



Great Lakes Network

Grant Program

2020 APPLICATION FORM

This application form is to be used by applicants to the Great Lakes Network Grants Program, a project of Freshwater Future. Grants of up to USD \$5,000 are meant to help support self-coordination across groups that are interested in learning or working together to improve policies that will protect and restore waters of the Great Lakes region. Networks thrive on the initiative of members who see a need or opportunity and step up to do something about it. This fund is intended to support ideas and actions that come from people who see the power of working in more networked ways.

The type of work that would qualify for funding includes collaborative projects designed to achieve a Great Lakes policy goal or projects that support an awareness, research or partnership effort that could tip the scales in support of a positive outcome.

A collaborative approach across organizations is required. Cross-jurisdictional approaches are strongly encouraged. All effort will be made to review proposals as quickly as possible. Project timelines can be up to 12 months. Lead applicants must be Great Lakes Network members (though not all members of the collaborative are required to be members).

Assistance for Applicants

We recommend you give us a call to discuss potential projects and ask questions.

*Kristy Meyer, kristy@freshwaterfuture.org
231-348-8200*

Application Instructions

Type your application in Microsoft Word using the headings, questions, and format outlined below.

Time Commitment

- Application preparation: Approximately 1-2 hours
- Final report preparation: Approximately 1-2 hours
- Record keeping: Approximately 2 hours
- Presentation to Network on Results (including preparation): Approximately 2-3 hours

Application Deadlines

There is no application deadline. Qualifying applications are funded until annual funds are depleted.

Submitting Your Application

Applications must be received electronically. Please send via e-mail in a Word attachment to laurie@freshwaterfuture.org. Supporting documents may also be sent via email. Please do not fax or mail your application.

Reporting Results

The grantee is responsible for reporting the results of the grant and are due 1 month after the end of the grant. Report forms are available on Teamwork or by contacting Kristy Meyer.

APPLICATION FORM

A. Date of application submission:

Please also include start and end dates for funding.

B. Applicant Information

Organization Name:

Street Address:

Website:

Name of Project Coordinator:

E-mail Address:

Telephone:

C. 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. If a sponsor is required, please include the same information for your sponsor that is requested for applicants in “A” above. Sponsors must be members of the Great Lakes Network. Religious organizations cannot act as a fiscal sponsor.

D. Project Name:

E. Project description

Provide a short description (e.g., one or two paragraphs) of the issue, the current context and why a GLN grant is needed at this time.

F. Collaboration

Will you be working with others on this grant? If so, please outline which individuals or organizations you are working with and how you will be working together. Please indicate which jurisdiction (s) the organizations work within.

G. Outcomes and outputs

Please state at least one clear outcome for the grant. What policy-related outcomes do you expect to achieve with this funding? Note: we recognize that outcomes under this project may be small and incremental but critical to broader change.

I. Report back

It is our preference that you promote or disseminate the results of your project to the members of the Great Lakes Network. If you will not do this, please provide an explanation. If you will, describe how you will share results.

J. Budget

Present the project budget using a table and descriptive summary categories, such as personnel, consultants, materials, travel, legal and consultant fees, etc. Budgets may include administrative costs and/or overhead costs associated with the project up to 10% of the project budget. If there are matching funds for this project, include the amounts in your budget and identify sources. Note: match contributions are not required for funding.

Also describe if you intend to leverage the funding you receive from Freshwater Future to secure further funding.

YOUR PROJECT BUDGET:

Budget Line-Item	Amount Requested	Rationale for expenditure	Name of recipient organization

K. Supporting Materials

Submit the following supporting materials **with** your application:

1. **501(c)(3) confirmation letter from the IRS or Registered Charity confirmation letter from the Canada Revenue Agency.** If the applicant is not a 501(c)(3) organization or is not a registered charity, then submit the required charitable status documentation for the sponsor organization and a letter from the sponsor on their letterhead expressing support of your project and a willingness to serve as the applicant’s fiscal sponsor. Note that the sponsor must be a member of the Great Lakes Network.
2. Include other optional support materials (letters of support, newspaper articles, etc.) that you feel are essential to evaluate your proposal. These are not a requirement.

Note: Grant recipients may be required to provide Freshwater Future with additional information.

Sending Your Application

Applications should be sent electronically. Please send your application and supporting materials via e-mail in a Word attachment to laurie@freshwaterfuture.org. If you are unable to send your application electronically, please contact us at (231) 348-8200 to make other arrangements. **Please do not mail or fax materials.**