

**Michigan's
Volunteer River, Stream, and Creek Cleanup Program
Grant Application Package
Fiscal Year 2019**

Administered by the
Great Lakes Commission for the
Michigan Department of Environmental Quality



Online at
<https://www.glc.org/work/vrscdp/>

Application Deadline: February 11, 2019, at 5:00 p.m.

Please direct all application questions to:
Ms. Laura Kaminski, Great Lakes Commission,
734-971-9135 or laurak@glc.org

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Information for the 2019 Volunteer River, Stream, and Creek Cleanup Program Grant Application Package

Funding Source and Authority

This Grant Application Package is for the Volunteer River, Stream, and Creek Cleanup Program (VRSCCP) grants offered by the Department of Environmental Quality (DEQ) through the Great Lakes Commission. Information contained in this Grant Application Package is based on existing DEQ guidance. The DEQ appropriation for this Grant Application Package originates from fees collected from the sale of the state's Water Quality Protection license plates (2000 PA 74). A total of \$25,000 of these funds will be made available for cleanup grants in fiscal year 2019.

Description of VRSCCP Grants

Michigan's VRSCCP provides small grants to local units of government to help implement cleanup of rivers, streams, and creeks to improve the waters in Michigan. Local units of government may partner with nonprofit organizations or other volunteer groups to carry out the cleanups.

Grant applications will be reviewed and funding awarded based on the following criteria:

- The clarity and quality of goals and objectives of the cleanup project.
- Level of volunteer commitment to carry out the project.
- Quality and quantity of local match provided; match beyond the minimum 25% requirement will strengthen the application.
- The applicant's ability to successfully carry out the project.
- Applicant's budget request in relation to goals and objectives of the project.
- Quality of project evaluation component.
- The length of time the applicant will commit to continue cleanup efforts after the grant expires (e.g., ongoing community event).

General Information

- Read the entire Grant Application Package carefully. See the ***Eligible Entities and Activities*** section (pages 4-5) for complete eligibility information.
- Grant request amounts may range from \$500 to \$5,000. See the ***Budget Information*** section (page 5) for additional information on how grant funds may be expended.
- The Great Lakes Commission may award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan.
- Successful applicants will be required to enter into a project contract with the Great Lakes Commission, which is administering this program on behalf of the DEQ.
- Grant funds are disbursed on a cost-reimbursement basis, and will only be disbursed after satisfactory completion of the cleanup project and final reporting requirements, which include documentation (e.g., invoices, receipts) for all project expenditures and local match items. No start-up funds or requests for funding advances will be granted.

- **A 25% local match of the total project cost is required.** This may be comprised of volunteer labor on the day of the event, in-kind services, or materials. See the ***Budget Information*** section (page 5) for more information on local match.
- Notification of awards may not occur before early May, with contracts prepared for signature shortly thereafter. Cleanup projects should be planned with this in mind. It is recommended that cleanup events not be scheduled before May 15. **Cleanup events must be completed by no later than August 15, 2019.**
- Applicants should make efforts to recycle as much of the trash and debris removed during the cleanup as possible.
- Applicants are encouraged to record the locations (approximate or latitude/longitude coordinates) of large debris (e.g., refrigerators, cars, washing machines, etc.) that cannot be removed, large areas of erosion or other indicators of pollution sources (e.g., barrels, slicks, water odors, illicit discharges to the river), and other concerns observed during the implementation of the project. These items may be compiled and presented in the final project report or other document for DEQ staff and project partners. Grantees may wish to provide volunteers with data sheets and maps (if GPS units are not available for everyone) to record this information.
- Additional resources are available to organizers of river, stream, and creek cleanups on the American Rivers Web site at <http://www.americanrivers.org/make-an-impact/national-river-cleanup/>.

Submittal Deadline

Complete applications – including all required supporting documents – must be received by the Great Lakes Commission by **5:00 p.m. on February 11, 2019**. Late or incomplete applications will not be considered for funding. Instructions for submitting an application are provided below.

Applicants may be contacted for clarification of project or applicant details. Information provided in the grant application becomes public information and may be shared with others upon request.

Eligible Entities and Activities

Local units of government are eligible to receive grant funding. A local unit of government is defined as any of the following: a county, city, village, or township or an agency thereof; a county drain commissioner's office; a conservation district established under Part 93, Soil Conservation Districts, of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, MCL 324.9301 to 324.9313; a watershed council established under Part 311 of the NREPA, MCL 324.31101 to 324.31119; a local health department as defined in Section 1105 of the Public Health Code, 1978 PA 368, MCL 333.1105; a community college or junior college established pursuant to Section 7 of Article VIII of the State Constitution of 1963; or a four-year institution of higher education, public or private, located in this state; or an authority or other public body created by or pursuant to state law [MCL 257.811(i)(4), revised January 1, 2007]. Local units of government may partner with nonprofit or other volunteer organizations to carry out the cleanups.

