



CHIPPEWA/LUCE/MACKINAC CONSERVATION DISTRICT

2847 ASHMUN STREET SAULT STE. MARIE, MI 49783

906-635-1278 CLMCD@MACD.ORG WWW.CLMCD.ORG

*"Our mission is to assist with land use and management through education, community projects and services."*

## Chippewa Luce Mackinac Conservation District CONSERVATION GRANT PROGRAM - 2022

The Chippewa Luce Mackinac Conservation District (CLMCD) is very excited to announce our new Conservation Grants Program. For the first time we are offering grants to the public for conservation related projects to be implemented in Chippewa, Luce, or Mackinac County. CLMCD is anticipating awarding up to \$9,000 to 10 – 15 projects across Chippewa Luce and Mackinac Counties. Grants will range between \$300 - \$800 each, but CLMCD will consider awards up to \$1,200 if funding is available. CLMCD seeks proposals for a variety of projects that have a direct impact to the improvement of our natural resources through hands on educational programs or projects that directly impact the environment.

Prior to completing your application form, please review the criteria for the grant program as well as the summary of the follow-up procedures and Final Project Report required of all recipients of a Conservation Grant. Please review this information carefully as it may prove valuable when designing your project and submitting your application. In particular, please note the deadlines and signatures required for the application. Improperly or incomplete applications will not be considered for funding. Each applicant may request up to \$1,200 in support, but CLMCD plans to award grants between the \$300 - \$800 range.

**The application deadline is February 4th, 2022 at 4:00 pm. Late applications will not be accepted.** Only electronic submissions through e-mail will be accepted. All applicants will be notified if they are or are not recipients of an award no later than March 18th, 2022. Awardees will receive their funds at the start of the project period and must have all funds spent by November 30, 2022. If you have any further questions pertaining to the grant application process, please email CLMCD Executive Director, Mike McCarthy at [clmcd@macd.org](mailto:clmcd@macd.org).

Good luck and thank you for your interest in the Conservation Grant Program!



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## CLMCD Conservation Grant Criteria - 2022

Below is a list of criteria which must be met by applicants in order to be considered for a conservation grant. Please use these criteria to develop your grant proposal.

A submitted proposal must contain a completed application responding to each section. The total proposal should not exceed 3 pages, not including plans, sketches, pictures and letters of support. The application should use Times New Roman Font, no less than 11 pt. font with 1-inch margins. Proposals can be submitted in .PDF or Microsoft Word format. **Please follow the exact order of the application below to assist with the evaluation of your submittal.**

**1. Eligible applicants include:** Local School Districts, private landowners, Native American Tribes, libraries, townships, local municipalities, non-profit organizations, lake associations, school groups, College and University students, small businesses, and community groups.

**Ineligible applicants include:** State and Federal government agencies, public universities and colleges, groups/organizations who reside outside of the Chippewa, Luce, or Mackinac counties\*, CLMCD employees and Board members, large businesses/corporations.

*\*Unless the group is proposing a project on their own property located in Chippewa, Luce, or Mackinac County.*

**2. Match Requirement:** 10% match is required for the project. Match should be calculated as a percentage of the funds requested for the project completion. Match can be in cash to the project or in-kind services to the project. 10% is the minimum requirement. More match is welcome and encouraged. Match over 10% will be considered favorable to your application. Match can be from any source including local, State, and Federal funds, but must be tracked by fund type.

**3. Proposals will be evaluated on:**

- A. The positive impact to the environment
- B. The short term and long-term goals of the project
- C. The overall feasibility of the project within the timeframe available
- D. The provisions for the maintenance of project past the initial start in the future
  - i. *i.e., School Gardens with no summer maintenance plan will not be considered.*
- E. The provisions for promotion of your project to the public

**4. Project Priorities:** The following priorities are listed in order of priority for funding. Other projects outside of these priorities can be submitted and considered.

- A. Hands on outdoor natural resources education or service project with Adults or High School aged youth – *other youth ages will be considered*
- B. Establishment of pollinator garden(s), rain garden(s), natural shoreline protection, or riparian buffer (forested or native plants/grasses)
- C. Agriculture education or community/school garden expansion – *Must include education component*
- D. Erosion Control (*Shoreline hardening such as seawall projects are not eligible*)
- E. Natural resources educational signage for public parks, trails, walkways.
- F. Other conservation related activities that benefit the Conservation District coverage area.



