**Grant Application**

**1. Applicant Information**

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| Applicant Organization: |  |
| Mailing Address (including City, State, Zip): |  |

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| Project Manager (Name, Title): |  |
| Work phone: |  |
| Email address: |  |

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| Organizational DUNS: |  |
| Organizational Employer / Taxpayer Identification Number (EIN/TIN): |  |

**2. Project Description with Summary of Estimated Sediment & Nutrient Reductions**

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| Project Name (include name of watershed): |  |
| Project Type (i.e. agricultural non-point, stormwater, or stabilization of Great Lakes shoreline or streambanks) within the Great Lakes basin: |  |

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| Grant Request Amount: |  |
| Match / In-Kind Amount: |  |
| Total Project Cost (grant request + match): |  |

Provide the following information in the order listed, using the topic headings and instructions provided below. Please refer to the 2021 Request for Proposals (RFP) for additional details. Use no smaller than 11-point font.

**A. Project Work Area**

List up to **four** 12-digit USGS Hydrologic Unit Codes (HUC) that comprise your implementation area. Visit <https://greatlakescommission.github.io/GLC_HUC_Lookup/> to find your HUC-12 code(s).

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| --- | --- | --- |
| HUC-12 Code(s) | HUC-12 Watershed Name(s) | GLRI Priority Watershed  (if applicable) |
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| List the county or counties that comprise your project work area: |  |
| Identify Congressional districts within the project work area: |  |

**B. Summary of Estimated Sediment & Nutrient Reductions & Support of Existing Plans**

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| In 600 words or less, describe how the project will reduce sediment and/or phosphorus loading issues (or support other relevant GLRI Focus Area 3 Measures of Progress) in your project area and support any state-approved nonpoint source reduction plan (i.e. watershed plan) and/or nine key elements plan or other government-endorsed plan encompassing the proposed work area.  Please be sure to provide:   * Context on the natural resource challenge(s) that your project proposes to address. * How the proposed project fits into existing landscape or watershed plans. * A link to the specific plan and page number. |
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**3. Implementation Strategy**

**A. Implementation**

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| Use this space to share your organization’s readiness to implement the project, as proposed. For each GLRI Focus Area 3 Measure of Progress that the project supports, detail how your organization will work to achieve the results identified on the summary page of this Application. Note that specific activities should be shared in Part B., below. Space is also provided to share any additional benefits arising from the project which will be measured by the project team. | |
| **Estimated annual Total Phosphorus (TP) reduction (pounds):** |  |
| ***Description of activities intended to assure performance:*** | |

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| --- | --- |
| **Unique acres receiving technical or financial assistance on nutrient management[[1]](#footnote-2)** |  |
| ***Description of activities intended to assure performance:*** | |

|  |  |
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| **Estimated annual gallons of untreated stormwater runoff captured or treated** |  |
| ***Description of activities intended to assure performance:*** | |

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| --- | --- |
| **Miles/feet of Great Lakes shoreline and riparian corridors restored or protected** |  |
| ***Description of activities intended to assure performance:*** | |

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| **Additional measurable benefits arising from project activities** |  |
| ***Description of activities intended to assure performance:*** | |

**B. Schedule of Activities**

Use the table below to list specific activities (e.g. kickoff event, permitting, construction, landowner outreach, practice installation etc.) to assure achievement of project outcomes. If selected for funding, the program will rely upon these commitments as a means of tracking progress.

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| **Activity** | **Planned Delivery Date** |
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**C. Conservation Practices to be Installed**

Please fill out a separate description for each individual Conservation Practice type you will use in your project.

**Copy and paste the following shaded section as many times as needed, describing each practice to be implemented.**

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| Part I: Practice Details | |
| **Practice Name** (with [NRCS FOTG code](https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/technical/fotg/), if applicable): |  |
| **Description of Practice:** |  |
| **Amount Implemented** (in appropriate units e.g. acres, linear feet, number of practices, etc.) |  |
| **Cost per unit:** (where applicable include % contributed from landowners and other sources). |  |
| **Funds Budgeted for Practice Installation:**  (In dollars, grant fund expenditures only.) |  |
| **Estimated Installation Date(s):** (month/year) |  |
| **Life of Installed Practice:** |  |
| Part II: Performance Measures (as applicable, fill in all that apply) | |
| **Estimated Annual Soil Savings (in tons):** |  |
| **Estimated Annual Total Phosphorus Reduction (in pounds):** |  |
| **Nutrient management acres (improved amount, placement, or timing of fertilizer or manure):** |  |
| **Stormwater runoff captured or treated annually (gallons):** |  |
| **Shoreline or streambank stabilized (feet):** |  |
| **Additional measurable benefits:** |  |
| **Description of Calculation Methods:**  (Indicate how you calculated your estimated soil and phosphorus savings and/or reductions for each performance measure. Note that [STEPL, the Region 5 model](http://it.tetratech-ffx.com/steplweb/models$docs.htm), or USDA’s Nutrient Tracking Tool should be used to estimate sediment and particulate phosphorus reductions; the National Stormwater Calculator should be used for gallons of untreated stormwater runoff.) |  |

**D. Timing of Conservation Practice Implementation**

Using the table below and adding rows as needed, chart an estimate of when Conservation Practices will be installed. Completion of a similar table will be required within grantee quarterly reports and will be used by the GLC to annually report on progress to our funder, the NRCS. The completed table should reflect new practice amounts planned for each year, without duplication.

