13a. Yes, the Great Lakes Aquatic Habitat Network and Fund, Inc. will make grants to organizations.

13b. The grants the Great Lakes Aquatic Habitat Network and Fund, Inc. makes to other organizations furthers the exempt purposes of the organization by providing financial resources to community efforts to protect and restore local water resources. These funds are often critical in making projects successful and therefore advance the exempt educational, scientific and charitable purposes of building effective community-based citizen action to protect and restore the water quality of the Great Lakes basin.

13c. Yes, there will be written contracts with each of the organizations that receives grant funding. Because the organization is not yet acting on its own, and has previously been providing grants as part of the Tip of the Mitt Watershed Council, a copy of one of those contracts is attached.

13d. Recipient organizations are chosen through a grant application process. Therefore we do not know who those recipient organizations will be except those that have received funds directly from the Tip of the Mitt Watershed Council. The only relationship that will exist between these organizations and the Great Lakes Aquatic Habitat Network and Fund, Inc. will be that spelled out in the contract and the recipient organizations may or may not be part of the Great Lakes Aquatic Habitat Network and Fund, Inc. network. Potential grantees are also screened using list-checking software to comply with the Patriot Act.

13e. For each grant that is made the following records are maintained: 1) grant proposal and supporting documents; 2) decision-making process notes; 3) grant contract; 4) grant report including both narrative and financial sections.

13f(i). Yes, an application is required and is attached.

13f(ii). No, a grant proposal is not required other than a completed grant application. However, responsibilities of the grantor and grantee, requirements that the grantee use the grant funds only for the purposes for which the grant was made, requirements for written reports and accounting of how grant funds were used, and acknowledgement of the grantor’s authority to withhold and/or recover grant funds in case such funds are or appear to be misused are all included in the attached grant contract, which must be signed before funds are disbursed.

13g. Grant contracts provide for final reports to be made one month after the completion of the funded project, including reporting against grant proposal objectives and financial reporting. Any changes to the grant objectives or line-item expenditures must be requested in writing.
June 27, 2006

Name
Organization
Address
City, State/Province Zip

RE: Project Title

CONTRACT LETTER

Dear Name,

I am pleased to inform you that the Tip of the Mitt Watershed Council (Council) through the Great Lakes Aquatic Habitat Network and Fund project has granted $XXXX to the Organization for the period July 1, 2006 through June 30, 2007. This grant will be paid upon receipt of your acceptance as stipulated under “acceptance” below.

The Council reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant, to require a refund of any unexpended grant funds, or both, if, in the Council’s judgment:

1) grant funds have been used for purposes other than those contemplated by this commitment letter;

2) such action is necessary to comply with the requirements of any law or regulation affecting either the grantee’s or the Council’s responsibilities under the grant; or

3) grant funds have been used for activities that attempt to influence specific pieces of legislation (lobbying); or

4) the grantee’s performance under the grant has not been satisfactory. Whether the grantee’s performance has been satisfactory will be determined by the Council in its sole and absolute discretion.

The Council’s judgment on these matters will be final and binding on the grantee.

Use of Grant
This grant is to be expended solely in support of the objectives detailed in your proposal received 9/30/2005 and summarized below (See "Reports").

The Organization (applicant) confirms that this project is under their complete control and that they are the sole fiscal agent with regard to accounting for this grant.
Grant Accounting
1) You are required to maintain financial records for expenditures and receipts relating to this project.

2) You may charge this grant only for services performed or equipment and material received during the grant period specified in this letter and the attached proposal.

3) You may charge this grant only for line item expenditures that were included in your approved budget as referenced above. The addition of new line items must have the prior written approval of the Council.

4) You are required to retain all records and other supporting documentation relating to this grant for five years after the grant's termination date. You are also required to permit the Council to have reasonable access to your files, records, and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Reports
The Council requires one report on this grant, to be submitted no later than July 31, 2007 for the period ending June 30, 2007.

Each Report will include two parts:
1) A narrative summary indicating the progress achieved toward objectives listed in the original grant proposal (summarized below) and answering questions provided by the Great Lakes Aquatic Habitat Network and Fund (enclosed).

Project Summary:
PROJECT SUMMARY

2) A financial report showing the cumulative line item budget detailed in the “Use of Grant” section of this letter, expenditures against each line item since the start of the grant, and balances remaining (or overrun variances) for each line item. Each column should be totaled.

Your report should explain all overrun variances that exceed both $250.00 and ten percent of the budgeted line item amount.

Your report should include a summary of funding, including any matching funds, (listed by funding source and grant period) received for this project.

The financial report should be signed by the appropriate financial officer of your organization.
Undisbursed Funds
You are required to return any undisbursed project funds to the Council within three months after the end of this grant. Any refund of less than $50.00 will be waived.