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## 5. Funding Restrictions:

- A. Applicants may request up to but no more than \$1,200 for project support, but prioritization will be given towards \$300 - \$800 projects.
- B. Monies received may be used for conservation/education projects related to the improvement of the environment/natural resources within Chippewa, Luce, or Mackinac Counties. Projects will be ranked on the priorities above. Other projects may be proposed, but priority will be given to projects meeting the priorities above.
- C. Monies received may NOT be used for equipment totaling over \$200, travel (*bus rental for a project can be included*), salaries, fringes, overhead, permitting, or for projects required by legal order. An accounting of all monies must accompany the Final Project Report.

## 6. Activity Requirements

- A. Any activities that include planting must use native species. If planting is proposed in application a species list must be included in the application and approved by CLMCD.
- B. Establishment of pollinator gardens, rain gardens, natural shoreline protection, riparian buffers, or erosion control projects can be implemented on public or private property. Applications must include pictures with an area measurement of the work area(s).
- C. Erosion control projects should utilize natural methods as much as possible and be approved by CLMCD before project is started. CLMCD will not fund seawalls, or stone walls however stones can be utilized within the overall project.
- D. Projects that include research/ experimental aspects will not be considered for funding

## 7. Reporting Requirements:

- A. A written Final Project Report of the work completed, including pictures, is required of all grant recipients. This report (see the following Final Project Report outline) should be submitted no later than December 30, 2022, to CLMCD. The report should have no less than 10 high quality photos that may be used on the CLMCD website, social media, and in CLMCD publications to showcase our grant projects. The report and photos need to be submitted electronically to CLMCD at [clmcd@macd.org](mailto:clmcd@macd.org).

## 8. Publicity Notice:

- A. All publicity generated for and received by the project must acknowledge the Chippewa Luce Mackinac Conservation District (CLMCD). All signs associated with the project should also include the CLMCD logo and acknowledgment of CLMCD as a supporter of the project. All projects should include a permanent project sign about the project and acknowledging CLMCD as the funder.

## 9. Application Submission:

- A. **Application materials are due to CLMCD by 4:00pm February 4<sup>th</sup>, 2022.** Application materials and all other supporting documents should be emailed to: [clmcd@macd.org](mailto:clmcd@macd.org). Applicants will be notified by email when their application is received. If you do not receive an email that CLMCD received your application within 24 hours of submission please call us at 906-635-1278. **Late Applications will not be accepted.**



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## CLMCD Conservation Grant Application - 2022

**Please review the Conservation Grant Criteria before completing this application.** Applications should not exceed 3 pages, not including the location map, drawn plan, pictures and letters of support.

**Your application should follow the order of the information below exactly.**

Please note – *The bullets listed below each question are provided to clarify the information we are requesting.*

Grant Title: \_\_\_\_\_

Grant Applicant Organization: \_\_\_\_\_

Organization mailing address:

\_\_\_\_\_

Grant Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Grant Coordinator Email: \_\_\_\_\_

Amount requested from Chippewa Luce Mackinac Conservation District: \_\_\_\_\_

Match Provided (10% minimum): \_\_\_\_\_

Total dollar amount of grant (Grant + Match): \_\_\_\_\_

Has your organization ever worked with CLMCD before?

*If so, how? :*

\_\_\_\_\_

\_\_\_\_\_

**Project Description** - Explain the goals of the project, the direct outcomes the project will achieve, and how those actions meet the focus of the grant. How did this project become a priority for you? How does this project fit into your overall plan or mission? How does this project positively impact the environment on and off your location?

**Project Timeline** – Explain the timeline of the project. Bullets or a table may be used here. Be very clear as the timeline of the project is short and the project must be complete by November 30<sup>th</sup>, 2022. Include the goals in the timeline and when they will be complete.



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**How will the project benefit the public and the environment?** Even if the property is completed on private property the project should benefit the public in one way or another. The applicant should provide why this project is important to the public and how it benefits the public.

**Who will maintain the project after its completion?** If this is an education project, what do you expect the outcomes to be for those who participate in the program? - *Think beyond the first year or two*

**Why should we fund your project over others?** What makes your project important and relevant to the Chippewa Luce Mackinac Conservation District and its mission?

