



# **NRA PUBLIC RANGE FUND**

## **Grant Application**

*The following guidelines govern the award of grants made under the auspices of the NRA PUBLIC RANGE FUND program. Please read this entire document prior to completing a grant application.*

### **GENERAL PROVISIONS:**

The NRA Public Range Fund was established in 2009 as a matching grant program to encourage city and county governments, and state or federal agencies, to work with NRA on efforts to build and improve public ranges across the United States.

At the NRA's sole discretion, grants are awarded to qualifying city and county governments and state or federal agencies to assist with the development and improvement of public shooting facilities. Grants are also awarded to assist qualifying agencies or local governments with projects designed to improve community relations and to address environmental issues related to range operations.

### **ELIGIBLE APPLICANTS:**

In reviewing grant applications, the NRA Range Services department will apply the following criteria and recommend to the Executive Director of General Operations only those projects that conform to these guidelines:

- An applicant may be any city or county government or state or federal agency that plans to build or improve, or is currently building or improving, public ranges, and is able to provide proof of ability to 100% match awarded funding in revenue, labor, equipment, materials, etc. to ensure the project's completion.
- Generally, grants are awarded on a 50/50 matching basis with 50% of the cost of the project being provided by the applicant and 50% awarded from the NRA Public Range Fund. In-kind services of labor, materials, and equipment may be considered to provide the applicant's 50% contribution to the project.
- For projects where Pittman-Robertson Funds are being used, the applicant's share will be 75% of the project, with the remaining 25% coming from the NRA Public Range Fund.
- Applicants seeking to qualify for support shall not discriminate against any member, person, or other user of its facilities or equipment on the basis of age, race, color, sex, or national origin.

### **PROJECTS/ACTIVITIES ELIGIBLE FOR FUNDING:**

- ▶ To build or improve upon existing public ranges at the city, county, state, or federal level by providing assistance for construction, labor, materials, and equipment costs.
- ▶ To provide assistance for the maintenance, security, and upgrades of public ranges at the city, county, state, or federal level.
- ▶ To support activities and objectives set forth in the bylaws of the National Rifle Association of America.

- ▶ Other types of projects will be considered on a case-by-case basis.

*NOTE: Operation of the range will be at the discretion of the property owner, but it is advised that it be made available to the public as much as is appropriate for the site and within the maintenance capability of the range owner.*

#### **RESTRICTIONS ON FUNDING:**

- Applications for grant funding will not exceed \$25,000 for any qualifying applicant per year.
- Applicant will be required to show proof to provide the matching amount of requested funding.
- NRA Public Range Grants will not be approved for multi-year funding of projects.
- A final report must be submitted for any and all funding projects. Failure to submit a final report will result in disqualification for future consideration.
- All projects must be for the sole purpose of range development/range improvement for public ranges. Applications for non-essential equipment and/or short-term supplies such as targets, firearms, PA systems, manuals, etc. will not be accepted. (Short-term being defined as supplies or projects with a life of less than 10 years.)
- Grant applications for administrative costs, engineering fees, surveys, drawings, feasibility studies, environmental assessments or exploratory costs will not be funded.
- Application must be submitted for consideration each year. Prior year funds awarded shall not be construed as a guarantee of funding in subsequent years.
- Deficit financing. (Payment for something already purchased or reimbursement for an event that has already taken place).

All funding and/or grants awarded under or pursuant to this program are entirely at the NRA's sole discretion. No party, including applicants under the program, has the right to receive funding nor is funding guaranteed. No application, participation in the program, and/or submission of any application or other forms related to the program, shall be construed as creating a contractual relationship between the NRA and the applicant. An applicant applies at his/her own expense.

## COMPLETING THE APPLICATION:

All applications for grants must be submitted on an official NRA PUBLIC RANGE FUND Grant Application form. These application forms are available from NRA Range Services/Field Operations through [clubs@nrahq.org](mailto:clubs@nrahq.org) or <http://www.nrahq.org/shootingrange/grants.asp> . **All requested information must be provided at the time of application including public use letters for projects involving range improvements, IRS W-9 forms, EIN/TAX ID Number, and a signed consideration agreement.** Please feel free to contact the Range Services Department at (800) 672-3888 x1278.

For grant applications to be promptly considered, all of the above information must be submitted with the original application.

- Prior to transmitting applications to NRA Range Services, review **each** application to insure it has been completed properly and that all supporting / required documentation is attached.
- Refer to the ***FINAL CHECKLIST*** attached to the application form to insure all required documents are included. **Applications, which do not contain all required information, forms, attachments, or signatures will not be considered for funding.**

## FINAL REVIEW / APPROVAL PROCESS:

Once applications have been recommended for approval by NRA Range Services/Field Operations the following review process will be conducted.

**Step 1:** Applications undergo a thorough review by the grant manager, Managing Director of Field Operations, and/or by legal counsel to assure both applicants and projects are eligible for funding.

**Step 2:** If warranted, an application may be deferred for additional review or comments to an appropriate Range Services Department employee or appropriate member of NRA staff.

