

**LAND AND WATER
CONSERVATION FUND
GRANT WRITING TIPS AND
TRICKS**

**NORTH DAKOTA PARKS AND RECREATION DEPARTMENT
GRANTS COORDINATOR: CHAR BINSTOCK**

HELPFUL READING MATERIAL

Land and Water Conservation Fund Manual

<https://www.parkrec.nd.gov/business/sites/www/files/documents/Grant%20Pictures/FY2018%20LVCF%20manual.pdf>

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>

LWCF Project Selection:

To be considered for the LWCF, 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).

Parks & Recreation



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PLANNING ▾

GRANTS ▾

MOTORIZED RECREATION ▾

RESOURCES

OUR TEAM ▾

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LAND AND WATER CONSERVATION FUND

RECREATION TRAILS PROGRAM

OHV TRAIL GRANT

COMMUNITY GRANT PROGRAM

ADDITIONAL GRANT OPPORTUNITIES

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



STRATEGIC PLAN

Learn about the department's
vision for the future.

Learn More



GRANTS

Find a grant to best help your
community grow.

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GRANT APPLICATION TIMELINE

Important things to know:

- Pre-Application was just released January 3rd – January 17, 2020
 - * *Not Required to Apply – Assessment of Project*
- LWCF Application – Monday, February 3 - 28, 2020



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.



PRE-APPLICATION



Land & Water Conservation Fund Pre-Application

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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

FY19 Grant Application: Due February 28, 2020 at 5:00 PM

Part 1. APPLICANT INFORMATION		Applicant Type:	Local, State, Federal, Tribal, School
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 No	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		Longitude (degrees, minutes, seconds): Ex. 100d62m21.7s	
Current Name of Property Title Holder:		Name of Property Title Holder at Grant Completion:	
Will the property be leased to the applicant?	Yes No	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 No	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:	

- Provide a plat map outlining the property boundaries that indicate the existing and proposed 6(f) property boundaries with this project.
- Provide a warranty deed to indicate current ownership of the property.
- Provide an aerial photo with the proposed 6(f) property boundaries.

NEEDED DOCUMENTS

Attachments

The following documentation must be furnished for **final** grant 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

- SCORP reference clearly supports this project
- Project is part of a local strategic plan
- Project attracts outside visitors
- Project is 1st of its kind in the area
- Renovation of existing LWCF facility





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.

LWCF GRANT TIMELINE

- Plan for the future:
- **Project applications on average have an 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			
Select only one category.	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			
	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
Select only one seasonal duration category	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	20
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	10
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	

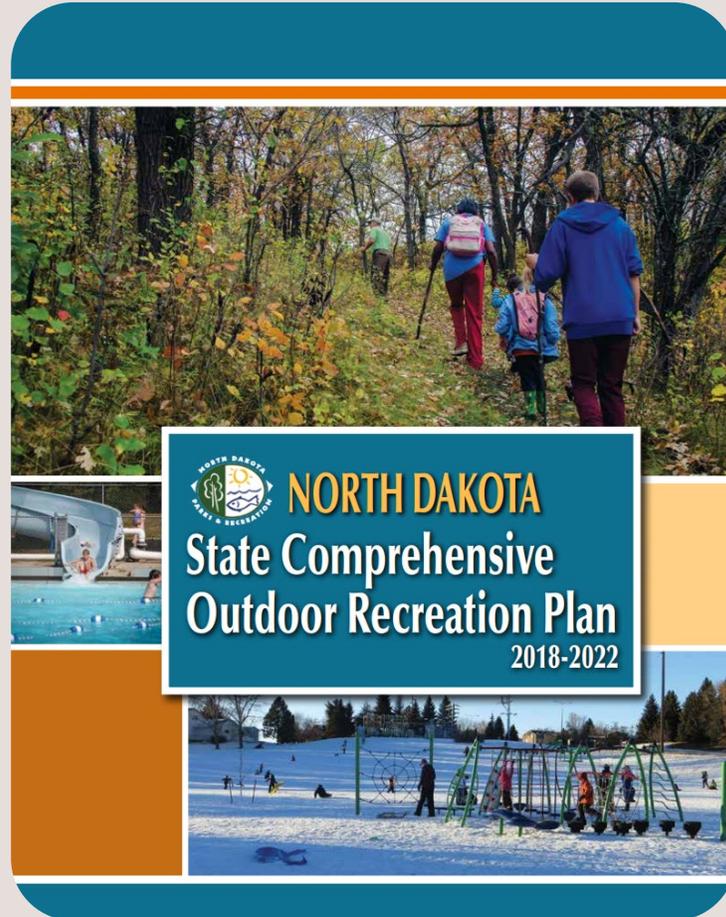
TOTAL ALL CATEGORIES (100 point max)

100 Point Ranking System

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

QUESTIONS

- If you have any questions, please contact Char Binstock, Grants Coordinator, by phone at (701) 328-5364 or e-mail at cbinstock@nd.gov.



Thank you!!!

