



**Montana Land & Water Conservation Fund Program
2024 Grant Application Form**



**Montana Fish, Wildlife and Parks
Sandy Crawford, LWCF Grant Manager
1420 6th Avenue
P.O. Box 200701
Helena, MT 59620
406-444-3791**

Applicant Organization:

Proposed Project Name:

Program Overview

The Land & Water Conservation Fund (LWCF) Program is a federal grant program administered by the Montana Fish, Wildlife & Parks (FWP) Financial Assistance and Compliance Bureau. The LWCF Program provides matching grant funds to state, tribal, and local entities to develop outdoor recreation. **Eligible applicants may include incorporated cities or towns, counties, and tribal governments.** Example projects include park improvements, ball fields, picnic shelters, municipal pools, etc. Montana’s LWCF Program has funded over 800 projects throughout Montana since its creation in 1964.

Application Instructions

To apply to the LWCF Program, complete the following Application Sections and provide all required supplemental documentation as appendices to your application package.

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Application Packages Submitted by Online File Transfer Service (Preferred)

Compile all the required Sections into one PDF document. Then, either include the required Appendices in the main PDF document or compile them into an additional PDF document, depending on the file size. Send the completed 2024 LWCF application package to the LWCF Program Manager via the State of Montana’s File Transfer Service. Application packages will NOT be accepted by email.

To use the File Transfer Service:

1. Go to transfer.mt.gov.
2. Create an ePass account and/or login with an existing ePass account.
3. Click “Send a New File” towards the top of the page.
4. Upload the application package document(s) and click “Continue”.
5. On the “Recipient Options” page, click “State Employee or ePass Montana Customer” near the top, right of the page.
6. On the “Recipients” page:
 - a. Enter the Program Manager’s email address (sacrawford@mt.gov) or search for and add the email address using the name “Sandy Crawford”.
 - b. Ensure the correct file name(s) appears under “File(s)” on the right side of the page.
 - c. Enter a message for the Program Manager on the right side of the page under “Message”. Keep the message short; include the Applicant Organization Name and reference “2023 LWCF Application Submission”.
7. Click “Send” to submit the application package.

8. Email the LWCF Program Manager to confirm receipt of the LWCF application package. If you submitted multiple files, provide a list of the files that should have been included with the application package.

Application Packages Submitted by Mail

Compile all the required Sections and Appendices into one document and send the completed 2024 LWCF application package to the address below. **Do not bind as each document must be scannable no hard copies will be retained.** The applicant should retain a full copy of the application package for its records.

Sandy Crawford, ASLO
LWCF Program Manager
Financial Assistance and Compliance Bureau
PO Box 200701
Helena, MT 59620-0701

I. Application Summary

Fill out the fields below. This summary should be completed after completing all other sections.

Applicant (Subrecipient) Organization Name:

Eligible applicants may include incorporated cities or towns, counties, and tribal governments.

Proposed Project Name:

Individual Contact Information (Designee from Subrecipient Organization):

Contact Name: _____

Address: _____

City: _____ Zip: _____

Phone Number: _____

Email Address: _____

UEI Number*: _____

SAM Cage Code*: _____

**Leave fields blank if applicant organization does not yet have these. Required by the time of award.*

General Project Information:

Project Type: _____ Land Ownership (check all that apply): _____

_____ New Development _____ City/Town

_____ Upgrade/Renovation _____ County

_____ State

Total Project Costs: _____

Subrecipient Match Funding Source(s):

	Funding Source Name*	Amount of Match
1.		
2.		
3.		
4.		

*Match must be committed upon submission of application. Attach additional information, if needed.

Has the project site received LWCF Program funds at any time in the past?

_____ Yes

_____ No

If so, list former LWCF Project Numbers: _____
(Project number format is 30-00XXX)

Certifying Signature:

By signing below, the Subrecipient Organization Designee is certifying all information included within its LWCF Grant Application is correct and complete and all project matching funds are committed.

Signature of Subrecipient Designee: _____

Printed Name of Subrecipient Designee: _____

Title of Subrecipient Designee: _____

Date of Signature: _____

II. Project Narrative

Answer the questions below. Be as specific as possible but limit background narratives. Utilize lists and bullets if/when possible.