**How will your project be promoted to the public?** Provide details about how you will promote your project to the public during the grant timeframe and past the project timeline. \*Remember to include the permanent signage in your budget!



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## Budget

*(Not included in your page limit)*

Please provide a detailed budget for your project including a description of any matching funds that will be used specifying how much and who is providing the financial support.

- You may add additional lines as needed. If needed the budget can be attached as a separate document
- Permanent signage with CLMCD logo and acknowledgement is required for all projects

2022 CLMCD Conservation Grant Budget				
Grant Funds Requested		Grant Match - 10% Required		
Equipment - Max \$200		Source	Description	Amount
Description	Amount			
Supplies & Materials				
Description	Amount			
Travel - Bus rental ONLY				
Description	Amount			
Other				
Description	Amount			
<b>Total</b>	<b>\$0.00</b>	<b>Total</b>		<b>\$0.00</b>
		<b>Grant Funds Requested</b>		\$0.00
		<b>Grant Match Provided</b>		\$0.00
		<b>Grant Total (Grant funds + Match)</b>		\$0.00

Please explain any budget items that may need additional information:



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### **Additional Information for Application**

*(Not included in page limit)*

1. On a separate attachment include a simple sketch of the project, photos and any other information that will help us visualize what you will accomplish/where you are working.
  - *Education projects should provide a detailed plan and topics with the number of students/public impacted and number of hours of education provided instead of a sketch*
    - *Give the specific county and address*
    - *Include a North arrow in the drawing*
    - *Show where the project is located on the property*
    - *Show location for specific plants/plant groupings*
    - *Where are the water, road, paths, buildings?*
    - *Drawing needs to provide context and content. Pictures of the site are helpful in showing the site, but are not an acceptable substitute for a drawing.*
  
2. On a separate attachment include a drawing of what educational signs (if any) will look like, the size of the sign, and topics must be provided.
  
3. The following should also be included as attachments as supporting documents:
  - Statement of permission to use the land being considered. Public land needs permission from principal/superintendent, park director, executive director, other high official.
  - Letters of support from the target community. At least two letters from people outside the project leadership but knowledgeable of the project's goals showing administrative support and community support.
    - Projects on private property should include a letter of support from the landowner or a letter from your technical assistance provider who recommended the project



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## Project Authorization/Authentication

I understand that the awarding of grants and their amounts shall be the sole discretion of the Chippewa Luce Mackinac Conservation District Board or its designees. I also understand that all applications, reports, and pictures become the property of CLMCD. Should this project be awarded funding, CLMCD has the right to disseminate the project application, or an abbreviated description thereof, the final report, its underlying concepts, and/or ideas. If awarded a grant, I agree to abide by all CLMCD criteria governing its grant program and will acknowledge this funding source in all publicity and/or publications resulting from the project.

I further agree that if awarded I must complete the project by November 30, 2022 and to submit a final report on the project by December 30, 2022 and that the final report will include a detailed accounting of all funds expended with receipts.

The Chippewa Luce Mackinac Conservation District, its sponsors and/or any of its agents/officials, shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with a grant.

Project Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the completed application and wholeheartedly support this project (School Superintendent, Principal or Organization President).

Official's signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Application must be received by Friday, February 4th, 2022 at 4:00pm





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## **CLMCD CONSERVATION GRANT FINAL PROJECT REPORT Due December 30, 2022**

As follow up to our funding and in order to help future grantees improve their overall success, the Chippewa Luce Mackinac Conservation District requests a Final Project Report by December 30, 2022. In addition to answering the questions below, please provide photo documentation from before, during and after the project implementation.

- A. List your goals from the original proposal and describe your success with each goal.
- B. List specifics on how CLMCD funding was spent.
- C. What were your biggest challenges?
- D. What are the plans for maintaining the project for the coming years?
- E. How has the project impacted the environment and/or the public?
- F. Detailed budget breakdown of each expense with a copy of the receipt for each purchase.
- G. Attach copies of any publicity given to the project.
- H. **Please separately attach at least (More is better!) 10 good photos of the project, especially of the installation and end result. They can be photos used in the report PDF, but should be separate .jpg, .gif or .png files so we can use them in our own documents.**