Shooting Range Development Grants

Application Packet

Deadline for Applications

Completed grant applications must be received or postmarked by January 15. Late submissions will not be accepted. Submit your application to:

Arizona Game and Fish Department
Statewide Shooting Range Administrator
5000 West Carefree Highway
Phoenix, AZ 85086-5000

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The Arizona Game and Fish Department (AGFD) prohibits discrimination on the basis of race, color, sex, national origin, age, or disability in its programs and activities. If anyone believes that they have been discriminated against in any of the AGFD's programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Director's Office, 5000 West Carefree Hwy., Phoenix, AZ 85086 (602) 942-3000 or U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr. Ste. 130, Arlington, VA 22203. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, or this document in an alternative format, by contacting the AGFD Director's Office, 5000 West Carefree Hwy., Phoenix, AZ 85086, (602) 942-3000. Requests should be made as early as possible to allow sufficient time to arrange for accommodation.

Arizona Game and Fish Department
Shooting Range Development Grants

The Arizona Game and Fish Commission created the Shooting Range Development Grant Program in 1996 to encourage the development and improvement of shooting ranges and to support their maintenance and operation. Through the program, the commission supports the department's Hunter Education Program, encourages hunters to become more proficient with firearms, promotes safe hunting and shooting practices, provides Arizona residents with safe shooting areas and supports law enforcement training.

The Commission provides grant funds annually as authorized by the Legislature; granting or denying funds is at the discretion of the commission. All partnerships, leases and cooperative ventures entered into are granted according to law and to the rules and regulations of the commission.

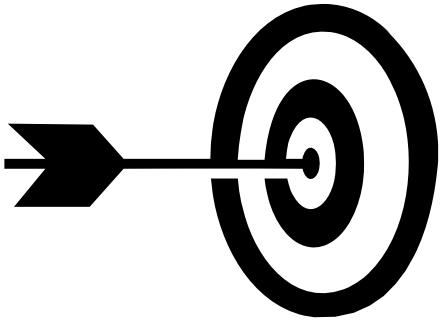
Shooting range program goals: To provide an environment for public enjoyment of the shooting sports that emphasizes safety, hunter education, firearms and public safety training, hunter sight-ins, juniors and new shooter education, and to be responsive, responsible members of ranges' host communities. Our management priorities are safety, sound administration and operation, sanitation and community relations. "Shooting" includes archery, archery ranges and archery programs which are eligible for commission grants.

Questions not answered in the application packet

If you have a question about the grant program or any of the application materials that is not answered in this packet, call the Arizona Game and Fish Department's Phoenix office at (602) 942-3000 and ask for the Statewide Shooting Range Administrator.

Who is eligible?

Groups such as sportsmen's clubs and governmental agencies are eligible to participate; if the applicant is not a government agency or the property of the shooting range is not held by a government agency, the organization should demonstrate five years of successful range operation. Grants are for shooting ranges providing public access to recreational shooting. To satisfy the public access requirement for the range grant, the range must post the time and days the facility is open to the public. Privately-owned for-profit ranges are not eligible for this program.



Applicants must not have any unfinished prior grant project over two years old. Groups that have defaulted on previous grants are not eligible unless the default was by agreement between the department and the applicant.

Applicants must have liability insurance. The preferred applicant will demonstrate at least 10 years of land tenure by deed or lease, and must have appropriate zoning which will cover the life of the project.

How to apply

You must use the forms supplied in this packet, and must include all documentation at the time you submit your application. Incomplete or late applications will not be considered for grants.

Three complete sets of the application and supporting documentation must be submitted. We prefer that materials and documentation be supplied on standard, letter-sized 8.5 x 11 paper. Faxed or electronic applications will not be accepted.

Deadline. Grant applications must be received or postmarked on or before January 15th. Submit your application to:

Arizona Game and Fish Department
Statewide Shooting Range Administrator
5000 W. Carefree Highway
Phoenix, AZ 85086

By submitting an application, the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county, and municipal laws, regulations and ordinances.
- The project will be undertaken if a grant is awarded.
- The project meets eligibility criteria and applicants are eligible to submit an application.
- The project is on a shooting range open to the public.
- The applicant should secure a match of 50% for the total project cost.