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| --- | --- | --- | --- |
| **Practice Name** | **Federal FY 2022** | **Federal FY 2023** | **Federal FY 2024** |
| **Amount Installed** | **New Amount Installed** | **New Amount Installed** |
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**E. Technical Assistance**

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| Briefly describe the technical assistance required to implement the project over a three-year period. Grant funds may be used to pay for technical assistance, or this may be shown as match. |
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**4. Communication Efforts**

**A. Kickoff Event**

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| A kickoff event should be held in the first or second quarter of the project to gather project partners and launch necessary outreach activities. Please share plans for this event in the space below. Continued uncertainty arising from the COVID-19 pandemic may require virtual participation or other adaptation of planned outreach events. |
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**B. Ongoing Outreach**

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| During your project, you will be required to conduct an ongoing outreach campaign for landowners/land users, the general public, local media sources, local elected officials, government officials, etc. Describe your strategy to keep these audiences informed of project activities. |
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**C. Project Wrap-up**

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| Please describe your plan to share project results and outcomes with the project funder and with the public through outreach and technology transfer. At the completion of your project, you may wish to do a public information announcement on project outcomes. This can include local press releases, a media event for local officials and the public, or other efforts. Please describe your plans for these activities. |
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**D. Knowledge Transfer**

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| Please indicate your willingness to send at least one staff person to a conference of GLSNRP grantees tentatively scheduled for late summer or early fall 2023 in or near Ann Arbor, Michigan. Also indicate whether your organization would be interested in giving a presentation on the work-to-date under this proposed project, if funds are awarded. Willingness to attend this conference of GLNSRP grantees does not affect project scoring. Grant funds may be used to support travel to the conference. |
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**5. Budget Narrative**

For each budget category provide a narrative description of the items and associated expenses to be included in your budget. The total dollar amount listed for each category should equal the value listed in the Budget Form that will be completed as a separate file (described under Section 6, below).

**Within the following boxes, please only describe items or services that will be funded with grant funds. Match items and amounts should be described under Part H (Match), below.**

**A. Salaries and Fringes**

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| List the type and number of employees (e.g., director, engineer, planner, technician) who will be working on the project. For each employee, indicate the percentage of time (typically shown in Full Time Equivalents (FTEs)) or the number of hours that they will be funded by the grant to work on the project, as well as the total cost for each employee to work on the project. Applicants should budget time and resources for staff to comply with requirements pertaining to quality, permits, and approvals necessary for the project (or cover these costs through other non-federal sources as a project match).  Please also describe any fringe benefits to be included in this budget category, and the percentage or basis used for its computation.  Projects with a larger percentage of the budget allocated for personnel should describe why this is necessary within the circumstances of the project.  Employee hours or fringe benefits not funded by the grant should be described under the Match category, below. |
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**B. Travel**

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| List the individual travel costs (e.g., miles and mileage rate, rental costs, estimated number of trips) expected to be incurred by the applicant’s staff during the project, including any anticipated costs to travel to required meetings. Travel costs for contractors, consultants, or landowners to participate in this project should be included under the Contractual Services amounts listed under that category. Travel costs may also be budgeted for travel to the GLSNRP Grantee Conference discussed in Section 4.D, above. |
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**C. Equipment**

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| While the purchase of equipment (such as vehicles and/or field implements) will not be funded through this year’s award of funds, leasing of this type of equipment is allowed and should be described within this section. The retrofitting of existing equipment may be allowed with adequate justification and characterization of planned expenses. Identify planned purchases or lease arrangements valued at $5,000 or more. Note that items valued at less than $5,000 should be included under Supplies and Materials, below. |
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**D. Supplies and Materials**

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| Describe all office and other supplies or materials necessary for the project, including allowable equipment described in Part C. above, with a value less than $5,000. Explain any costs that may appear out of the ordinary. |
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**E. Other Direct Costs**

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| Please itemize and describe any additional direct expenses you have for the project that do not fit under any of the other budget categories. This may include insurance costs specific to the project, room and A/V rental and refreshment costs for meetings, phone costs, postage and printing costs, or communications expenses for newsletters, project publicity, signs, or brochures. |
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**F. Contractual Services**

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| This category includes any costs associated with hiring contractors or consultants involved in all or some portion of the installation of Conservation Practices, or other services provided by staff or agencies other than the applicant (e.g., engineering or agronomic studies). This may also include direct payment or cost-share agreements established with landowners/land users as incentives or reimbursements to install Conservation Practices on the land they own or operate.  List each anticipated contract and associated dollar amount in the table below. Where applicable, specify the Conservation Practices each contractor will install. |

