



State of New Hampshire
 Department of Natural and Cultural Resources
 Division of Parks and Recreation
 Bureau of Trails
 NH Grant-In-Aid Program

Bureau of Trails ONLY	Date Stamp
District 1 <input type="checkbox"/>	
District 2 <input type="checkbox"/>	
District 3 <input type="checkbox"/>	

**OHRV APPLICATION FOR GRANT-IN-AID
 SUMMER 2024**

APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER FOR IT TO BE CONSIDERED FOR AN AWARD
 Application submission DEADLINE:
Friday, May 3, 2024 @ 4:00 PM

Club/organization is applying for (check ALL that apply): Construction Equipment Grading
 Winter Damage Fugitive Dust Control

SECTION 1 - APPLICANT INFORMATION

A. Name of Club/Organization: _____

Club/Organization Mailing Address: _____

Town/City: _____ State: _____ Zip Code: _____

Club/Organization Physical Address (if different then mailing):

Town/City: _____ State: _____ Zip Code: _____

Club/Organization Telephone #: _____

Club/Organization Website Address: _____

Club/Organization E-mail: _____

How many **members** did your club/organization have last year? _____

B. President name: _____

Cell #: _____ Home Telephone #: _____

E-mail: _____

C. Trail Administrator name: _____

Cell #: _____ Home Telephone #: _____

E-mail: _____

SECTION 2 – TRAIL SYSTEM INFORMATION

The Club/Organization has trails in the following towns(s):

The Club/Organization has trails in the following counties(s) (check all that apply):

- | | | | |
|---------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Coos | <input type="checkbox"/> Grafton | <input type="checkbox"/> Carroll | <input type="checkbox"/> Belknap |
| <input type="checkbox"/> Sullivan | <input type="checkbox"/> Merrimack | <input type="checkbox"/> Strafford | <input type="checkbox"/> Cheshire |
| <input type="checkbox"/> Hillsborough | <input type="checkbox"/> Rockingham | | |

TOTAL ONE-WAY mileage of the entire trail system: _____ miles

Are your trails open to other uses? Yes No

If yes, indicate other uses allowed (check all that apply):

- | | | |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> ATV | <input type="checkbox"/> hiking/walking | <input type="checkbox"/> equestrian |
| <input type="checkbox"/> OHRV | <input type="checkbox"/> snowshoe | <input type="checkbox"/> mushing |
| <input type="checkbox"/> Trailbike | <input type="checkbox"/> mountain biking | <input type="checkbox"/> X-C ski |
| <input type="checkbox"/> 4X4 vehicles | <input type="checkbox"/> other: _____ | |

Parking lots for the trail system are located at:

LANDOWNER PERMISSION FOR ALL OHRV TRAILS:

The club/organization is required to obtain landowner permission for all OHRV trails in their system. A current [Landowner List](#) using the **Bureau of Trails format** is **REQUIRED with this application**. This landowner list is not the same as a Landowner Project Permission Form used with construction projects.

By submitting this application, the Trail Administrator is certifying that:

- The club/organization has **attached or emailed** to BOT a **current**, typed list of **all landowners** on which the club's trail system exists **using the Bureau of Trail's excel format** found on the [GIA website](#). Said list is to include the **Club's Name** and **current date** on the top of the list, as well as provide landowner names, contact information, property location, trail name/# on property, if the permission is **WRITTEN** or **VERBAL**, and how long permission lasts.
- NOTE: A blank Landowner List using excel is provided in the email accompanying this application, this can be directly emailed to BOT as an unlocked excel file during the period of summer GIA application.
 - NOTE: if landowners or permissions change throughout the season, the club can email an updated list directly to BOT at any time.
 - NOTE: **Failure to provide current Landowner List will mean your application is incomplete, exclude you from funding, and will exclude your landowners from the Bureau's landowner insurance policy.**
- The club/organization has shared the [Landowner Partnership Brochure](#) with all their landowners.