Volunteer stream cleanup activities include the removal of anthropogenic sources of trash and debris from the water and along the banks at or below the water's edge. The removal of natural materials (i.e., fallen trees, branches, rocks) is not eligible for funding and should not be included in any proposed project activities.

To be eligible, applicants must meet all of the following:

- Must supply proof of a successful financial audit of the applicant organization conducted in accordance with generally accepted auditing standards for a period ending within the 24 months immediately preceding the Grant Application Package due date (February 11, 2019), as demonstrated by an Independent Auditor's Report signed by a Certified Public Accountant from a Comprehensive Annual Report.

Note: The audit date is based on the audit period and not the date of the audit or the audit letter. To be eligible under this Grant Application Package the end date of the audit period must be after February 11, 2017.

- Must be committed to the ongoing cleanup of the targeted waterways after the grant expires.
- Must not have had a grant revoked or terminated or demonstrated an inability to manage a grant or meet the obligations in a project contract within the 24-month period immediately preceding the application.
- Must submit an online application (including the Web Application Form and Grant Application Narrative) and all required supporting documents by **5:00 p.m. on February 11, 2019**.

Entities that do not meet the requirements above may partner with an eligible local unit of government (defined above) that will serve as the primary applicant and fiduciary agent for the grant.

Ineligible Entities and Activities

- Ineligible entities: Entities who do not meet the specific eligibility criteria listed above will not be considered for a grant. Additionally, individuals, for-profit organizations, and federal and state agencies are not eligible to receive funding under this grant program.
- Cleanup of lakes or other bodies of water not characterized as a river, stream, or creek **will not be funded** (including lakes hydrologically classified as "drowned river mouths").
- Volunteer stream cleanup activities include the removal of anthropogenic sources of trash and debris from the water and along the banks at or below the water's edge. **Applications proposing trash removal beyond the top of the bank or in any upland or flood plain (e.g., public park areas, access trails) will not be funded.**
- Stream cleanup activities are not to involve the removal or repositioning of naturally occurring, in-stream woody debris. **Applications proposing to remove or reposition naturally occurring debris will not be funded.**
- Other volunteer activities such as stream or lake monitoring, restoration efforts (e.g., seeding of grass, native plantings), invasive plant removal, trail maintenance, beach cleanups, and strictly educational activities **will not be funded.**

Budget Information

Grant funds may be used to purchase supplies and tools needed to complete the cleanup, advertising, volunteer appreciation (e.g., food, t-shirts, bags), tipping fees, and other associated costs (see below for additional detail on restrictions).

Volunteer Appreciation Funding

Applicants are encouraged to consider the best use of grant funds to address the objectives of the program. While volunteer appreciation items are important incentives to generate participation and enthusiasm for the cleanup events, applicants may wish to find matching funds or services to supplement grant funding for this aspect of the project. The DEQ reserves the right to limit grant funding for these items if the cost exceeds a reasonable level for the scale of the project.

In addition, food and beverage costs (which are considered to be a type of volunteer appreciation expense) that are expected to be paid for with grant funds **may not exceed a total of \$8.50 per anticipated volunteer per day**. Food and beverage costs in excess of this amount will not be reimbursed and should be covered through local match if necessary for the project. **The grant recipient entity will need to track the number of volunteers for each event and submit documentation of these numbers along with the final project report in order to be reimbursed for any food and beverage expenses associated with the project.** For the purposes of counting the number of volunteers, an individual who participates in multiple event days will be counted as one volunteer for each event and is allowed a maximum food and beverage cost of \$8.50 per day.

Tire Removal and Disposal Costs

Project funds may be used to cover the cost of tire removal and disposal/recycling associated with the actual cleanup event. Any tire removal not associated with the event must be funded through other financial means. Please visit the DEQ Web site to learn more about scrap tire cleanup grants.

Personnel and Labor Costs

Staff and contractor wages and salaries to coordinate, administer, and carry out project tasks are not fundable under this grant program, nor can they be counted as a local match item. **Staff time for graphic design, event publicity, volunteer recruitment, or project coordination are examples of personnel costs that are ineligible under this grant and may not be included as local match.** Please see the Contractual Services description on page 12 for possible exceptions for some labor hours.

