



## Great Lakes Stewardship *2017 Application Guidance*

### **PROGRAM GOAL AND OBJECTIVE**

The goal of the Great Lakes Fishery Trust (GLFT) Great Lakes Stewardship grant category is to increase awareness and understanding of the ecology of the Great Lakes so Michigan's citizens become (1) active and effective stewards of the Great Lakes and (2) advocates for strategies that support the long-term sustainability of the Great Lakes fishery.

To be considered for funding, projects must meet the criteria identified in the *GLFT Policy on Great Lakes Stewardship Proposals*, which can be found on the Resources page, under Grant Related Policies and Reports, at [www.gfft.org](http://www.gfft.org). This request for proposals will be used for the disbursement of up to \$100,000 in grants in 2017.

### **SUBMISSION AND AWARD DATES**

Applications are due by **January 3, 2017**, at 5:00 PM EST. Funding decisions will be made by the GLFT's board of trustees in February 2017; all applicants will be notified of the board's decision regarding their proposals by the end of February. Grant awards will be available to successful applicants upon formal action by the board.

Applications must be submitted through the GLFT website ([www.gfft.org](http://www.gfft.org)). The Web-based application system will prompt you with the mandatory questions and instructions to guide you through the application process.

To begin, visit the [Apply Now](https://www.gfft.org/grants/apply-now) page on our website (<https://www.gfft.org/grants/apply-now>). There you will find Application Guidance Documents and other useful information to help you complete an application.

Grant opportunities for which the GLFT is currently accepting applications can be viewed by clicking the Browse Our Active Grant Opportunities button, which will direct you to a page with online applications. Click on the title of the grant opportunity in which you are interested and follow the instructions to apply.

You will be required to create a user account to submit an application. You will be asked for an e-mail address and password. If you do not know your password, click on [Forgot Your Password](#) and instructions for changing your password will be sent to your e-mail address.

If you do not have a user account in our system, click on [Create an Account](#) and follow the instructions provided. You may then proceed to the grant application.

The GLFT's recent enhancements to our website include more robust access to information. If you have previously submitted a grant application to the GLFT, you may already have a user account based on your e-mail address. If you are unable to sign up for an account using your e-mail address, this may be because you already have an account. If you experience this problem, you may set your password by clicking the [Forgot Your Password](#) link. If you need assistance to set up your account, please contact GLFT staff.

#### **When completing the online application:**

- Remember to save your work often.
- Click Save to complete the file transfer when uploading a document.
- You may leave your work and return at a later time to complete the application.
- Make sure that your answers to each question are within the text field limits.
- Check each field before it is submitted.
- Be sure to answer all of the required questions.
- The system will not allow an application to be submitted if a *required* question is not answered.
- No changes can be made to the application once it is submitted. (If an error was made, contact the GLFT staff.)

Applicants are encouraged to log in to the site and review the application well in advance of the submission deadline.

## **APPLICATION ASSISTANCE**

If you have questions about the project you are proposing and whether it fits within the GLFT's Great Lakes Stewardship grant category goals, contact Julie Metty Bennett. If you have technical questions about submitting your application and/or you have questions about the proposal process, please contact Karri Groomer. Both can be reached at (517) 371-7468 or [glft@glft.org](mailto:glft@glft.org).

## **APPLICANT ELIGIBILITY**

Organizations that are eligible to apply for GLFT grants include nonprofit organizations with a 501(c)(3) designation from the IRS (or a nongovernmental organization that holds charitable status in their country), as well as educational and governmental (including tribal) organizations.

## **APPLICATION REQUIREMENTS**

You will be asked to submit the following information:

### ***Applicant Information and History***

Supply information about the applicant, including the name and e-mail address of the project manager, and the history of the organization's grant applications to the GLFT, whether or not the

organization has previously applied to the GLFT or the organization has previously received funding from the GLFT.

### **Grant Request**

Supply information about this grant proposal, including the project area, funding amount requested from the GLFT (as well as available matching funds), project start and end date, and if the organization has previously proposed this project to the GLFT.

### **Project Narrative**

Supply information about the proposed project. Note the word count limits for each answer.

### **Project Summary**

1. Briefly explain what the project proposes to accomplish using terminology that would be appropriate to include on the GLFT website to communicate project goals to a general audience. (Limit your response to 75 words.)

### **Project Description**

Briefly describe the project, including the following items (applicants are encouraged to reference the *GLFT Policy on Great Lakes Stewardship Proposals* while completing this section of the application):

