the GIA Amount below. If a vendor plows the same lot twice on 1/2/19, 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 a charge receipt or a cancelled check proving payment to the vendor. Bills should be submitted by the 10th of the month following the month the plowing was done in 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!

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 Location	Lot Dimensions	# of Truck/trailer Parking Spots	Is this a State Park Access Lot?

_____	\$ _____	x	_____	=	\$ _____	/2	=	\$ _____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of Times Plowed		Amount Requested			GIA AMOUNT
_____	\$ _____	x	_____	=	\$ _____	/2	=	\$ _____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of Times Plowed		Amount Requested			GIA AMOUNT
_____	\$ _____	x	_____	=	\$ _____	/2	=	\$ _____
Lot Name	Vendor Cost Per Instance Plowed		Anticipated # of Times Plowed		Amount Requested			GIA AMOUNT

SECTION 6 – TOTAL GIA AWARD REQUEST:

TOTAL GIA REQUEST FOR GROOMING	TOTAL GIA REQUEST FOR PLOWING	TOTAL GIA REQUEST
\$ _____	\$ _____	\$ _____

SECTION 7 - SIGNATURES

TRAIL ADMINISTRATOR'S AUTHORIZATION:

THE OFFICERS OF THE _____ CLUB

VOTE TO APPOINT _____
(Trail Administrator's Name)

AS TRAIL ADMINISTRATOR WHO IS AUTHORIZED TO ENTER INTO GRANT-IN-AID CONTRACTS WITH THE BUREAU OF TRAILS AND ACCEPT MONIES GRANTED AND RECEIVED IN COMPLIANCE WITH THE GRANT APPLICATION AND CONTRACT.

CLUB PRESIDENT NAME (PLEASE PRINT) CLUB PRESIDENT SIGNATURE DATE

TRAIL ADMINISTRATOR: ON BEHALF OF THE AFOREMENTIONED CLUB, I HEREBY REPRESENT THAT I HAVE CAREFULLY ANALYZED THE BUREAU OF TRAILS GRANT-IN-AID PROGRAM REGULATIONS AND SPECIFICATIONS AND CERTIFY THAT THE ABOVE COST ESTIMATION AND INFORMATION PROVIDED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

TRAIL ADMINISTRATOR NAME (PLEASE PRINT) TRAIL ADMINISTRATOR SIGNATURE DATE

ATTENTION: This application must be returned to the Bureau of Trails, 172 Pembroke Road, Concord, NH 03301, **on** or **before** the close of the work day,
October 9, 2020 at 4:00 PM