Project Revenues

Project funds, activities, purchases, or revenues (including cash donations, raffle or fundraiser proceeds, or funds generated from recycled materials removed during cleanup activities) may not result in related revenues or a benefit to any elected official. Donations or funds generated by or for the event should be used to purchase (or offset the cost to purchase) items or services to carry out the event or future cleanup events. Such funds may NOT be listed as match for the project unless they have been utilized to offset actual costs associated with the current year's project and can be documented as part of the project reporting requirements, as described below.

Local Match and In-Kind Donations

Local match is a financial commitment made by the grant recipient and other local partners to help implement the project. When determining the local match portion of your budget, please note the following:

- A 25% match is required of all applications and will become part of your contractual obligation if your project is selected for funding.
- In-kind services and materials can count as match if they are donated for the purpose of carrying out the cleanup event or as volunteer appreciation items. In-kind services might include items such as advertisement fees, dumpster rental fees, tire disposal, or the use of heavy equipment during the project.
- Any items or services that would be eligible for purchase using grant funds are also eligible for use as match, provided that they are contributed to the project during the timeframe established by the project contract. Match cannot be earned until the starting date in your contract.

- Items or services that were purchased by the applicant entity and its partners as a donation for the project must have been purchased during the timeframe established for the project in the project contract. Previously purchased items with a useful life of more than one year (e.g., canoes, waders, etc.) that are being donated for use during the project may not be listed at full value as match for this project (only a reasonable rental or use fee will be allowed).
- Grants that were funded by other programs under the Clean Michigan Initiative or the federal Clean Water Act are ineligible to be claimed as match for this program.
- Potential cash donations or other sources of funding must be used to purchase eligible items or services in support of the project in order to qualify as match for the project (see Project Revenues, above).
- Volunteer labor on the day of the event can be included as match; however, this type of match will be given lesser weight in the application evaluation when compared to other types of match support.
- Volunteer labor on the day of the event may be valued at the state minimum wage rate (currently anticipated to be \$9.45 per hour starting January 1, 2019). **Documentation of the number of volunteer hours contributed on the day of the event must be submitted along with the final project report in order for volunteer labor to be considered an eligible match item for the grant.**
- Staff of the grant recipient organization and any partnering organizations may participate on the day of the cleanup event as unpaid volunteers and include this time as volunteer labor at the volunteer labor rate listed above. However, the time spent by staff to plan, coordinate, administer the grant, and carry out any other project tasks (except for the actual time spent on the day of the event) may NOT be included as volunteer labor and may NOT be funded by the grant. **It is expected that grant recipients will recruit volunteers for the purpose of carrying out the cleanup event (beyond staff acting in a volunteer capacity), since that is the intent of this program.**
- Match that exceeds the 25% requirement, includes items or services other than volunteer labor, and/or comes from external partners or sources outside the applicant entity will strengthen your application.

Local match items, sources/providers of match, and dollar value committed must be listed separately in the table provided at the bottom of the budget sheet under the appropriate columns. **There is a minimum 25% local match of the total project cost required under this Grant Application Package.** Minimum match needed can be determined by multiplying the estimated total grant request by 0.333. For example if you have determined that your total request for grant funds will be \$900, then multiplying \$900 x 0.333 = \$300 match. This would give you a total project cost of \$1,200 with a 25% match of \$300.

Please note that recipients of grant awards will be required to provide documentation (e.g., invoices, receipts) for all project expenditures and match items as part of the project reporting requirements. If receipts are not available for match items, the basis for the value of the match item must be documented in writing. Please keep this in mind as you prepare your project budget.

Contact Person

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Instructions for Preparing the 2019 VRSCCP Grant Application Package

List of Information Required for Grant Applications

The following items are required for all grant applications. Incomplete applications will not be considered for funding.

1. Completed Web Application Form.
2. Completed Grant Application Narrative (including Project Description, Work Plan, Timetable, and Budget Information Form).
3. Required Supporting Documents:
 - ❑ Formal letter from a Certified Public Accountant demonstrating proof of a successful financial audit of the applicant organization within the previous two years (see page 5).
 - ❑ Letters of commitment from each contributing organization **(including the Applicant Entity)** documenting the estimated value of all services or materials to be provided as local match. To fully meet this requirement, each letter must: (1) verify the contributing entity has been consulted; (2) describe their anticipated participation or role in the project; and (3) provide an estimated dollar value of any services or materials to be provided. (Please refer to pages 6-7 for additional local match restrictions.)