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| Type of Service (and Conservation Practices to be Installed, if applicable) | Contract Amount  (Grant Funding Only) |
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| Where possible, please describe any additional plans or details you may have for the project tasks to be subcontracted. |
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**G. Indirect**

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| Indirect costs are those incurred by the applicant for a common or joint purpose benefiting more than one cost objective or project, and otherwise not readily assignable to specific cost objectives or projects as a direct cost. (See the RFP for additional information.)  Applicants may include indirect costs within their project budget but are not required to do so. As alternatives to charging all indirect costs to grant funds, applicants may voluntarily: (1) forego part or all of their indirect costs as a grant expense, or (2) include part or all of their indirect costs as match for the project (allowable only if indirect cost items (e.g., office space, utilities, general administrative support) are not otherwise supported by a federal source).  If your organization has a federally “Negotiated Indirect Cost Rate Agreement” (NICRA), you must use this rate to determine indirect costs for your project (and are required to upload a copy of your current agreement via the Web Application Form) unless you are choosing to voluntarily reduce your indirect costs as described above.  If your organization does not have a NICRA, you may use the de minimis rate of 10 percent of Modified Total Direct Costs (as defined by 2 CFR 200.414 (“Indirect (F&A) costs”)) or some other voluntary rate less than the 10% de minimis. MTDC includes all direct salaries and fringes, travel, supplies and materials, other direct costs, and the first $25,000 of ***each*** contract. MTDC excludes equipment, capital expenditures, and contract amounts over $25,000.  Please use the corresponding budget form (available at: <https://www.glc.org/work/sediment/apply> to complete Section 6 of this application. If you have questions about how to calculate your indirect costs, please contact Ken Gibbons, GLC Program Specialist, at [kgibbons@glc.org](mailto:laurak@glc.org) or 734-396-6069.  In the box below, please describe whether you are using a NICRA rate (and how that rate is applied to your project budget), the 10% de minimis rate, or some other voluntary rate less than the 10% de minimis rate.  **If you do not wish to include any indirect costs as a grant expense, please indicate that below.** If you will be including indirect costs as match, please address that separately under Part H (Match). |
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**H. Match (25% minimum required)**

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| Describe all match items, services, or other financial contributions (e.g., landowner cost share) to the project not paid for with the grant or with other federal funds. In general, items or services that would be eligible for the use of grant funds under this program would also be eligible match items for your project. Similarly, items that are not eligible to be funded under this program are not eligible match items. Please refer to the RFP for more information.  **Applicants selected to receive grant funding will be contractually obligated to meet all match amounts included in the approved project budget.** |
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**6. Budget Table**

All applicants must complete (and upload via the Web Application Form) one of the available budget forms to show how you intend to spend your grant and match funds over the life of your project. Please choose the appropriate budget form from the application website, depending on whether you will be using a NICRA or the 10% de minimis rate to calculate your indirect costs. The only difference in these two forms is the calculation of indirect costs. Please note that totals and subtotals on the form will round to the nearest dollar.

Federal guidance allows you to voluntarily reduce the Indirect Costs charged as grant expenditures to provide additional match for the project. To do this, please review the instructions at the top of the budget form on how to decrease the amount in the “Grant Amount Indirect Cost” column and show the corresponding difference in the “Local Match Indirect Cost” column. Your total Indirect Costs from both the Grant Amount and Local Match columns of the budget form should not exceed what you are eligible to recover in Indirect Costs for the project.

Under each Budget Category of the appropriate form, enter the activities, entities, or items that will be funded by the grant or counted as local match for the project. Please be specific and itemize costs (and contract amounts) where possible.

If you have questions about how to complete your budget form, please contact Ken Gibbons, GLC Program Specialist, at [kgibbons@glc.org](mailto:laurak@glc.org) or 734-396-6069.

**7. Administrative Capacity**

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| Briefly describe your organization type (e.g., local government, state agency, tribe, college or university, non-profit, other) and describe roles and responsibilities for decision-making, recordkeeping, and reporting to GLC. (Administrative and reporting requirements, including the insurance requirements for grant recipients, are referenced in the RFP.) |
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| Describe whether your organization is regularly subject to an independent financial audit and list the time period covered by your most recent audit. Please upload a copy of your most recent audited financial statements via the Web Application Form. |
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| Describe the types of internal controls that your organization has in place to ensure accurate and timely management of grant funds. Additionally, please list up to three examples of past awards (of similar size and nature) received by your organization and describe whether you successfully met all required reporting obligations and other terms of the award(s). If an award was terminated or cancelled early, or you were subjected to an administrative audit by the funder, please provide additional detail. |
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1. Nutrient management: Planning for and/or managing the amount, placement, and timing of plant nutrients to obtain optimum yields and minimize the risk of surface and groundwater pollution. [↑](#footnote-ref-2)