



Iowa State Snowmobile Association
Application for Funds from the State Snowmobile Fund

Snowmobile Grant Application

Application Checklist - Required Documents for Review Consideration

- 1 signed original** of the completed Snowmobile Trail Grant Application
 Original should be placed unfolded in an 8 ½ x 11 or larger manila envelope.

OR

- Application is being submitted electronically.**
 Trail maps and groomer pictures can be mailed or sent electronically.

A completed Snowmobile Trail Grant Application must include the following:

- Colored Trail Maps**
 Mark areas for new or changed structures/development. Include GPS coordinates if available.
- Itemized Budget for Operational Expenses**
 Standard maintenance award is \$500.00 If additional funds are requested, you must justify the need and the amount. Use of an online price listing can be used to meet this requirement.
- Groomer, Drag, Pictures**
 Include with this application the following pictures, as applicable: front, both sides and drag.
- Bid Documentation**
 Minimum 1 bid and/or quote for any preseason repair.
 Minimum 1 bid and/or quote for purchases over \$500.00.
- Itemized Trail Development Expenses**
 Failure to provide justification for items within your itemized budget will disqualify that item for funding.
- Copies of Leases or Easements on Permanent Bridges**
 Must be submitted annually.
- Prepayment**
- If a prepayment is being requested, indicate this on the application and specify the cost of the bond.

Annually	Item Requested or Action Due
January	Grant Applications Available on ISSA Webpage www.iowasnowmobiler.com/trailgrantprogram/index.html
May 1	Grant Application Due to ISSA RSC- must be received by 4:30 pm
May/June	Grant Review and Selection Meeting Date June 21 2pm Comfort Inn Story City
June	RSC Approval of Award Recommendations Emailed to Applicants
July	Grant and Equipment Agreements Emailed to Applicants
July	Signed Agreements Due back to ISSA RSC from the Applicant
August	Signed Agreements Scanned and Emailed to Applicants



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The snowmobile trail grant application constitutes a formal request for a cooperative agreement with the Iowa State Snowmobile Association to develop, and/or maintain snowmobile trail grooming equipment and/or trail facilities. **An application must be received by 4:30 pm, May 1 annually.**

Terry Durby
 ISSA Snowmobile Program
 168 4th Ave W
 Thompson, Iowa 50478
 email: issa.rsc@gmail.com

Agency or Club Name		
Official Mailing Address for Club or Agency	City/State	Zip
Name of Elected Officer, Title	Signature	
Name of Primary Grant Contact	Date	
Home Phone	Work	Cell
Email Address (required)		

Name of Alternate Contact		
Mailing Address	City/State	Zip
Home Phone	Work	Cell
Email Address (required)		

TOTAL GRANT AMOUNT REQUESTED (From Section B1-B3 of Application)

1. Equipment Lease Fees	\$ _____
2. Operations Expenses	\$ _____
3. Existing Trail Development Expenses	\$ _____
4. Cost of bond if requesting prepayment	\$ _____
Total Grant Request	\$ _____



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SECTION A - GROOMER EQUIPMENT (if applicable)

In this Section provide information on the groomer used by your club. Indicate whether your club shares a groomer with another club.

Groomer Make and Model Number	Drag Make & Model Number
VIN/Serial Number	VIN/Serial Number
Year of Groomer	Hours/Miles on Groomer
Owned by ISSA or Club	Club Groomer Shared With
Miles of Signed Trails: Primary: _____ (Groomed & Signed)	Secondary: _____ (Typically not groomed)

SECTION B – BUDGET REQUEST

This Section requests information on your club’s estimated budget needs for the upcoming grooming season. Please be as complete and concise as possible when putting together your request. Every effort will be made to ensure your club has the necessary funds to operate in the upcoming grooming season.

B1. Leased Equipment

Lease fees on equipment for snowmobile trail grooming are eligible for Grant funds to clubs that do not have groomers at their disposal. Provide information on the lease rate and total estimated fee.

Equipment Make and Model Number		
Equipment Owner Contact Information		
Name		
Official Mailing Address	City	Zip Code
Phone	Cell	Email Address
Operated by		
		Season Lease Fees Requested \$ _____
		Beginning Date of Proposed Lease _____
		Ending Date of Proposed Lease _____



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B2. Operational Expenses

Use the space below or a separate sheet of paper to provide an itemized budget and justification for operational expenses. Include routine costs associated with operating and maintaining your groomer, pre-season repairs to your groomer and associated equipment, and labor costs associated with vendor maintenance on your groomer and associated equipment. Trailhead plowing is an allowable expense when justified by the club. A minimum of 1 quote or bid must accompany any purchase or repair over \$500 for a pre-season repair request. (3 bids will be required on any repair or purchase for final reimbursement.) Operational expenses include but are not limited to fuel, oil/oil filters, and general maintenance supplies.

