

Checklist and Forms for Submitting a Grant Application

All forms, photos, and maps must be complete and submitted with each grant application.

- [Shooting Range Development Grant Application \(Form 8700-084\)](#) [PDF]
- [Shooting Range Grant Program Guidance and Application Instructions](#) [PDF]
- [Authorizing Resolution \(sample\)](#) [PDF]
- [Environmental Hazards Assessment Form \(Form 1800-001\)](#) [PDF]
- [W-9](#) [PDF]
- [DUNS #](#) [exit DNR]
- "Before" photos of project area
- Map (Google preferred, or plat map) of Project Area with Site Plan – drawn site plan on either google map or [DNR mapping program](#)

Checklist and Forms for Submitting Reimbursement Requests

All forms, worksheets, photos, and payment documentation must be complete and submitted with each reimbursement request.

- [Grant Payment Request \(Form 8700-001\)](#) [PDF]
- [Grant Payment Worksheet \(Form 8700-002\)](#) [PDF]
 - Copies of all “Invoices” for items listed on Grant Payment Worksheet (Form 8700-002)
 - Copies of all “Proofs of Payment” for items listed on Grant Payment Worksheet (Form 8700-002)
- [Grant Partner Financial Data Report \(Form 9300-230\)](#) [PDF] - used to capture non-cash match
- [Donated Volunteer Labor Worksheet \(Form 8700-349\)](#) [PDF] - used to capture volunteer hours (if applicable)
- [Donated Professional Services Worksheet \(Form 8700-350\)](#) [PDF] - used to capture professional service donations - must show proof of professional service, i.e. company invoice, letter from company on letterhead, etc. (if applicable)
- [Force Account Labor, Equipment and Materials Summary/Worksheets](#) [PDF] – used to capture municipal funds spent on municipal staff time or for equipment and materials (if applicable)
- [Invoice](#) [PDF] for all donated materials - used as a summary sheet of all materials that were donated. The total on this form can then be transferred as a line item on the Grant Payment Worksheet (Form 8700-002) Please use Forms 8700-349 or 8700-350 for donated labor/services.
- "After" photos of the project area

NOTE: All costs incurred must include copies of invoices and proofs of payment. Donated Professional Services and materials shall be determined by market value and be established by an invoice.