

# Outdoor Heritage Fund Grant Application



## Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to [ndicgrants@nd.gov](mailto:ndicgrants@nd.gov). It is preferred that only electronic copies are submitted.

You are not limited to the spacing provided, except in those instances where there is a limit on the number of words. If you need additional space, please indicate that on the application form, answer the question on a separate page, and include with your submission.

The application and all attachments must be received by the application deadline. You may submit your application at any time prior to the application deadline. **Applicants are strongly encouraged to submit applications prior to the deadline for staff review in order ensure that proposals will be complete when submitted on deadline date.** Incomplete applications may not be considered for funding.

**Please review the back of this form to determine project eligibility, definitions, budget criteria, and statutory requirements.**

Project Name Ramsey County Multi-Purpose Event Center

Name of Organization Ramsey County Fair Foundation

Federal Tax ID# 84-3860069

Contact Person/Title Alvina Ebensteiner, Board Member

Address 8545 48<sup>th</sup> St NE

City Devils Lake

State North Dakota

Zip Code 58301

E-mail Address [aebenste@gondtc.com](mailto:aebenste@gondtc.com)

Web Site Address (If applicable) <https://www.ramseycountyfair.org>

Phone 701-739-6995

List names of co-applicants if this is a joint proposal: Ramsey County Fair Foundation Board Members, Paul Becker, Andrew Everson, Margaret Kvalevog, Elizabeth Black, and Matt Olson.

**MAJOR Directive:**

Choose only one response

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

**Additional Directive:**

Choose all that apply

**Directive A.**

**Directive B.**

**Directive C.**

**Directive D.**

**Type of organization:**

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

**Abstract/Executive Summary.**

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words)

The objective of this project is to provide a year-round facility to offer youth and community events for the area. We are planning to improve the area for camping during events held at the fairgrounds which would include electrical posts for campers, an enhanced playground area, and outdoor lighting to enhance the area. We will be creating a picnic area, planting trees and grass for a tranquil area to enjoy activities. We anticipate this project will be visited by 10,000 plus people each year.

**Project Duration:**

**Indicate the intended schedule for drawing down OHF funds.**

**Draw down would begin in the fall of 2024.**

**Amount of Grant request: \$ 100,000.00**

**Total Project Costs: \$600,000.00**

Note: in-kind and indirect costs can be used for matching funds.

**Amount of Matching Funds: \$ 469,940.00**

**A minimum of 25% Match Funding is required.** Indicate if the matching funds will be in-kind, indirect or cash. Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

Amount of Match	Funding Source	Type of Match (Cash, In-kind or Indirect)
\$469,940.00	Donations from community	cash

**Certifications**



I certify that this application has been made with the support of the governing body and chief executive of my organization.



I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted in the back of this application.

## Narrative

**Organization Information – Briefly summarize your organization’s history, mission, current programs and activities.**

**Include an overview of your organizational structure, including board, staff and volunteer involvement.**

The Ramsey County Fair Foundation has been providing quality family-driven programming and events for the residents in Ramsey County and surrounding counties for many years. With the continued illumination of the region’s workforce recruitment and retention needs along with a desire to provide more opportunities and events for local families. The Ramsey County Fair Foundation has begun planning for a comprehensive multi-purpose event center and associated capital campaign.

At the present time all our board members volunteer for all programs and activities held. Our board members have backgrounds in owning businesses, banking, farming, tax assessor, and information technology.

**Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program**

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

For tree/shrub/grass plantings: provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan.

For projects including Section 319 funding: provide in detail the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

For projects including fencing: A minimum cost share of 40% by the recipient is preferred. Include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

Ramsey County Fair Board serves the counties of Benson, Nelson, Ramsey, and Towner through activities sponsored by the fair board. The fair board supports youth activities and shooting sports. Surrounding counties are invited to the annual livestock show. The Ramsey County Fair Foundation provides quality family driven programming and events for residents of Ramsey County and surrounding counties.

Our mission is to provide broad-based programs and facilities for all the citizens in our area to improve the quality of life in our area.

One of the Ramsey County Fair Foundations’ main organizational charges is to manage the existing facilities available for events and programming use. Due to the increasing demand for more programs and activities, the RCFF has decided to improve facilities by adding trees along the board of the property and seed grass to approximately 9 acres of the property. Along with these improvements we will add camping electrical posts for six double sites for campers. We have a need to expand our

bathrooms with the addition of 8 stalls for women and 6 stalls for men. We will also add lighting around the existing arena area to provide for evening events and expanded activities.

The RCFF will focus on providing space for already existing, yet growing events and programs as well as generating future events for the community.

The Ramsey County Fair Board has taken an active role in volunteering and making sure each program is successful. Our plan will include outdoor activities along with winter activities that can be held in the building no matter what kind of weather we are facing.

The board plans to track all activities and evaluate programs to know if they are relevant or need changes as we go. Our board members are successful community members have backgrounds in telecommunications, banking, business owners, ag education at the college and the farming industry.

Is this project part of a Comprehensive Conservation Plan?      x Yes  No

If yes, provide a copy with the application.

