

City Promotional Capital Construction Grant Request Form



These funds are awarded twice each year in March and October.
Application deadlines will be March 1st and October 1st of each year.

Name of Organization Applying Circle Cross Riding Club (CCRC)

Amount Requested \$15,780 State Tax ID/Nonprofit # 85-1784902

Project Contact Kali Lutt Project Contact Phone 701-320-9671

Project Contact Email kalimae81@gmail.com

Name and description of project for which you are requesting funds: Safe, Shaded Seating – to provide safe and comfortable seating for event spectators at the horse arena.

In addition to the application, please submit the following:

1. Realistic and detailed budget for the last 2 fiscal years. For new organizations, provide projected cash flow statements along with the organization's business plan.
 - 2023 and 2024 financial summaries provided as attachments.
2. Project budget and use of funds.
 - Budget spreadsheet provided as an attachment.
 - The funds will be used to purchase a steel frame, tin roof canopy and bleachers. These will be assembled and secured to a cement pad located on the north side of the horse arena at the Stutsman County Fairgrounds. CCRC leases the arena from the Stutsman County Fair Association.
3. Project plan, renderings, and any other helpful elements for this application.
 - Product quotes for the canopy and bleachers, receipt for the concrete pad, and renderings of the canopy are included in the attachments.
4. List of officers/directors for the sponsoring organization(s).
 - A list of the Circle Cross Riding Club 2025 Board Members is provided as an attachment.
5. Purpose of the project:
 - a. What will it accomplish, what will be created that doesn't already exist?
 - Currently, at the horse arena there is no shade coverage or bleachers that meet safety standards. This project will provide a shaded area with safe seating for spectators including grandparents, parents, and kids from around the state.

The new aluminum bleachers will provide seating for 128 visitors at numerous events throughout the year including horse shows, trainings, Thrivefest North, and more. The canopy will be placed on top of a concrete pad that will also provide room for visitors in wheelchairs.

b. How does it directly relate to tourism?

- The events held at the arena attract visitors from around the State of North Dakota and sometimes further. During these events, there are many spectators, but many of them watch from their vehicles or just leave in the summer as there is no shade and/or enough seating. With safe, shaded seating more visitors may come and stay.

c. What is the economic benefit to the community?

- The visitors that come for the events at the arena rent hotel rooms, purchase food and gas, and do additional shopping while in town. They may also visit other tourism attractions such as Stutsman County Memorial Museum and North American Bison Discovery Center. Also, by attending these events the visitors support several local non-profit organizations.

d. What is the project timeline? When will these funds be needed?

- We are planning to complete this project by May 15, 2025 before all the major summer events begin including the Circle Cross Riding Club horse shows, 4-H training clinic, the Stutsman County Fair, Thrivefest North and more.

6. Purpose and Use of Capital Construction Funds:

a. What are the other funds and funding sources for this project?

- In the fall of 2024, funds were received from the Fort Seward 4-H Club, the Horsin' Around 4-H Club, and the Stutsman County Fair Association to cover the cost of the concrete pad. CCRC has also received \$2000 from J&L in Sandborn, ND to support the project. In-kind labor will be provided by Roers Construction out of Fargo, ND and equipment rental by CCRC Boards Members and the Strata Corporation. The labor is estimated to be 2 full days (9 hour days) for 4 crew members.

b. Define the organization contributions and commitment (financial, in kind and/or volunteer time) for the project? Are there any additional factors that should be brought into consideration?

- The Circle Cross Riding Club is 100% committed to this project. We began planning and raising funds in 2024. We are willing to dedicate as much volunteer time as needed to this project to see it through to its completion including meeting to unload the delivery trucks and assembling the canopy and the bleachers. We are also able to provide skid steers when needed to complete these tasks. We will continue to work hard to see it completed.

Letter of Agreement

I hereby certify that our organization, if awarded a grant, agrees to the terms and conditions set forth in the Jamestown Tourism (JT) Grant Fund Request Guidelines. All information provided to JT will be true and accurate at the time of the request. We have designated a "Program Contact" and indicated his/her name on page one of this application. We agree that all monies received from a successful grant application will be used by our organization as proposed within twelve months of grant notification.