**Step 3:** The applicant will be notified upon completion of the final review if the project does not meet criteria to qualify for funding.

**Step 4:** Qualifying projects are submitted to NRA General Operations and then to the Office of the Executive Director for final approval on an ongoing basis.

**Step 5:** If approved, NRA Range Services/Field Operations will notify the applicant that the grant has been approved and request a check from the NRA PUBLIC RANGE FUND.

## **POST-DISBURSEMENT REQUIREMENTS:**

All organizations or groups awarded grants by NRA must complete and return to the National Manager for Clubs, Associations & Range Services, a Final Report detailing how the grant funds were spent. Grant funds may only be expended in furtherance of the project documented on the grant application. Final reports should be as complete as possible and include receipts for items purchased with grant funds. Any unused funds must be returned to NRA and may not be retained for further use.

Failure to submit the Final Report on a timely basis or expending grant funds for purposes other than those for which they were sought will preclude the award of further grants to the grant recipient. In addition, NRA requires the return of grant funds that were not spent for the purposes for which the grant was awarded. Unused grant funds should be returned to NRA so that they may be made available to other applicants.

Thank you for your interest in the NRA PUBLIC RANGE GRANT PROGRAM. Should you have any question regarding this program, please call NRA Range Services at (877) NRA RANGE or email [range@nrahq.org](mailto:range@nrahq.org)

**NRA Range Services  
National Rifle Association  
11250 Waples Mill Road  
Fairfax, VA 22030  
ATTN: National Manager**

**1-800-672-3888 x1348**

**<http://www.nrahq.org/shootingrange/>  
[range@nrahq.org](mailto:range@nrahq.org)**



## II. PROPOSAL INFORMATION

*Describe your request, incorporating the following points:*

- A) This proposal is in request of funds for . . . . .
- B) Note the goals, objectives, and activities involved in this request.
- C) Who will carry out the goals, objectives, and activities?
- D) Describe how the project will benefit the community? People/public group to benefit? Will a user fee be charged to participants?
- E) How many people do you anticipate will benefit from this project?

### III. BUDGET

Using the Budget Worksheet, provide a complete and detailed budget, listing all costs for this project (*equipment, supplies, printing, publishing, construction and miscellaneous other expenses*). *Please be specific.*

If partially funded, will this project still move forward?                      YES                      NO

Have you contacted other organizations for funding?                      YES                      NO

Please list any other organizations providing funding for this project. (Are any sources of funding listed contingent on any event or award?)

Organization:	Amount of Support:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

Has your organization received any other grants or funding from The NRA Foundation or the NRA within the last five (5) years? (Grant, Loan, Etc.)                      YES                      NO                      (PLEASE CIRCLE ONE)

*If so, please specify:*

Has a final report been filed for this grant?                      YES                      NO                      (PLEASE CIRCLE ONE)

*\*\*\*Failure to file reports for previous grants will delay further processing.*

### IV. RECOGNITION

If awarded this grant, how will you recognize the NRA for its support? (permanent range signs, photos, newspaper articles, etc.)

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### V. EVALUATION

Describe the criteria to be used in determining the success and impact of this project. What do you want to happen as a result of this project? How will you measure the impact?

### VI. AUTHORIZATION

*I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by NRA .*

Program/Project Coordinator \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Grant Consideration Agreement**

**Applicant Organization** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

*In consideration of being considered for the award of an NRA PUBLIC RANGE FUND grant, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. In the event that NRA awards such a grant, these Terms and Conditions shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.*

The Applicant/Grantee understands and agrees that the following Terms and Conditions are attached to and govern the distribution of any grant awarded by the NRA to the Applicant/Grantee.

## **Terms and Conditions**

1. Any grant awarded by the NRA shall be used solely for the purposes set forth in the application. The Applicant/Grantee certifies that the information contained in the application is true and correct. It is expressly understood that the NRA shall make the grant, if the grant is made, based upon the information provided by the Applicant/Grantee.
2. The Applicant/Grantee certifies that it fully understands and shall abide by the NRA's Guidelines for Application Submission, which are attached to and incorporated into this agreement.
3. Funds not used or committed for the specified purpose of the grant, or not used or committed within any time limit specified in the application, shall be returned to the Foundation. In addition, if the Applicant/Grantee dissolves, disbands, or otherwise ceases to exist or ceases to use any property or equipment obtained as a result of the grant for the purpose for which it was awarded, then the Applicant/Grantee shall contact the NRA-PRF to arrange disposal or transfer of any usable property or equipment obtained with funds awarded under the grant.
4. Applicant/Grantee shall furnish written reports as required by the NRA with respect to projects and activities financed in whole or in part by the grant, including a summary of funds expended. Such reports shall include, but shall not be limited to, an After Action Report in a form acceptable to the NRA, a copy of which is attached to and incorporated into this agreement.
5. Grant funds shall not be used for payment of administrative fees, office overhead, or other similar costs or expenses. Grant applications for administrative costs, engineering fees, surveys, drawings, feasibility studies, environmental assessments or exploratory costs will not be funded
6. It is expressly understood and agreed that the Applicant/Grantee takes full responsibility in carrying out the project contemplated in the grant application. It is further understood and agreed that the Applicant/Grantee holds the NRA harmless from and against any and all liability relating to the effectuation of the grant or in any way arising out of or associated with or related to the grant or grant application or any act or omission of the Applicant/Grantee and, further, that the Applicant/Grantee shall indemnify the NRA from any claims made or actions taken that in any way arise out of, are associated with, or are related to the grant or grant application or any action or omission of the Applicant/Grantee.
7. If a grant is awarded, the Applicant/Grantee agrees to place a sign in an appropriate location in recognition of the grant award. Publicity associated with any grant awarded by the NRA in the form of photographs, video, published or printed information, or any other materials, including any information or materials provided by the Applicant/Grantee, may be used by the NRA in press releases, publications, for the promotion programs, or in any other manner as determined by the NRA. The Applicant/Grantee releases the NRA from any liability resulting from any information or materials provided by the Applicant/Grantee and agrees to indemnify the NRA from any claims made or actions taken in any way associated with any information or materials provided by the Applicant/Grantee.



