

**Section I: Cover Sheet**

**PROJECT #:**

**STATE:**

**PROJECT NAME:**

**GRANTEE NAME:**

**GRANTEE EMAIL:**

**PHONE:**

**BASIN PROGRAM FUNDS USED:**

**MATCHING FUNDS CONFIRMED:**

**PROJECT DURATION (months):**

**PROJECT TYPE:**

Demonstration      Technical

(check one)

Information/Educational

**Highlight zeros below to paste correct values.**

Budget Categories	Approved Budget (1-10 GLBP funds only)	Total Expenses (1-10 GLBP funds only)	Remaining Balance* (1-10 GLBP funds only)
<b>1) Salaries and Benefits</b>			
<b>2) Travel</b>			
<b>3) Equipment</b>			
<b>4) Supplies</b>			
<b>5) Meetings</b>			
<b>6) Printed Material</b>			
<b>7) Consultants</b>			
<b>8) Other</b>			
<b>9) Indirect Costs (15% max. excluding travel &amp; equipment)</b>			
<b>10) GLBP FUNDS (Total of lines 1-9)</b>			
<b>11) Total Match Funds</b>			
<b>12) Total Project Costs (GLBP funds plus match)</b>			

\* If all project funds have been expended by the end of the project period, the remaining balance must be zero.

**Signature of Grantee's Authorized Representative**

Print this page out before continuing (specify p. 1 only). Sign and mail this cover sheet to:

Gary Overmier  
Great Lakes Commission  
2805 S. Industrial Hwy, Suite 100  
Ann Arbor, MI 48104

*I confirm that the above budgetary information is correct, and that all site-specific data submitted in reference to this project meets with standard methodology of data collection.*

**Signature:** \_\_\_\_\_

## Section II: Narrative

### A. PROBLEM STATEMENT:

From original grant application. Maximum 5000 characters.

**B. BACKGROUND:**

From original grant application. Maximum 5000 characters.

**C. ACTIVITIES:**

From proposed work on original grant application. [Additionally, identify and explain any changes](#) from original proposal. Maximum 5000 characters.

**D. PROJECT RESULTS:**

Maximum 5000 characters.

### Section III: BMP Installation

1) Why was the specific location of the installation chosen over other potential locations? Check all that apply. [Please explain in the Results section, IID.](#)

**Best Fit**

**Priority Area**

**Willing Landowner**

**No other potential site**

2) Were contacts made with the landowner/user before this site was chosen?

**Yes**

**No**

3) Was this practice an experimental practice or an emerging practice that could not be funded by existing Federal, state or local governments? [In the Results section \(IID\), detail how this new practice was developed.](#)

**Yes**

**No**

4) What factors were considered in choosing the materials/equipment for this installation? [Explain in the Results section, IID.](#)

**Esthetics**

**Long life**

**Cheapest**

**Only Available**

5) If a plant material was used was it native to the area?  
[If yes, provide a detailed list in the Results section, IID.](#)

**Yes**

**No**

6) Were there any official provisions made to maintain this BMP(s)?  
[Explain why or why not in the Results section, IID.](#)

**Yes**

**No**

7) Have you had to go back and do any reconstruction/maintenance on the BMP(s)? [If yes, explain in the Results section \(IID\) what had to be reconstructed/maintained, and why.](#)

**Yes**

**No**

8) Would you install this BMP again?  
[If no, provide a detailed list in the Results section, IID.](#)

**Yes**

**No**

9) Did you do a site tour? (Check all that apply.)

**Before construction**

**During construction**

**After construction**

10) Are you planning any future activities that involve this BMP?  
[If yes, provide a detailed list in the Results section, IID.](#)

**Yes**

**No**

11) Was the location of this BMP within a watershed that has, or is in the process of developing, a watershed plan?

**Yes**

**No**

## Section IV: INFORMATION / EDUCATION

### WORKSHOP/CONFERENCES

1) If you organized an event/workshop, how did you attract your target audience? Check all that apply. Describe how you designed your event/workshop curriculum in the **Results** section, IID.

**Direct Mail**

**Radio**

**TV**

**News articles**

**Newsletters**

**Posters**

2) If you organized a media campaign as part of your Information/Education project, how did you interact with the local media? Check all that apply.

**Press Conference**

**Direct Contact**

**Mailings**

**Press invited to event**

3) Was the campaign successful?

Yes

No

### INFORMATION AND EDUCATIONAL MATERIAL

4) What type of material was developed as part of your project? Check all that apply.

**Brochure**

**Manual**

**Fact Sheet**

**Curriculum**

**Posters**

**CD**

**Video**

5) Did you develop a slide or power point type presentation? If yes, you should submit it in Step 3, after submitting this form and entering BMP data.

Yes

No

6) Are any of these materials available on-line? If yes, submit links in Step 3 (after submitting this form and entering BMP data).

Yes

No

7) How did you deliver this material?

**On-line**

**Direct Mail**

**Handout (mtgs./conferences)**

**Handout (in-office)**

### VOLUNTEERS

8) Did you use volunteers for any portion of your project? If yes, give a detailed description in the **Results** section, IID.

Yes

No

9) If yes, how many people volunteered for your projects, and how many hours did volunteers contribute?

Number of Volunteers

Number of Hours

**1-10**

**1-50**

**11-20**

**51- 100**

**21-30**

**101 - 500**

**31+**

**501+**

10) What groups were the volunteers associated with? Check all that apply.

**Private Citizens**

**Civic groups**

**Scouting groups**

**Business groups**

**Environmental groups**

**Academic groups**