All other information provided by the applicant – including binders, extraneous reports, and general letters of support – will not be considered, reviewed, or returned.

Grant Application Package Delivery Instructions

All grant applicants must complete the Web Application Form and upload one application file via the application system available at: <https://www.glc.org/work/VRSCCP/apply>. At a minimum, this application file must include your completed Grant Application Narrative (as a single PDF or MS Word file). However, you may also create a single combined PDF or MS Word file containing your completed Grant Application Narrative and your other required supporting documents (i.e., audit letter, letters of commitment) to be uploaded via the Web Application Form. The combined file cannot be larger than 10 MB in size.

If you are unable to create a single combined Word or PDF file, you should upload and submit only the completed Grant Application Narrative file via the online form, and then e-mail, mail, or hand deliver the remaining supporting documents to the Contact Person listed below. **It is the applicant's responsibility to make sure that all application and supporting documents have been received by the Great Lakes Commission prior to the application deadline.**

Once the Web Application Form and uploaded file have been submitted, a confirmation e-mail will be sent to the e-mail address that was listed for the project's Contact Person in the completed Form. **However, your application is not considered to be complete until all of your required supporting documents have also been submitted (if not included in your uploaded file).**

All applications and supporting documents must be received by the Great Lakes Commission **no later than 5 p.m. on February 11, 2019**. Late applications or applications submitted with incomplete supporting documentation as described within this Grant Application Package will not be considered for funding.

If you are unable to submit the Grant Application Package via the online system, you must notify the Contact Person listed below to determine an acceptable alternative method for submitting your application materials prior to the application deadline.

If you require additional instructions or assistance, please contact **Laura Kaminski at the Great Lakes Commission by phone (734-971-9135)**, prior to the application deadline.

Directions for Preparing the Web Application Form

The Web Application Form is to be filled out by all applicants.

- The *Project Name* is the name of the proposed project submitted for funding.
- *Project Location* is the county(s) in which the project will be conducted. This is to help distinguish similarly named projects. Fill in the primary county first, followed by any additional counties.
- The *Applicant Organization* is the group, agency, or local unit of government applying for funding.
- Fill in the *Organization Address*.
- List the *Name, Title, Organization, Phone, and E-mail of the Contact Person*. This is the person at the **applicant organization** who can be contacted by Great Lakes Commission and/or DEQ staff for any needed additional information. A confirmation e-mail will be sent to the Contact Person once the Web Application Form and uploaded file have been submitted successfully.
- Include the name(s) of the water body(s) in which the cleanup project will be conducted.
- *Project Period*. Indicate the time period in which the project will be implemented. Cleanup activities must be completed before August 15, 2019. Final reports are due 30 days after completion of the scheduled cleanup event.
- *Planned Cleanup Date(s)*. Indicate the date(s) on which the cleanup event(s) will take place.
- *Alternate Cleanup Date(s)*. Indicate the alternate date(s) for the cleanup event(s) should you need to postpone your event(s) due to weather or other circumstances. This should also be clarified in your project Timetable (see page 11).
- *Grant Amount Requested* is the amount of funding being sought.
- *Local Match*. Indicate the match amount (**minimum 25% of the total project costs**). The local match can be volunteer labor on the day of the event, in-kind services, and/or materials.
- *Total Project Cost*. This is the *Grant Amount Requested* plus *Local Match*.
- *The Name, Title, and E-mail of the Person with Grant Acceptance Authority*. This is the person in the **applicant organization** who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member).

Directions for Preparing the Grant Application Narrative

A Grant Application Narrative template can be downloaded from the online application page available from <https://www.glc.org/work/VRSCCP/apply>. Be sure to address all project requirements described in the document.

1. Project Description

In no more than **2.5 pages**, provide the following information in the order listed, using the topic headings. Consider each bulleted statement as it applies to your project.

Project Location

Please include the following information for each cleanup site:

- Water body name.
- Location (county or counties).
- Number of proposed cleanup sites per water body.
- Indicate past cleanup efforts and results, if possible.
- Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).

Project Goals and Objectives

- Describe your project goals (what you hope to achieve) and objectives (measurable, if possible). At a minimum, please describe how many **stream miles** you expect to clean, the **volume of trash** you expect to remove (in cubic yards), and how many **volunteers** you expect to recruit for the day of the event (or for each event, as applicable).
- Describe how these goals and objectives will be accomplished (this can be general in nature; more specific information should be provided in the “Work Plan” section below).
- Repeat grant recipients should describe what new challenges or goals they wish to address with a cleanup event in 2019.