*Note: Projects involving buildings and infrastructure will only  considered if part of a Comprehensive Conservation Plan. Please refer to the "Definitions" section at the back of the form for more details.*

**Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.**

Include a brief background and work experience for those managing the project.

### Management of Project

The timeline for the project is as follows:

- 1) Order the materials spring of 2024.
- 2) Start the grooming of tree planting area June 2024
- 3) Grooming of 9 acres to plant grass August 2024
- 4) Placement of outdoor lighting
- 5) Refurbish playground area October 2024

All board members will work on these new enhancements. Local contractors will be used for each of the projects.

The two main contacts for the project will be Paul Becker, President, and Elizabeth Black. Paul Becker runs a family farming business. Elizabeth Black is the tax accessor for Ramsey County. Both have been involved in other building projects.

**Evaluation – Describe your plan to document progress and results.**

Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

The contractors will give weekly updates to President Paul Becker. All invoices and expenditures will be reviewed at monthly board meetings. We will ask contractors to attend meeting if necessary.

**Financial Information**

**Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.**

Indicate if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. **A minimum of 25% match funding is required.** An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Certain values have been identified for in-kind services as detailed under “Budget Information” at the back of this form. Refer to that section and utilize these values in identifying your matching funds.

**NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.**

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Bleachers	\$100,000.00	\$50,000.00	\$100,000.00	\$	\$	\$250,000.00
Planting grass	\$301.14	\$	\$500.00	\$	\$	\$801.14
Panels(arena)	\$11,559.32	\$	\$	\$10,000.00	\$	\$21,559.32
Camping electrical	\$9,000.00	\$	\$500.00	\$	\$	\$9,500.00
Playground equipment	\$10,000.00	\$24,703.00	\$	\$	\$	\$34,703.00
	\$	\$	\$	\$	\$	\$
<b>Total Costs</b>	<b>\$130,860.46</b>	<b>\$74,703.00</b>	<b>\$101,000.00</b>	<b>\$10,000.00</b>	<b>\$</b>	<b>\$316,563.46</b>

Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

**Budget Narrative – Use the space below to provide additional detail regarding project expenses.**

The above items are needed to improve area for providing camping and space for the public to enjoy competition events at the facility. In addition to the outside area activities, a plan is in place to building a multi-purpose building.

**Sustainability – Indicate how the project will be funded or sustained in future years.**

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

This building will be self-sustaining by offering events that will generate income. It will be rented for family gatherings, rodeo events, team roping, trade shows and tourism events. Rental income will aid in maintenance for the future.

**Partial Funding – Indicate how the project will be affected if less funding is available than that requested.**

The Ramsey County Fair Board will seek a loan for any amounts needed after funding options have been expended.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* *There must be signage at the location of the project acknowledging OHF funding when appropriate.***

We are offering a sign to be placed in the building. We will also have a donor wall where you will also be recognized with a plaque.

**Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.**

Can you meet all the provisions of the sample contract?  Yes  No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

Yes we can meet the provisions in the contract.

**ABOUT OHF:**

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance **conservation** practices in this state by:

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

## EXEMPTIONS

Outdoor Heritage Fund grants may not be used to finance the following:

- Litigation;
- Lobbying activities;
- Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Definitions/Clarifications for how this will be calculated);
- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Definitions/Clarifications for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Definitions/Clarifications for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.



## Budget Information

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- Labor costs \$15.00 an hour
- Land costs Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
- Permanent Equipment Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
- Equipment usage Actual documentation
- Seed & Seedlings Actual documentation
- Transportation Mileage at federal rate
- Supplies & materials Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example, the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program, please use those rates and note your source.

### **Definitions/Clarifications:**

**Building** - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

**Comprehensive Conservation Plan** - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas." This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

**New and Expanded Recreational Project** means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

**Playground equipment calculation** - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

**Staffing/Outside Consultants Costs** - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

**Maintenance** - Activities that preserve or keep infrastructure in a given existing condition, including repairs. Repair means to restore to sound condition after damage, to renew or refresh; except repairs due to damage caused by Acts of God.

## Scoring of Grants

**Oral Presentation.** Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

**Open Record.** Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking form that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .

## Awarding of Grants

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant.

## Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application, the Commission can be reached at 701-328-3722 or [outdoorheritage@nd.gov](mailto:outdoorheritage@nd.gov).

Revised: November 4, 2019, April 12, 2023

## Comprehensive Conservation Plan

### Ramsey County Fair Foundation

Ramsey County Fair Foundation/Ramsey County Fair Board has embarked on a plan to create a recreation area to be enjoyed by the local community. The plan includes a building to be used year-round for shooting sports, archery, gun safety programs, ag education programs and youth related livestock experiences. Along with this building we are promoting conservation values by planting trees, seeding grass, and protecting the natural areas.

Our plan includes installing camping electrical stands for campers visiting to take part in activities and competitions sponsored by the fair board. We intend to create an inviting environment with new playground equipment, bleachers for seating during events and lighting for the safety of all attending.

Our goal is to have this be a natural setting to enjoy activities.