1. Community Information

Describe the community where the project is located. Include the geographic location, population, demographics, etc.

2. Project Location Description

Provide information about the project site and general location, referencing the maps included in Appendix 1.

a. Township, Range, and Section of the LWCF Property:

b. Project Area Surroundings:

Describe the type of development and/or land surrounding the LWCF project site.

c. Park or Property Name (if applicable):

d. Other Location Information:

Provide other useful location information, if needed. For example, provide the names of *significant* adjacent landmarks like boundary streets/roads.

3. Detailed Project Description

Provide a detailed description of the proposed LWCF project. Include the following:

a. Scope of Work (List Goals and Activities):

Describe the scope of work to be completed with the requested LWCF grant funds and match. List specific project goals and the project activities corresponding to those goals.

b. Type of Outdoor Recreation Uses:

Describe the type of outdoor recreation uses this LWCF project will provide or expand. Identify both the active and passive recreational uses this project will provide. Identify if any of the uses are new or unique to the community.

c. Seasons and Hours of Operation:

Identify the seasons the LWCF project will be open to public use, including the months of use, and the hours of operation. Provide a short justification for the seasons/hours of operation.

d. Additional Project Details:

Provide any other information you think would be helpful in describing the project.

4. Project Justification and Need

Provide an in-depth justification for the proposed LWCF project and description of why the work is needed.

5. Local Recreational Short- and Long-Term Benefits:

Describe both short- and long-term local outdoor recreation benefits that will be achieved because of this project. If possible, reference local and/or state planning documents.

6. SCORP Goals to be Addressed:

Review the [2020-2024 Montana Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#) and identify which goals and recommendations this LWCF project aims to address. List the specific goal (1-6) and corresponding recommendation and provide an explanation about how the project addresses the issue. (found on the LWCF webpage)

7. Preserving Environmental Resources:

Identify design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations. (if applicable)

8. Americans with Disabilities Act and Architectural Barriers Act Compliance:

Explain the extent to which the LWCF project will comply with the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA), and/or provide expanded recreational access to those with disabilities. Also include if/how the project will benefit nontraditional users.

9. Additional Justification of Need:

Provide any other information you think would be helpful justifying the unique benefits of this LWCF project.

10. Project and Site Maintenance:

Describe the subrecipient organization's plan for maintaining the project after the LWCF work is complete. Outline a long-term maintenance plan for the LWCF project which clearly identifies the maintenance activities, timelines, and parties committed to conducting the maintenance work.

11. Explain how this project fits as part of any other projects planned for this same site in the next three years. (if applicable)

12. Describe the process that led to the development of this proposal and how the public was involved.

III. Project Budget

A detailed, justified budget is essential for your project to be considered for funding. Provide a list detailing all budget line items (direct costs) associated with the project activities identified in the Project Narrative Section under Question 4a (Page 7). For each line item, provide the anticipated expense (based on previous project experience, research on similar projects in other communities, and/or preliminary contact with potential vendors). If desired, use an Appendix to attach additional documentation to justify or clarify your project budget. When preparing your budget, keep in mind the following:

- **The LWCF Program is a reimbursement program.** The subrecipient organization must conduct project work and expend funds before seeking reimbursement from the LWCF Program.
- **All matching funds must be committed at the time of application.** Possible funding sources should not be included in the LWCF budget.

***See budget example on the FWP LWCF Webpage**

1. Total LWCF Funding Request

Total your project expenses. Based on that amount, input how much you are requesting in LWCF program funding and how much is the subrecipient committing to in match.

- a. **Total Project Expenses:** _____
- b. **Total LWCF Funds Request:** _____
- c. **Total Subrecipient match provided:** _____
Must be at least 50% of Total Project Expenses

2. Committed Funding Sources

Provide a list detailing committed all sources of funding for this LWCF project (funds to be used as match). Include all committed funding sources and amounts. The total amount of match funding listed here should equal or just exceed the amount entered in 3c.

4. How were your project cost estimates derived?

5. What assurances are there that the costs listed are reasonable?

6. Describe project elements/costs that will improve site resiliency and facility longevity, if any.

IV. Supplemental Project Information

Project Elements

1. What new facilities/amenities will be constructed as part of this LWCF project?

2. What existing facilities/amenities will be renovated or replaced as part of this project?

3. What general site improvements (e.g. demolition, site preparation, landscaping, habitat improvements, etc.) will be completed as part of this project?