Organization Information

- Briefly describe how your organization meets the specific grant eligibility criteria described on pages 4-5.
- In one paragraph, state the organization’s mission, goals, relevant programs, activities, and accomplishments.
- Describe the relevant qualifications of key project staff and/or volunteers who will carry out and ensure the success of the project.

Partners (If grantee is partnering with one or more volunteer organizations)

- Describe/identify other partners in the project, their roles, and commitments.
- Describe the relevant qualifications of key staff and/or volunteers of the partner organizations that will ensure the success of the project.
- Describe any other sources of funding or other grants you have received that relate to this application. Grants that were funded by other programs under the Clean Michigan Initiative or federal Clean Water Act are ineligible to be claimed as match for this program. Be sure to include all eligible funding as match in the project budget if you anticipate using funding from other sources to support the project.

Project Sustainability

- Indicate the length of time your organization is committed to maintaining the volunteer cleanup activities funded by this grant.
- Describe any related water quality activities that will continue after the project is completed.

Evaluation

- Describe how the project will be evaluated, including how improvements will be defined and measured. Additional information could include reporting on cubic yards of debris removed, unusual items removed from the stream, stream miles cleaned, number of volunteers, etc.

2. Work Plan

Maximum **two pages**. The work plan should be presented by task (with sub-tasks, as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should total 100%. Identify who will be responsible for carrying out each task.

All work plans must include the following mandatory items:

- Development and submission of a final project report, following Great Lakes Commission/DEQ guidance (provided via the program Web site), at the end of the project.
- Submission of a release of claims statement (a standard form letter template is provided via the program Web site) at the end of the project.
- How deliverables will be achieved. This should include a statement of all cleanup work to be accomplished, including descriptions of specific river/stream/creek segments that will be cleaned up (e.g., “upper reach” of Black River, upstream of Jones Road). If you will be subcontracting any work for the project, please provide an explanation of the work and why these services must be performed by a contractor rather than the grant recipient or volunteers.
- The work plan should describe that the final report will include photo documentation of the event. Images must be identified with the following information: date, location, and activity/event name (digital images are preferred, but not required). Copies of any brochures, posters, fact sheets, press releases, or other media announcements produced or distributed, as well as examples of any volunteer appreciation items produced (e.g., bags, t-shirts, buttons) for the project should also be included. In lieu of sending samples of volunteer appreciation items purchased with grant funds, grant recipients may instead submit photo images of the item(s) to document how these funds were spent.

3. Timetable

Include a timetable of activities showing when each task will be completed. This should be presented in a table format and cover all months of the project.

- It is recommended that cleanup events not be scheduled before May 15. Cleanup events and all related project tasks must be completed by **August 15, 2019**.
- Suggest alternate event date(s) in the event the cleanup must be postponed.
- Final reports are due to the Great Lakes Commission 30 days after the cleanup event (or final cleanup date, if there will be multiple work days under the project). For example, if the cleanup event takes place on August 15, then the final report is due no later than September 15. Any post-event tasks must be completed by then and detailed in the final report.

4. Budget Information Form

Complete the Grant Application Budget Information Form using the directions below. A sample of a completed Budget Information Form is provided in Appendix A.

As you work through the Grant Funds and Local Match columns of the form, place amounts where appropriate as either grant or match funds. **Round off all figures to the nearest dollar.**

Supplies, Materials, and Disposal Costs

- Specify the type of supplies, materials, and disposal costs that will be charged against the grant in column 1. This may include costs for printing, postage, advertising, and event promotion, “expendable” materials that will be used for cleanup purposes (e.g., trash bags, gloves, other items having a useful life of less than one year), tipping fees, or other disposal-related needs, and volunteer appreciation items (e.g., t-shirts, bags, buttons, refreshments). Explain any cost that may appear out of the ordinary.
- If items are to be paid for with grant funds, the estimated cost should be listed in column 2. If the items are to be donated by a partner organization or covered by funding other than the grant funds awarded for the project, the estimated cost should be listed as local match in column 3.
- If disposal costs are being contracted out (e.g., tipping fees, rental of heavy equipment), these items should be listed under Contractual Services rather than in this section.
- Subtotal supplies, materials, and disposal costs.

