

## Indiana Shooting Range Grant Guidelines (Two Year Cycles)

**Eligibility:** The following eligibility requirements must be met to be considered for a shooting range grant through the Indiana DNR:

- The shooting range must be open to the public a minimum 20 hours per month. Shooting ranges that offer memberships are still eligible if they meet the public access requirements.
- Shooting ranges on land owned by governmental bodies (such as city/county/state parks) and shooting ranges on land owned by a private entity or group are both eligible to apply. *Organizations applying for shooting range grants must be registered as nonprofit entities with the State of Indiana.*
- All repairs or new construction, whether indoors or outdoors, must comply with the Americans with Disabilities Act (ADA).
- Examples of eligible applicants include but are not limited to:
  - Indiana counties, towns, villages, and cities
  - Nonprofit colleges and universities
  - Other Indiana governmental units
  - Conservation organizations or associations

Range operators will be responsible for operation and maintenance for the useful life of the project. Useful life is normally considered 20 years but can vary depending on specific project details. Useful life is the period during which a federally funded capital improvement is capable of fulfilling its intended purpose with adequate routine maintenance. If you are awarded a grant, and you do not fulfill the useful life requirement, you may be obligated to return a portion of funding.

Eligible program costs may include but are not limited to:

- Archery range construction or improvement
- Backstops and berms
- Target holders and reusable targets, such as archery targets
- Shooting benches and other shooting lane improvements
- Trap throwing equipment
- Improvement to indoor range facilities
- New construction of archery or firearms ranges
- Restroom facilities
- Parking areas

Specific funding categories that are NOT eligible include:

- Operating expenses, such as salaries, maintenance of range (mowing, cleaning, trash removal), and similar expenses
- Law enforcement activities
- Activities conducted for the primary purpose of producing income
- Activities, projects, or programs that encourage opposition to regulated taking of fish, hunting, or the trapping of wildlife

Grant awardees are required to fund all expenses initially and will then be reimbursed throughout the project via invoices submitted to Indiana DNR at defined intervals. Grant awardees will enter into a grant agreement contract with the Indiana DNR and will be held to all requirements found in 2 CFR Section 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 50 CFR Section 80 (Administrative Requirements, Pittman-Robertson Wildlife Restoration and Dingell-Johnson Sport Fish Restoration Acts.)

**Funding Priorities:** Indiana DNR receives multiple grant requests each year; therefore, the following funding priorities were established to focus funding efforts:

- Projects that engage with new partners and serve new and diverse user groups
- Range development or construction where there are no similar amenities within 20 miles
- Projects that actively encourage the recruitment, retention and reactivation of hunters and sport shooters
- Shooting ranges that emphasize education and safety

**Total Funding Available:**

The Indiana DNR Shooting Range Grant program is made possible by funding through the federal Wildlife Restoration program. Funding is generated by federal manufacturer excise taxes collected on the sale of firearms, ammunition, and archery equipment, and is divided between all state fish & wildlife agencies. Indiana DNR then subawards these grants to subrecipients via the Shooting Range Grant Program.

The amount of available funding varies each year and is impacted by annual Wildlife Restoration apportionment amount, in addition to needs of existing grant recipients. Grant applicants are highly encouraged to contact the Shooting Range Grant Manager for the Division of Fish & Wildlife, Sam Whiteleather, at [swhiteleather@dnr.IN.gov](mailto:swhiteleather@dnr.IN.gov) to discuss projects in more detail. Grant projects of any size will be considered if they demonstrate alignment to funding priorities and ability to drive impact relative to the size of the grant. Multiple-year grants will be considered.

Organizations awarded a grant must provide 10% of the total project cost. Match cannot be from a federal source, including pass-through money from any federal source. The funds can be generated from individuals, groups, and/or private or public organizations, and can include:

- Cash
- In-kind match, including volunteer hours, value of supplies provided or equipment usage, donations from other groups, value of a property

**Program Deadlines:**

Organizations interested in submitting a grant for consideration should follow the below timeline:

In the year prior to grant submission:

- **Oct. 1:** Contact Shooting Range Grant manager to discuss project

- **Dec. 1:** Submit Letter of Intent to Sam Whiteleather at [swhiteleather@dnr.IN.gov](mailto:swhiteleather@dnr.IN.gov) – letter must include all requested information; see Letter of Intent section below

During the year of grant submission:

- **Jan. 15:** Indiana DNR notifies organizations if they are invited to submit a full grant package
- **May 1:** Grant package completed and submitted for consideration
- **Oct. 1:** Grant awardees notified and contracts submitted for signatures

During year of grant award:

- **Jan. 1:** Grant project begins

**Letter of Intent:** The letter of intent will be used by the Shooting Range Grant Program review panel to choose organizations that will receive funding. Please include all required information. Maps, pictures, and other attachments will be accepted.

- Name of Organization:
- Location of Organization:
- Organization Type:
- Location of Proposed Project:
- Is the land where the project will be located owned by the organization, or leased?
- Will you have access to the land for the entire useful life of the project?
- Narrative Section:
  - Purpose of project
  - Need for the project
  - Objectives of project
  - Results and benefits of project (including how it will improve public access, how many hours each week it will provide public access, and types of users it will serve, such as anticipated demographics and types of shooting in which they will engage)
  - Project specifics and timeline (how you achieve the stated objectives, such as increasing X amount of lanes, building X facilities, etc.)
- What will be the project's impact on the project site? (For example, does the project involve construction and/or renovation? Will the ground be disturbed? Are you just altering the existing footprint of the site or expanding into untouched ground?)
- Describe any known historical structures or archaeological sites on the project site.
- Describe any work already completed, such as surveys, designs, sound studies, lead management, construction, etc. Please include attachments of these items if already completed.
- Proposed line-item budget for the grant (estimates are appropriate)
  - Describe source(s) of your 10% contribution of the total project budget.
- Are any other partners involved in either the project work or providing part of the 10% match?