Our organization shall hold harmless the JT, its staff and Board of Directors for any losses incurred as a result of any legal action brought in connection with the use of the grant funds or in connection with any matter related to the grant process.

Signature of Chief Executive of Organization

Signature of designated Project Contact

Kali Mauntt
Date 3/13/2025

Kali Mauntt

Jamestown Tourism Disclaimer:

The Grant Board reserves the right to consider special grant requests.

Applicants should be aware that JT is funded by tax dollars and is subject to public record. All grant applications and required paperwork will become public record.

JT does not provide insurance coverage for any project.

Only completed applications will be considered and should include the required information as outlined on this Application Form.

Please return this application to:

Jamestown Tourism
PO Box 917
Jamestown, ND 58402

Email: office@DiscoverJamestownND.com
Phone: 701-251-9145

Safe, Shaded Seating Project Budget

Horse Arena - Stutsman County Fairgrounds

Material Costs		
Concrete Pad (60' x 15')		\$6,720
Canopy (Metal Beam and Tin Construction - 60' x 15')		\$8,499
Aluminium Bleachers (2 - 4 row bleachers, 24' long - Seating for 128 people)	\$8,753	
Plus Tariff if purchased after April 3	\$528	
Bleacher Total		\$9,281
Total Materials		\$24,500
In-Kind - Labor and Equipment		
Roers Construction - Canopy Assembly (4 Crew Members x 18 hours each X \$100/hour)		\$7,200
Equipment Rental - Unloading Materials & Canopy Assembly (Skidsteer \$75/hr x 20 Hours)		\$1,500
Volunteer Hours (9 Club Members x \$30/hour x 8 hours each)		\$2,160
Total In-Kind		\$10,860
Total Project Cost		\$35,360
Financial Match		\$8,720
Total Grant Request (Materials - Financial Match)		\$15,780



Sunward Steel Buildings

6800 E Hampden Ave
Phone (303) 759-2255



Order Summary

Contact: Circle Cross Riding Club

Date: 1/10/2025

For: Roof only and Carports

Building Code: IBC21

Ground Snow Load: 40.00

Wind Speed: 115

Wind Exposure: C

Building Size: 15 X 60 X 12.25/1

Roof Pitch: 1.0:12

Retail Price: \$9,774.00

Wholesale Price: \$9,094.00

Sales Order Price: \$8,499.00

Pricing valid for immediate purchase and is based on acceptance of delivery when available. Costs are subject to verification of inputs, project and regulatory requirements



Sunward Steel Buildings

6800 E Hampden Ave.
Denver, CO 80224

Phone (303) 759-2255 • FAX (303) 759-3025

Quote Number

124523A4

Quote Date: 1/10/2025

From: Cody Denmark

Sales Order

Final
Owner: Circle Cross Riding Club W030604

Contact: Aaron baldwin
Address: 200 45th Street South
City: Fargo State: ND 58103
Phone: (701) 356-5050 Mobile: (701) 429-4412
Fax:
Email: abaldwin@roers.com

Building Delivery of Material Only Address: 27th Street Northwest Jamestown, ND 58401
Job site: 27th Street Northwest Jamestown, ND, Stutsman Zip Code: 58401

Buildings:
Quote: **124523A4** Width **15** Length **60** Eave Height: **11** /**12.25** Roof Pitch: **1.0:12**

