



Great Lakes Stewardship *Application Form*

PROGRAM OBJECTIVES

The goal of the Great Lakes Fishery Trust's Great Lakes Stewardship grant category is 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 fisheries.

This goal is being achieved primarily through the **Great Lakes Stewardship Initiative (GLSI)**. The initiative supports a proven method of community-based learning in K–12 classrooms across Michigan. In these places, the local environment provides the context for education: students learn academic content while studying issues or problems of local importance. This approach builds students' enthusiasm for learning and results in higher academic achievement. For more information about the Great Lakes Stewardship Initiative, please go to <http://www.GLStewardship.org>.

The GLFT recognizes that there may be worthy stewardship projects that employ structures or strategies other than those used in the GLSI. The GLFT will consider projects outside of the GLSI that meet the GLFT's Policy on Great Lakes Stewardship Proposals at <http://www.glft.org/resourcelibrary/attachments/PROJECTS-459WebFileEducationPolicy.pdf>

APPLICANT ELIGIBILITY

Project applicants must be a public entity, nonprofit organization, or private educational institution. Nonprofit organizations receiving funds and managing a project must demonstrate evidence of current 501(c)(3) tax status with the IRS.

APPLICATION REQUIREMENTS

Applications must contain or address the following elements in no more than five 8½ by 11–inch, one-sided pages (not including the budget and chart of work forms). Margins must be no less than one inch on all sides of paper and the font size must be 10 point or larger. Only 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. Applications must include:

- A completed **GLFT standard cover form**, which can be found at <http://www.glft.org/grants/rfps/EducationRFP/StewardshipCoverForm.doc>.
- **Project Description**—Briefly describe the project, including the following items (applicants are encouraged to reference the GLFT’s Policy on Great Lakes Stewardship Proposals while completing this section of the application):
 - **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 fisheries.
 - **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.
 - **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.
 - **Partnerships and Collaboration**—List collaborating organizations, if any, and describe how they have/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 schools’ 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, see <http://www.GLStewardship.org/Hubs/hubs.html>.
 - **Link to Michigan’s Education Reform Efforts**—Describe how the project contributes to Michigan’s education reform efforts.¹ 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.² Applicants that propose to work with K–12 *teachers* must describe how the work aligns with and supports

¹ Currently, school reform efforts are focused mainly on 1) defining what students must know and be able to do through Grade Level and High School Content Expectations (GLCEs and HSCEs); 2) developing strategies to increase students’ achievement, particularly in under-achieving schools; 3) providing effective professional development for teachers; and 4) strengthening the connection between schools and their communities.

² The GLCEs and HSCEs for various subjects are available at the Michigan Department of Education’s website, <http://www.michigan.gov/mde>.

the Professional Development Vision and Standards for Michigan Educators.³ If the project involves outdoor experiences, please describe.

- **Communicating Results**—Describe plans for disseminating the results of the project to key/target audiences.
 - **Evaluating Results**—Describe the plan for evaluating the project’s results, including how this information 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.
 - **Sustainability Plan**—Except for work that is of an obvious, one-time nature, explain a clear plan for sustaining the effort beyond the GLFT grant’s ending date.
 - **Cost Effectiveness**—Explain the project’s benefits relative to the GLFT investment requested.
 - **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.
- **Chart of Work**—Complete a **Chart of Work** (you must use the GLFT standard form, which can be found in Word format at <http://www.glft.org/grants/RFPs/EducationRFP/StewardshipChartofWork.doc> and in Excel format at <http://www.glft.org/grants/RFPs/EducationRFP/StewardshipChartofWork.xls>) that complements the Project Description narrative, indicating major outcomes, associated activities/timelines for each outcome, associated costs for activities, and associated deliverables for each outcome.
- **Budget**—Complete a line-item budget using the GLFT standard form, which can be found at <http://www.glft.org/grants/RFPs/EducationRFP/Budget.xls>. *Note:* According to the GLFT overhead policy for all projects, administrative/overhead costs are limited to 10 percent of the total salaries and wages.

³*Professional Development Vision and Standards for Michigan Educators* (http://www.michigan.gov/documents/ProfDevStdsVISWStrategies_4_9_03_C61067__A62638_12_09_02_62686_7.pdf).