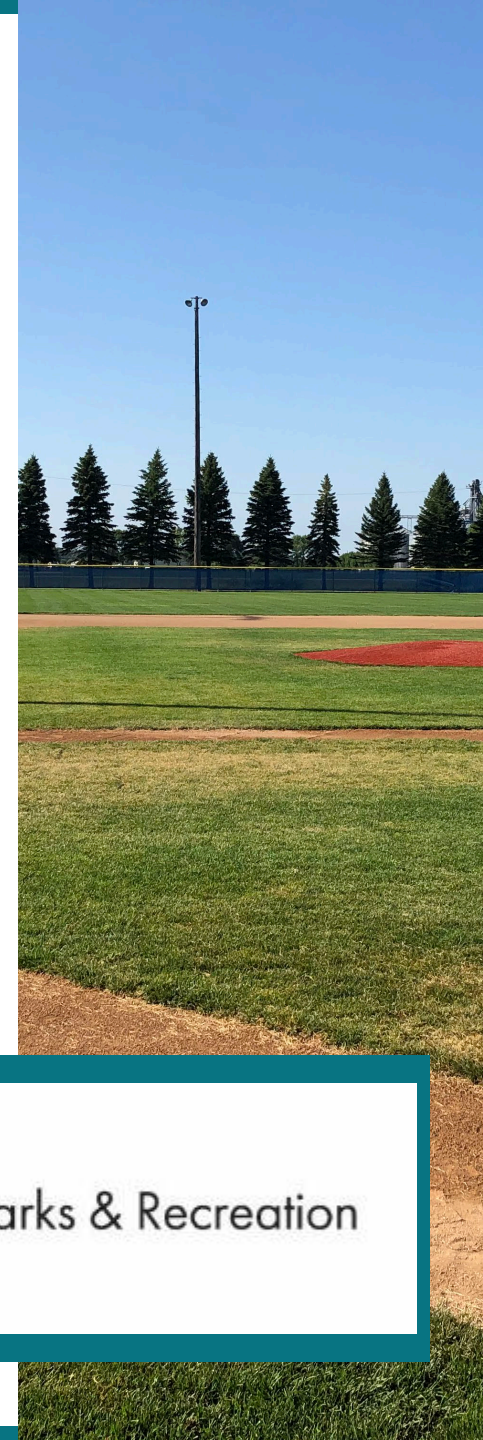




L a n d & W a t e r C o n s e r v a t i o n F u n d

Grant Writing Tips and Tricks

NORTH
Dakota | Parks & Recreation
Be Legendary.™



GRANT APPLICATION TIMELINE

- Important things to know:
 - Pre-Application was just released October 1-30, 2020.
 - Not Required to Apply – Assessment of Project
- LWCF Application will be released Monday, November 2, 2020.
- Applications are due by Monday, November 30, at 5:00PM.

Project applications on average have a 6 to 9 month lead time from application acceptance to notice to proceed.

<https://www.parkrec.nd.gov/business/grants/land-and-water-conservation>

[fund#:~:text=The%20Land%20and%20Water%20Conservation,National%20Park%20Service%20\(NPS\).&text=Park%20boards%20and%20park%20districts">fund#:~:text=The%20Land%20and%20Water%20Conservation,National%20Park%20Service%20\(NPS\).&text=Park%20boards%20and%20park%20districts](#)



PRE-APPLICATION



Land & Water Conservation Fund Pre-Application

The Land and Water Conservation Fund (LWCF) is a 50/50 matching grant program administered at the state level by the North Dakota Parks and Recreation Department (NDPRD) and funded at the federal level by the U.S. Department of Interior, National Park Service (NPS). The LWCF provides grants for outdoor recreation projects such as ball fields, pools, campgrounds, playgrounds, and land acquisitions for park development.

