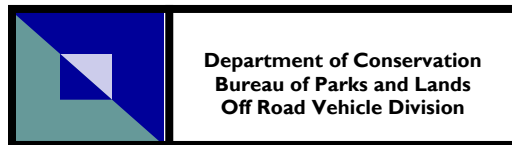




For additional information about the Capital Equipment Grant Program, contact the Department of Conservation, Bureau of Parks and Lands, Snowmobile Program, 22 SHS, Augusta, Maine, 04333-0022; Tel. 287-4957 or 1-800-462-1019; email shannon.d.morin@maine.gov



The laws and policies of Maine and the United States prohibit discrimination in Department of Conservation programs and/or employment because of race, religion, national origin, sex, age, or disability. Any person who believes discrimination has occurred should contact the commissioner, Maine Department of Conservation, 22 State House Station, Augusta, Maine 04333-0022: Telephone (207) 287-2211.



Snowmobile Program
22 SHS
Augusta, ME 04330

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CAPITAL EQUIPMENT GRANT



**Department of Conservation
Bureau of Parks and Lands
Off Road Vehicle Division**



CAPITAL EQUIPMENT REIMBURSEMENT GRANT



WHAT IS A CAPITAL EQUIPMENT GRANT?

The grant program was established in 2002 to help offset the cost of expensive grooming equipment. \$5.00 from each snowmobile registration fee is placed in a dedicated fund. Each May all the money will be divided up and sent back to the clubs and/or towns who have purchased and were approved by the Department for snowmobile trail grooming equipment during that year.

WHO IS ELIGIBLE FOR THE CAPITAL EQUIPMENT GRANT?

Capital Equipment Reimbursement Grants are available to any political subdivision or an incorporated snowmobile club that participates in the bureau's trail grooming program, who purchases snowmobile trail grooming equipment. A snowmobile club must be incorporated and register with the Bureau's Snowmobile Program. Registration is done by providing the Bureau a completed copy of the organization's "Request for Taxpayer Identification Number" (IRS Form W-9) and be incorporated non-profit by December 1st to be eligible for grants awarded during the current winter season. The snowmobile club is also required to provide an Officer Update Form to the Bureau annually. The club must be legally incorporated with the Secretary of State, Bureau of Corporations, Elections and Commissions and in good standing.

HOW DOES A CLUB BECOME ESTABLISHED WITH THE SNOWMOBILE PROGRAM?

Any new club must submit the proper paperwork to the Snowmobile Program, prior to December 1st in order to participate in that seasons grant. Please contact the Snowmobile Program for additional details.

HOW DOES A CLUB OR TOWN APPLY?

An application must be completely filled out and all pages returned with the proper documentation.

WHAT INFORMATION IS REQUIRED ON THE APPLICATION?

The name and address of the club or town, the name and signature of the president, purchase amount, date and equipment details are required.

WHAT OTHER INFORMATION MUST BE SUBMITTED?

All Capital Equipment grant applications must be submitted with a copy of the receipt for the equipment purchase and a photo of the actual equipment purchased. The amount of any other grants (if applicable) being used to purchase this equipment.

HOW WILL AN APPLICANT KNOW IF THE GRANT HAS BEEN APPROVED OR DENIED?

After the grant has been reviewed the applicant will receive a letter stating the status of the grant.

HOW MUCH IS THE GRANT?

The Capital Equipment Grant Program will reimburse a percentage of the cost of the equipment. This percentage is determined by comparing the money available in the fund as of May 1st of the year the grant is awarded, to the total cost of all equipment approved for reimbursement. The resulting percentage is then applied to each approved purchase to determine the dollar amount of an individual grant. This percentage does vary each year.

WHAT KIND OF EQUIPMENT IS ELIGIBLE?

Equipment eligible for this grant program must cost a minimum of \$3,000.00 per unit. Equipment must be for

the purpose of winter grooming of trails that are established with the Bureau of Parks and Lands Snowmobile Grant program. All equipment purchased must be purchased as a unit and be purchased between January 1st through December 31st of the current year.

WHEN SHOULD THE APPLICATION-REIMBURSEMENT REQUEST BE SUBMITTED?

The request must be postmarked on or before December 31st of the current year. Grants postmarked after December 31st will be denied.

EQUIPMENT NOT ELIGIBLE

- Chain saws, or brush saws, tools
- Snowmobiles drags, etc. less than \$3,000
- Maintenance items such as parts and pieces to make repairs or assemble equipment.
- Two snowmobiles that are mixed together in order to end up with one good one
- Parts added to the unit after the initial unit is acquired (Lights, horns, radios, etc...)