Pre-Season Repairs (detail below): \$ _____

Fuel: \$ _____

Maintenance (detail below): \$ _____

Other (detail below): \$ _____

Requested Operations Expenses \$ _____

Item	Description/Comments	Amount	Bid/Quote?
Pre-Season Repairs:			
Total			
Maintenance:			
Fuel			
Oil			
Filters			
Other:			
Total			



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B3. Trail Development Expenses (Existing Trails)

Use the space below or a separate sheet of paper to provide a justification and detailed cost breakdown for each item you are requesting funding. Include a colored map indicating location of any needed repair or upkeep. Include GPS coordinates if available. Trail development expenses include materials for fence openings, gates and bridges. If approved, material costs and installation will only be reimbursed up to the amount approved by the Grant Review and Selection Committee.

If you are not requesting trail development expenses, you do not need to include this page.

Category	Number Requested		Amount per Each Request		Total for Category	Lease or Easement in Place?
Fence Openings		x	\$	=	\$	
		x	\$	=	\$	
Gates		x	\$	=	\$	
		x	\$	=	\$	
Temporary Bridges		x	\$	=	\$	
		x	\$	=	\$	
Permanent Bridges		x	\$	=	\$	
		x	\$	=	\$	
		x	\$	=	\$	
		x	\$	=	\$	

Total Requested Existing Trail Development Expenses \$ _____

Justification for All Trail Development Expenses: (use the space below and additional sheets if necessary)



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B4. New Trail Development Expenses (Trails to be added to the system)

Use the space below or a separate sheet of paper to provide a justification and detailed cost breakdown for each item you are requesting funding. Include a colored map indicating location of any new or changed development. Include GPS coordinates if available. Trail development expenses include materials for fence openings, gates and bridges (new bridges must meet the approval of the local jurisdiction; include copies of all leases or easements and a sketch of bridge design). If approved, material costs and installation will only be reimbursed up to the amount approved by the Grant Review and Selection Committee.

If you are not requesting new trail development, you do not need to include this page.

Category	Number Requested		Amount per Each Request		Total for Category	Lease or Easement in Place?
Fence Openings		x	\$	=	\$	
		x	\$	=	\$	
Gates		x	\$	=	\$	
		x	\$	=	\$	
Temporary Bridges		x	\$	=	\$	
		x	\$	=	\$	
Permanent Bridges		x	\$	=	\$	
		x	\$	=	\$	
		x	\$	=	\$	
		x	\$	=	\$	

Total Requested New Trail Development Expenses \$ _____

Justification for All Trail Development Expenses: (use the space below and additional sheets if necessary)



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Use the space below or a separate sheet of paper to detail how the needs of your club would be better met by updating or replacing your existing grooming equipment, which includes blades and drags. Please specify the make and model of the grooming equipment, drag and/or blade you would like.

This information will be evaluated separate from the other parts of this grant application, but needs to be provided with your grant application if you want to be considered for a groomer update or replacement. Clubs must submit requests annually if request is not awarded.

The list of requested equipment will be prioritized annually, when money for equipment purchases is available.

If you do not need to update or replace any grooming equipment you do not need to complete this section.



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The snowmobile program may have an availability of the use of trail maintenance equipment. The first unit consists of a Bobcat Toolcat with a brush cutting mower on the front. The second unit is a Dubie brush cutter that mounts on the loader arms through global carrier hookup and trims tree branches up to 3" diameter in a vertical cutting position with an eight foot heavy duty reciprocating bar.

If your trails are in need of cleanup of tall weeds, saplings etc. the Toolcat could be useful.

**The Toolcat is not especially useful in soft or wet areas and has a tendency to sink.

If your trails are having issues with branches overgrowing your trail canopy and needs to be trimmed back, then the Dubie brush cutter might be an option.

Due to the requirements for insurance coverage for each club and for each piece of trail equipment, it is required that an official request for the use of one of these units be made on this application.

Please indicate where on your trail, how long of a distance and the circumstances of the work. Also indicate on your map where the work is to be performed. This will allow the snowmobile program to work with you to coordinate its use with all clubs that request it.