



Idaho Department of Fish and Game 2027 Public Shooting Range Grant Application

APPLICATION DEADLINE: NOVEMBER 2, 2026

Grants are approved by project in fall 2027 through spring/summer of 2028

The Idaho Department of Fish and Game (IDFG) public shooting range grant program is open to ranges or affiliated clubs representing Idaho public shooting ranges that are providing professional and safe projects for the public to learn, practice and improve shooting skills.

Grant applications will be reviewed by the Citizen's Public Shooting Range Advisory Committee in early 2027. Recommended projects will be presented to the IDFG Director and Commission in spring 2027 for approval.

The public shooting range grant funds originate from two sources: Federal Pittman-Robertson (PR) funds from manufacturer excise taxes on firearms and ammunition, or Idaho fine and forfeiture monies remitted from fish and game violations. IDFG award availability varies annually for public shooting ranges.

ELIGIBILITY:

Applicants must meet the following criteria for the duration *of the useful life of the project*:

Non-Profit: Must be registered with the Idaho Secretary of State. Units of state or local governments that manage shooting ranges are eligible.

Ownership/Lease: Must be able to prove land ownership or long term lease agreement. Clubs operating the range under an agreement with the landowner must provide the contract showing they are responsible for all capital projects on the range property.

Public Access: Grant recipients are required to provide public access: a reasonable number of agreed upon and regularly scheduled, public shooting hours for recreational shooting or target practice. A member of the public should not have to be enrolled in a class, purchase a membership to the club, be a guest of a club member, participate in an organized competitive event, or pay more than a modest fee to access the range facility.

Please submit completed applications no later than November 2nd, 2026. Applications received after this date will not be considered.

REQUIRED DOCUMENTATION:

W-9, range rules, property ownership/lease and current insurance documentation are all required for consideration. Applications without bids or estimates for all proposed projects will not be recommended for approval.

CRITERIA

The IDFG public shooting range grant program is a competitive process designed to increase public access to safe shooting facilities. The following criteria will be used to rank applications:

- Will the project increase accessibility for the general public?
- Will the project provide new or improved opportunities for public use?
- Is the project well-designed and practical to implement with reasonable cost?
- Will the project improve accessibility for mobility-impaired individuals?
- Will the project increase accessibility or usefulness for Hunter Education programs?
- Can the project be completed within the two-year grant cycle?
- Can the project meet all federal compliance requirements?
- Will the project remain within its original scope?
- Are the project bids/estimates reasonable for the scope of work?

Conflicts of interest: Projects cannot be contracted out to board members or directors of the organization requesting the grant.

The Citizen's Public Shooting Range Advisory Committee evaluates each application based on the above criteria.

TIMELINES

Grant timelines for FY26 grant season:

Nov. 2, 2026: Grant applications due

Jan-Feb, 2027: Advisory Committee application review and project recommendations

March-May, 2027: IDFG Director and Commission approval of recommended projects

June-July, 2027: Projects submitted to Federal grant managers for review

July-August 2027: IDFG Fine & Forfeiture grants disbursed

September 2027 - Spring 2028: Federal grant compliance review process, *some projects will take longer to review and may not receive a Notice to Proceed until spring 2028.*

Ineligible projects:

- Clubhouse improvements
- Employee residences
- Facilities not essential to the operation of the shooting range
- Items with a useful life of <5 years
- Portable items (excluding trap machines)
- Projects violating ANY state or Federal code requirements

Examples of eligible projects:

- Shooting range improvements
- Berms
- ADA upgrades/sidewalks/ramps
- Safety improvements
- Restroom facilities
- Classroom builds/improvements
- Shelters
- Trap machines
- Fire mitigation equipment
- Fencing
- Lighting
- Storage.. and more

APPLICATION SUBMISSION

Completed applications and documentation must be submitted via email. If you are unable to email your application materials, contact your local IDFG Volunteer Services Coordinator or the Statewide Shooting Range Manager (Contact information below).