4. What is the anticipated life span of the facilities/amenities that will be funded as part of this project?

Basic Information

1. Will this proposal create a new public park/recreation area where none previously existed?

No

Yes

If yes, please explain.

2. If this is an existing LWCF site, has the park name changed since the last grant?

No

Yes

If yes, please explain.

3. Is this project located in a Special Flood Hazard Area?

No

Yes

If yes, explain how you have worked with the local community to ensure you are meeting floodplain requirements.

4. Is your site contiguous with or connected to any federally owned recreation area?

No

Yes

If yes, please explain.

5. Is your LWCF project site part of a larger management area (e.g., a regional recreation area)?

No

Yes

If yes, please explain.

6. Describe the existing (current) conditions at the LWCF project site.

7. Explain why the site is suitable for the type of outdoor recreation proposal being submitted.

8. Does the LWCF project site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?

No

Yes

If yes, please describe and explain if this project will help address those concerns.

9. What is/will be the applicant's type of ownership and control of the property?

Fee simple ownership.

Less than fee simple. Explain what rights the applicant has and what agency holds the underlying fee simple ownership.

Lease. Include a copy of the lease with the application.

Please provide additional explanation if applicant does not have fee simple ownership over the property.

Stewardship Considerations

1. Is the LWCF project site a multi-use site (i.e. reservoir, state forest, etc.)?

No

Yes

If yes, please describe if any restrictions to public outdoor recreation will occur.

2. Who does/will manage and operate the LWCF project site(s)?

3. Describe the nature of any rights-of-way, easements, etc. within the proposed LWCF boundary area (the area identified on your Boundary Map submitted with the application).

4. Are there any pre-existing or planned indoor facilities on the LWCF project site?

No

Yes

If yes, describe what they are and if/how the structure(s) support public outdoor recreation.

5. Is the proposed LWCF boundary (as shown on the Boundary Map) the same as the boundary of the park/recreation area as it exists in its totality?

No

Yes

If no, explain any area proposed for exclusion and why. Ensure the area is clearly depicted on the proposed LWCF Boundary Map

6. Are there any pre-existing or planned resource management practices on the LWCF project site (i.e. timber management, grazing, etc.)?

No

Yes

If yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.

7. Are there any pre-existing or planned uses on site that do not support outdoor recreation?

No

Yes

If yes, describe the nature of the use and ensure it is clearly depicted on the proposed LWCF Boundary Map.

V. Environmental Resources Survey

The tables below serve as a record of the environmental resources present at the project site, whether the proposed action is likely to have a significantly negative impact those resources, and whether further information is needed to determine the potential impact. **This survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.**

Table 1 – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

+ indicates positive impacts are anticipated to result from the action

- indicates negative impacts are anticipated to result from the action

None indicates no impacts are anticipated to result from the action

? indicates further information is needed to determine the potential impact

	What impacts will the proposed LWCF project have on the following resources?	+	-	None	?
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials, even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species (listed, proposed threatened, or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental justice: minority and low-income populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Lightscares, especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Migratory birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22	Other important resources Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Table 2 – This is a list of mandatory impact criteria that preclude the use of a categorical exclusion.

	Will the proposed LWCF project:	Y	N	?
1	Have significant negative impacts on public health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have significant negative impacts on unique natural resource or geographic characteristics such as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; national monuments; migratory birds; and other ecologically significant or critical areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have significant adverse effects on properties listed or eligible for listing in the National Register of Historic Places as determined by NPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have significant negative impacts to species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated critical habitat for these species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have a disproportionately high and adverse effect on low income or minority populations (EO 12898)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Contribute to the introduction, continued existence, or spread of noxious weeds or nonnative invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cultural and Historical Resources Review

1. Have there been any previous cultural and/or historical resource surveys completed that included this site within the area of potential effect?