The following entities (only political subdivisions of the state of North Dakota with ownership of the project land) are eligible and may apply:

- Cities, counties, and townships
- Park boards and park districts
- School districts
- State agencies
- Water management districts
- Federally-recognized Indian tribes

General Information

Application Date (mm/dd/yyyy):

Project Sponsor:

Project Name:

Contact Person:

Contact Title:

Address:

City: State: Postal Code: County:

Daytime Phone Number: (701) E-mail Address:

Project Information

Total Project Cost 100%:

Local Match 50%:

Amount Requested 50%:

* A minimum total project cost of \$30,000 is required for consideration and project sponsors must have 50% of the total cost available at the time of application. The local share may include tax sources, bond issues, force account, donated labor, equipment, and materials.

The pre-application is a new step in the grant process. It is not necessary to complete the pre-application in order to apply for the grant in the upcoming cycle; however, it is highly recommended. This pre-application is a tool to prepare grantees for the upcoming grant application. NDPRD will review all pre-applications and provide feedback to future applicants to help align expectations about the application and grant management.



APPLICATION



Land and Water Conservation Fund

FY20 Grant Application
Applications due by Monday, November 30 at 5:00PM

Part 1. APPLICANT INFORMATION		Applicant Type:	Local
Applicant Legal Name:			
Employer/Taxpayer Identification Number (EIN/TIN):		Organizational DUNS:	
Street Address:			
Mailing Address:			
City:		State:	
Zip + 4:		County:	
Population (2010 Census):			
Name and contact information of person to be contacted on matters involving this application:			
First Name:		Last Name:	
Title:		Organization:	
Telephone:		Email:	
Name & contact information of person authorized to sign contracts:			
First Name:		Last Name:	
Title:		Organization:	
Mailing Address:			
City:		State:	
Zip + 4:			
Telephone:		Email:	
Is the applicant Title VI Compliant?	Yes	If yes, please attach evidence of compliance (ex. Weblink):	



Part 2. PROJECT INFORMATION			
Title of Applicant's Project:			
Description of Project (200 words or less):			
Project Type: <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Combination (Acquisition & Development)			
Project Address:			
Project City:		State:	
Legal Description: Metes & Bounds, Section, Township, Range:			
Latitude (degrees, minutes, seconds): Ex. 46d78m56.9s GEarth: -46.838732		Longitude (degrees, minutes, seconds): Ex. 100d62m21.7s GEarth: -100.766109	
Current Name of Property Title Holder:		Name of Property Title Holder at Grant Completion:	
Will the property be leased to the applicant?	Yes	If yes, describe lease terms including renewable clauses, number of years left on lease, etc.	
Who will manage and operate the site?			
Have LWCF Funds been applied to this property in the past?	Yes	Was it funded in the last 5 years? If yes, indicate previous LWCF grant award numbers:	
If yes, current acreage encumbered under 6(f) requirements:		Total proposed acreage encumbered under 6(f) requirements at grant completion:	
<input type="checkbox"/> Provide a plat map outlining the property boundaries that indicate the existing and proposed 6(f) property boundaries with this project.			
<input type="checkbox"/> Provide a warranty deed to indicate current ownership of the property.			
<input type="checkbox"/> Provide an aerial photo with the proposed 6(f) property boundaries.			
<input type="checkbox"/> Copy of resolution or minutes showing sponsor authorization to apply.			
<input type="checkbox"/> Copy of letter or resolution of fund guarantee by applying agency.			
<input type="checkbox"/> Site development plan			



There are nine pages to the Land and Water Conservation Fund Application. The questions are mostly related to project, applicant, budget and environmental information.

NEEDED DOCUMENTS

Attachments

The following documentation must be furnished for application.

