



## Great Lakes Stewardship Initiative *Request for Proposals (RFP)* *for Planning Grants*



This request for proposals (RFP) encourages collaboration among community organizations and K–12 schools in Michigan to advance the goal of the Great Lakes Stewardship Initiative (GLSI). This initiative was established by the Great Lakes Fishery Trust (GLFT), with the support of the Wege Foundation and with the advice and counsel of an Advisory Group and Funders’ Collaborative. For a list of those involved in the Initiative, please go to the initiative’s website at <http://www.GLStewardship.org>.

**Please refer to the *Overview of the Great Lakes Stewardship Initiative*, the *Great Lakes Fishery Trust’s Stewardship Initiative — Example Projects*, and the *Great Lakes Fishery Trust’s Stewardship Initiative — Decision Pathway*. These documents are important companion pieces to this RFP and can be found on the GLFT’s website at <http://www.glft.org>. The *Overview* covers the background, purpose, and vision for the GLSI. The *Example Projects* provides examples of the types of projects the GLFT intends to support through the initiative. The *Decision Pathway* will help you determine whether your goals and objectives match those of the GLSI.**

The **goal** of the Great Lakes Stewardship Initiative is to increase awareness and understanding of the ecology of the Great Lakes so that Michigan residents become active stewards of the Great Lakes and advocates for strategies that support the long-term sustainability of the Great Lakes fisheries. The **strategy** used to achieve this goal involves place- or community-based education, sustained professional development for K–12 teachers, and K–12 school-community partnerships. The **structure** required to deploy the initiative’s strategy features regional “hubs,” which provide support and leadership for the collaborative work of community-based organizations and K–12 schools.

To implement the Great Lakes Stewardship Initiative, two types of grants will be awarded in 2009:

■ **Planning Grants**

- Help schools and the organizations that serve them develop a plan for regional hubs
- Maximum of four grants awarded of up to \$20,000 each
- Proposals due January 7, 2009
- Grants awarded early February 2009
- Work completed by early July 2009 (5 months)

■ **Implementation Grants**

- Support the actual establishment of regional hubs
- Maximum of two grants awarded of up to \$200,000 each
- Proposals due July 7, 2009
- Grants awarded August 2009
- Work completed by March 2011 (20 months)

The GLFT and the Wege Foundation have convened a Funders' Collaborative with a goal of engaging other funders in the Great Lakes Stewardship Initiative. Because of this collaborative, please note that planning and implementation grants *in addition* to those funded by the Great Lakes Fishery Trust (as described above) may be awarded to applicants who submit proposals through the GLSI.

***Eligible Applicants***

Educational, governmental, tribal, and nonprofit organizations with current 501(c)(3) designation from the IRS are eligible to apply.

***Technical Assistance for Prospective Grantees***

The GLFT will provide technical assistance to prospective grantees to develop their planning grant proposals. Assistance may take the form of sponsoring or convening regional or statewide meetings, providing one-on-one consultations, organizing electronic communities, establishing a Web-based forum for planning, supplying lists of resources and information, or providing referrals to knowledgeable consultants.

***Required Meeting***

All applicants for planning grants must have participated in a launch meeting for the Great Lakes Stewardship Initiative.

***Additional Requirements***

- Planning grants are limited to a five-month time frame (February–July 2009).
- The total request for GLFT funds for a planning grant cannot exceed \$20,000.
- The deadline for submitting a planning grant proposal is 5:00 PM Wednesday, January 7, 2009. Proposals submitted after this deadline will not be considered. Applicants will be notified of a decision in early February 2009.

- Proposals must be submitted using the GLFT e-Grant Application System, which can be accessed at <http://glft.egrant.net>. Select the GLSI planning grant application to begin the process.

### ***Organization of the Proposal***

Through the GLFT e-Grant Application System, applicants will respond to the following prompts:

