



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION

**NONPOINT SOURCE PROGRAM  
APPLICATION COVER SHEET INSTRUCTIONS**

The Cover Sheet is the first page of the entire application package. Other portions of the application are developed by the applicant and attached. **Do Not** attach a cover or transmittal memo to the application package. Use the “Tab” key to move between fields of the form.

*Tracking Code Number:* An 8-digit number supplied by the Department of Environment, Great Lakes, and Energy (EGLE) in response to a Notice of Intent (NOI).

*Project Name:* Use the name from your “Request for a Full Proposal” email. EGLE may have edited the original name due to database limitations or for clarity.

*Project Location:* From your successful NOI form.

*Water Body Name:* From your successful NOI form.

*HUC:* From your successful NOI form. Input is limited to 12 digits. If you are proposing work in more than one watershed use the next larger HUC here and include the specific HUCs in the project description. For example, if you propose working in two 12-digit HUCs, list the common 10-digit or 8-digit HUC here.

*Contact Person* is the person in the organization that can be contacted for additional information. On the lines provided, include the contact’s name, title, and email address.

*Watershed Management Plan Name.* If your application is to implement an EGLE-approved watershed management plan, include the name of the plan here.

*Grant Amount Requested* is the amount of funding you are seeking; this amount should equal the grant total from your budget (cell D80). The minimum request is \$25,000 in grant funds.

*Local Match* is the amount of local funding committed to the project; this amount should equal the match total from your budget (cell E80). A minimum of 25% of the project total is required and 10% match is required for Environmental Justice and Tribal projects.

*Project Total:* is the total of your grant request and match commitment. This should match the project total on your budget form (cell F80).

*Match %:* Enter the match percentage from the budget sheet cell E81.

*Senate District Number.* Include the district numbers of **all** state Senators in the project area. For help, use the Internet site: [Senate.Michigan.gov](https://www.senate.michigan.gov). Then click on “Find Your Senator,” searching by county or district.

*Representative District Number.* Include the district numbers of **all** state Representatives in your project area. For help, use the Internet site: [House.Michigan.gov](https://www.house.michigan.gov). Then click on “Find a Representative,” searching by city or zip code.

*Person with Grant Acceptance Authority and Their Title.* This is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be someone else in the organization (perhaps a board member).

*Signature.* **The application must be signed and dated** by the “Person with *Grant Acceptance Authority.*” Digital signatures are acceptable.

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.