2. **Project Goal(s).** Explain the goal(s) of the project and how this goal relates to the overall goal of the GLFT's Great Lakes Stewardship grant category: to increase awareness and understanding of the ecology of the Great Lakes so that Michigan's residents become (1) active and effective stewards of the Great Lakes and (2) advocates for strategies that support the long-term sustainability of the Great Lakes fishery. (Limit your response to 800 words.)
3. **Geographic Focus Area.** Explain the geographic impact area of the project. Priority will be given to projects focusing on Lake Michigan and its stewardship. For projects that do not involve residents of Michigan, explain how the proposed effort will enhance stewardship throughout the Great Lakes basin, particularly Lake Michigan. (Limit your response to 250 words.)
4. **Relationship to Ongoing Activities.** Provide information demonstrating that the proposed project will not duplicate ongoing activities in the region or activities funded by alternative sources. Projects that build upon or advance existing work or provide new approaches for addressing persistent issues are encouraged. If the project is closely tied to ongoing work, explain how coordination will occur. (Limit your response to 300 words.)
5. **Partnerships and Collaboration.** List collaborating individuals and/or organizations, if any, and describe how they have been/will be involved in the project. For projects that involve K–12 schools, describe how the work will be both linked to and supported by the work of other organizations in the school's community or region. For projects conducted in an area served by a Great Lakes Stewardship Initiative regional hub, document a connection to that hub (either by making the hub aware of the project's design and intent, or through more active engagement during the life of the project). For a list of GLSI hubs, visit [www.glstewardship.org](http://www.glstewardship.org). Priority will be given to projects that involve strong support from and collaboration with other individuals and/or organizations. (Limit your response to 500 words.)

6. **Link to Michigan’s Education Reform Efforts.** Describe how the project contributes to Michigan’s education reform efforts.<sup>1</sup> If the project will engage K–12 students during the school year through a link to a formal K–12 program or informal education, describe how the work aligns with and supports the applicable Grade Level and/or High School Content Expectations.<sup>2</sup> Applicants that propose to work with K–12 teachers must describe how the proposed work aligns with and supports documented best practices in professional development. If the project involves outdoor experiences, please describe. (Limit your response to 250 words.)
7. **Communicating Results.** Describe plans for disseminating the results of the project to key/target audiences. Priority will be given to projects that include a sound plan for reaching key audiences with information about the outcomes of the project. (Limit your response to 250 words.)
8. **Evaluating Results.** Describe the plan for evaluating the project’s results. Priority will be given to projects that include the implementation of a sound evaluation design and methods and will provide information or insights that will help guide future grant activities of the Great Lakes Fishery Trust. For school-based projects, at least 10 percent of the direct costs of the budget should be allocated to the evaluation. (Limit your response to 250 words.)
9. **Sustainability Plan.** Except for work that is of an obvious one-time nature, explain a clear plan for sustaining the effort beyond the ending date of the GLFT grant. Priority will be given to projects that will likely continue beyond the GLFT’s investment. (Limit your response to 250 words.)
10. **Cost Effectiveness.** Explain the project’s benefits relative to the GLFT investment requested. Priority will be given to projects that yield benefits commensurate with or greater than the GLFT’s investment. (Limit your response to 500 words.)
11. **Permits/Authorization.** Describe authorizations, permits, or approvals required to undertake the project, if applicable. (Limit your response to 250 words.)
12. **Applicant Capacity.** Describe the applicant’s capacity to administer and complete the proposed project, including demonstrated experience in successfully managing grants and executing projects of a scope and depth comparable to those of the proposed project. Priority will be given to applicants with experience, expertise, and exceptional past project implementation performance. (Limit your response to 250 words.)

### **Detailed Budget**

Submit a detailed budget for the total project period. The Detailed Budget Worksheet can be found on the Resources page at [www.glft.org](http://www.glft.org).

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<sup>1</sup> Currently, school reform efforts are focused mainly on (1) defining what students must know and be able to do through (2) developing strategies to increase students’ achievement, particularly in underachieving schools; (3) providing effective professional development for teachers; and (4) strengthening the connection between schools and their communities. More information can be found at the Michigan Department of Education website, <http://www.michigan.gov/mde>.

<sup>2</sup> Information about the Michigan Common Core State Standards is available at <http://miccss.org>. Information about the Michigan K-12 Science Standards can be found at [http://www.michigan.gov/documents/mde/K-12\\_Science\\_Performance\\_Expectations\\_v5\\_496901\\_7.pdf](http://www.michigan.gov/documents/mde/K-12_Science_Performance_Expectations_v5_496901_7.pdf).

If your project spans multiple years, complete one form showing a cumulative budget for the entire project period, as well as one form for each budget year. Enter the Budget Name on each page according to the year (for example, Cumulative Budget or Budget Year 1 of 2). The total amount requested from the GLFT under Income should reflect the project expenses for that budget name. You may add or remove expense subcategories and lines, but the main expense categories may not be changed. **Note:** According to the GLFT overhead policy for all projects, administrative/overhead costs are limited to 10 percent of the total salaries and wages. Definitions on the budget categories and a sample worksheet can be found on the Resources page at [www.glft.org](http://www.glft.org).

### ***Budget Narrative***

Briefly explain how the figures in each budget category on the detailed budget were estimated and justify the need for the costs. 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. If matching funds or in-kind contributions are involved, please:

- Identify the sources and amounts and explain for each whether these have been pledged, requested, or secured.
- Explain whether 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 percent of needed funds for a task would be from the GLFT, 70 percent from other sources).
- Address contingency plans, if pending funding is not realized.

(Limit your response to 750 words.)

### ***Chart of Work***

Complete a Chart of Work form, which can be found on the Resources page at [www.glft.org](http://www.glft.org), and submit it with the application. A chart of work template is available for download in the application as a Word or Excel file. The Chart of Work should complement the project description narrative and indicate major outcomes, associated activities/timelines for each outcome, associated costs for activities, and associated deliverables for each outcome.