Please do not send in your application without ensuring you have completed or attached the required information listed below.

Document listing public access hours as defined on the application cover page

Proof that organization is registered as a business entity through the Idaho Secretary of State

Documentation of ownership or lease agreement of the land where the range resides
Proof of current range liability insurance

Documentation of range rules, standard operating practices and emergency procedures

Bids and estimates (required for all projects; can be provided any time before Dec. 31st)

Contact Information:

Statewide Shooting Range Manager

Sarah VanAcker
sarah.vanacker@idfg.idaho.gov
208-287-2848

Panhandle Region 1:

Heidi Knapp
heidi.knapp@idfg.idaho.gov
208-769-1414

Clearwater Region 2:

Bill Seybold
william.seybold@idfg.idaho.gov
208-799-5010

Southwest Region 3

Jaime Creson
jaime.creson@idfg.idaho.gov
208-854-8988

Magic Valley Region 4

TanaRae Alberti
tanarae.alberti1@idfg.idaho.gov
208-324-4359

Southeast Region 5

Tessa Atwood
tessa.atwood@idfg.idaho.gov
208-236-1247

Upper Snake Region 6

Gerren Steel
gerren.steel@idfg.idaho.gov
208-535-8039

Salmon Region 7

Krystal Smith
krystaldawn.smith@idfg.idaho.gov
208-993-3805

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IDAHO DEPARTMENT OF FISH AND GAME

2027 PUBLIC SHOOTING RANGE GRANT APPLICATION



APPLICANT INFORMATION

Registered Range/Club Name

Range Physical Address, City, Zip and County

Primary Contact Name (this will be the person IDFG communicates with)

Primary Contact Email

Primary Contact Phone Number

Primary Contact Mailing Address

RANGE INFORMATION

Public use availability of Range
(Days of week, hours)

Public Use Fees (Do not include
membership fee)

Legal Land Ownership Name, Contact Person Name, Address, Email, Phone

PROJECT(S) SUMMARY

Federal reimbursement grants require a 25% match. Requested funds cannot be more than 75% of estimated total project cost. *Match can be met with the value of donated labor, materials, equipment or other non-governmental grants.*

Briefly title and describe each project separately. Additional project details will be covered in the next section.

PROJECT 1 TITLE:

BRIEF PROJECT DESCRIPTION:

REQUESTED
FUNDS

CLUB SHARE
\$/LABOR

PROJECT 2 TITLE:

BRIEF PROJECT DESCRIPTION:

REQUESTED
FUNDS

CLUB SHARE
\$/LABOR

PROJECT 3 TITLE:

BRIEF PROJECT DESCRIPTION:

REQUESTED
FUNDS

CLUB SHARE
\$/LABOR

PROJECT 1 INFORMATION

Detailed description of project. Please include any applicable measurements including building plans, concrete work, trench depth, etc.

Attach applicable drawings, designs, bids and estimates, area photos and an aerial photo of the area with the project outlined, including precise project location and staging areas of all equipment. Attachments should be labeled with the project title.

List any other funding or partnerships involved.

Are there any potential negatively affected parties if this project is developed?

How will this project create or enhance shooting opportunities in the region? *Narrative can be attached separately.

PROJECT 1 QUESTIONS

*The following EIGHT (8) questions cover federal compliance information. Answers are **required** for all projects. Please enter as many details as possible. Enter "N/A" if the question does not apply to this project.*

1. Is a structure being improved, removed or built (new construction)? Yes No
If yes, what year was structure built (does not apply to new construction)?
2. Provide latitude/longitude (or section, township and range) of project location
3. How many acres does the project area encompass, *including temporary vehicle access & equipment staging areas, building supply storage, and soil or other materials?*
4. What is the environmental setting of the project location (gravel parking lot, existing concrete pad, sagebrush, existing shooting range...)?
5. List *all* supplies that will be purchased with grant funds, such as lumber, electrical supplies, hand tools, etc.
6. List the machinery that will be involved, such as dump trucks, skid steers, compactors, etc.
7. Will this project result in ANY ground disturbance? Ground disturbance includes scraping, leveling or any sort of digging such as for footers, concrete pads, septic or trenches even if on previously disturbed ground. **If yes, please explain below.**
8. What contribution will your range/organization members make to this project (volunteer hours, supplies, etc)?