Compliance With Laws
You may not use any portion of these grant funds to undertake any activity for any purpose other than one specified in Section 170(c)(2)(B) of the Internal Revenue Code. Further, the Council reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Council’s judgment, such action is necessary to comply with the requirements of any law or regulation.

Acceptance
This letter contains the entire agreement between the Organization and the Tip of the Mitt Watershed Council, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter and the proposal submitted by you.

If you agree to the grant conditions stated, sign and return the original of this letter. Please make a copy of the signed letter for your files.

Sincerely Yours,

Jill M. Ryan
Network and Fund Director

We acknowledge that appropriate personnel, specifically including the Director of this funded project, have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Organization (applicant)

Authorized Signature 

Title 

Date Signed
APPLICATION FORMAT

APPLICATION INFORMATION
This application format is to be used by applicants to the 2006 Spring and Fall grant cycles of the Great Lakes Aquatic Habitat Network and Fund (GLAHNF) Grants Program. Using this form you can apply for a Project Grant only or a Project Grant and a Technical Assistance Grant. Technical Assistance Grants are NOT given without a Project Grant. Complete information regarding this grant program, including eligibility, types of activities funded, priority program areas, evaluation criteria, and application process and timeline are included in the Spring and Fall 2006 Request for Proposals (Spring and Fall 2006 RFP). This form is not to be used for Special Opportunity Grants applications. See the Spring and Fall 2006 RFP for Special Opportunity Grants Program application information.

ASSISTANCE FOR POTENTIAL APPLICANTS
You are encouraged to contact a GLAHNF Lake Advisor or a GLAHNF staff member to discuss your grant application. See the back of the 2006 RFP for a list of GLAHNF Lake Advisors and staff members. Please call for assistance at least 10 days prior to the deadline.

APPLICATION INSTRUCTIONS
Type your application using the headings, questions, and format below. The application, including the budget, should be no longer than six (6) typed, single-sided pages (3 double-sided pages) with 1 inch margins and 12 point type. Please number the pages. Proposals must be prepared based on the questions and format contained in the Spring and Fall 2006 Grants Program Application Form.

APPLICATION DEADLINES
Applications must be received electronically by:

Spring 2006 Funding Cycle
March 31, 2006

Fall 2006 Funding Cycle
September 30, 2006

COMPLETING THE APPLICATION - APPLICATION FORMAT
Please note, applications must address each of the following questions in order to be considered for funding.

A. APPLICANT INFORMATION
Organization Name:
Name of Project Coordinator:
Street Address:
City, State/Province, Zip/Postal Code:
Telephone No.:
Fax No.:
E-mail Address:
Website:

B. SPONSOR INFORMATION (If Applicable)
U.S. applicants that are not 501(c)(3) organizations and Ontario applicants that are not registered charities must have a qualified sponsor serve as fiscal agent. See the Spring and Fall 2006 RFP for details. If a sponsor is required, please include the same information for your sponsor that is requested for applicants in “A” above.

C. PROJECT TITLE
Please limit your Project Title to 12 or fewer words. The Project Title should be descriptive of the goal you are trying to accomplish with your project.

D. COMBINED TOTAL AMOUNT OF REQUEST (up to $5,500 USD)

E. AMOUNT OF PROJECT GRANTS PROGRAM REQUEST (up to $3,500 USD)

F. AMOUNT OF TECHNICAL ASSISTANCE GRANTS PROGRAM REQUEST (up to $3,500 USD)

G. TOTAL PROJECT COST (USD)

H. ABSTRACT
Provide a one-paragraph summary of the project that would make it easy for an outside reader to understand. Limit your summary to 100 words or less.

I. ORGANIZATIONAL INFORMATION
Please answer the following questions about the applicant.

1. When was your group founded and what is your organizational mission?

2. What are your current programs, activities, and accomplishments?

3. What is your current annual budget and primary sources of income (by percentage)?

4. Explain why you feel you are a grassroots group and therefore eligible for this grant program.

5. If you receive funding for this project, will it in any way impact your status or that of your sponsor as a 501(c)(3) organization or registered charity?

The RFP and application form may be found at our website: www.glhabitat.org
14a. Yes, grants will be made to Canadian Charitable Organizations.

14b. Recipient organizations are chosen through a grant application process. Therefore we do not know who those recipient organizations will be except those that have received funds directly from the Tip of the Mitt Watershed Council. The only relationship that will exist between these organizations and the Great Lakes Aquatic Habitat Network and Fund, Inc. will be that spelled out in the contract and the recipient organizations may or may not be part of the Great Lakes Aquatic Habitat Network and Fund, Inc. network. Potential grantees are also screened using list-checking software to comply with the Patriot Act.

14c. No, not that we know at this time. Because we do not yet know the organizations that will be chosen for future grants we do not know whether they accept contributions earmarked for a specific country or specific organization.