Building Summary, Options:
Quantity Option Description

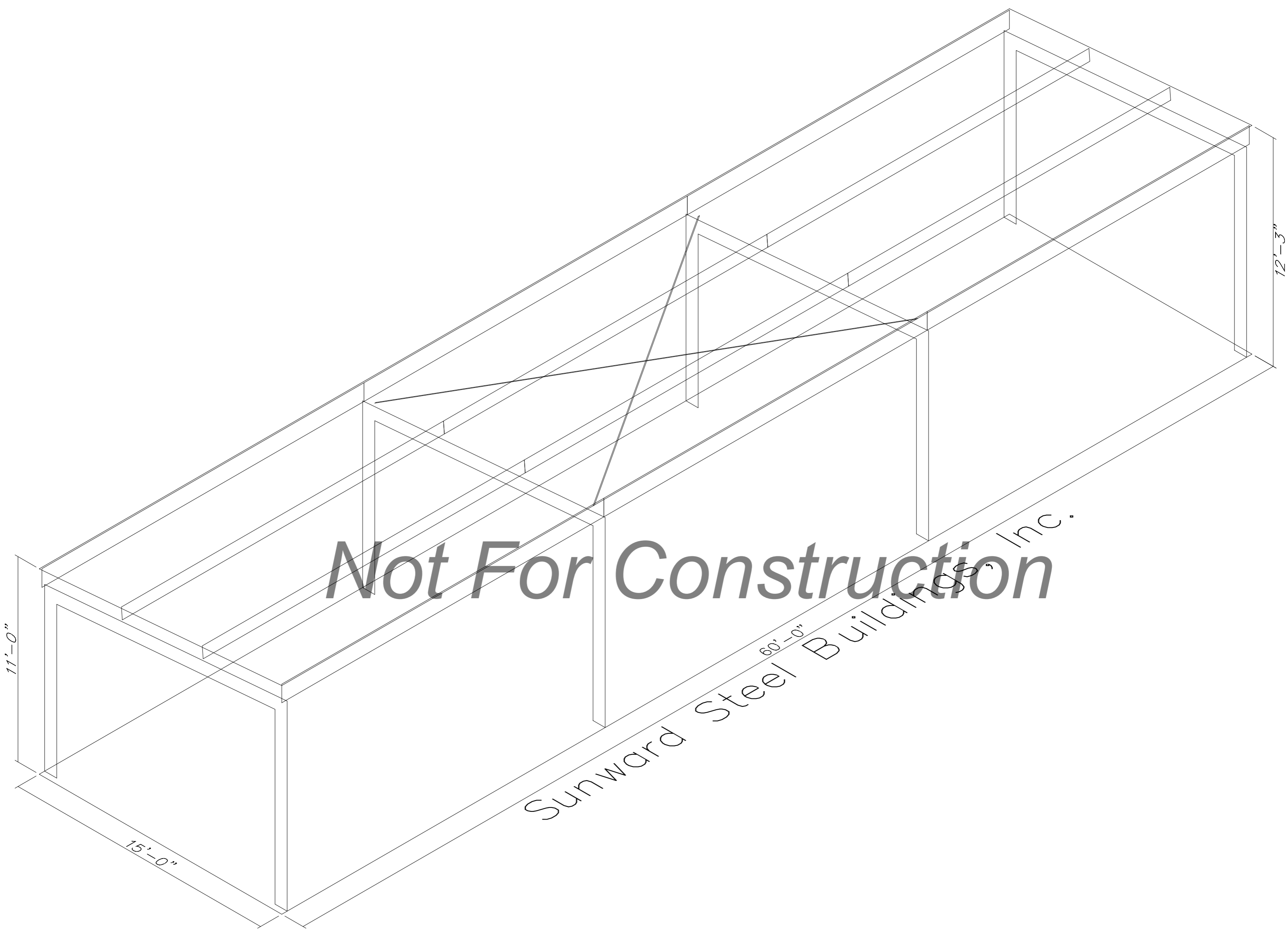
Manufacturing Standards, Procedures and written Warranties will be provided upon written request. Building is manufactured to meet IAS AC472 / CSA A660 accreditation criteria.

Note: All payments, deposits and cashier's checks need to be made payable to and remitted to: Sunward Steel Buildings, Inc., 6800 E Hampden Ave. Denver, CO 80224.

Pricing for Special buildings based on community freight. Building will be scheduled for delivery on first available truck.

Pricing valid for immediate purchase and is based on acceptance of delivery when available. If changes are made to this order or if this order is delayed for any reason then current increased pricing will apply at the time of the change request and/or at the time of delivery.

