Access to the Great Lakes Fishery
2018 Application Guidance

PROGRAM GOAL AND OBJECTIVE

The goal of the Access to the Great Lakes Fishery grant program is to improve or create opportunities for shore-based access to fishing for Great Lakes species for use by tribal and/or recreational users. This RFP process will be used for the disbursement of up to $500,000 in grants in 2018. The GLFT funds projects that create or enhance shore-based access to fishing, which includes construction or improvement of boardwalks and fishing piers with adjacent amenities such as parking facilities and walkways. Applicants are encouraged to review the GLFT's Policy on Tribal and Recreational Fishing Access Grants prior to submitting a proposal. Additional requirements for proposals that only seek funding to support the development of engineering and design and or feasibility studies, as well as those seeking funding to support development of fish cleaning stations, are provided in the policy.

If your proposal involves a request for the GLFT to fund the acquisition of real property, review the GLFT's Policy on Land Acquisition to determine the eligibility of your proposal. This policy, and others relating to grant proposals, can be found on the Grant Related Policies and Reports page on our website at www.glft.org. The questions under the Land Acquisition section of this guidance document and the online application are required only if your project includes a land acquisition component.

SUBMISSION AND AWARD DATES

Applications are due by **August 23, 2018**, at 5:00 PM EST. Funding decisions will be made by the GLFT Board of Trustees on November 13, 2018. Applicants will be notified of funding decisions by November 30, 2018. Grant awards will be available to successful applicants upon formal action by the board.

Applications must be submitted through the GLFT website (www.glft.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 page on our website (https://www.glft.org/grants/apply-now) where you will find Application Guidance documents and other useful information to help you complete an application.

Grant opportunities for which the GLFT is 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.

If you already have a user account in our system, you will need to enter the e-mail address and password you used to create your account in order to log in. If you do not know your password, click on Forgot Your Password. Instructions to change 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 website enhancements include more robust access to information. Therefore, if you have previously submitted a grant application to the GLFT, a user account based on your e-mail address may be stored in the system. If you do not recall setting up an account but are unable to create an account using your e-mail address, click on Forgot Your Password. If you already have an account, instructions to change your password will be sent to your e-mail address.

If you need assistance with setting up your account, please contact GLFT staff.

When completing the online application:

- Remember to save your work often.
- When uploading a document, click Save to complete the file transfer.
- You may leave your work and return at a later time to complete the application.
- To return to an online application you have already begun, log in and click on the Dashboard button, which will appear in the upper right corner of the page. The Dashboard page will provide access to your applications and/or active projects.
- 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.
- Be aware that no changes can be made to the application once it is submitted (if an error was made, contact GLFT staff).

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

APPLICATION ASSISTANCE

Prospective applicants are encouraged to contact GLFT staff prior to submission of a grant proposal to discuss project goals and alignment with GLFT priorities. Staff are also available to assist applicants navigate the online grant proposal submission process. Please contact Jonathon Beard at 517-371-7468 or jbeard@glft.org to discuss a proposal.

APPLICANT ELIGIBILITY

Organizations that are eligible to apply for GLFT grants include nonprofit organizations with a 501(c)(3) designation from the IRS (or nongovernmental organizations that hold 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, including whether or not the organization has previously applied to the GLFT, has previously received funding from the GLFT, and has previously proposed this project to the GLFT.

Grant Request

Supply information about this grant proposal including the funding amount requested from the GLFT (as well as available matching funds) and project start and end date.

Project Summary

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

Project Narrative

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

1) *Access to the Great Lakes Fishery.* Describe the proposed site enhancements and explain how they will improve shore-based recreational and/or tribal access to the Great Lakes fishery. Provide detailed information about fishing structures that would be developed or modified such as boardwalks, breakwalls, or fishing piers/platforms. If funding is requested for engineering/feasibility studies only, describe the anticipated enhancements that would be evaluated through the studies. Additional guidance regarding engineering/feasibility studies is provided in the GLFT's Policy on Tribal and Recreational Fishing Access Grants (Limit your response to 250 words.)

2) *Fishing-related Amenities.* Describe the fishing-related amenities to be provided in conjunction with the project. The GLFT only funds specific, angling-related amenities associated with shore-based fishing access projects. For more information regarding the type of fishing access amenities eligible and ineligible for funding, refer to the Policy on Tribal and Recreational Fishing Access Grants, available on the GLFT website at www.glft.org. (Limit your response to 200 words.)