14d. Yes, contributors will be informed in any solicitations for funding that the Great Lakes Aquatic Habitat Network and Fund, Inc. will have the ultimate authority to use contributions at its discretion for purposes consistent with its mission. The information will be relayed in letters, electronic messages, in-person conversations and over the phone.

14e. Yes, before grants are authorized, potential grant recipients must provide their annual budget, describe their ability to carry-out the objectives of the grant, proof of their tax-exempt or Charitable status, checks to comply with the Patriot Act and any other information necessary to ensure that the grant recipient will be able to accomplish the grant.
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Great Lakes Aquatic Habitat Network and Fund, Inc., EIN 20-5693503
Form 1023, Schedule G Line 2

2a The Great Lakes Aquatic Habitat Network and Fund, Inc. was originally created in 1996 as a program of the Tip of the Mitt Watershed Council, Inc. While the Tip of the Mitt Watershed Council, Inc. will continue to operate, a portion of their programming will now be moved to the Great Lakes Aquatic Habitat Network and Fund, Inc., a newly created Michigan nonprofit corporation.

2b and 2c The Tip of the Mitt Watershed Council, Inc. is a 501(c)(3) organization, incorporated as a Michigan nonprofit corporation.

2d The Tip of the Mitt Watershed Council, Inc. has not had its 501(c)(3) tax exemption revoked or suspended.

2e The Great Lakes Aquatic Habitat Network and Fund, Inc. is taking over a portion of the activities of the Tip of the Mitt Watershed Council, Inc. because the Great Lakes networking and funding programs have grown to the extent that the programming will benefit from having separate legal status, tax exempt status, funders and program recognition.
Great Lakes Aquatic Habitat Network and Fund, Inc., EIN 20-5693503
Form 1023, Schedule G Line 4

Tip of the Mitt Watershed Council 2006-2007 Board of Directors (continued from Schedule G)

John Hutto
1485 Festival Ln
Brutus, MI 49716-9500

Frank Kestler, Treasurer
1890 Indian Point Ln
Brutus, MI 49716

Tony Naylor
3066 Liberty Point Drive
Cheboygan, MI 49721
Winter Address:
675 West End Ave, NY, NY 10025

Paul Nowak
12175 Beach Dr
Charlevoix, MI 49720

John Rohe
445 E. Mitchell St
Petoskey, MI 49770

Rick Dexter
07165 Birdland Dr
Charlevoix, MI 49720-9497

Audrey Etienne, Vice President
5365 Aspen Dr
Charlevoix, MI 49720-9115

Dean Ginther
11228 Shippey Ln
Rapid City, MI 49676

Denise Simon, President
2997 S Lakeshore Dr
Harbor Springs, MI 49740-9164

Marilynn Smith, Secretary
7041 Catsmans Corners Rd
Pellston, MI 49769

Connie Vorenkamp
3018 W Burt Lake Rd
Brutus, MI 49716

10/26/06
6a $7,758.38 cash was transferred to the Great Lakes Aquatic Habitat Network and Fund, Inc. from the Tip of the Mitt Watershed Council, Inc. The transfer was by gift.

6b Yes, restrictions were placed on the use of the cash. It must be used for 501(c)(3) purposes in carrying out the mission of the Great Lakes Aquatic Habitat Network and Fund, Inc.
6a $7,758.38 cash was transferred to the Great Lakes Aquatic Habitat Network and Fund, Inc. from the Tip of the Mitt Watershed Council, Inc. The transfer was by grant.

6b Yes, restrictions were placed on the use of the cash. It must be used for 501(c)(3) purposes in carrying out the mission of the Great Lakes Aquatic Habitat Network and Fund, Inc.
November 15, 2006

Jill Ryan
Great Lakes Aquatic Habitat Network and Fund, Inc.
P.O. Box 2479
Petoskey, MI 49770-2479

Dear Ms. Ryan,

I am pleased to inform you that the Tip of the Mitt Watershed Council, Inc. is making a one-time grant of $7,758.38 to the Great Lakes Aquatic Habitat Network and Fund, Inc. This grant is to be restricted for 501(c)(3) purposes in carrying out the mission of the Great Lakes Aquatic Habitat Network and Fund, Inc. The mission of the Great Lakes Aquatic Habitat Network and Fund, Inc. is to build effective community-based citizen action to protect and restore the water quality of the Great Lakes basin by providing financial assistance, communications and networking assistance and technical assistance to citizens and grassroots watershed groups throughout the Great Lakes basin.

The Tip of the Mitt Watershed Council, Inc. looks forward to continuing to work with the Great Lakes Aquatic Habitat Network and Fund, Inc. on water issues that impact the Great Lakes basin.

Sincerely,

Gail Gruenwald
Executive Director