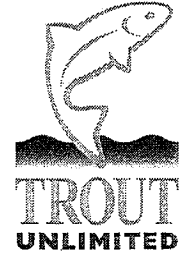


Pine River Area Chapter  
Grant Program Application



**General Guidelines**

The Pine River Area Chapter of Trout Unlimited accepts funding applications focused on restoration and protection of Michigan's cold water resources. Funding applications should be limited to \$5,000 per application, though most awards will be well below that amount. The chapter will consider applications for worthy projects on any cold water stream, but priority will be given to projects in northwest lower Michigan, particularly those in the Pine River watershed. Preference will also be given to projects that result in physical habitat improvements, rather than those that request funding for items such as equipment purchases. Funding applications will be accepted between the months of May and December, with awards announced in March. Funds will be provided with a letter of award.

Any application for funding should include the following elements in the order listed:

**Project Name**

Include a project name that helps describe the project being proposed.

**Project Contact Name, Address, Email, Phone Number**

Provide accurate contact information for your project manager. The chapter may contact any applicant for further information or clarifications at any point after your application is received prior to making any awards.

**Project Location (county, township, range, section, stream)**

Identify the exact location your habitat project will be implemented. The name of the tributary/stream is most important. If multiple townships or land sections are included in your project, please name them all.

**Project Description (species to benefit, what will be done)**

Your project description is the most important portion of the application. The description will be used to determine if your project meets the guidelines for funding, how it benefits cold water resources, and how it compares to other projects requesting funds. Be complete in your description and be certain to identify what species are to benefit through the implementation of your project. Also include in your project description an estimated timeline of project activities. For instance, what month will permit applications be prepared (if applicable), when will materials be purchased, improvements installed, etc.

### **Participating Partners**

List any project partners who are involved in the project. Include any contractors, additional funders, permit personnel, and the local MDNR Fisheries Biologist who manages the water the project impacts.

### **Budget**

For the budget, please use the separate excel spreadsheet file available for download on the website at [www.pineriverareatu.org](http://www.pineriverareatu.org). If you are submitting a hard copy application, attach your budget page to your written application. If submitting electronically, you must submit both the excel spreadsheet file and the written project application.

### **Signature**

All completed applications should be signed and dated by the project contact person prior to submittal.

### **How to Submit**

Submit completed applications via mail or email by December 31. Applications should be sent to Mark Johnson, 110 Hunters Ridge, Cadillac, MI 49601 or [markanddiana@charter.net](mailto:markanddiana@charter.net). Put "grant application" in the subject line of any emailed application.

### **Reporting Requirements**

Upon completion of your project, or within 12 months of receipt of funds, a final report should be submitted. The report should include any photos, a final description of what funds were used for, and any changes that may have occurred since application. Some measure of success should be included in the report, such as numbers of structures installed, number of people involved in the project, youth included in education or outreach, etc. The report should be limited to not more than three pages in length and should be submitted in the same manner as the application (mail or email).