



## Types of Activities Funded

The Great Lakes Aquatic Habitat Network and Fund (GLAHNF) will consider grant applications that are consistent with Michigan's Aquatic Nuisance Species State Management Plan ([www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf](http://www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf)) as updated October 2002 and employ one or more of the following methods:

- Boater education activities, such as:
  - Distribute existing resources targeted to recreational boaters
  - Implement regional boat-wash demonstrations and/or inspections for boaters
  - Develop and distribute radio and television public service announcements
  - Develop newsletter inserts for user groups
- Training programs, such as:
  - Develop ANS curriculum to be used in various educational programs
  - Conduct training sessions for educators/information providers
  - Scholarships to attend training sessions
- Inventory and detection system pilot projects, such as:
  - Local inventory projects tied to management planning activities
  - Matching funds for weevil studies or stocking
  - Develop a local rapid response system if infestation is found early

## Aquatic Nuisance Species Information and Education Small Grants Program

### Background

Michigan's waters are under assault from aquatic nuisance species. Aquatic nuisance species (ANS) are waterborne, non-native organisms that threaten the diversity or abundance of native plants and animals, or the ecological stability of impacted waters, or threaten a commercial, agricultural, aquacultural, or recreational activity that depends on waters of the state.

Much remains to be done to shut off the paths that aquatic nuisance species use to enter the Great Lakes and to disperse within Michigan. Species can still enter the lakes in ship ballast water, aquatic weeds hitchhike on boats traveling from lake to lake, sea lamprey spawn in tributaries, and other species are poised to enter the Great Lakes through holes in our net of protection. Federal, state, regional and local initiatives all have a role to play in providing tools to assist in protecting our waters and wetlands from exotic species that disrupt habitat for our native species and impact our beneficial uses of all Michigan's water resources.

### Overarching Goal

The goal of this grant program is to foster the implementation of Michigan's Aquatic Nuisance Species State Management plan as updated in October 2002, particularly recommendations on information and education, by providing financial assistance to local initiatives to prevent and control ANS in Michigan waters.

### Eligibility

The applicant must be a 501(c)(3) non-governmental organization, a citizens group that is not a 501(c)(3) but has a sponsoring 501(c)(3) organization, a school, an indigenous tribal entity, or a local unit of government. Each applicant may submit only one application. The project must occur within the state of Michigan.



Photos Credits: Gary Chowlek

GLSGN Exotic Species Library

Great Lakes Fishery Commission



For more information,  
visit GLAHNF's websites at  
[www.glahnf.org](http://www.glahnf.org)  
[www.GreatLakesDirectory.org](http://www.GreatLakesDirectory.org)

### Evaluation Criteria

Preference will be given to projects that do some or all of the following:

- Advance understanding of ANS prevention;
- Build partnerships or promote creative collaborations;
- Have the potential to leverage financial, volunteer, or in-kind resources;
- Provide long-term benefits to aquatic habitats and the local community;
- Have the potential to be replicated by grassroots efforts in other communities.

### Sponsors

In order to apply for an ANS I&E grant, non-governmental organizations that are non-501(c)(3) organizations must have a qualified 501(c)(3) organization serve as a sponsor. The sponsor assumes responsibility for financial administration of the grant. If necessary, the sponsor may charge up to 10% of the total grant to cover administrative costs.

### Awards

Grant awards will range between \$500 and \$2,500 in U.S. dollars.

### Assistance for Potential Applicants

Never applied for a grant before? Want to see if your idea is in the ballpark? Want a little help developing your program? Potential applicants seeking advice on how to complete the grant application form or wishing to discuss potential projects are encouraged to contact Jill Ryan, GLAHNF director. Pre-application discussions can help you work the kinks out of your proposal and increase your chances for success.

### Application Process and Timeline – Grants Program

Proposals must be prepared based on the questions and format contained in the Application Format. Applications must be postmarked by March 12, 2004. Final decisions will be made and letters sent to all applicants by April 23, 2004. Contract letters to grant recipients will be mailed by April 30, 2004, with a grant start date of May 3, 2004.

Please do not fax your application. Send your application via first-class mail postmarked by the dates noted above or by e-mail. See application form for e-mail application options.

Please do not call in advance for results. You will receive a written acknowledgment within one month of the application deadline and a written notice of the final decision as noted above. If more information is required, we will contact you.

### Grant Period

The period for grant awards will be May 3, 2004 through December 31, 2004. If the proposed project requires a longer duration in order to ensure successful completion, a longer grant period will be considered. Clearly note the requested grant period in your application. The grant may fund a component of a larger project of longer duration.

Funding for this grant program was made available by the Office of the Great Lakes, through a grant from U.S. Fish and Wildlife Service. The program is administered by the Great Lakes Aquatic Habitat Network and Fund, a project of the Tip of the Mitt Watershed Council.

#### For more information, contact:

Great Lakes Aquatic Habitat Network and Fund  
c/o Tip of the Mitt Watershed Council  
426 Bay Street, Petoskey, MI 49770

PH (231) 347-1181 (Jill Ryan: ext 106) (Jill Kimble: ext 100)

E-Mail: [jill@watershedcouncil.org](mailto:jill@watershedcouncil.org) or [jillk@watershedcouncil.org](mailto:jillk@watershedcouncil.org)

GLAHNF Websites: [www.glahnf.org](http://www.glahnf.org) and [www.GreatLakesDirectory.org](http://www.GreatLakesDirectory.org)

Michigan's Aquatic Nuisance Species State Management Plan as Updated October 2002:

[www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf](http://www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf)



## **Aquatic Nuisance Species Information and Education Grants Program**

### **Application Information**

This application format is to be used by applicants to the 2004 Aquatic Nuisance Species Information and Education Grants Program. Complete information regarding this grant program, including eligibility, types of activities funded, evaluation criteria, and application process and timeline are included in the 2004 Request for Proposals (2004 RFP).