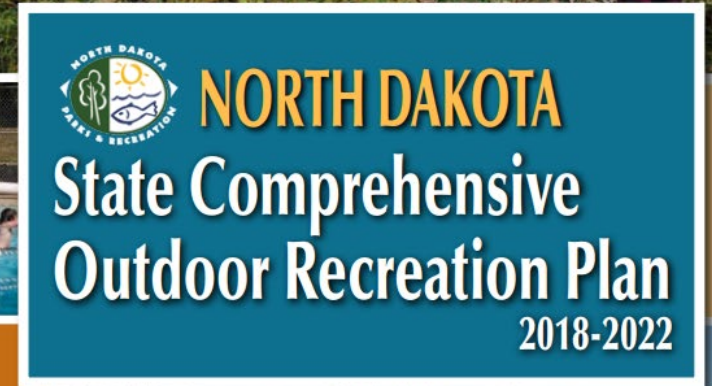
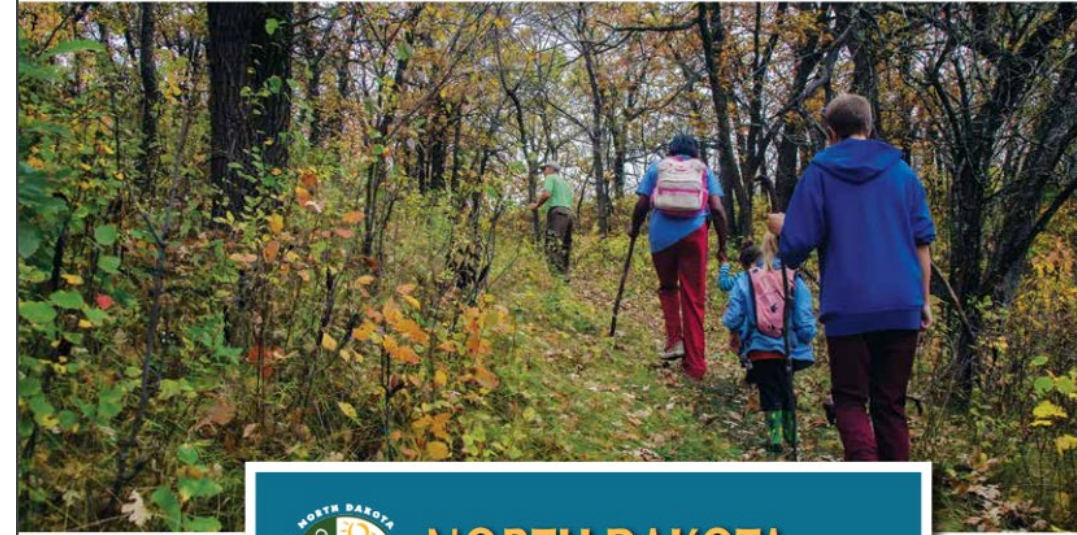
- Map showing the property boundary and project location overlaid on an aerial photograph (Google Earth)
- City or county plat map showing the exact location including metes and bounds
- Legal description of property boundary
- Copy of resolution or minutes showing sponsor authorization to apply
- Copy of warranty deed showing sponsor ownership of project site
- Site development plan (indicate existing facilities in proximity to project)
- Copy of letter or resolution of fund guarantee by applying agency
- Copy of proposed budget including source(s) of funding



NEEDS: FOLLOW SCORP/LOCAL PLAN

- The SCORP reference clearly supports this project.
- The project is part of a local strategic plan.
- The project attracts outside visitors.
- The project is st1 of its kind in the area.
- The project is a renovation of existing LWCF facility.

<https://www.parkrec.nd.gov/business/sites/www/files/documents/Grant%20Pictures/SCORP%202022%20General%20Low%20Res%20Web.pdf>



PLANNING & ADMINISTRATION

- All required documentation & information is submitted by deadline.
- Urgency of need or loss of significant opportunity is explained.
- Includes partnership with other government agencies or private organizations.
- Will provide barrier free access to a new or existing facility.
- Full funding is available and authorized.
- Sponsor is viable.
- Land donation is included in the project.
- Sponsor has shown continuing and past compliance to LWCF provisions.
- Letters of support from the community or local businesses.



LWCF GRANT TIMELINE



Plan for the future:

- Project applications on average have a 6 to 9-month lead time from application acceptance to notice to proceed.
- When writing the grant, please take some extra time specifying “Scope of Project” to accurately reflect the project.



TIMELINE FLOW



* LWCF Grant Funding will be awarded in the order they are ranked. Not all projects are funded, and some partial funding may be applied to projects due to limiting funds.

HOW PROJECTS ARE RANKED

- Eligible projects are scored and ranked using the Open Project Selection Process (OPSP). Projects selected at the state level are submitted to the NPS for federal review and final approval.