Grant requirements and limitations

1. It is up to the Game and Fish Commission to determine how much money is available each year, but generally the total is $100,000. The maximum grant award is $50,000 per project.
2. Grant funds are used to reimburse eligible project expenditures up to 50% of the total cost. Grants can be matched with cash, with donated labor and materials, or with land. Rarely, and with advance approval, funds may be advanced prior to expenditures.
3. Projects for development, redevelopment, relocation, noise abatement, improvements and purchases of capital equipment must have an expected useful life of 5 or more years.
4. Acceptance of a grant requires that the range be made available for Arizona Game and Fish Department Hunter Education, Hunter recruitment efforts, Archery Programs, and the SCTP program activities.

5. The range should have a history of operation for at least five years unless owned or managed by a government agency.

Rules for completing grant projects

1. Each project must be completed within 18 months with the initial amount awarded. Work must begin during the first fiscal year of the grant, and work and billings must be completed by Nov 1. Project completion dates may not be extended based on fund availability.

2. The applicant must account for all expenditures using the Expenditure Record Form. Expenditures that are inadequately supported, are made outside of the project period, or are for ineligible items will not be reimbursed.

3. Work may not begin until a ***notice to proceed*** has been issued by the department. This includes any engineering, architectural work, designs, contractor selection or site work.

4. Throughout the development of a project, the applicant shall submit ***quarterly progress reports.*** The department may conduct periodic on-site inspections to evaluate progress.

5. Completed projects must be maintained for use by the public for 10 years after completion and are subject to department inspection during that period.

6. Grant recipients must acknowledge the Arizona Game and Fish Department in materials distributed to the public for the life of the project. When the project involves development or renovation, a permanent sign shall be installed which credits the Arizona Game and Fish Department and provides the time and days the facility is open to the public; the cost of the sign may be included in the grant application but the applicant is responsible for maintenance and / or replacement of the sign.

7. Plans for buildings, structures or projects that will be inhabited must be certified by an Arizona registered architect or engineer before being submitted as part of your application. The architect or engineer who developed the plans will be required to furnish the department with a statement that the project has been inspected and that it complies with the plans and specifications, and with building codes.

8. The department will complete an Environmental Assessment check list for approved projects. If the environmental review finds adverse impacts to the environment, applicants will have an opportunity to submit a modification or make other corrective action.

What kinds of projects are eligible?

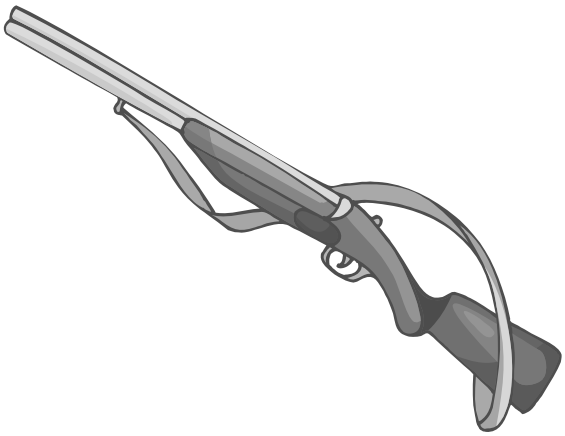
Projects should be designed according to standards contained in the most current edition of the National Rifle Association's *Range Source Book, a Guide to Planning and Construction.*

Here are some examples of eligible shooting range projects:

- development, redevelopment, relocation
- noise abatement structures
- land preparation
- construction of backstops and safety berms
- sky baffles and noise baffles
- air filtration systems for indoor ranges
- lead recovery systems
- storm drainage systems
- shooting pads, stations and covers
- electrical, water and sewage systems
- training, storage and clubhouse facilities
- dormitories
- sanitary facilities
- access roads and parking lots
- security or safety fencing and gates
- target holder systems (ex. turning targets)

The following projects are **not eligible** for grant funding:

- targets and target frames
- engineering and design documents and plans
- public address systems or audio/visual equipment
- personal protective equipment
- hearing and blood testing



How grant applications are scored

Grant applications are scored by a panel of five department employees; with each employee submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria. There are six criteria categories, with four categories worth a maximum of 20 points and two categories worth a maximum of 10 points. The maximum number of points any one application can receive is 100, with 100 representing a proposal that meets all the criteria and is considered worthy of funding.

An example of a grant scoring sheet is on the next page.