SECTION 3 – PROPOSED TRAIL MAINTENANCE/CONSTRUCTION PROJECTS

A Project is each instance where a trail is being newly constructed, re-routed, maintained/repaired or upgraded; or a bridge is being built, repaired, upgraded or removed.

If Projects are on the same trail within the same area: it is one Project. If Projects are on the same trail, but in different areas miles apart, or on different trails, then they are multiple Projects.

LANDOWNER(S) PERMISSIONS FOR PROJECTS:

The Club/Organization must submit a signed and dated **GIA Landowner Project Permission Form** for each and every landowner where the proposed Projects(s) will be completed.

Landowners can include private, municipal, Bureau of Trails owned/managed lands and other government lands. GIA Landowner Project Permission Forms are to be included at the time of submittal and must be dated in the same year as application.

A blank **GIA Landowner Project Permission Form** is the next page of the application and can be obtained at any time via the GIA website.

The Trail Administrator certifies that a current (same year as application) **GIA Landowner Project Permission Form**, signed and dated by the landowner, is included for each Project they are applying for GIA funds for.

PROJECT MAPS:

A Project map needs to be included that shows where the project is in order for Trails Bureau staff to find the project for audit purposes.

Some suggested items/labels to include for maps (if applicable) that make it easy for GIA coordinator to understand your project: make map in color, town location of project, trail names, water body names, bridge locations, culvert locations, gate locations, parking lot locations, start and end points for trail work, discontinued old trail & newly rerouted sections of trail, north arrow, scale bar, etc.

A detailed map with the Project areas marked is required at the time of application. The Trail Administrator certifies that this map is attached to the application and each project applied for is **clearly labelled**.



STATE OF NEW HAMPSHIRE
 Department of Natural and Cultural Resources
 Division of Parks and Recreation
 Bureau of Trails



GRANT IN AID PROGRAM
LANDOWNER PROJECT PERMISSION FORM

Per RES 8403.06 Landowner Permission. All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for summer grading and winter grooming operations, provided that the trail administrator verifies by signing the grant-in-aid application that permission has been received.

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager. This form is to be completed and submitted with a club's GIA Application for grant funding for proposed projects.

Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner/land manager for any work to be done.

Name of club or political subdivision: _____

Project Year: _____ GIA Proposed Project Number(s) (P1, P2, P3, etc.): _____

Check the box for the appropriate type of property

- State of NH Property
- US Government Property
- Town/municipal Property (attach meeting minutes from town)
- Private Property

List the landowner to the above checked box (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Fish and Game, US Forest Service, US Army Corps of Engineers, private landowner name, etc.)

Landowner: _____

Project Property Address: _____

Contact Person for Public Landowner: _____

Contact Person/Landowner Phone #: _____

Contact Person/Landowner Email: _____

I hereby give permission to the above named club to perform work related to the above project on this property:

 Signature

____/____/____
 Date

PROJECT LOCATION INFORMATION: *If the Club/Org is submitting requests for more than one proposed Project, copy this page, scope page and two budget pages and submit for each request and label them P1, P2, P3, etc. with the priority request being P1 and then descending.*

- Project #: P _____ (1, 2, 3, etc.)
- Town/City Where Proposed Project Will Be Located: _____
- Trail Name & #: _____
- Is Trail a Connector to a Service? YES NO Service Type: _____
- List any and all Landowners for this new project location in box below.
Packet must include a **signed GIA Landowner Project Permission Form** for every landowner listed below:

PROJECT DESCRIPTION:

Examples: New Trail = constructing a new trail that will add to the club’s trail system
 Re-Route = changing the location of a trail due to a landowner request, environmental/safety issue
 Maintenance = replacing damaged culverts, re-decking a bridge, fixing bridges, brush cutting, adding fill/gravel
 Upgrade = widening/straightening a trail for safety/maintenance, adding culverts/water diversion, adding a bridge

Check all that apply:

