



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

CAPITAL EQUIPMENT GRANT-IN-AID PROGRAM
Reimbursement Request
Year _____ to _____

Name of Snowmobile Club or Municipality _____

Address _____

City _____ Zip _____

Postmarked by September 15, _____

Title 12, M.R.S.A., Chapter 937, 13104-4 authorizes the Bureau’s Off Road Recreational Vehicle Office to award grants to qualified snowmobile clubs or political subdivisions, to assist any entity that has a snowmobile trail grooming contract with the Bureau, in the purchase of trail-grooming equipment to maintain snowmobile trails. The Off-road Recreational Vehicle Office may reimburse applicants for capital equipment purchases from the Snowmobile Program's special capital equipment allotment.

General Eligibility Requirements

The Program is available to any snowmobile club or any political subdivision, as conditioned below (here after “applicant” or “grantee”).

To be eligible, the snowmobile club must be incorporated and registered with the Program. Registration requires providing the Bureau with a completed copy of the club’s “Request for Taxpayer Identification Number” (IRS Form W-9) by December 1st to be eligible for Grants to be awarded during that winter season. The snowmobile club must also file an Snowmobile Club Information form with the Bureau each year. The snowmobile club must be legally incorporated with the Secretary of State, Bureau of Corporations, Elections and Commissions and be in good standing.

Operators of capital grant supported equipment must successfully complete the Off Road Recreational Vehicle Office’s “Maine Trail Groomer Operator Awareness Training” program prior to operating said equipment.

Amount of Grant and Application Process

To receive a Grant, the applicant must submit a complete application as supplied by the Bureau. In order to receive the maximum allowable grant or reimbursement, the application must be received by the Bureau or postmarked on or before June 15th of the fiscal year in which a purchase was made or a purchase order was secured with a vendor. Unless otherwise stated, a year means the State’s fiscal year that begins on July 1st and ends on June 30th. Applications postmarked after June 15th of the fiscal year in which the purchase was made or a purchase order was secured with a vendor will be denied.

State Use Only

VC Number: _____ Approp. # **014-01A-8260-82-6401** Amount: \$ _____

Approved By: _____

A. Amount of Grant

- (1) The Bureau will reimburse 40% of the amount of the approved cost. Awards will be granted based on the results of the application review and scoring sheet. The first award will be given to the applicant that received the highest score. The second award will be given to the applicant with the next highest score. This process will continue by awarding grants to applicants with the next highest score until the amount of money available for reimbursement is depleted or when the Bureau determines in its best judgment that no further awards should be made. In the event of a tie in the scoring, applicants that received the same score will be treated the same to the greatest extent possible. Awards will continue to be based upon the percentage of reimbursement determined by the Bureau. An applicant may only submit one grant request per fiscal year. The disbursement of funds is always subject to the availability of sufficient moneys in the Fund for this purpose.
- (2) Equipment purchased under the program or equipment described in an approved purchase order must cost a minimum of \$1500 for a drag unit or \$3000 for a power unit. The approved cost for a groomer has an upper limit of \$200,000. Purchases based on approved purchase orders must be completed by September 15th of the calendar year in which the purchase order or purchase was approved. The Bureau will subtract the value of any previously sold equipment, trade-in and any other grants or funding received from the total cost before calculating the amount of the Grant.

B. Application and Reimbursement Process

- (1) The Bureau's Off Road Recreational Vehicle Office administers the Program. All correspondence and applications forms must be submitted to:

Maine Department of Agriculture, Conservation and Forestry
Bureau of Parks and Lands
Off Road Recreational Vehicle Office
Capital Equipment Grant Program
SHS # 22
Augusta, ME 04333-0022

- (2) The applicant must complete and submit the following documents:
 - (a) Capital Equipment Grant Application form (supplied by Bureau);
 - (b) A purchase order or the receipt for the proposed purchase of the equipment with buyer's and seller's names; description of equipment; purchase price, date of purchase if sale is complete, and amount credited for a trade-in of grooming equipment; paid receipt for purchase order postmarked by September 15.
 - (c) A photograph of the equipment;
 - (d) The amount, if any, of any other grants or funding, or sale obtained from previously paid for grant equipment awarded for the purchase of the equipment.
- (3) The Snowmobile Advisory Council's Review Committee will score the grant applications. The Committee then will submit its scores to the Director of the Off Road Recreational Vehicle Office.
- (4) The Off Road Recreational Vehicle Office will review the scores, determine which applications will receive grants (based on the capital equipment allotment), calculate the appropriate grant amount and reimburse the approved grantees under the terms of the agreement.