No

Yes

If no, describe:

2. If the project area is currently developed, will any work proposed extend beyond the footprint of the existing area?

No

Yes

If yes, describe:

VI. Appendices

The following appendices should be included with the LWCF application at the back of the application. Additional appendices may be included, as desired, to provide further information about the project scope, budget (expenses and match), or justification of need. Forms referenced in this section are available on the Montana LWCF Program website: mtfwp/aboutfwp/grantprograms/lwcf

1. Project Site Plan and Maps

A complete application must include adequate information about the LWCF project site itself. At a minimum, the application must include the following regarding site plans and maps:

a. Site Plan

Provide a site plan of the proposed project area, depicting the elements listed below. The site plan document(s) must be detailed enough to see each element. If submitting a physical site plan, it must be at least 8½" x 11" (no larger than 81/2" X 14").

- i. Existing facilities.
- ii. Proposed facilities.
- iii. Streets, roads, and avenues.
- iv. Overhead utility lines.
- v. Basic map elements (legend, compass orientation, etc.).
- vi. If a building is part of the project, include its floorplan in an additional document.

b. Boundary Map

Please refer to Chapter 6, Page 80 of the LWCF Manual posted on the LWCF Webpage for boundary map requirements.

c. Location Map

Provide a location map showing the general location of the LWCF project. This map should show the location of the LWCF project property relative to known landmarks such as cities, towns, etc. A person unfamiliar with the project area should be able to use this map to understand the project location.

d. Site Photos (Optional)

You may provide photos depicting the project site's current state to orient the reviewer to site attributes and demonstrate the need for development/improvement.

2. Evidence of Title

Provide a legal document demonstrating who owns the property on which the LWCF project is located. LWCF funds cannot be awarded unless the subrecipient organization can prove it has control and tenure over the property in perpetuity or an eligible lease agreement as outlined in the 2024 application guidelines posted on the LWCF Webpage.

3. Resolution Authorizing Application

See the Montana LWCF Program website for this form. It must be signed by individuals with the authority to commit funds and attached to the LWCF application as an Appendix.

4. SHPO

Contact the Montana State Historic Preservation Office (406-444-7715) and request a cultural resource file search to determine whether your project has a previously recorded historic site within its boundaries. Include a copy of the survey (if applicable) and any other SHPO correspondence you may have relevant to the project site.

5. Environmental Analysis

The LWCF Program is administered by the National Park Service (NPS) at the federal level and by the Montana Department of Fish, Wildlife and Parks (FWP) at the state level. LWCF Program projects must therefore satisfy both National Environmental Policy Act (NEPA) and Montana Environmental Policy Act (MEPA) requirements to be eligible for funding. Please attach a copy of any environmental surveys or assessments that have been conducted for the project area within the past 5 years.

6. Proof of Funding, Resource, or Maintenance Commitments

A complete application must include proof of any financial or resource commitments identified in Section III, Question 4 (Committed Funding Sources). Proof of commitment should also be provided for any entities identified as responsible for future project maintenance in Section II, Question 5 (Project and Site Maintenance). The proof of commitment should be from the organization committing funds, resources, or maintenance.

The proof of commitment should include:

- a. The name of organization/individual providing project funding, resources, or maintenance.
- b. The amount of funds or type of resource/maintenance being committed.
- c. Any restrictions on the funds/resources being committed (e.g. a deadline or timeframe for when funds/resources will be available).

If the subrecipient organization is committing itself to providing project funding, resources, or maintenance, the organization's leadership (e.g., the mayor, the county, city, or town commission) should provide a statement acknowledging its specific commitment.

7. Letters of Support

The LWCF application should include Letters of Support further justifying the project need and/or demonstrating user benefits. Applicants should include only a limited number of Letters of Support, focusing on quality over quantity. There is no minimum requirement regarding the number of Letters of Support; however, the applicant should try to include no more than ten.

Requirements for Letters of Support:

- Letters are typed.
- Letters are from an organization, not an individual (unless an individual is an adjacent landowner and/or expressing a commitment of some kind).
- Letters signed and dated.
- Letters are current and reference the specific project for which you are applying.
- Letters are unique. Form letters are not acceptable.

8. Project Management Timeline

The LWCF application should include a project management timeline. This is a schedule for your entire project from inception to completion. This will break your entire project into smaller tasks and milestones, with a deadline assigned to each. This can be done in graph form or a simple outline document.