



## Great Lakes Stewardship Initiative *Request for Implementation Plan*



*This document summarizes the required content of an Implementation Plan. Applicants will submit their Plans using the Trust’s eGRANT Application System, which can be accessed at <http://glft.eGRANT.org>.*

This Request for Plans (RFP) for the Great Lakes Fishery Trust’s (GLFT) Great Lakes Stewardship Initiative focuses on implementation. It encourages collaborative work among community and regional organizations (including institutions of higher education) and K–12 schools in Michigan to advance the goal of the Initiative.

**Applicants who are familiar with the *Overview of the Great Lakes Stewardship Initiative*, *Great Lakes Stewardship Initiative Decision Pathway*, and *Great Lakes Stewardship Initiative Example Projects* are encouraged to apply.** These documents are *important* companion pieces to this RFP. The *Overview* covers the background, purpose, and vision for the Initiative. The *Decision Pathway* helps potential applicants gauge the “fit” between their intended work and the Great Lakes Stewardship Initiative. The *Example Projects* document provides examples of the types of projects the Trust intends to support through the Initiative. **Successful applicants for Implementation Grants will have completed a thoughtful process of planning, whether funded by a Planning Grant from the GLFT or another entity.**

The **goal** of the GLFT’s Stewardship Initiative is to increase awareness and understanding of the ecology of the Great Lakes in order to encourage Michigan residents to become active stewards of the Great Lakes and advocates for strategies that support the long-term sustainability of the Great Lakes fisheries. The **strategy** the GLFT will use to achieve this goal involves place-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 “hubs,” infrastructures that provide support and leadership for the collaborative work of community-based organizations and K–12 schools.

To implement the GLFT Stewardship Initiative, three types of grants are being awarded in 2007.

■ **Capacity-building Grants**

- Increase capacity within regions to participate in future activities funded by the GLFT Stewardship Initiative by supporting preliminary work focused on planning a regional infrastructure
- Two grants were awarded by the GLFT and the Funders' Collaborative in June 2007

■ **Planning Grants**

- Help schools and organizations that serve them develop a plan for regional "hubs" (infrastructure)
- Infrastructure may vary among regions
- Seven grants were awarded by the GLFT and the Funders' Collaborative in June 2007

■ **Implementation Grants**

- Support the establishment and work of regional hubs
- GLFT will award up to two grants of up to \$200,000 each
- Proposals due October 19, 2007
- Grants to be awarded in November 2007
- Work to be completed by June 2009 (20 months)

***Requirements***

- Implementation Plans must be submitted by 5:00 p.m. on October 19, 2007, using the GLFT eGRANT Application System, which can be accessed at <http://glft.eGRANT.org>.
- Implementation Plans must cover a 20-month time frame (November 2007–June 2009).
- The total grant request cannot exceed \$200,000.
- Only educational, governmental, tribal, and nonprofit organizations with current 501(c)(3) designation from the IRS are eligible to apply.
- Applicants must have participated in a Launch Meeting for the Great Lakes Stewardship Initiative, held on April 24, 2007, in Lansing and April 26, 2007, in Marquette.
- Applicants must have completed a thoughtful process of planning, whether funded by a Planning Grant from the GLFT or another entity.

***Organization of the Proposal***

Applicants will submit their Implementation Plan by responding to the following prompts through the eGRANT Application System:

■ **SUMMARY OF THE WORK (4800 characters or approximately 800 words)**

Summarize the proposed work to be undertaken during the 20-month Implementation Grant, including:

1. The theme or focus that will guide the work
2. *Major* goals and outcomes for the work
3. An explanation of how the work integrates the Initiative’s three key strategies: place-based education, sustained professional development for K–12 teachers, and school-community partnerships
4. A statement of the “scope and depth” of the work (Identify the intended audiences—e.g., schools, teachers, students, community organizations—and for each audience provide an estimate of how many will be significantly engaged in the project.)

■ **CONTEXT FOR THE WORK (7000 characters or approximately 1500 words)**

Describe the context for the work, including:

1. The geography and demographics of the region to be served
2. The needs for stewardship that the work will address, and the process(es) that were used to identify these needs
3. The people/organizations that were involved in *planning* this work, including how/when they were engaged in planning, the assets they provided, and how they benefited from participating
4. The existing and related key opportunities and efforts in the region that this work will build upon, including a description of how the project will be coordinated with these opportunities and efforts
5. The biggest challenge or barrier to implementation that is anticipated, and how it will be addressed

■ **REGIONAL INFRASTRUCTURE**

Describe the regional infrastructure that emerged from the planning process by addressing the following:

1. Describe the person or team that will provide primary leadership for the work. State the affiliation(s) and describe the ability of the individual(s) to serve in this capacity. (1500 characters or approximately 300 words)
2. Describe the organization/governance of the regional infrastructure, including key policies and procedures that will be used to manage the work. Include a description of strategies that will strengthen the infrastructure by facilitating communication among the project’s leaders, its partners, and its stakeholders. (2500 characters or approximately 500 words)
3. List the community organizations and targeted schools that will be part of the work. (2000 characters or approximately 400 words.) As supporting evidence, you must complete a **Memorandum of Partnership** for **each entity listed** on the GLSI standard form (provided within the eGRANT Application System). In the

case of targeted schools, the Memorandum of Partnership **must** include data about the school (fields are provided on the GLSI standard form) and **must** bear signatures of the superintendent, building administrator(s), *and* at least one teacher from the targeted school(s). After completing the Memorandum of Partnership forms for each entity, combine them into one PDF and upload them into the eGRANT Application System.