- Project is a New Trail Re-Route Maintenance Upgrade
- Will Project will involve: Bridge(s) Culvert(s) Neither
- Project will require Permits for: Dept. of Environmental Services (usually SPN permits)
 Dept. of Transportation.
 Other (Army Corps of Engineers, DNCR Special Use Permits, etc.)
 None
- If permits are required, please list in box below: type of permit, if permit has been acquired and the permit #:

PROJECT SCOPE INFORMATION: In box below, provide a **detailed description of the proposed project.**

Include information such as, but not limited to:

- Justify **why** this project is needed:
 - Is there is an environmental issue that is being addressed?
 - Is there a safety issue that is being addressed?
 - Is there is a landowner complaint that is being addressed?
 - What would be the outcome if project is not approved?
- **Type of work** necessary to complete the project:
 - For trail work, give approximately how long (in feet or miles) of a trail section is to be worked on.
 - For bridges, include length/width of *current* bridge and if length/width will change for completed bridge.
 - For culverts, include length/diameter of *current* culvert and length/diameter and material type of *replacement* culvert (should match budget).
 - Necessary machine rentals (should match budget)
- Will there be any environmental impacts related to this project?
- Approximately how long the project is expected to take and when will be completed?

PROJECT BUDGET PAGE 1:

Equipment Rentals (Operator & fuel costs cannot be invoiced separately, they are to be included in the rate if applicable)

Equipment type and size (excavator, skid steer, dozer, loader, etc.)	Rate \$	# of hours to rent	Total Cost
Total 100% Cost to rent equipment:			

GIA reimburses Equipment Rentals at **80% for OHRV clubs:**

Total GIA reimbursement for equipment rentals for snowmobile clubs (at 80%): _____

Fill Material type (1/2" gravel, ledge pack, clay, etc.)	\$ per yard or load	# of yards/loads	Total Cost
Total Cost for fill:			

Lumber type & size	\$ per piece	# of pieces	Total Cost
Total Cost for lumber:			

PROJECT BUDGET PAGE 2:

Hardware type & size	\$ per piece	# of pieces	Total Cost
Total Cost for hardware:			

Culverts type & size	\$ per piece	# of pieces	Total Cost
Total Cost for culverts:			

Steel type & size	\$ per piece	# of pieces	Total Cost
Total Cost for steel:			

Other Project Items type & size	\$ per piece	# of pieces	Total Cost
Total Cost for other items:			

Total Project Cost (100% project costs): _____

Total **GIA reimbursement** for project
 (with equipment rates calculated in)
 pending available funds towards project: _____

SECTION 4 – PROPOSED EQUIPMENT PURCHASE OR REFURBISHMENT

PREVIOUSLY AWAIDED GIA EQUIPMENT:

Has your club/organization received GIA funds in the past to purchase equipment? YES NO

If yes, what was the last year GIA assisted your club/organization to purchase equipment? _____

Describe equipment purchased in the year stated above:

Mfg. Year	Make	Model	Engine Size	Purchased NEW or USED?	GIA Portion
_____	_____	_____	_____ HP/CC	<input type="checkbox"/> <input type="checkbox"/>	_____

Mfg. Year	Make	Model	Engine Size	Purchased NEW or USED?	GIA Portion
_____	_____	_____	_____ HP/CC	<input type="checkbox"/> <input type="checkbox"/>	_____

SELLING/TRADING CURRENT GIA EQUIPMENT?

If the Club/Org is purchasing **NEW** equipment **AND** selling/trading a piece of equipment that they **previously purchased with GIA funds** to another OHRV club, snowmobile club or political subdivision, this information is **REQUIRED** in order to be considered for a grant.

The BOT will compare the current value of the sale/trade via an official written appraisal against the Club/Org's portion of the purchase price of the equipment at time of purchase. If the sale/trade value is greater than what the Club/Org paid at that time, then the Bureau shall reduce any possible award for equipment being requested to the extent necessary to prevent the combination of the sale/trade plus the GIA award amount from exceeding 100% of the value of the new equipment.

