

LAND & WATER CONSERVATION FUND 2014 GRANT APPLICATION FORM



**Montana State Parks
Land & Water Conservation Fund Program
Montana Fish, Wildlife & Parks
1420 6th Avenue
P.O. Box 200701
Helena, MT 59620
406-444-3750**

Name of Sponsor

Name of Project

Instructions

Prospective sponsors must provide the information requested in this application form in order to be considered for a Land & Water Conservation Fund (LWCF) grant. Incomplete applications will be rejected. Organize the application in the precise manner of this application form. Please provide a cover page that includes the name of the sponsor (city, town, county, etc.) and the name of the project (such as “City Park Ballfield Renovation”). Sponsors may design their own cover page or use the one included in this application form.

The original application should be marked with the word “Original.” Each major section (I. Narrative Section; II. Financial Profile Section, etc.) must be indexed with tabs for easy reference. The Application Summary Page must be filled in *AS IS*. Please do not expand it into more than one page.

Helena Parks staff is available for consultation at any time during the LWCF application process. Please call whenever necessary--we are here to help. Check out the contact information on page seven of this application form.

Applications (one original and three copies) must be RECEIVED in the Montana State Parks Headquarters office by 5:00 PM, Friday, February 7, 2014. Sponsors are advised to make one original grant application and four copies. The sponsor may then hold back one copy in their files for future reference.

Late applications, no matter how compelling the reason for their tardiness, will not be considered for funding in this grant round. Thank you for participating in the Land & Water Conservation Fund Program.

Submit Applications To:

Seth McArthur
Montana State Parks
1420 6th Avenue
P.O. Box 200701
Helena, MT 59620

Land & Water Conservation Fund Application Requirements

I. Narrative Section

1. Description of the Community the Project Will Serve. Provide a short description of the community, geographic location, population demographics, etc.
2. Project Location Description. Provide a detailed description of the project location. Include Township, Range, Section, adjacent streets or roads, adjacent development and land uses.
3. Project Acreages.
 - a) Provide the total acreage of the park site being acquired or developed.
 - b) Provide the number of acres or square footage (construction footprint) that would be developed with this grant. Do not include acreage for work that will be completed outside the scope of this LWCF grant.
4. Project Description. Provide a detailed description of the project proposed. Include:
 - a) The scope of work you intend to complete using the funds requested.
 - b) Each type of outdoor recreation use provided by the project.
 - c) How the project meets local recreational needs.
 - d) Active and passive recreational uses the project provides.
 - e) How the project will enhance the environment and how the project will enhance local or regional tourism.
 - f) How the project will comply with the Americans with Disabilities Act (ADA).
 - g) Use seasons (include months of use) and hours of operation.
 - h) The target population the project will serve.
 - i) How the project addresses one or more of the issues for outdoor recreation (Chapter Four) of the 2008–2012 Montana Statewide Comprehensive Outdoor Recreation Plan. This discussion should be a minimum of one paragraph in length.
 - j) Include any other information you think would be helpful in describing the project. Limit this section to no more than two single-spaced, typewritten pages.

5. Continued Maintenance of the Site. Describe the sponsor's plan and ability to maintain the site after the project is completed. Include the maintenance budget for the site.
6. Statement of Compliance. Provide a statement of compliance with state and federal regulations. The project must comply with the Americans with Disabilities Act (ADA) and other federal civil-rights regulations, including non-discrimination.
7. Project Boundary Map. A Section 6(f)(3) Boundary Map must be submitted with your grant application. This map establishes a boundary that defines the project area being developed or acquired with federal LWCF grant money. With rare exception, this boundary will be drawn around the entire park or the area of the unit that receives LWCF assistance. Section 6(f)(3) Boundary Maps must provide metes and bounds.

II. Financial Profile Section

1. Provide the total dollar figure for all LWCF funds granted to the sponsor in the past. Consult the *List of LWCF Sites by County* on this web site if you need help, or call the FWP Parks Division (444-3753).
2. Provide a table that details sources of funding (sponsor must complete entire project before requesting a site inspection and reimbursement for 50% of eligible costs up to the grant amount). Include all sources and amounts.
3. Provide a brief description of how the sponsor plans to administer the grant funds, whom will be responsible for accounting, and previous experience in grant administration.
4. Provide a project budget detail.