Terms and Conditions of Application/Agreement

By applying for the Capital Equipment Grant, the applicant agrees to the following conditions:

- A. The applicant and any associated officer or elected official ensure, and will continue to ensure, that the equipment purchased is maintained in a safe condition, in good repair, stored at a protected site and used for the sole purpose of winter grooming of snowmobile trails that are open to the general public at no cost.
- B. Landowners and tenants who give permission to use the land have been notified the trails must be open at no cost to the general public for snowmobile use.
- C. The Bureau has the sole discretion to determine if expenditures are reasonable and prudent, and whether the grantee has complied with the terms of the agreement and all applicable laws, rules and regulations.
- D. The State shall have no responsibility for the use, maintenance, or fitness of the equipment. The applicant agrees not to assign, transfer, lease or encumber its rights or obligations under the agreement, without the Bureau's prior written consent. The applicant shall indemnify, defend, save and hold the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of the use, operation, maintenance, or repair of equipment.
- E. The State may inspect any facilities or equipment used in connection with the agreement at any time.
- F. Grantee must retain ownership and use the equipment for trail maintenance for periods covering six years for equipment valued at \$100,000 or more and four years for equipment valued under \$100,000 from the date on the purchase receipt. The grantee must notify the Bureau in writing within 30 days of any sale, trade, destruction or abandonment of equipment purchased under the grant program.
- G. If a grantee ceases to participate in one of the Bureau's Snowmobile Club or Municipal Trail Grant Programs, or the grantee's organization disbands without forming, or being absorbed into another participating organization, or the equipment is sold, traded, abandoned or destroyed, the grantee must reimburse the Bureau twenty-five percent of the grant for each year, or portion of a year, remaining in the grant period for equipment valued under \$100,000 and seventeen percent per year for equipment valued at \$100,000 or more. If the grantee otherwise violates the terms of the grant agreement, these rules or other applicable laws, the grantee shall repay the Bureau upon its demand the entire amount granted together with interest thereon at 6% per annum. No new grants will be issued until the grantee repays the grant amount as required by this paragraph.
- H. If a piece of equipment is replaced within the grant period, the new replacement is not eligible for a grant. However, reimbursement provisions under section G applies to the replacement equipment until the original four or six year grant period expires.
- I. All Grant recipients will purchase and maintain insurance to cover the value of the equipment from loss by fire during the grant period.

Be sure to return all pages of this document.

Please complete the following information:

Equipment 1 (Power Equipment/Drag)

Type machine: _____ Date of purchase: _____
 Make: _____ Model number: _____
 Year: _____ Serial number: _____
 Price: _____

Equipment 2 (Power Equipment/Drag)

Type machine: _____ Date of purchase: _____
 Make: _____ Model number: _____
 Year: _____ Serial number: _____
 Price: _____

State Use Only

Equipment 1 – Purchase Price

Equipment 2 – Purchase Price

Less Trade In

Less Any Other Grants Received

Less Any Other Funding

Total Cost

\$	
\$	
\$	
\$	
\$	
\$	

Be sure to enclose copies of receipts or sales agreements and photographs of all equipment. Retain all supporting materials for these expenditures to permit us to substantiate, should it become necessary.

We, the undersigned, hereby certify that the costs reported on this form are true and accurate expenditures incurred by this organization and are in compliance with the terms of the Capital Equipment Reimbursement Grant-In-Aid Program.

_____	_____
Date	Name of Organization (Club/Municipality)
_____	_____
Club President / Project Director Signature	Trailmaster /Town Official Signature
_____	_____
President / Project Director Telephone Numbers	Witness Signature