3) *Geographic Location (Narrative).* Describe the geographic location of the proposed project. Recreational fishing access projects must be located in Michigan on the Great Lakes or lower portions of major tributaries. Projects located on Lake Michigan or lower portions of major tributaries from New Buffalo to Mackinaw City will receive highest funding priority. Tribal fishing access projects must be located on northern Lake Michigan and northern Lake Huron, consistent with the provisions of the 2000 Consent Decree. (Limit your response to 125 words.)

4) *Geographic Location (Map).* Provide a map depicting the project location. Upload the document as a PDF in the online application.

5) *Geographic Location (Zip Code).* Indicate the Zip code of the project location.

6) *Project Need.* Describe the need for and significance of the project, noting the nearest Great Lakes access opportunity and whether the site will fill an unmet need for access in the area. Projects located in areas where there is an unmet need for fishing access (i.e., there is no viable access alternative nearby) will be given higher priority when making funding decisions. (Limit your response to 250 words.)

7) *Relationship to Recreation and Other Management Plans.* Describe the planning process that was used to identify the proposed site location and site enhancements. Priority will be given to projects that are identified through a Five-Year Recreation Plan, Community Master Plan, or similar planning document. (Limit your response to 300 words.)

8) *Population.* Describe the population in the project area. Funding priority will be given to sites where the potential for use is high, as in urban locations or recreational destinations offering multiple forms of water-related recreation. How many anglers do you anticipate using the site annually? Approximately what percentage of all facility users will be anglers? (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.) (Limit your response to 200 words.)

9) *Community Engagement.* Describe the extent to which stakeholder groups such as local residents, tourists, anglers, and management agencies have been involved in the development of the proposed project. Provide details regarding plans for continued community engagement. Projects should have a broad range of support from organizations and/or agencies interested in Great Lakes fisheries; from the general public; and/or from the scientific community. Priority will be given to projects that can demonstrate such support and include robust and meaningful stakeholder engagement. (Limit your response to 300 words.)

10) *Physical Characteristics.* Describe the physical characteristics of the site that make it suitable for fishing access. The proposed site must have the physical characteristics necessary for access site construction. Priority will be given to projects proposed on sites where property is already in public ownership and land acquisition is not required. (Limit your response to 200 words.)

11) *Habitat Improvement.* Describe the incidence of habitat destruction that will be prevented/lessened because of proposed access improvements, if any. Projects that will prevent or lessen the incidence of habitat destruction associated with shore-based fishing in a previously unimproved location will be given higher funding priority. If the proposed project will have no effect on habitat, please indicate as such. (Limit your response to 200 words.)

12) *Maintenance and Safety Measures.* Describe how the site will be maintained and the safety of visitors ensured after it is constructed. Applicants must demonstrate the ability to maintain the access site, ensure the safety of its users, and enforce user regulations. (Limit your response to 200 words.)

13) *Tribal Commercial Fishing and Public Usage.* If tribal access will be provided, please describe the arrangements that have been made with respect to other tribes and the public using the site. If no special provisions for tribal access would be provided, indicate as such. (Limit your response to 200 words.)

14) *User Fees to Access the Facility.* State whether users of this facility will be required to pay a fee to access the facility, and describe any fees that will be required to access the site. (Limit your response to 150 words.)

15) Accessibility. Describe how the proposed access site would accommodate people of various needs and abilities. Proposed access sites must meet legal accessibility standards for persons with disabilities. Priority will be given to projects that support the principles of universal design. (Limit your response to 200 words.)

16) Authorizations, Permits, or Approvals. Describe any authorizations, permits, or approvals required to undertake the project. Include information regarding status of permits, etc., as of the grant application date. If tribal fishing access is to be provided, explain how this project will comply with the 1836 tribal fishing rights Consent Decree, including a statement indicating that the grant funds requested will not replace other sources of funding provided by the Consent Decree. (Limit your response to 200 words.)

17) Communications. Describe your plans for making the public and other appropriate forums or groups aware of results. (Limit your response to 200 words.)