4. Provide a summary of the distribution of work for the project. This summary should reflect and complement the outcomes and activities listed in the Chart of Work (see Nature of Work section below). (3500 characters or approximately 700 words)
5. Describe the mechanisms or processes within the infrastructure that will help ensure that the Initiative's work will be responsive to community-based needs throughout the life of the Initiative. (2500 characters or approximately 500 words)
6. Provide a summary of processes and strategies by which (1) those working within the regional infrastructure will learn about the culture of the targeted schools and (2) the work undertaken through the regional infrastructure will be woven into the culture of the schools over time. (2500 characters or approximately 500 words)
7. Provide a plan for managing, distributing, and accounting for funds. If subgrants are to be made, the process(es) for awarding them should be briefly described. (2000 characters or approximately 400 words)

■ **NATURE OF WORK (4800 characters or approximately 800 words)**

Summarize (in narrative form) the work that will occur in schools, communities, and the region during the Implementation Grant. Then complete the **Chart of Work** (you must use GLSI standard form, which is provided within the eGRANT Application System) for the 20-month Implementation Grant, indicating major outcomes and associated activities/timelines for each outcome. After completing the Chart of Work, upload it into the eGRANT Application System.

■ **SUSTAINABILITY PLAN (4800 characters or approximately 800 words)**

Describe the efforts to be made during the 20-month implementation period that will help sustain the work beyond the initial Implementation Grant, including the following:

1. Efforts to encourage ownership in and institutionalize the work of the Initiative among targeted schools and community organizations
2. Efforts to attract or leverage new resources to sustain the Initiative in the region, including engaging local and/or regional philanthropy
3. Efforts to build public awareness and support for the Initiative within the region

■ **BUDGET**

Complete the line-item budget template provided within the eGRANT Application System. **Do not allocate funds for evaluation** (see Assurances section below). Allowable budget categories include:

1. **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). (See GLFT Graduate Assistant Funding Policy at <http://www.glft.org/grants/gpolicies.htm>, if applicable.)
2. **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.).
3. **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. (See GLFT Equipment Policy at <http://www.glft.org/grants/gpolicies.htm> for allowable expenses.)
4. **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.
5. **Contracted Services:** Services that are performed to complete the tasks in a grant agreement but are completed by a third party.
6. **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. (See GLFT's Administrative/Overhead Policy at <http://www.glft.org/grants/gpolicies.htm> for allowable expenses for other reimbursement limitations and exclusions.)
7. **Matching Funds:** The amount of cash (not in-kind) contributions for the planning process (in-kind contributions can be explained in the Budget Narrative section below). (Note: Matching funds are not required but are encouraged. All donations identified in the budget must be verified by the Memorandum of Partnership uploaded in the Regional Infrastructure 3 section).

■ **BUDGET NARRATIVE (3000 characters or approximately 500 words)**

Briefly explain how the figures in each budget category were estimated and justify the need for the costs. If matching funds or in-kind contributions are involved, please identify the sources and amounts of these and explain for each whether these have been requested or secured. (All matching funds identified in the Budget must be

verified by the applicable Memorandum of Partnership uploaded in the Regional Infrastructure 3 section.)

■ **VISION OF SUCCESS (8000 characters or approximately 1500 words)**

Describe what the GLSI will look like in the region (e.g., in schools, organizations, and communities) when it is “mature.” Although this work plan for the first phase of implementation describes only a 20-month effort to implement the GLSI in a region, the GLSI is intended to be a longer-term effort.

Some prompts to consider as you contemplate this vision:

- Who and how many in your region will be engaged in the Initiative’s activities, and to what extent?
- What services and programs will be available?
- Who will provide leadership?
- What resources will be available to support the work?
- How will the work be managed?
- How will people and organizations communicate and network?
- How will those involved with the work assess and improve it?

■ **ASSURANCES**

Document your willingness to participate in technical assistance, networking meetings, data collection, and evaluation activities that are funded separately from your Implementation Grant and organized by the GLFT. One focus of technical assistance will be the development of an evaluation plan for your project, to be based upon your implementation plan. This evaluation plan will be negotiated and funded separately from your Implementation Grant.

***Review and Award Process***

Members of the GLFT’s Stewardship Initiative’s Advisory Group, which includes people with expertise in environmental stewardship, K–12 education, and community development, will help the Initiative’s staff and consultants review Implementation Grant proposals. Representatives of philanthropic organizations in the Great Lakes region will also provide input through the Initiative’s Funders’ Collaborative. Recommendations for funding will be presented to the Great Lakes Fishery Trust Board on November 6, 2007, at which time funding decisions will be made. Work may begin immediately thereafter and extend through June 2009.

***Additional Questions***

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