- **Region Description:** Briefly describe the region in which the work will be undertaken, in terms of its geography, K–12 schools, communities, and natural resources. Do not exceed 3,000 characters, or approximately 500 words.
- **Stewardship Importance:** Describe the importance of and need for environmental stewardship within the region. Do not exceed 1,750 characters, or approximately 250 words.
- **Place- or Community-based Education Knowledge/Experience:** Demonstrate your knowledge of, experience with, or interest in place- or community-based education as a strategy to nurture environmental stewardship. Do not exceed 3,000 characters, or approximately 500 words.
- **Professional Development Knowledge/Experience:** Demonstrate your knowledge of, experience with, or interest in professional development of K–12 teachers. Do not exceed 3,000 characters, or approximately 500 words.
- **School-Community Partnership Knowledge/Experience:** Demonstrate your knowledge of, experience with, or interest in school-community partnerships. Do not exceed 3,000 characters, or approximately 500 words.
- **Planning Process:** Describe the planning process that will occur. Describe how key stakeholders will be identified and then involved in that planning process. Describe the expected outcomes of the planning process. Do not exceed 3,000 characters, or approximately 500 words.
- **Participation Readiness:** Document the readiness of people in your region to participate in the planning process. List those who have agreed to be involved. Provide letters of commitment from between two and four key partners (e.g., leaders of community organizations, leaders of K–12 education). Letters should describe their willingness and readiness to engage in the proposed planning process, and what role they might play in implementing the vision of the Great Lakes Stewardship Initiative. (You will be asked to upload these letters.) Do not exceed 1,750 characters, or approximately 250 words.
- **Participation Willingness:** Verify your willingness to participate in technical assistance, data collection, and evaluation activities, most of which will be funded separately and organized by the GLFT. (See companion document *Great Lakes Stewardship Initiative Planning Grant Recipients—2009 External Evaluation Expectations* for details.)
- **Budget:** Provide a line-item budget. Allowable budget categories include:
  - **Salaries:** Salaries and wages of individuals whose role in meeting the project objectives is substantive and outlined in an approved project proposal, and whose number of hours worked on the grant is clearly identified and documented. Such compensation to individuals employed by the grant recipient shall be limited to the actual wage rate paid on an hourly basis (prorated on the basis of a 2,080 hour full-time salary or appropriate fractions thereof).

- **Benefits:** Fringe benefits of any staff employed by the grant recipient and charged to the project. Fringe benefits are reimbursable under either of two alternative approaches. Reimbursement of fringe benefits for individuals working on the grant and employed by the grant recipient can be either actual fringe benefits paid, or based on a formula established by the grant recipient that applies to broad classes of employees (e.g. full-time faculty, other faculty, technicians, students, etc.).
  - **Materials/Supplies:** Items that are consumed during the performance of the service or required to complete a task, such as printing and laboratory supplies and construction and building materials.
  - **Other Direct Expenses:** Expenses that are directly used to perform the services or complete the tasks in a grant agreement but are not defined as administrative, overhead, or indirect
  - **Contracted Services:** Services that are performed to complete the tasks in a grant agreement but are completed by a third-party.
  - **Administrative/Overhead/Indirect Expenses:** Salaries/wages/fringe benefits or other costs of any administrative support staff employed by the grant recipient not specifically identified in the grant or charged to the project. This also includes the cost of routine office supplies, materials, phones service, mail handling, utilities, copying, faxing, office workspace, and other similar items not specifically identified in the grant award as reimbursable direct costs. Reimbursement is limited to 10 percent of the total salaries and wages authorized for reimbursement under the terms of the grant.
  - **Matching Funds:** The total amount of cash and/or in-kind contributions that will be used for the planning process. (Note: Cash and in-kind donations are **not** required.)
- **Budget Narrative:** Briefly explain how the figures in each budget category were estimated and justify the need for the costs. If funding from other sources and/or in-kind contributions will be involved (i.e., matching funds), please identify the sources and amounts and explain whether the funds have either been requested or secured. Do not exceed 3,000 characters; approximately 500 words.

### ***Review Process***

External reviewers with expertise in environmental stewardship, K–12 education, or community development will help the Initiative’s staff and consultants review planning grant proposals. The rubric used to score proposals will be available online at the GLFT website in November 2008.

### ***Awards***

Planning grants will be awarded in early January 2009. Work may begin immediately thereafter and extend through early July 2009.

### ***Additional Questions***

If you have questions about the application process, please contact Mary Whitmore, GLFT Education Coordinator ([mwhitmore@glft.org](mailto:mwhitmore@glft.org)) or Julie Metty Bennett, Trust Manager of the GLFT ([glft@glft.org](mailto:glft@glft.org)).

### ***Supplemental Information***

This grant announcement, further information on the GLFT, descriptions of projects previously funded by the GLFT, and information about funding opportunities for other projects can be found on the GLFT website (<http://www.gltf.org>). The Great Lakes Stewardship Initiative's website ([www.GLStewardship.org](http://www.GLStewardship.org)) provides more information specific to the initiative, itself, including descriptions of the four regional hubs that are currently funded.