18) Educational Opportunities. Describe the Great Lakes fisheries-oriented educational opportunities that will be included on the site (e.g., interpretive signage, events), if any. Funding priority will be given to proposals that include angler education opportunities (e.g., signage at access site that identifies potential catch, fishing seasons, and other information relevant to anglers and aligned with the GLFT mission and goals) and projects with educational or stewardship-oriented programming aligned with the GLFT's mission. If no educational opportunities would be included, please indicate as such. (Limit your response to 200 words.)

19) 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.)

Land Acquisition

This section is required only if your proposal includes a request from the GLFT to support the acquisition of real property through fee simple or lesser interest in a property. **If your proposal does not include land acquisition, you may SKIP TO THE NEXT SECTION.**

The GLFT has determined that its primary mission is NOT to acquire property except in limited circumstances where the acquisition of fee simple or lesser interest in property is an essential element in accomplishing its primary mission. In general, the GLFT relies upon federal, state, and local agencies; private land conservancies; and private foundations that routinely acquire interest in lands to protect, enhance, and preserve natural resource or access of value to the public. For additional information, refer to the GLFT's Policy on Land Acquisition.

20) Acquisition Need. In order to be considered for funding fee simple acquisitions, easements, or similar land control costs, projects shall demonstrate, at a minimum, that the proposed land control cost is an essential component in providing recreational or tribal access to the Great Lakes fisheries. Describe how the proposed land acquisition supplies a necessary component in support of providing access to the Great Lakes fisheries. (Limit your response to 250 words.)

Validate this need by supplying a letter from the local Department of Natural Resources district office, Chippewa Ottawa Resource Authority, or local land conservancy. Please upload your letter(s) in the online application. If you have multiple letters, please merge them to create only one PDF file before uploading.

21) *Property History.* Provide a brief history of the property and its purchase status. Also explain the current purchase status, that is, the applicant's current stage in the purchase process. (Limit your response to 300 words.)

22) *Development Pressure.* Describe the rate at which land costs in the proposed area and/or growth and development pressures are increasing. (Limit your response to 125 words.)

23) *Long-term Maintenance.* Explain how the applicant will ensure that the property interests will remain available for project purposes, in control of the applicant, and be maintained by a public agency or private nonprofit entity. (Limit your response to 250 words.)

Project Attachments

Design Drawings. In the online application, upload design drawings for your proposal, if available. Only PDF files will be accepted. If you have multiple drawings, please merge them to create a single PDF file before uploading.

Letter(s) from Fishery Managers. In the online application, upload a letter(s) from the local Department of Natural Resources district office and/or the Chippewa Ottawa Resource Authority validating that the project provides access to a viable sport and/or tribal fishery. Only these projects will be considered for GLFT funding. Upload the letter(s) in a PDF file. If you have multiple letters, please merge them to create a single PDF file before uploading.

Project Budget

The project budget consists of two components: (1) the detailed budget worksheet and (2) the budget narrative. The two components should complement one another and provide sufficient detail for the GLFT to evaluate whether the requested funding is appropriately aligned with the scope of work. To the extent possible, provide detailed information about line item expenses. Examples of costs include, but are not limited to, boardwalks/walkways, railings, staircases, ramps, bridges, fishing piers/platforms, parking, benches, restrooms, pavilions, soil erosion control, site restoration, shoreline stabilization, demolition, mobilization, electrical improvements, and signage.

Detailed Project Budget. Complete a Detailed Project Budget form and upload it in the online application as an Excel file. A budget template and additional instructions are available for download in the online application as an Excel file. The budget should cover the total project period. 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 Year on each page according to the year (for example, Cumulative Budget or Budget Year 1 of 2). The total amount requested from the GLFT should reflect the project expenses for that budget page. You may add or remove expense subcategories, 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.

More information on the budget categories is available on the budget information page of the www.glft.org website.

Budget Narrative. Briefly explain how the figures in each budget category on the detailed project 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 from other sources is not realized.

   (Limit your response to 300 words.)

Chart of Work

Complete a chart of work form and upload it to the online application as an 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. A chart of work template is available for download in the online application as an Excel file.

Additional Documents

In the online application, upload additional documents of relevance, such as figures, captions, feasibility studies, letters of support, literature citations, or other graphics. Do not use this space to provide additional language for required responses exceeding the word count limits, as they will not be considered. If the files correspond with a narrative section question, please indicate the connection to the graphic. Only PDF files will be accepted. If you have multiple pages, please merge them to create a single PDF file before uploading, when possible.