This price is only good for immediate purchase due to volatile steel pricing and limited slots in shipping and manufacturing.	Building Price:	\$8,499.00
	CPU ND (Subject to final adjustment):	\$0.00
* Base quote only: (Base = Current Price at time of quote). Price is subject to surcharges and price adjustments at time of delivery.	Payment:	\$0.00
	Total Contract Price:	\$8,499.00
Community freight has been considered in this price estimate. Delivery date subject to availability.	Deposit Amount:	\$2,550.00
	Remaining balance to be paid per Terms and Conditions of Sale as stated in Purchase Order.	\$5,949.00
TAX (See Paragraph V) Rate Pending		



11'-0"

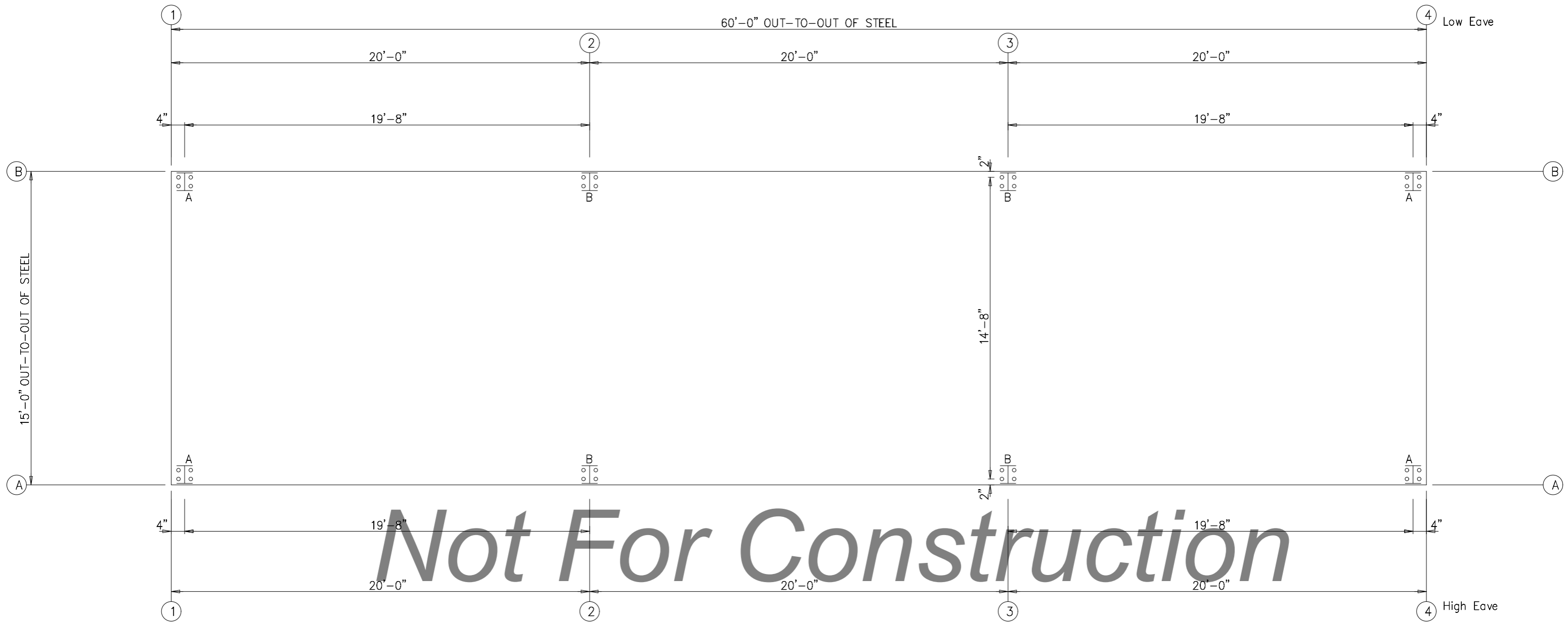
15'-0"

12'-3"

Not For Construction

Sunward Steel Buildings, Inc.