PROJECT 2 INFORMATION

Detailed description of project. Please include any applicable measurements including building plans, concrete work, trench depth, etc.

Attach applicable drawings, designs, bids and estimates, area photos and an aerial photo of the area with the project outlined, including precise project location and staging areas of all equipment. Attachments should be labeled with the project title.

List any other funding or partnerships involved.

Are there any potential negatively affected parties if this project is developed?

How will this project create or enhance shooting opportunities in the region? *Narrative can be attached separately.

PROJECT 2 QUESTIONS

*The following EIGHT (8) questions cover federal compliance information. Answers are **required** for all projects. Please enter as many details as possible. Enter "N/A" if the question does not apply to this project.*

1. Is a structure being improved, removed or built (new construction)? Yes No
If yes, what year was structure built (does not apply to new construction)?
2. Provide latitude/longitude (or section, township and range)
of project location
3. How many acres does the project area encompass, *including temporary vehicle access & equipment staging areas, building supply storage, and soil or other materials?*
4. What is the environmental setting of the project location (gravel parking lot, existing concrete pad, sagebrush, existing shooting range...)?
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8. What contribution will your range/organization members make to this project (volunteer hours, supplies, etc)?

PROJECT 3 INFORMATION

Detailed description of project. Please include any applicable measurements including building plans, concrete work, trench depth, etc.

Attach applicable drawings, designs, bids and estimates, area photos and an aerial photo of the area with the project outlined, including precise project location and staging areas of all equipment. Attachments should be labeled with the project title.

List any other funding or partnerships involved.

Are there any potential negatively affected parties if this project is developed?

How will this project create or enhance shooting opportunities in the region? *Narrative can be attached separately.

PROJECT 3 QUESTIONS

*The following EIGHT (8) questions cover federal compliance information. Answers are **required** for all projects. Please enter as many details as possible. Enter "N/A" if the question does not apply to this project.*

1. Is a structure being improved, removed or built (new construction)? Yes No
If yes, what year was structure built (does not apply to new construction)?
2. Provide latitude/longitude (or section, township and range) of project location
3. How many acres does the project area encompass, *including temporary vehicle access & equipment staging areas, building supply storage, and soil or other materials?*
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Attention Grant Applicants!

Unique Entity ID (UEI) Information

A Unique Entity ID (UEI) is required for any federal award prime or sub-recipient.

The UEI is a 12-character alphanumeric code used to identify entities registering for federal awards. It replaced the DUNS number as the primary identifier for entities doing business with the U.S. Federal Government in April 2022.

Grantees will be notified if their grant project will be federally funded and if a UEI will be required. Grants funded with IDFG Fine & Forfeiture funds will not require a UEI.

How to obtain a UEI:

Applicants can obtain a free Unique Entity Identifier (UEI) online at www.SAM.gov. A UEI is permanent and does not require renewal.

On the SAM.gov homepage, you will see options to **REGISTER** or **SIGN UP**. For the IDFG Public Shooting Range Grant Program, applicants only need to **sign up** (Organizations receiving IDFG federal shooting range grants are considered *subawardees*).

SAM.gov provides a how-to video and additional instructions. While some applicants find the process straightforward, others—especially clubs using a P.O. box for range correspondence—have experienced challenges. Please note that **IDFG cannot assist directly with UEI sign-up**, but we can connect you with organizations that have successfully completed the process.

If you have questions or need further guidance, contact:

Sarah VanAcker

sarah.vanacker@idfg.idaho.gov

208-287-2848

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they