III. Community Recreation Survey and Project Need

1. Provide a synopsis of the results of a community recreation survey completed within the last four years that addresses the criteria in the *Open Project Selection Process*. Include a description of the methods used to administer the survey and the sample size--the survey results must be statistically valid. Applicants are encouraged to use the Local Recreation Survey provided by Montana State Parks.
2. Provide a detailed tabulation of survey responses.

IV. Appendices

The following appendices should be included in, and bound within, the application. Place them in order at the back of the application.

1. Site Plan. A copy (8½” x 11” or 11” x 17”) of a plan of the proposed project area, showing:
 - a. Existing facilities.
 - b. Proposed facilities.
 - c. A North compass point.
 - d. Streets and avenues.
 - e. Overhead utility lines.

The plan should be fairly accurate, but need not be a precision scale drawing. If buildings are a part of the project, include floor plans.

1. Location Map. Provide a copy of a city or county map showing the location of your proposed project.
2. Evidence of title. We can't award a grant without it.
3. Resolution Authorizing Application Form. This form must be signed by individuals with the authority to commit funds.
4. SHPO Letter of Effect. Contact the Montana State Historic Preservation Office (406-444-7715) and request a cultural resource file search to determine whether your project has a previously recorded historic site within its boundaries. Include the SHPO Letter of Effect as Appendix 6 in this application.
5. Environmental Analysis. Sponsors must satisfy the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA). The Environmental Analysis form on the FWP website must be completed, including consideration of all reasonable alternatives. Public comment must have occurred within 24 months of the grant application deadline.
6. Interlocal Agreement. Generally, this document is necessary only when the project sponsor is a school district. Call and ask if unsure.
7. Site Access. For acquisition projects, please provide a written statement confirming that safe, legal access to the property site exists. Roads must be adequate for all future recreational purposes and meet all county and state standards. Access to the site must not be controversial.
8. Letters of Support.

Tentative 2014 LWCF Grant Schedule

Getting approval for an LWCF grant application is a lengthy process. After the Montana LWCF Selection Committee reviews all eligible grant applications, provisional grantees are transmitted to the National Park Service for final review and approval. Until the NPS has given approval, a sponsor should NOT begin work on any portion of the project. Depending on the individual project, grant sponsors may not be able to initiate work until after the fall of the year. The following is a tentative schedule for the 2014 LWCF grant round.

Internal Review. Check grant applications for deadlines and completeness; February 10th through February 24th.

Committee Review. LWCF Selection Committee reviews grant applications, scoring them with aid of the Open Project Selection Process scoring criteria; end of March.

Committee Meeting. LWCF Selection Committee meets to allot scores, discuss and rank projects, probably the week of April 14th.

Internal Selection. Parks Division assigns additional and final points to scores (utilizing criteria from financial profiles, project application and administration, overall quality, etc.), by May 1st.

Documentation. Parks staff prepares federal documents needed to accompany successful grant applicants to the National Park Service for final review and approval: June.

National Park Service. The finalists are forwarded to the National Park Service Midwest Regional Office in Omaha, Nebraska; early June.

Announcements. The National Park Service announces awards; To Follow.

Contact Information

Montana State Parks staff is available to provide technical assistance to any applicant at all stages of the Land & Water Conservation Fund process. If you have questions or need further information, please contact:

Land & Water Conservation Fund Program

Seth McArthur
(406) 444-3753
smcarthur@mt.gov

Montana State Parks Administration

Parks Administrator
Chas Van Genderen
(406) 444-3750
cvangenderen@mt.gov

Assistant Parks Administrator
Tom Reilly
(406) 444-3752
treilly@mt.gov

Administrative Secretary
Debra McRae
(406) 444-3750
dmcrae@mt.gov



Montana State Parks

Montana State Parks

Headquarters

1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620
(406) 444-3750

Region One

490 North Meridian Road
Kalispell, MT 59901
(406) 752-5501

Region Two

3201 Spurgin Road
Missoula, MT 59804
(406) 542-5500

Region Three

1400 South 19th
Bozeman, MT 59718
(406) 994-4042

Region Four

4600 Giant Springs Road
Great Falls, MT 59405
(406) 454-5840

Eastern Region

2300 Lake Elmo Drive
Billings, MT 59105
(406) 247-2940



A Division of Montana Fish,
Wildlife & Parks
Fwp.mt.gov/parks