



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

INSTRUCTIONS AND CHECKLIST FOR WATERSHED COUNCIL SUPPORT GRANTS

Project Description:

In no more than two pages, provide the following information in the order listed, and using the headings given. Use 12-point Arial font on 8 1/2" x 11" paper with 1/2" margins. Consider each bulleted statement as it applies to your project. Number each page in the bottom center beginning at page 2 and attach the project description to Page 1, the Application Cover Sheet. **Be sure to include a complete entry for each element A through E.** Due to space limitations, it is recommended that applicants focus their efforts on developing elements A, and E.

A. Project goals and objectives.

- Describe the *project* goals (what you hope to achieve) and measurable objectives.
- Describe generally how you intend to accomplish the goals and objectives (details will be in the work plan).

B. Organization Information.

- Describe the relevant qualifications of project staff pertinent to the project. There should be a brief description for each staff person that will charge time to the grant.
- List any previous Department of Environment, Great Lakes, and Energy (EGLE) grants, including project name and tracking code number, which the organization has received or partnered on.

C. Partners and Related Funding.

Describe:

- The project partners, their qualifications, roles, and commitments.
- Any other sources of funding related to your project; include other grants you have received that relate to this proposal.

D. Monitoring

All projects that include monitoring activities (including social surveys) for evaluation or project guidance will be required to submit a Quality Assurance Project Plan (QAPP) for approval by EGLE. Monitoring activities are not eligible for grant funds until a QAPP has been approved by EGLE. Please contact the appropriate [NPS Program Staff](#) for additional information and guidance.

As part of your application include the information in the tables below (if applicable) for environmental and/or social monitoring efforts.

Applicants proposing to perform environmental measurements (water quality, macroinvertebrate populations, stream morphology, etc.) or physical inventories should complete and include the following questions as part of this section. The parameters to be measured must be directly related to the purpose of the monitoring/questions to be answered.

Applicants are encouraged to contact Caroline Keson, Nonpoint Source Unit, Surface Water Assessment Section, WRD, at 517-512-0892 or KesonC1@Michigan.gov prior to submitting an application including environmental monitoring.

Purpose of the monitoring (i.e., the question to be answered):			
Parameters to be measured:			
Number of locations to be sampled:		Sampling frequency:	

Applicants proposing to perform social monitoring (surveys) should complete and include the following questions as part of this section. Applicants are encouraged to contact Bob Sweet, Nonpoint Source Unit, Surface Water Assessment Section, Water Resources Division (WRD), at 517 512-9765 or SweetR@Michigan.gov prior to submitting an application with social monitoring.

Purpose of the monitoring (i.e., the question to be answered):							
Target Audience Description							
Survey type (mail, phone, etc.):		Population Size		Sample size:		Expected return rate for mail surveys:	

E. Evaluation

All projects require an evaluation component designed to measure the success of the project in achieving the stated goals. It is important to consider the scale of change that will result from your project during the project period (site specific, stream reach, sub-basin or larger). While measurable environmental or social change is the preferred standard, other means of assessment such as modeling may also be acceptable depending on the project type and goals.

As part of your application:

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- Describe how evaluation results will be used and disseminated.
- Describe the active involvement of partners in evaluating the project.

F. Project Summary

In **150 words or less and in paragraph format**, provide a summary of your project. This will be used as a basis for the summary documents during the review process, and if the project is funded, edited for the EGLE Internet Web site.

For your summary, include the following:

- The general location of the proposed project.
- The goal(s) and objectives of the project.
- Anything that makes your project unique.

Work plan:

In a **maximum of two-pages**. Use 12-point Arial font on 8 1/2" x 11" paper with 1/2" margins.

- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description of activities.
- For each task, identify the staff person(s) or agency responsible for carrying out the task.

- For each task include an estimated budget breakdown by major budget category (Staffing/Fringe, Contractual, Supplies, etc.). Totals must balance with the budget.
- For each task, identify the resulting product(s).

Each contractual service listed on the Budget sheet must have its own task(s), responsible agency, and product(s).

Note: All work plans must include the following mandatory task:

Required Task – Grant Administration and Close Out

- Develop and submit quarterly status reports following EGLE guidance. Reports will be submitted within 30 days of the end of each quarter.
- Provide draft and final products and deliverables as specified in the [Nonpoint Source Grant Administrative Summary](#) document.
- Develop and submit a Project Fact Sheet following EGLE guidance and submit the Project Fact Sheet within 30 days of the end of the grant.
- Submit an electronic copy of all project-related photos with the Project Fact Sheet.

Products: Quarterly reports, copies of all products and deliverables in the quantities and format specified, and a Project Fact Sheet.

Note: Projects collecting or generating physical measures, water quality, or social data will be required to include the following sub-tasks.

Required sub-tasks for monitoring/modeling/data collection ([water quality](#) and [social monitoring](#)):

- Develop and submit a QAPP to EGLE for review and approval at least nine (9) weeks prior to monitoring. Monitoring will not begin without EGLE approval.
- All data will be submitted in an electronic format. Water quality data will be recorded and submitted using the EGLE template.

Attach the Work Plan behind the Project Description and continue with the Timetable.

Timetable:

In a **maximum of 1 page**, using standard 8.5” x 11” paper only. Include in a table format a timetable of activities, showing when each task will be started and completed. This must cover all quarters of the project and correspond to the state’s quarter system (i.e., October - December; January - March; April - June; July - September). Include time for EGLE staff to review and comment on all draft products and deliverables and specifically:

- Include a nine (9) week period for EGLE review of QAPPs, sites, and site plans.
- Number the page(s) of the timetable and attach to the work plan.

Map(s). Limit all maps to a single 8½” x 11” page.

A map delineating the boundaries of the project area with known site locations (if any) indicated.

Attachments:

The following attachments can be submitted to support your proposal.

Site Photos – Photos demonstrating current conditions at proposed sites.

Checklist for a Complete Application

Number the pages of your proposal. **Submit one electronic copy of the entire proposal.**

Your NPS Program *application* should consist of all the following:

One-page Application [Cover Sheet, EQP5835c](#). Must be submitted as a Searchable PDF file.

- Maximum two-page Project Description which includes the monitoring information requested in element D (if applicable).
- Maximum two-page Work Plan with all mandatory elements.
- One-page Timetable.
- Grant Application [Budget Sheet, EQP9290](#).
- 8.5" x 11" map or maps.

Attachments: **Allowed as described on the previous page.**

- Photographs demonstrating current conditions at proposed sites.

All other information will not be considered, reviewed, or returned. We highly recommend that you contact the [NPS Program Staff](#) before submitting your proposals if you have any questions.

Applications must be submitted to the EGLE-NPSgrants@Michigan.gov mailbox as specified in the Request For Proposals. Faxes and mailed submissions will not be accepted. Late proposals will not be considered for funding.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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