



Shooting Range Grant Application Checklist

All the following must be completed for an application to be considered:

- Complete application with signature on last page
- Unique Entity Identifier (UEI) – UEI may be obtained at sam.gov
- Attached copy of W-9 IRS form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Attach a copy of IRS non-profit organization certificate ex. 501(C)(3)
- Attached zoning letter and deed/lease of shooting range
- Attach detailed description of existing structures, development and use
- Attach a detailed copy of description and estimates of individual costs of range enhancements and total project costs
- Attach a description of 25% cost-share source
- Attach a copy of club’s charter or by-laws
- Attach a description of public access to the range’s facilities
- Sign application and mail to South Dakota Game, Fish and Parks at the address listed above or scan and email all forms to South Dakota Game, Fish and Parks Federal Aid Coordinator at graham.larson@state.sd.us by March 3, 2025

There may be more items needed that will be requested from South Dakota Game, Fish and Parks if the project is considered a construction project.

Incomplete applications will not be considered!

Upon approval of a grant application:

1. Club (grantee) will receive cooperative agreement and contract.
2. Grantee will sign agreement and contract, and return to South Dakota Game, Fish and Parks.
3. Once signed agreement and contracts are returned, grantee will need to get **three bids** for the project and mail or email bids to South Dakota Game, Fish and Parks for approval. All bids must follow the guidelines of Build America Buy America.
4. South Dakota Game, Fish and Parks will review the bids and the approval of one will get referred to grantee so work can start with the approved bidder.
5. **All work must be done within 12 months of grant approval, not bid approval.**
6. Grantee will pay 100% of the work completed by a contractor or equipment purchases upfront. Submit proof of payment (canceled checks front and back) to South Dakota Game, Fish and Parks, South Dakota Game, Fish and Parks will reimburse grantee 75% of agreed upon amount of work or equipment costs as determined in the contract.



Shooting Range Grant Application

Return the completed application and all additional required documents by mail to Graham Larson of South Dakota Game, Fish and Parks, 523 East Capitol Avenue, Pierre, SD 57501, or scan and email the documents to Graham.Larson@state.sd.us by **March 3, 2025**. All applications that are incomplete, missing any required documentation, and not received by **March 3, 2025**, will not be eligible for grant funding.

A. Contact Information

Name of Club/Group (Name that Appears on the clubs IRS Non-Profit Certificate)

President of the Club/Group

Person of Contact for Club/Group

Mailing Address

Physical Address of Shooting Range

Daytime Phone

Cell Phone

Email Address

B. Type of Project Proposal

Shooting Range Construction/Expansion (Disturbing Ground) Purchase of Equipment

What is the estimated cost for the project proposal?

Please note that if your range consists of construction and/or expansion, there are additional steps that are necessary that will need to be completed before the grant is submitted. SD GF&P will assist you.

C. Type of Shooting Range

Archery

Is the Archery Range Indoor or Outdoor?

Rifle/Pistol

Is the Rifle/Pistol Range Indoor or Outdoor?

Trap/Skeet/Shotgun



D. General Information

New Facility Existing Facility

If the facility is existing, is there a sign crediting Pittman-Robertson Aid? Yes No

Is the facility accesible by persons with disabilities? Yes No

Does your club or group provide hunter or bowhunter education classes? Yes No

If yes, how many hunter education classes annually?

How many bowhunter education classes annually?

Is your club or group members only or open to the public?

If your club or group is members only, how many members are in your group and approximately how many public shooters use your range each year?

What are the days and times the range is open to the public?

UEI Number Type of non-profit orginazation ex. 501(C)(3)

Assurances and Club Signature

- The **club/group agrees** to offer use of the range to instructors and students of the Hunter and Bowhunter Education Program for training and live firing at no cost except those fees necessary to recover the cost of targets.
- The **club/group agrees** to have the facility open for reasonable use by the public regularly and throughout the useful life of the range.
- The **club/group agrees** to give public notice by signs, advertisements or other reasonable means of dates and times that the range will be open for public use.
- The **club/group agrees** to post in a conspicuous place upon the range, a sign, furnished by GFP, which explains that the range was constructed, in part, with Federal Aid Wildlife Restoration Funds.
- The **club/group agrees** that in the event of discontinuance of use of the range for student training or use by the public during it’s useful life of the facilities, the grantee will reimburse the State seventy-five percent of the fair market value or amortized value of the equipment, materials and services purchased, provided or cost-shared, used in the equipping of the range.

By signing and submitting to these assurances the Club/Group certifies that the information is true, correct and complete to the best of your knowledge and belief.

Club/Group President

Date

Contact Person for Proposed Project

Date

Embedded Adobe XML Form

The file <https://www.irs.gov/pub/irs-pdf/fw9.pdf> is an Adobe XML Form document that has been embedded in this document. Double click the pushpin to view.