Is your club/organization selling or trading a currently owned piece of equipment to partially fund the purchased or another piece of equipment? YES NO

If **yes**, continue below, if **no** skip to next page.

Mfg. Year	Make	Model	Engine Size
_____	_____	_____	_____ HP/CC

Year this was purchased by club: _____ Purchased NEW USED

Original Purchase Price: _____ GIA Funds Awarded at Original Purchase: _____

Current Operational Hour Meter Reading: _____

Current Appraised Value: _____ Appraised Value Obtained From: _____

Double check: Make sure to ATTACH Copy of Written Appraisal. Sales/Trades of GIA-purchased equipment will not be considered without this appraisal attached to this application.

JUSTIFICATION FOR THIS YEAR’S REQUEST FOR GIA EQUIPMENT:

Use the space below to justify the club/organizations request for GIA funds to purchase a new or used piece of equipment or refurbish an existing piece of equipment using this year’s grant funds. **DO NOT SKIP this section.** Applications that do not provide a justification for equipment purchases or refurbishments will be denied.

For **purchases**, include information such as but not limited to:

- What will this piece of equipment be used for?
- Will this purchase replace an existing piece of equipment for the club? If so what piece?
- Will this purchase attach to another piece of already owned equipment? (ex: drag)

For **refurbishments**, include information such as but not limited to:

- What is this piece of equipment used for?
- When was this piece of equipment last serviced?
- Where does the club/organization have this piece of equipment regularly serviced?

EQUIPMENT INFORMATION: If the Club/Org is submitting requests for more than one proposed Equipment Purchase, copy this page and submit for each request and label them E1, E2, E3, etc. with the priority request being E1 and then descending.

Attach QUOTES for every piece of equipment to be purchased (including attachments) or refurbished. Applications that do not attach quotes will not be considered for GIA funds. Quotes should include vendor's company name, address and phone.

GRADERS/TRACTORS/UTV/ATV

Proposed Equipment #: E_____ (1, 2, 3, etc.) Is this request a Purchase? or Refurbishment?

Is this equipment NEW USED or a DEMO?

Mfg. Year	Make	Model	Engine Size	Fuel Type
_____	_____	_____	_____ HP/CC	_____

Odometer reading: _____ Operational Hour Reading (if applicable): _____

Use the box below to describe the **options** for this piece of equipment:

Total cost of the equipment (should match the quote): _____

Less other grants (ex: RTP, Northern Borders, etc.): _____

Remaining cost of the equipment: _____

GIA reimbursement amount if **purchase** @ 60% remaining cost: _____

GIA reimbursement amount if **refurbishment** @ 80% remaining cost: _____

IMPLEMENT OR ATTACHMENTS

Proposed Equipment #: E_____ (1, 2, 3, etc.) Is this request a Purchase? or Refurbishment?

Is this equipment NEW USED or a DEMO?

Mfg. Year	Make	Model	Size
_____	_____	_____	_____

Use the box below to describe the options for this piece of equipment:

Total cost of the equipment (should match the quote): _____

Less other grants (ex: RTP, Northern Borders, etc.): _____

Remaining cost of the equipment: _____

GIA reimbursement amount if **purchase** @ 60% remaining cost: _____

GIA reimbursement amount if **refurbishment** @ 80% remaining cost: _____

SECTION 5 – WINTER DAMAGE PROJECT

A **Winter Damage Project** is defined as necessary repairs/replacement of a bridge that has been destroyed/damaged/moved, OR, necessary repairs to a trail/culvert, OR, removal of downed/damaged trees that are on, or in danger of falling on, a trail.

A Winter Damage Project is caused by extreme winter weather and found by the club after snow melt in the spring of a current GIA award period. These projects are unexpected and **must be repaired prior** to the club's existing **contract ending May 31**. Only the main trails necessary to keep a trail system open or connected to another club's trail system are eligible. For instance, loop trails and scenic look-outs are NOT eligible. If there is another way around - the damaged area is NOT eligible.