North Dakota Parks and Recreation Department Land and Water Conservation Fund/State Outdoor Recreation Facility Grant

Open Project Selection Process

Date Application Received	
Reviewer	

Project Summary

Project Name	
Project Cost	
Grant Amount Requested	
Project Sponsor (Must be a political subdivision.)	

GRANT MANAGEMENT

6 point max	Yes	No
<i>Select only one category.</i> The sponsor of the project has not received a grant from NDPRD within the last five years.	6	0
The project sponsor has received a grant from NDPRD in the past 5 years and completed that project within 18 months.	6	0
TOTAL		

PROJECT DETAILS

44 point max	Yes	No
Funds for entire local share are budgeted and authorized, or loans, pledges and other sources are secured for completion of project.	6	0
The project has been publicized and discussed in public forums. Evidence is provided that the community has been informed and aware of the plan.	3	0
The project has been identified as part of a local recreation survey or plan (does not include site plans).	3	0
The project involves a documented partnership between governments and/or private organizations.	6	0
The project will provide new accessible facilities or improve accessibility of existing facilities (ADA-compliant).	4	0
The project site is currently a LWCF site.	6	0
The project improves or completes a larger recreation project that has already been initiated by the applicant.	2	0
<i>Select only one seasonal duration category</i>		
The seasonal duration of the proposed project is ten months or greater.	4	0
The seasonal duration of the proposed project is between six and nine months.	3	0
The seasonal duration of the proposed project is between four and six months.	2	0
The seasonal duration of the proposed project is between one and three months.	1	0
The project will reduce existing recreation facility use conflicts by separating or redesigning facilities.	3	0
The current grant request provides for multiple uses or activities (i.e., basketball tennis court, ice rink).	2	0
The project will ease pressure on existing high-use recreation facilities.	3	0
The proposed project is a significant first-of-a-kind facility for the local area.	2	0
TOTAL		

PROJECT NEED

Priority Score – 50 point max (If project falls in more than one category, select category with highest points.) *Based on the 2018-2022 North Dakota State Comprehensive Outdoor Recreation Plan (SCORP)*

State Priority (Not applicable for State Recreation Facility Grants)

Land acquisition with development to provide or improve outdoor recreation access	50
Land acquisition for future development to provide or improve outdoor recreation access	40

Region 1: Divide, McKenzie and Williams Counties

PRIMARY NEED: Campgrounds • Non-Motorized Trails	30
--	----

SECONDARY NEED: Sports Courts/Fields • Playgrounds/Picnic Areas/Open Space Parks

TERTIARY NEED: Winter Sports Fac. • Swimming/Water Fac. • Specialty Fac. • Shooting Sport Fac. • Recreational Boating Fac.	10
--	----

Region 2: Bottineau, Burke, McHenry, Montrail, Pierce, Renville and Ward Counties

PRIMARY NEED: Non-Motorized Trails • Campgrounds • Playgrounds/Picnic Areas/Open Space Parks	30
--	----

SECONDARY NEED: Swimming/Water Facilities • Shooting Sport Facilities	20
---	----

TERTIARY NEED: Canoeing/Kayaking Facilities • Winter Sports Facilities • Recreational Boating Facilities

Region 3: Benson, Cavalier, Eddy, Ramsey, Rolette and Towner Counties	
---	--

PRIMARY NEED: Playgrounds/Picnic Areas/Open Space Parks • Campgrounds • Non-Motorized Trails • Swimming/Water Facilities	30
--	----

SECONDARY NEED: Recreational Boating Facilities • Motorized Trails • Canoeing/Kayaking Facilities • Shooting Sport Facilities	20
---	----

TERTIARY NEED: Winter Sports Facilities • Sports Courts/Fields	10
--	----

Region 4: Grand Forks, Nelson, Pembina and Walsh Counties

PRIMARY NEED: Campgrounds • Non-Motorized Trails • Playgrounds/Picnic Areas/Open Space Parks • Swimming/Water Facilities	30
--	----

SECONDARY NEED: Shooting Sport Facilities • Canoeing/Kayaking Facilities • Sports Courts/Fields • Winter Sports Facilities	20
--	----