8. Any violation of the Terms and Conditions set forth herein shall permit the NRA to terminate any and all further distributions to the Applicant/Grantee, whether or not such distributions have been properly promised or pledged. Such remedy shall not be the sole remedy available to the NRA and the NRA shall retain the right to take any other actions allowable by law.

9. This Agreement and any disputes arising under this agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. Any action arising under or related to this Agreement shall be brought only in a federal or state court sitting within the County of Prince William, the County of Fairfax, or the City of Alexandria, in the Commonwealth of Virginia. The parties consent to and subject themselves to the personal jurisdiction of such courts and agree that jurisdiction and venue for any proceeding arising under this agreement shall lie exclusively with such courts.

***Acknowledgment of the Applicant/Grantee to these Terms and Conditions must be made by a duly authorized individual of the Applicant/Grantee organization as provided below. Please execute the original and return with your application.***

Signature \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

If the NRA approves this grant, make check payable to:

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**Rev: 01/13**

# Budget Worksheet

*Applicant:*

*Address:*

*City/State/Zip:*

*Phone:*

Description of Item	Cost/Item	# of Items	Total Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total:

## ***NRA –PUBLIC RANGE FUND***

### **FINAL PROPOSAL CHECKLIST for RANGE PROJECTS**

#### **Completed and Signed Application Form**

- **Leased Land (Copy of current lease)**
- **Own land (Provide documentation)**
- **EIN/TAX ID Number**
- **Completed Budget Worksheet**
- **Documentation of Pittman-Robertson and/or proof of matching funds**
- **Drawings (if available)**
- **Signed Consideration Agreement**
- **Completed and Signed W-9 form**
- **Signature on all forms**

**Keep a complete copy for your files!**

**Forward your completed application package to NRA Range Services !**

# NRA Public Range Fund Grant Final Report

<b>Grant Number</b>	
<b>Organization Name</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Amount Awarded</b>	
<b>Check Number</b>	
<b>Project Title</b>	

Project Goals & Objectives:

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How did our grant contribute to your success?

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What impact has the project had on its intended audiences?

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How was the NRA recognized for their support?

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How many people benefited from this grant?

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Detail of Expenditures:

<b>Supplies</b>	<b>Amount of Expenses</b>	<b>Total Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Equipment Rental</b>	<b>Amount of Expenses</b>	<b>Total Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Labor</b>	<b>Amount of Expenses</b>	<b>Total Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Construction Cost</b>	<b>Amount of Expenses</b>	<b>Total Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Printing/ Publishing</b>	<b>Amount of Expenses</b>	<b>Total of Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Other (Please Explain)</b>	<b>Amount of Expenses</b>	<b>Total of Expenses</b>
1)	1) \$	
2)	2) \$	
3)	3) \$	
4)	4) \$	
5)	5) \$	
<b>Total Expenses</b>		<b>\$</b>

*Please include copies of all receipts*

Other Comments:

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I / We certify that this information is correct, and that all expenditures were incurred solely for the purpose as presented in the grant proposal.

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Report prepared by: \_\_\_\_\_  
Signature

*Please forward any photos or newspaper clippings relevant to the grant that you wish to share. Please note these may be used in NRA Foundation publications, therefore, please complete the photo release form below and return with final report.*

**Photo Release**

I irrevocably consent to and authorize the use, publication, and reproduction at any time by the National Rifle Association of America, and its successor(s) or assign (s), of any and all photographs taken on (Date) \_\_\_\_\_, of me and/ or my minor child, as parent or guardian with or without names, for any editorial use, including composite or distorted representations, promotions, advertising, or any other purpose whatsoever, and waive any claim or right arising out of such use, publication, or reproduction, including any right of privacy.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return this form to the mailing address below):**

*NRA Range Services  
11250 Waples Mill Road  
Fairfax, VA 22030  
703-267-1278  
703-267-1011 fax*