Winter Damage Project awarded funds cannot be utilized for any other purpose/project. If no damage occurs, or a club does not use all awarded funds for an approved Winter Damage Project, funds will roll back into the GIA fund pool for future awards.

If Winter Damage Projects are on the same trail within the same area, it is one Winter Damage Project. If Projects are on the same trail, but in different areas of the trail, or on different trails, they are multiple Winter Damage Projects.

Winter Damage Projects have a cap of **\$10,000 per club per GIA award period**. Items covered/percentages will be the **same as GIA Rules** allow for **regular projects** during the **current GIA award period**.

By applying for GIA Winter Damage Project Funding a club/organization agrees to the following:

- The club/organization will **NOT perform** any work on the damaged area(s) until they have been **approved** by the **Bureau of Trails'** GIA Program for Winter Damage Project funding **in writing**.
- The club/organization agrees to submit a request for funding by using the [GIA Winter Damage for OHRVs Request Form](#) to the Bureau of Trails' GIA Program after snow melt but prior to May 1st.
- Along with the above form, the club/organization will submit a current landowner signed/dated [GIA Landowner Project Permission Form](#) from each landowner where Winter Damage Project work will be completed. Landowners include private, BOT owned/managed lands, and government land.
- Along with the above forms, the club/organization will submit a current detailed, **labelled map** with the Winter Damage Project area(s) marked on it and provide approximate GPS coordinates to center of damage.
- If requested by the Bureau of Trails, the club/organization agrees to visiting the damaged area(s) with a Bureau of Trail's staff representative once the request is received by the GIA Program and prior to any work being done.

The Trail Administrator TA certifies the club/organization understands that awarded **Winter Damage** Funds **CANNOT for any other purpose or project**. Un-used funds will roll back into the GIA fund.

The club/organization would like to be considered for **Winter Damage funds** in the amount of _____
(Not to exceed \$10,000)

SECTION 6 – FUGITIVE DUST CONTROLS (FDC): Ex: CALCIUM CHLORIDE (CC)

The Trail Administrator TA certifies the club/organization understands that awarded **Fugitive Dust Controls** funds **CANNOT for any other purpose or project**. Un-used funds will roll back into the GIA fund. Examples of FDCs are but not limited to: calcium chloride, wood chips, stump grindings, etc.

If the Club/Organization is submitting more requests than will fit on this page, copy this page and submit all copies.

Name & # of Trail Where FDC Will Be Spread: _____				
Town/City Where Trail Is Located: _____				
Total One-Way Mileage of Where FDC Will Be Spread: _____				
Was Spread requested?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "Yes", by whom? _____		
Will Club/Org Be Spreading FDC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "No", who will spread? _____		
Type of FDC	Measure of Unit	# of units	cost/unit	total cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name & # of Trail Where FDC Will Be Spread: _____				
Town/City Where Trail Is Located: _____				
Total One-Way Mileage of Where FDC Will Be Spread: _____				
Was Spread requested?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "Yes", by whom? _____		
Will Club/Org Be Spreading FDC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "No", who will spread? _____		
Type of FDC	Measure of Unit	# of units	cost/unit	total cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name & # of Trail Where FDC Will Be Spread: _____				
Town/City Where Trail Is Located: _____				
Total One-Way Mileage of Where FDC Will Be Spread: _____				
Was Spread requested?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "Yes", by whom? _____		
Will Club/Org Be Spreading FDC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "No", who will spread? _____		
Type of CC	Measure of Unit	# of units	cost/unit	total cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Cost of All Fugitive Dust Controls: _____

SECTION 7 – GRADING

The Trail Administrator TA certifies the club/organization understands that awarded **Grading Funds CANNOT for any other purpose or project.** Un-used funds will roll back into the GIA fund.

GIA defines **Grading** as “when a rock rake/grading blade or similar shaping implement is utilized to smooth/crown the trails”. Grading reimbursement is meant to go towards the cost of fuel Clubs/Orgs use to actually grade their trails.