It is possible for more than one application to be considered worthy of funding and therefore it is possible that not enough money will be available to fund all projects in a given year. In that case, members of the panel will attempt to reach consensus on the proposals recommended for funding.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

Final grant awards are determined by the Arizona Game and Fish Commission at its June meeting. Challenges to the awards must be made in writing to the Game and Fish Department director, and will be resolved by the director.

Shooting Range Development Grant Scoring Sheet

Reviewer name		Date of review	
Proposal # and title			

Score sheet

Criterion	Max. points	Reviewer score
Improves range safety and / or security through the addition of or improvements to berms, backstops, fences and lighting.	20	
Increases public usefulness of the range through the addition of or improvements to berms and ancillary structures, access or public facilities.	20	
Supports hunter education, law enforcement training, SCTP, Hunter Recruitment, firearms safety education for the public or introduces newcomers	20	
Property has at least ten-years of land tenure by deed or lease or is owned by a governmental agency.	20	
Supports shooting sports through the construction of new ranges in underserved or high-demand communities.	10	
Benefits the community through design improvements, noise abatement, lead management programs or signage improvements.	10	
	TOTAL POINTS	

Scorer recommendation (check only one)

☐	I support funding this project for the following reasons.
☐	I support this project but give other proposals a higher priority for funding. (Name the other proposals).
☐	I support this project with reservations and recommend the following stipulations. (State stipulations)
☐	I do not support this project. (Give reason)

APPLICATION MATERIALS

The following pages contain the information and documents you will need to submit with your application.

Fill out and print this page and place it on the cover of your application.

Arizona Game and Fish Commission **Shooting Range Development Grants** **Application cover page** *Please type or print*	***Department use only*** **Application #** **Date received** **Grant year**

Organization name			
Project title			
Total project cost	$		*Maximum grant award is 50% of total actual project cost.*
Total Grant Amount Requesting	$		
Brief description of the project			
Project start date		Project end date	
Contact person for this application			
Mailing address			
Telephone		Fax number	
Email address			
Shooting Range information			
Name of range			
Name of range manager		Phone Number	
Email address of Manager or contact			
Mailing address of range or general range location			

Legal description				
	Quarter	*Section*	*Township*	*Range*

I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Arizona Game and Fish Department. I acknowledge that failure to meet the requirements of the grant program will result in the forfeiture of grant funds.

Signature of person who prepared the application		Date
Printed name of individual above		
Signature of the president of the applicant organization		Date
Printed name of individual above		

Application check list

A completed application check list must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

Check to indicate item is in your application	Item
☐	Application cover page
☐	Check list
☐	Project description
☐	Project plans
☐	Range master plan
☐	Location map
☐	Public benefit information
☐	Budget worksheet
☐	Insurance certificate
☐	Board resolution in support of the application
☐	Arizona GAO-W-9 form
☐	Control and tenure statement
☐	Three complete sets of the application and support documents

Typed or printed documents your grant application must contain

1. **Application cover page.** The cover page provided in this packet must be used as the cover page for your application.

2. **Application packet check list.** Applications missing a check list will not be eligible for grants.

3. **Project description.** Your application packet must include a typed or printed document that describes the project. The description should include:

General description of the project. Include the existing condition of the range and how the project will improve it. Describe the estimated population of your service area, and state how many people use the range, and how frequently it is used.

a. A schedule of deliverables: What are the end products and when will they be accomplished? What types of shooting will the project benefit?

b. A discussion of why the project is needed and what public groups it will benefit.

c. A discussion of any special benefits that will result from the project such as improved safety, multiple-use opportunities; better access for the disabled or elderly; water or energy conservation; or improved cleanliness.

d. A discussion of how your organization will pay for the project. Be sure to identify sources of financing or donations. partnerships are encouraged.

e. A plan to inform the public of the range improvements and a description of how you will give credit to the department if your project receives a grant.

f. A description of any community support your organization has received for this project.

4. **Project plans.** Attach a sketch or illustration of the proposed project. Grant recipients will be required to submit formal plans before construction may begin.

5. **Range master plan.** The range master plan should show all existing and proposed range features and improvements such as roads, trails, firing lines, clubhouses, parking areas, fences, wells, storage buildings, etc. You should highlight the features that will be affected by your proposed project. Please submit your drawings on standard letter-size 8.5 x 11 paper.

6. **Location map.** Use a state highway map or similar map to show the general location of the range. Show the nearest community, any developed or proposed access, points of service and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the usefulness of the proposed range or range project.