Contractual Services

- Contractual costs are services provided by organizations other than the grant recipient in cases where the activity cannot reasonably be provided by the grant recipient organization or volunteers. These services should be detailed in your Work Plan, including an explanation of why it is necessary that these services be provided by a contractor. The Great Lakes Commission/DEQ reserves the right to approve all subcontractors and to require grant recipients to replace subcontractors found to be unacceptable.
- For cleanup events, contractual services might include the costs of tipping fees or other disposal-related costs (e.g., dumpster rental fees, tire disposal, heavy equipment use fees), or other rental fees associated with holding the cleanup event and any related appreciation events (e.g., park pavilion, portable restroom facilities).
- **Personnel costs (wages and salaries) for contractors to coordinate, administer, or carry out the project tasks are not fundable under this program, nor can they be counted as a local match item for funded projects.** Some exceptions may be made for a limited number of labor hours for such things as operating heavy equipment or disposing of collected trash and debris, provided they are part of a standard lump sum service or rental fee.
- In column 1 list all contractual services.
- If services are to be paid for with grant funds, the estimated cost should be listed in column 2. If the services are to be donated by a partner organization or covered by funding other than the grant funds awarded for the project, the estimated cost should be listed as local match in column 3.
- Subtotal contractual costs.

Project Equipment

- Specify the type of equipment that will be charged against the grant in column 1. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year (e.g., waders, shovels, hoes, rope).
- The purchase of equipment less than or equal to \$1,000 is allowed using grant funds. Equipment greater than \$1,000 cannot be purchased using grant funds. Itemize equipment on the budget form and explain any cost that may appear out of the ordinary. Computers and other electronic equipment (e.g., digital cameras, GPS, cell phones) are not eligible for grant funds, with the exception of short-range, hand-held communication devices (e.g., walkie talkies, two-way radios), which may now be purchased as project equipment.
- If items are to be paid for with grant funds, the estimated cost should be listed in column 2. If the items are to be donated by a partner organization or covered by funding other than the grant funds awarded for the project, the estimated cost should be listed as local match in column 3.
- Subtotal project equipment.

Travel Costs

- Show mileage separate from meals in column 1.
- Mileage costs should be shown as number of miles multiplied by the mileage rate. Individuals should refer to the Federal Mileage Reimbursement Rate Web page at <http://www.gsa.gov/portal/content/100715> (the new 2019 rate will be in effect starting January 1, 2019). This should not exceed your organization's official mileage reimbursement rate. If your organization reimburses mileage at a higher rate, the difference may be listed in the match column.
- Travel costs shall include only those directly related to carrying out the project. Conferences and training fees will not be funded.
- If travel costs are to be paid for with grant funds, the estimated cost should be listed in column 2. If the travel costs are to be donated by a partner organization or covered by funding other than the grant funds awarded for the project, the estimated cost should be listed as local match in column 3.
- Subtotal travel costs.

Volunteer Labor

- In column 1, list the estimated number of volunteer hours anticipated on the day of the cleanup event.
- Volunteer labor is not an eligible grant expense. No amount should be listed in column 2.
- Volunteer labor is an eligible match expense and should be shown in column 3 as number of volunteer hours multiplied by the state minimum wage rate (\$9.45/hour).
- Subtotal volunteer labor costs.

Totals and Percent Match Calculation

Add the subtotals for each budget category. Using the guidelines provided, complete the Percent Match Calculation to determine the proposed percent match for the project (must be a minimum of 25% to qualify as an eligible grant application).

Match Detail

List all anticipated match items, their sources, dollar value, and whether the required letter of commitment has been included as a supporting document.

Acceptance of Contract Content

Successful applicants will be required to enter into a project contract with the Great Lakes Commission, which is administering Michigan's VRSCCP on behalf of the DEQ. A project contract consists of standard "boilerplate" language (Appendix B), the applicant's project description, work plan, time line, and budget information. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Appendices and Additional Resources

- Appendix A: Example Grant Application Budget Information Form for VRSCCP Grants (available at <https://www.glc.org/wp-content/uploads/VRSCCP-AppendixA-FY19.pdf>)
- Appendix B: Terms and Conditions of VRSCCP Grants (available at <https://www.glc.org/wp-content/uploads/VRSCCP-AppendixB-FY19.pdf>)
- Grant Application Narrative Template (available at <https://www.glc.org/wp-content/uploads/VRSCCP-NarrativeTemplate-FY19.doc>)
- Sample Grant Application (available at <https://www.glc.org/wp-content/uploads/VRSCCP-SampleApp-FY19.pdf>)
- Grant Reporting Guidelines and Templates (available at <https://www.glc.org/work/VRSCCP/grant-reporting>)