Summer Grading awards are available for Clubs/Orgs that will have their volunteers perform Grading with **Club/Org owned equipment.** Volunteers must fill out a **Grading Log** (also found on GIA website) for each instance of Grading. The log must include the beginning and end operational or hour meter readings for a Class 1 or 2 machine. Logs for Class 3 & 4 machines must include the readings from an operational hour meter.

A Club/Org is NOT Grading when they perform work with a backhoe or other equipment to remove large rocks, fill holes/erosion, remove stumps, etc. That type of work is considered Project work and should be submitted as a Project. If a Club/Org is hiring a vendor to grade trails or renting equipment and doing the grading with said equipment, that is also considered a Project and should be submitted as a Project.

Grading equipment must be registered as a [Trail Maintenance Vehicle](#) with Fish & Game (Club/Org to provide owner name/VIN #/Registration Copy). **Proof of liability insurance covering this equipment** must also be provided.

The current GIA Grading Rates are below and are available on the [GIA Web Page](#).

CLASS	EQUIPMENT TYPES	RATE PER HOUR TO GRADE (@100%)	GIA REIMBURSEMENT RATE PER HOUR (@ 80%)
1	Standard ATV/UTV w/rear attachments.	\$19.71	\$15.77
2	Small tractor w/minimum 5’grading blade and 25hp.	\$24.50	\$19.60
3	Small road-type grader with up to an 8’ moldboard and 45hp.	\$32.50	\$26.00
4	Tandem drive/all-wheel drive motor grader. Minimum 10’ moldboard and 80hp.	\$61.74	\$49.40

Highlights of the **SPECIAL PROVISIONS** of your club's Grant-In-Aid Agreement:

- 1) Clubs receiving GIA funds for grading are required to fill out a **Grading Log** and submit one copy for each instance of grading along with a completed **Billing Form** by **the 10th of the month** following the month the grading was completed in.
- 2) Operational odometer or hour meters are required on Class 1 and 2 machines.
- 3) Operational hour meters are required on 45hp and above machines, Class 3 and 4

If the Club/Organization is submitting more requests than will fit on this page, copy this page and submit all copies.

Name of Trail to be Graded: _____

Total One-Way Mileage above named trail: _____

Double check: did TA mark this trail to be graded on club map to submit with application?

Club-owned grading equipment to be utilized to grade above named trail							
Equipment Class	Manufacture Year	Make	Model	Engine Size (HP/CC)	VIN# <i>Make sure this is correct</i>	Blade Length	Moldboard length
Enter in # of miles or hours for above-named equipment class							
Class	Hours or miles requested		GIA reimbursement rate for class			Total GIA Request	
1			\$15.77				
2			\$19.60				
3			\$26.00				
4			\$49.40				
Anticipated Grading Schedule: Check off all days the above-named machine will grade on the above-named trail							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

Name of Trail to be Graded: _____

Total One-Way Mileage above named trail: _____

Double check: did TA mark this trail to be graded on club map to submit with application?

Club-owned grading equipment to be utilized to grade above named trail							
Equipment Class	Manufacture Year	Make	Model	Engine Size (HP/CC)	VIN# <i>Make sure this is correct</i>	Blade Length	Moldboard length
Enter in # of miles or hours for above-named equipment class							
Class	Hours or miles requested		GIA reimbursement rate for class			Total GIA Request	
1			\$15.77				
2			\$19.60				
3			\$26.00				
4			\$49.40				
Anticipated Grading Schedule: Check off all days the above-named machine will grade on the above-named trail							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

Total Cost of All Grading: _____

SECTION 8 – ATTACHMENT CHECKLIST

The following documentation is required to be submitted to Bureau of Trails with your application *by the Due Date*. **Missing and or late attachment submittal will RESULT IN APPLICATION DENIAL.**

- 1) **Current Certificate of Good Standing.** A Certificate of Good Standing (COGS) from the Secretary of State’s Office **must** be included in your application packet or **be on file with the Bureau of Trails before application is submitted**. Your application will not be considered without a COGS on file with the Bureau of Trails. COGS for non-profit organizations are good for the 5 years they are valid through the Secretary of State. **Currently we are in filing period years 2020 through 2025.**

- This item is **REQUIRED** by Administrative Services for all items that go before the Governor & Council. A COGS can be obtained on-line at <https://quickstart.sos.nh.gov/online/Account/LandingPage>. The cost is \$7. There are 4 steps to ordering it and it should take about 10 minutes to order, including registration for the site.

