



Special Project Application Form

The GLFT seeks proposals that fit within its mission:

The mission of the Great Lakes Fishery Trust is to provide funding to enhance, protect, and rehabilitate the Great Lakes fishery. The Trust will manage its resources to compensate for the lost use and enjoyment of the Lake Michigan fishery resulting from the operation of the Ludington Pumped Storage Plant.

The settlement creating the Trust authorizes the following uses of Trust grant funds with *preferential treatment given to projects that benefit the Lake Michigan fishery*:

- Fishing access development for shore-based angling and tribal fishing access, including land acquisition and site enhancement
- Education relating to the Great Lakes fishery
- Research on the Great Lakes fishery, with special emphasis on lake sturgeon
- Fishery habitat protection and restoration, with special emphasis on the Muskegon River

When considering funding for a special project, the GLFT will determine whether the proposal

- conforms with the purposes of the Trust (see above), and
- is outside the scope of activities covered in an existing or pending request for proposal (RFP) process (or meets the criteria for exemption to the general policy), and/or
- is consistent with any policy adopted by the board for the specific activities proposed (e.g., land acquisition and dam management).

Who Can Apply?

Applications are accepted from educational, governmental, tribal, and nonprofit institutions with a 501(c)(3) designation from the IRS.

Supplemental Information

This form, further information on the GLFT, descriptions of previously funded projects by the GLFT, and information regarding funding opportunities for all themes and categories can be found on the GLFT website (<http://www.glft.org>).

Additional Questions

If after reading this information carefully you have further questions about the application process, please contact:

Mark Coscarelli, Co-Manager
Great Lakes Fishery Trust
600 W. Saint. Joseph St., Suite 10
Lansing, MI 48933

Tel (517) 371-7468
Fax (517) 484-6549
glft@glft.org
www.glft.org

Special Project Application Requirements

To receive consideration, applications must contain or address the following in no more than five (5) 8½ by 11-inch, one-sided pages, including all narrative, drawings, maps, etc. Margins must be no less than one inch on all sides of paper and the font size must be 10 point or larger. One proposal should be submitted per project. Electronic submission of applications to glft@glft.org as *one* Microsoft Word or *one* portable document file (PDF) is required.

1. The attached **cover form**, completed.
2. **Project Description:** Briefly describe the project. If applicable, please attach design drawings/maps to your proposal. In addition, please provide a brief history of the property and explain the current purchase status. (Where in the purchase process is the applicant currently?)
3. **Funding Criteria:** If the proposed special project meets the criteria for the three essential elements listed above, the board will consider the following criteria when determining whether or not to fund the project and for what amount:
 - Comments on the proposal provided by the Scientific Advisory Team (SAT)
 - Available grant dollars, and the potential impact of funding the project at the level requested on the short-range and long-range grant program activities of the trust
 - Potential negative impacts of not funding the proposal or not funding it at the level requested
 - Availability of alternative funding sources to the applicant for all or a portion of the funds requested
 - Contribution commitments from other organizations to help implement the proposal
 - Level of support from stakeholders targeted to benefit from the proposed project
 - Precedents involved in providing funds for the proposed activity based upon past and future grant activities of the Trust
 - Value of the proposed activity with respect to achieving GLFT strategic plan priorities and preferred outcomes
 - Technical and/or scientific foundation for the proposal
 - Likelihood that the project can achieve its objectives
 - Methods proposed to evaluate results
 - Experience, expertise, and past performance of the applicant

- Thoroughness of the proposal to allow the board to evaluate the project
- Demonstration that any relationships with existing projects are complementary
- Ability of the applicant to comply with general grant requirements for all organizations funded by the Trust

4. **Description of authorizations, permits, or approvals required to undertake the project.**

5. **Project Budget:** Indicate the amount of GLFT funds requested. If the budget can be categorized, please itemize how the grant monies will be expended within each expense category. Please identify uses of funds, if any, for purposes other than acquisition (e.g., closing costs, remediation, legal or other fees). *Note:* According to GLFT’s overhead policy for all projects, administrative/overhead costs are limited to 10% of the total salaries and wages.

6. **Matching Funds:** If funding from other sources will be involved, please itemize the sources and amounts in the budget and then include a budget narrative that explains whether the funds have been requested or secured, whether or not the GLFT funds are to be used as a match requirement and, if so, what percentage of GLFT funds would be used to complete specific items (e.g., 30% of needed funds for a project component would be from the GLFT, 70% from other sources). The budget is not counted against your five-page limit.

Guiding Principles

Decisions for funding from the Great Lakes Fishery Trust will be guided by its vision, mission, and mandate. Funding proposals will also be evaluated for compatibility with the following principles:

- Projects with financial support from other sources are encouraged. Although matching funds are not required, proposals that include local funding and promote community participation in the use of fishery resources will be favored.
- The Great Lakes Fishery Trust does not fund public works projects, facility operation and maintenance costs or general operating support, endowment campaigns, religious activities, or scholarships.
- GLFT funds will not be used for projects that establish for-profit ventures or benefit narrow interests, individuals, or members of the Trust Board or its Scientific Advisory Team. Organizations seeking grants must demonstrate competency in financial and grant management.
- Funds requested must be commensurate with project benefit(s). If facilities are to be shared with other expected users of the site, the GLFT will consider funding a share of the project costs based on estimated use by anglers versus non-anglers.

Application and Grant Review Process

Requests for consideration of a special project must be directed to a member of the board, who can then nominate the proposal for consideration before the whole board. Unless and until a member of the board nominates a special project for consideration, the GLFT will not formally consider the proposal for funding and will limit its discussion with the applicant.

Once a board member has made a decision to nominate a proposal for consideration as a special project, GLFT staff will work with the special project applicant to develop detailed information on the proposed project and place the item on the agenda for consideration by the board at its next scheduled meeting. The proposal will also likely be reviewed by the Scientific Advisory Team (SAT). Grant awards will be available to successful applicants immediately upon formal action by the board.



COVER FORM

(This form MUST be completed and attached to all applications)

Project Title: _____

Date Submitted: _____

Funding Category: Special Project _____

Amount Requested: \$ _____

GLFT Board Sponsor: _____

Applicant Organization: _____

Contact name: _____

(Please note that the contact name should be the project manager. Only one project manager acts as the point-of-contact.)

Address: _____

Telephone: (____) _____

Facsimile: (____) _____

E-mail: _____ @ _____

Short project summary (75 words or less): _____

USE THE FOLLOWING BUDGET FORMAT FOR EACH YEAR OF THE PROJECT

(Not considered in the five page limit)

Great Lakes Fishery Trust

Project title

Project number

Project manager

Year _____ of _____ total years

Category of Expense	GLFT Funds	Category Total	Matching Funds	Source of Match	Total Project Cost
Engineering Design Costs (please itemize)					
Facility Construction Costs (please itemize)					
Property Acquisition Costs (please itemize)					
Totals					

Total Matching Funds	\$	-
Total GLFT Grant Request	\$	-
Total Project Cost	\$	-

Note: Any overhead/administrative costs cannot exceed 10% of associated salaries and wages per GLFT Policy. The GLFT may exclude all or a portion of overhead/ administrative costs at the time of the grant award depending on the nature of the project and the type of institution involved.