

Lake Superior Stewardship Initiative (LSSI) Stewardship Project Mini-Grant Guidelines

Submission Window: September 1, 2024 - October 14, 2024

Funding Cycle: August 1, 2024 - June 30, 2025

Final Report Due: June 25, 2025

The Lake Superior Stewardship Initiative is pleased to make mini-grants available to LSSI school-community teams to enable schools to implement community-based learning opportunities for their students through Lake Superior stewardship projects. *LSSI can fund one school-community team per school building.*

GRANT REQUIREMENTS: Proposals should address each component in the grant application (outlined below). Grant applications are reviewed by the [LSSI Advisory Board](#); applicants will have an opportunity to re-submit proposals as necessary to address any deficiencies identified in the review process. ***Support is offered by team mentors to meet all aspects of these requirements.***

CHECKLIST! Proposals will demonstrate:

- ☐ That the school–community team consists of a minimum of two teachers, one school administrator, and one community partner.
- ☐ The number of students that will be impacted.
- ☐ How meaningful service to the community is integrated into a learning experience for students and strengthens grade level content area expectations.
- ☐ The budget description indicates that expenses in the budget are reasonable and relate to the activities in the project. (NOTE: Lake Superior Stewardship Initiative, does not support the funding of computers and computer equipment).
- ☐ The budget description indicates the school's in-kind contributions (such as release time for teachers to work on their project) or direct financial contribution to the project (i.e. transportation costs for field trips, sub pay to attend PL, etc.).
- ☐ Community Memorandum of Partnership (MOP) - Applicants should include MOPs for any *new* community partners recruited for the new funding cycle. (Ask mentor for MOP Form)
- ☐ How the team will present the outcomes and highlights of their project through face-to-face or virtual events including but not limited to their school board and community event.

MINI-GRANT GRANT PROCESS

1. Each school should make a copy of the [LSSI mini-grant application](#) and save the copy in your [school-team folder](#). Each school team is encouraged to work with your team mentor for assistance in developing your proposal: Lloyd Wescoat (lwescoat@mtu.edu) or Erika Vye (evye@mtu.edu).
2. To apply for funding and support, please submit your signed application through [this online Project Proposal Submission Form](#). You will receive an email of confirmation from the LSSI leadership team.
3. Successful applicants will receive notification of funding by October 31 after Advisory Board review.
4. Upon acceptance of application for new funding, the school will be asked to review the project requirements and sign a MOU before funds are available for reimbursement. A Project Reporting Document (link to follow) will be added to your LSSI School-Team Google Drive Folder. This reporting document should be reviewed and updated throughout the grant funding period to keep an accurate record of your project workplan and expenditures. Each

team will need to complete, sign, scan and submit this report to the Project Final Report Submission Form (link to follow), no later than 6/25/2025.

5. Reimbursement for project expenses will be submitted by the school district through LSSI's online reimbursement form, with either an invoice or a receipt, at a frequency of no more than once a month. No costs will be reimbursed if they are more than 90 days old. Reimbursement will be issued in the form of a check from the CCISD. Schools are expected to send all invoices for funds expended by June 16, 2025.

MINI-GRANT ALLOCATION: Mini-grant amounts available per school will be based on the number of students served by the project. Project funding ranges from \$700 - \$1,000 with some limited exceptions.

Student Impacted per year.	Maximum Mini-Grant Request for Proposal
Serving fewer than 150 students	Up to \$700
Serving between 150-250 students	Up to \$850
Serving more than 250 students	Up to \$1000

AFTER AWARD

If the project proposal is funded, the school team participants and superintendent of the school district must agree to:

- Implement the project as outlined in this proposal.
- Each school is expected to provide direct financial contribution to the project and/or through in-kind contributions for each new funding agreement.
- Complete all reporting and record-keeping activities as specified by the Lake Superior Stewardship Initiative and funders. These activities include: a student presentation at the Lake Superior Celebration (spring 2025) and provide updates for the Team webpage on the LSSI Website as needed (photos, etc.)
- Participate in all evaluation activities as specified by the Lake Superior Stewardship Initiative.
- Members of the team will continue to grow professionally and help build inter-school relationships by participating in professional development sponsored by LSSI, ideally having at least one member of the team attend LSSI team sessions this school year.

Funding for this mini-grant opportunity is made possible through a partnership between the NOAA Great Lakes Bay Watershed Education & Training Program and Lake Superior Stewardship Initiative with funding through a MISTEM Network grant awarded by the Michigan Department of Education; further funding was granted through the Great Lakes Fisheries Trust, the Michigan Space Grant Consortium, and EGLE. Private donations from the community ensure ongoing support for Place-based Stewardship Education.