Current **COGS** is attached to this application OR club has a current COGS on file with the BOT.

- 2) **Certificate of Liability Insurance (COI).** **If the club has insurance with any agent other than Allied or Hadlock Insurance**, a current Certificate of Insurance (COI) must be provided with the application. The COI must include the **certificate holder as additionally insured** with the **Bureau’s full address**. The COI also must have insurance limits of 1 million general liability and 2 million aggregate.

Current **COI** is attached to application OR a current COI is on file with Bureau of Trails through Allied or Hadlock Insurance.

- 3) Double check for **construction** projects:

All Project Landowner Permission forms are included with **signatures** and **dates**?

All projects have maps with labels?

- 4) Double check for **equipment** requests:

Quotes attached for every piece of equipment requested for purchases/refurbishments including attachments? Quotes need vendor name, phone and address.

Justification statement is complete? (do not skip this).

Appraisal attached for equipment to be sold/traded? (if applicable)

- 5) Double check for **Landowner List**:

A current, up to date **Landowner List** using BOT format is either attached to this application OR was emailed directly to BOT as an unlocked excel file.

NOTE: Failure to provide current Landowner List will mean your application is incomplete, exclude you from funding, and will exclude your landowners from the Bureau’s landowner insurance policy.

- 6) Double check for **Club/Organizational Map** showing all OHRV trails with active landowner permission.

A current, **hardcopy club/org map** is being submitted with this application. This map **shows all OHRV trails club/organization has landowner permission to operate an OHRV on**. If club is applying for **Grading**, then this club map is **marked with trails to be graded** and **matches request for grading**.

SECTION 9 – AUTHORIZATION FOR CONSIDERATION OF GRANT REQUEST

GRANT REQUEST SUMMARY		GIA REQUEST SUMMARY	
Total Cost of all Construction Projects:		Total GIA costs for Construction Projects:	
Total Cost of all Equipment Requests:		Total GIA costs for Equipment Requests:	
Total Cost of Winter Damage Request:		Total GIA costs for Winter Damage Request:	
Total Cost of Dust Control Request:		Total GIA costs for Dust Control Request:	
Total Cost of Grading Request:		Total GIA costs for Grading Request:	
Total Cost for Combined Requests:		Total GIA costs for Combined Requests:	

This application is submitted by the Club's/Organization's appointed **Trail Administrator** (TA) on behalf of the Club/Organization.

The undersigned Club/Organization President certifies that, per Res 8403.05, the Officers of

_____ *have voted to appoint*
 (Club/Organization Name)

_____ *as the Club/Org's Trail Administrator (TA).*
 (Trail Administrator Name – Please Print)

CLUB/ORG PRESIDENT (Please print)

President's Signature

Date

On behalf of the aforementioned Club/Organization, I hereby represent that I have carefully analyzed the Grant-In-Aid Program Rules and certify that the information provided on this application is correct and complete to the best of my knowledge. If the Club/Org is awarded a grant, I will work with the GIA Program Coordinator to the best of my ability to satisfy grant requirements.

TRAIL ADMINISTRATOR (Please print)

Trail Administrator's Signature

Date

OPTIONAL: GIA Advisor (Please print)

OPTIONAL: GIA Advisor Signature

Date

Mail hardcopy original, completed application to:

NH Bureau of Trails
 ATTN: GIA Program
 172 Pembroke Road
 Concord, NH 03301

COPIES ARE NOT NEEDED – PLEASE DO NOT BIND