TERTIARY NEED: Golf Courses • Specialty Facilities • Recreational Boating Facilities • Motorized Trails	10
---	----

Region 5: Cass, Ransom, Richland, Sargent, Steele and Trail Counties

PRIMARY NEED: Non-Motorized Trails • Campgrounds • Playgrounds/Picnic Areas/ Open Space Parks • Swimming/Water Facilities	30
---	----

SECONDARY NEED: Winter Sports Facilities • Recreational Boating Facilities • Canoeing/Kayaking Facilities	20
---	----

TERTIARY NEED: Sports Courts/Fields • Shooting Sport Facilities • Specialty Facilities	10
--	----

Region 6: Barnes, Dickey, Foster, Griggs, LaMoure, Logan, McIntosh, Stutsman and Wells Counties

PRIMARY NEED: Campgrounds • Non-Motorized Trails • Playgrounds/Picnic Areas/Open Space Parks • Swimming/Water Facilities	30
--	----

SECONDARY NEED: Shooting Sport Facilities • Canoeing/Kayaking Facilities • Winter Sports Facilities • Sports Courts/Fields	20
--	----

TERTIARY NEED: Recreational Boating Facilities • Specialty Facilities • Golf Courses • Motorized Trails	10
---	----

Region 7: Burleigh, Emmons, Grant, Kidder, McLean, Mercer, Morton, Oliver, Sheridan and Sioux Counties

PRIMARY NEED: Swimming/Water Facilities • Non-Motorized Trails • Playgrounds/Picnic Areas/Open Space Parks	30
--	----

SECONDARY NEED: Winter Sports Facilities • Campgrounds • Shooting Sport Facilities • Canoeing/Kayaking Fac.	20
---	----

TERTIARY NEED: Motorized Trails • Specialty Facilities • Recreational Boating Facilities • Sports Courts/Fields	10
---	----

Region 8: Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope and Stark Counties

PRIMARY NEED: Campgrounds, Playgrounds/Picnic Areas/Open Space Parks • Swimming/Water Facilities • Non-Motorized Trails	30
---	----

SECONDARY NEED: Recreational Boating Facilities • Shooting Sport Facilities • Sports Courts/Fields	20
--	----

TERTIARY NEED: Golf Courses • Specialty Facilities • Motorized Trails • Winter Sports Facilities • Canoeing/Kayaking Facilities	10
---	----

TOTAL	
--------------	--

TOTAL ALL CATEGORIES (100 point max)

100 Point Ranking System

- Grant Management
- Project Details
- Project Need (SCORP)