○ Dia= 3/4"



Not For Construction

ANCHOR BOLT SETTING PLAN
 NOTE: ALL BASE PLATES AT ELEVATION 100'-0" (UNLESS NOTED)

SHEETING	GA.	TYPE	COLOR	TRIM	COLOR	TRIM	COLOR
ROOF	26	HI-RIB	GA = Galvalume Plus	EAVE	DG = Hunter Green	WAINSCOT TRANSITION	
WALL				GABLE	DG = Hunter Green	WAINSCOT CORNER	
WAINSCOT				CORNER	Not Applicable	RIDGE CAP/TRIM	GA = Galvalume Plus
EAVE SOFFIT				FRAMED OPENING	Not Applicable	SOFFIT - EAVE	
GABLE SOFFIT				BASE	Not Applicable	SOFFIT - GABLE	
LINER				GUTTER		LINER	
PARTITION				DOWNSPOUT		PARTITION	

MANUFACTURER (ND FACILITY) IS AN APPROVED FABRICATOR WITH THE FOLLOWING CERTIFICATIONS. IAS AC472 # MB-216 & MB-104 CSA A660 / CSA W47.1 DIVISION 2 CLARK COUNTY, NV/ #00205, SAN BERNARDINO COUNTY, CA/ #285 CITY OF HOUSTON/ #729 CITY OF LOS ANGELES TYPE I FABRICATOR / LWS / HSS / #1015 CITY OF PHOENIX/ #C17-2022	MANUFACTURER (SC FACILITY) IS AN APPROVED FABRICATOR WITH THE FOLLOWING CERTIFICATIONS. IAS AC472 # MB-216 & MB-105 CERTIFICATE OF COMPETENCY: MIAMI-DADE COUNTY/#23-1002.01 CITY OF HOUSTON/ #729A CITY OF PHOENIX/ #C16-2022	VERIFY WIDTH AND LENGTH DIMENSIONS CHECK YOUR ANCHOR BOLT SETTING PLAN TO MAKE CERTAIN THAT ALL THE DIMENSIONS SHOWN AGREE WITH THE DIMENSIONS ON YOUR SALES ORDER. DIMENSIONS SHOWN ON THE SALES ORDER REFER TO STEEL LINES (OUTSIDE FACE OF GIRTS/FRAMING) OF THE BUILDING.
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Sunward Steel Buildings, Inc.

BUYER :	DRAWN BY :
CUST. :	1/10/25
SITE :	CHECK BY :
DESCR. : See Elevations	1/10/25
SCALE : NONE	DES. ENG. :
JOB# : 124523A4	SHEET NO. OF

Quote#114417

Sales Rep: Terry O'Neill
 Email: terry.oneill@theparkcatalog.com
 Phone: 800-695-3503 Ext 60325

Quote Date	Quote Expiration Date
Mar 5, 2025	Apr 3, 2025 (29 days)

Bill to:	Ship to:
Kali Lutt Circle Cross Riding Club PO Box 292 Jamestown, North Dakota, 57402 United States T: 701-320-9671	Kali Lutt Stutsman County Fairgrounds 27th St NW Jamestown, North Dakota, 58401 United States T: 701-320-9671

Product Name	Item #	QTY	Price	Your Price	Unit Discount	Subtotal
4 Row Aluminum Bleachers - Sideline Series Length: 24' Long Shop Drawings: No Drawings Anchoring Option: No Anchors	569-1222-90003	2	\$3,887.00	\$3,297.00	\$590.00	\$6,594.00

Quote Notes:

EST LEAD TIME TO SHIP IS 3-5 BUSINESS DAYS PLUS TRANSIT;
 FREIGHT INCLUDES CALL BEFORE DELIVERY ONLY;
 CUSTOMER RESPONSIBLE FOR OFFLOADING DUE TO
 SHIPMENT BEING OVERSIZED AT 24FT LONG

Total Discount	-\$1,180.00
Subtotal	\$6,594.00
Shipping & Handling	\$2,159.00
Tax	\$0.00
Grand Total	\$8,753.00

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it! (Exclusions may apply)

Any questions contact us at 800-695-3503 or terry.oneill@theparkcatalog.com

PAY NOW
 WITH A CREDIT CARD

Quote Expiration Date: Apr 3, 2025

IF YOUR QUOTE HAS EXPIRED, PLEASE CONTACT YOUR SALES REP BEFORE SUBMITTING PAYMENT



PO Box 292, Jamestown, ND 58401
701-320-9671
circle.cross2@yahoo.com

2025 Board Members

President – Kali Lutt, Apartment Manager for Prolific Property Management

Vice-President – Candida Hoggarth-Baldwin, MSN, APRN, FNP-C at the
North Dakota State Hospital