### **Assistance for Potential Applicants**

You are encouraged to contact Jill Ryan, Great Lakes Aquatic Habitat Network and Fund director to discuss your grant application. Pre-application discussions can help you work the kinks out of your proposal and increase your chances for success.

### **Application Deadlines**

Applications must be postmarked or sent electronically by March 12, 2004.

### **Electronic Application Submission (electronic applications are encouraged)**

This application form is located on the Great Lakes Aquatic Habitat Network and Fund website at [www.glahabitat.org](http://www.glahabitat.org). To submit electronically, download the word document application form from the website and complete the application, save as a Microsoft Word document with a .doc extension, and send as an attachment to: [jillk@watershedcouncil.org](mailto:jillk@watershedcouncil.org). If you do not receive electronic confirmation that your electronic application has been received within two business days, please call Jill Kimble at 231-347-1181 (ext. 100). Be certain your application tells us what supporting materials you will be sending so we can match them with your file. Ask outside submitters to put your name on materials they send to us. When communicating via e-mail, include your organization's name in the message as well as complete information necessary to contact the project coordinator.

### **Hard Copy Application Instructions**

Type your application on separate sheets using the headings, questions, and format outlined below. The application, including the budget, should be no longer than four (4) typed pages. Please number the pages.

## **COMPLETING THE APPLICATION**

### **Application Format**

#### **A. Applicant Information**

Organization Name	Name of Project Coordinator
Address	City, State/Province, Zip/Postal Code
Telephone No.	Fax No.
E-mail Address	Website

#### **B. Sponsor Information (If Applicable)**

U.S. applicants that are non-governmental organizations and are not 501(c)(3) organizations must have a qualified sponsor serve as fiscal agent. See 2004 RFP for details. If a sponsor is required, please include the same information for your sponsor that is requested for applicants in "A" above.

#### **C. Project Title**

Please limit your Project Title to 12 or fewer words. The Project Title should be descriptive of the goal you are trying to accomplish with your project.

## **D. Amount of Request**

## **E. Total Project Cost**

## **F. Abstract**

Provide a one-paragraph summary of the project that would make it easy for an outside reader to understand. Limit your summary to 100 words or less.

## **G. Organizational Information**

Please answer the following questions about the applicant.

1. What is your organizational mission?
2. What are your current programs, activities, and accomplishments?
3. What is your current annual budget and primary sources of income (by percentage)?
4. For non-governmental organizations, if you receive funding for this project, will it in any way impact your status or that of your sponsor as a 501(c)(3) organization?

## **H. Description of Project**

Please answer the following specific questions about your project.

1. Describe the need for this project.
2. List the specific goals of this project.
3. Describe the location of your project.
4. Describe your plan of work, including specific tasks or outcomes that will be accomplished with this project.
5. Provide a brief timeline for the proposed project, including start dates, milestones, and expected completion date.
6. How does your project relate to Michigan's Aquatic Nuisance Species State Management Plan ([www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf](http://www.deq.state.mi.us/documents/deq-ogl-ANSPlan2002.pdf)), updated October 2002?
7. How do you plan to evaluate the success of the project?
8. Do you plan to promote or disseminate the results of your project? If so, how?
9. Have you sought other funds for this project? If so, describe sources and results. If not, do you intend to?

## **I. Proposed Budget**

Please present the project budget in descriptive summary categories, such as personnel, materials, phone, printing, postage, training, workshops, travel, professional consultant fees, and materials. Clearly identify which portion of the project budget is to be supported by this grant. Although match contributions are not required for funding, if there are matching funds for this project, please identify source and amount. What portion of match has been secured?

## **J. Supporting Materials**

Please submit the following supporting materials with your application:

- (1) 501(c)(3) confirmation letter from the IRS or documentation of status as a government entity. If a non-governmental organization applicant is not a 501(c)(3) organization, then submit the required documentation for the sponsor organization and a letter from the sponsor on their letterhead expressing support of your project and a willingness to serve as the applicant's fiscal sponsor.
- (2) Addresses, phone numbers, and contact person for all organizations collaborating on this project.
- (3) Please limit other support materials (letters of support, newspaper articles, etc.) to two items that you feel are essential to evaluate your proposal.

*Note: Grant recipients may be required to provide GLAHNF with additional information.*

## **L. Sending Your Application**

Applications should be stapled separately from supporting materials, but not bound and not placed in folders.

### **Send your completed application and supporting materials to:**

Jill Ryan, Director  
Great Lakes Aquatic Habitat Network and Fund  
c/o Tip of the Mitt Watershed Council  
426 Bay Street, Petoskey, MI 49770  
PH (231) 347-1181, ext. 106

If submitting your application electronically, send your application as a Word attachment to: [jillk@watershedcouncil.org](mailto:jillk@watershedcouncil.org)  
The RFP and application form may be found at our website: [www.glahabitat.org](http://www.glahabitat.org) under ANS I&E Grants Program.