7. **Public benefit information.** This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:

- Does your project support the Department's Hunter Education Program; Recruitment & Retention Programs and help hunters become more proficient with firearms? Does it promote safe hunting and shooting practices? Does it support law enforcement training? How?
- Is your range managed under a lease agreement with the Arizona Game and Fish Commission?
- How does your range provide access for public shooting? What hours and what facilities are open to non-members? What are the fees for members and for non-members? What supervision is provided for public

shooting? How many public shooters use your range each year?

- What programs do you provide for junior shooters or to encourage new shooters among the general public? How do you make new shooters feel welcome? How do you let the public know about your range and its activities? What educational activities does your organization conduct or sponsor?
- What programs do you have for firearms safety, hunter education, hunter sight-ins or archery training?
- Do you offer competitive events and encourage spectator participation with these events?
- How will your proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?

8. **Budget worksheet.** Your application must include a completed budget worksheet. The worksheet is contained in this application packet.

9. **Insurance certificate.** Attach a current copy of your liability insurance certificate.

10. **Board resolution in support of the application.** Use the form included in this application packet. Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

11. **Arizona GAO-W-9 form.** Your application must contain a completed Arizona Department of Administration GAO-W-9 form, also called an Arizona Substitute W-9 Form. To get it, visit www.gao.state.az.us/vendor on the Internet. You may also call the Arizona Department of Administration at (602) 542-5405 to request this form by mail or fax.

12. **Control and tenure statement.** Projects funded with Shooting Range Development Grant funds must be located on land which the applicant owns or manages. Your application must include one of the following documents:

- If your group owns the range, attach a copy of the legal document showing title in the name of the applicant and a legal description of the property.
- If your group manages the range, attach a copy of the lease, special use permit, intergovernmental agreement or other appropriate official instrument, showing terms of the lease and the legal description of the property.

13. **Three complete sets of the application and support documents.** You must include three complete copies of your application and support documents when you submit your application.

Budget Worksheet

Use this worksheet to develop a cost estimate. Additional categories may be used if needed.

Project Title:				
Organization:				
	Estimated costs		**Organization dollars** **(Cash Dollars Dedicated to the Project)**	**Value of donated services and supplies**
	This column should contain estimates of all project costs.		*Organization dollars and donated services and supplies must equal 50% of the total project cost.*	
Planning/development	$_____		$_____	$_____
Equipment	$_____		$_____	$_____
Construction	$_____		$_____	$_____
Labor	$_____		$_____	$_____
Supplies	$_____		$_____	$_____
Other	$_____		$_____	$_____
Total project cost	**$**_____			
Total organizational dollars and donations (Must Equal or Exceed 50% of Total Project Cost)	$_____ =		**$**_____ +	**$**_____
Grant Request (Not to Exceed 50% of the Total Project Costs)	$_____			
Please tell us if any other organizations are providing funding for this project.				

Board resolution in support of the grant application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. All resolution forms must be attested to by the organization's secretary or officer and notarized.

Resolution of the _____
(organization's governing body)

Resolution No: _____

Date: _____

Approving the application to the Arizona Game and Fish Department for a Shooting Range Development Grant for **project title:** _____

WHEREAS, the Arizona Game and Fish Commission under A.R.S.§17-231.4 has authorized the establishment of a Shooting Ranges Development Policy providing financial assistance for the development of shooting ranges for public purposes; and

WHEREAS, the Arizona Game and Fish Department has responsibility for the administration of the policy, including the necessary guidelines and procedures governing applications for funding assistance under the policy; and

WHEREAS, the application procedures require the applicant's governing body to approve by resolution the submission of applications for shooting range assistance

NOW, THEREFORE, BE IT RESOLVED that this board hereby:

- Approves the filing of an application for a shooting range development grant; and
- Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Arizona Game and Fish Department as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Arizona Game and Fish Commission; and

_____ is authorized to act on behalf of this organization by conducting negotiations,
(Name of project coordinator)
and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of a shooting range development project. PASSED, ADOPTED AND APPROVED.

By signing below, I certify that I am the duly appointed and qualified _____of the
(title of your office)
_____ and certify that the foregoing resolution is true, correct and was passed and
(name of your organization)
adopted at a regular meeting of the board, held on _____ at which a quorum was present.
(date of the meeting)

Signature of office holder		Date
Printed name and title of individual above		

Notary's seal and information