Treasurer – Courtney VanDyke, Vice-President, AG/Commercial Loan Officer of
Bank Forward

Secretary – Megan Chapin, Developmental Disabilities Teacher at Lincoln Elementary

Board Member – Aaron Baldwin, Job Superintendent at Roers Construction

Board Member – Robin Barnes, Farmer & Retired Stutsman County 4-H Coordinator

Board Member – Georgia Welkin, Sr. Support Analyst at Infor, Inc &
Vice President at Southeast Enterprises, Inc

Board Member – Susan Scott, Eligibility Supervisor at the
Buffalo Bridges Human Services Zone

Youth Member – Morgan Baldwin, Student



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2024 Financial Summary

2024 Financial Summary		
Beginning Balance		\$16,425.27
	Debit	Credit
Sponsorships	\$400.00	\$10,100.00
Cash Box	\$1,320.00	\$1,320.00
Interest		\$1.55
Insurance	\$886.00	\$100.00
Business Expense 501C3/ Secretary of State	\$20.00	
Prizes/ Awards Misc	\$100.00	
Memberships Received		\$1,680.00
Announcer	\$450.00	
Judge Expense/ Stutsman County Fair Royalty	\$1,664.00	\$1,400.00
2023 Awards/ Banquet Expense	\$8,006.48	\$1,686.91
Supplies- tables printers flags, forks	\$175.65	
Capital Purchases (Timer \$1768, Goats \$450, Arena Digger \$3,500)	\$5,718.00	\$250.00
Performance Shows - Cash Payouts vs Entry Fee Income	\$1,230.00	\$4,215.00
Mini Series - Cash Payouts vs Entry Fee Income	\$1,845.00	\$4,400.00
Fun Show - Payouts & Prizes vs Entry Fee Income	\$4,530.00	\$1,895.00
Winter Series - Arena Rental & Insurance vs Entry Fee Income	\$1,430.00	\$1,125.00
Banners/ Newman Expense/ Logo Revision	\$585.03	
Arena Rental 2023 James River Rodeo	\$250.00	
Arena Lease & Equipment Rental - Fairgrounds	\$1,050.00	
Stall Fee Income		\$100.00
Donations		\$359.00
Misc. Goat Trimming	\$30.00	
2024 Awards/Banquet Expense	\$2,864.89	
Total	\$32,555.05	\$28,632.46
Net		<u>-\$3,922.59</u>
Ending Balance		\$12,502.68



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2023 Financial Summary

2023 Financial Summary		
Beginning Balance		\$16,361.78
	Debit	Credit
Sponsorships 2023		\$8,050.00
CD	\$18,000.00	
Cash Box	\$400.00	\$400.00
Interest		\$2.81
Insurance	\$1,193.00	
Business Expense 501C3/ Secretary of State	\$35.00	
Prizes/ Awards 2023 Year End & Banquet	\$3,178.35	
Memberships Received		\$2,390.00
Announcer	\$455.00	
Judge Expense/ Stutsman County Fair Royalty	\$1,100.00	\$1,100.00
2022 Awards/ Banquet Expense	\$8,092.53	
Supplies- tables printers flags, forks	\$1,340.52	
Full Day Shows - Cash Payouts vs Entry Fee Income	\$1,200.00	\$4,785.00
Mini Shows - Cash Payouts vs Entry Fee Income	\$1,400.00	\$7,555.00
Fun Show - Payouts & Prizes vs Entry Fee Income	\$6,235.72	\$1,635.00
Winter Series - Arena Rental vs Entry Fee Income	\$1,400.00	\$4,700.00
Banners/ Newman Expense/ Logo Revision	\$774.19	
Arena Rental 2022- Fairgrounds	\$350.00	
Arena Lease 2023- Fairgrounds	\$800.00	
Raffle	\$8,903.26	\$17,040.00
Stall Fee Income		\$30.00
RAFFLE Buffalo City Gun Club		\$6,980.00
Arena Improvements/ Maintenance	\$6,102.61	\$5,750.00
Concession Stand		\$700.00
Misc Payout donated		\$5.00
Parade Candy	\$99.14	
Total	\$61,059.32	\$61,122.81
Net		<u>\$63.49</u>
Ending Balance		\$16,425.27