HELPFUL READING MATERIAL

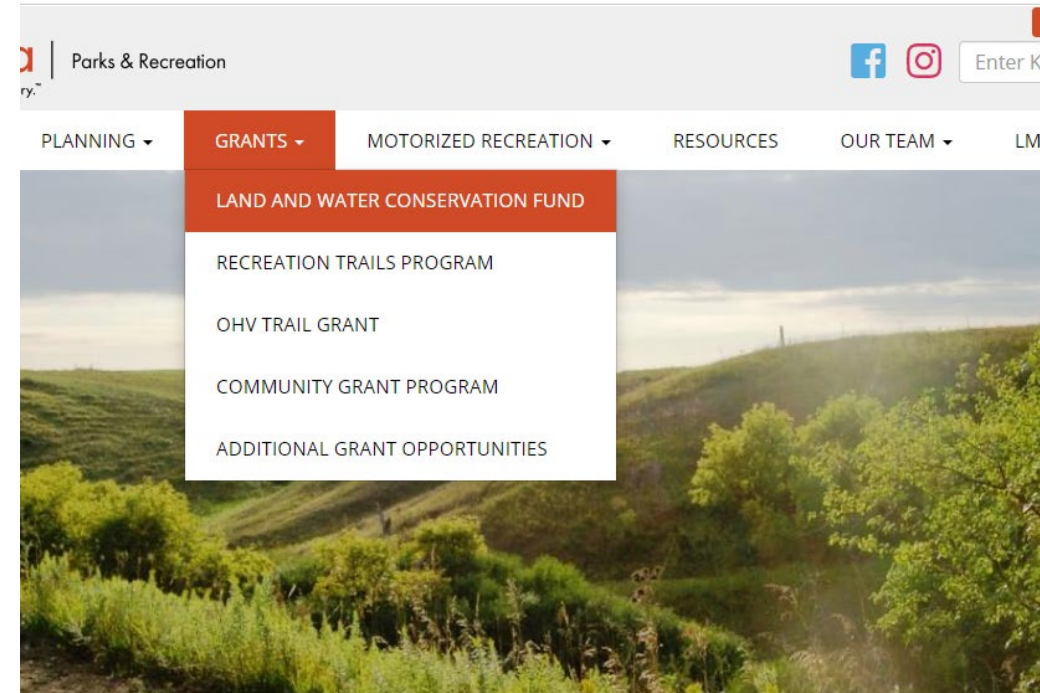
Land and Water Conservation Fund Manual

SCORP – You will need to reference this in your application.

<https://www.parkrec.nd.gov/business/sites/www/files/documents/Grant%20Pictures/SCORP%202018-2022%20General-Low%20Res%20Web.pdf>

IWCF Project Selection:

To be considered for the IWCF, a project must be a recreation priority in its region. Outdoor recreation priorities by region can be found in the North Dakota State-wide Comprehensive Outdoor Recreation Plan (SCORP).

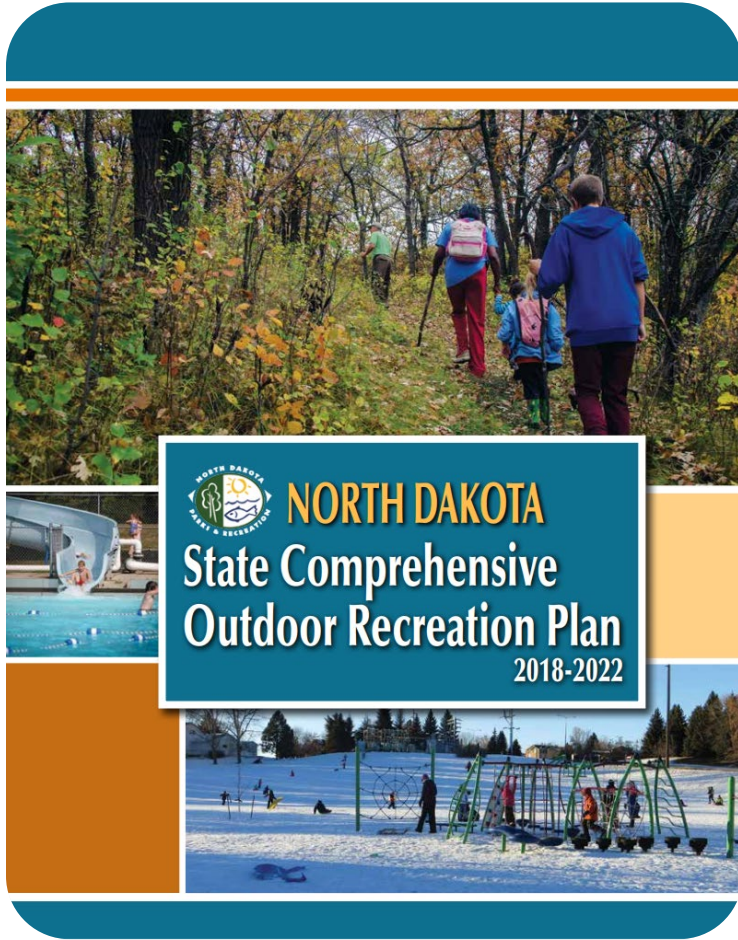


me to the North Dakota Parks & Recreation Business website. He information about grants, employment, planning documents and



QUESTIONS?

- If you have any questions, please contact the Grants Coordinator by phone at (701) 328-5364.



Land and Water
Conservation Fund
(LWCF)

Program Manual



Prepared for the FY2019 Grant Cycle: Revised 2/1/2020

Thank you!!!