

Project Criteria and Procedural Outline for Projects

1. It is required that youth are actively involved in the implementation stage of the project and strongly recommended that youth participate in the planning stages of the project as well.
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3. There must be collaboration between an environmental organization/ community partner AND a school/classroom/youth group for each proposed project. YES! Program administration (Muskegon Conservation District (MCD)) can assist with making these connections with partners.
4. Projects must include STEM related activities.
5. Distribute a press release or invitation to the local media and YES! Program administration (MCD) at least one week prior to the start of the project or event. Acknowledge the YES! Program and the program sponsor (Howmet Aerospace Foundation) in all publicity material regarding the project. Example wording "...project supported by the Muskegon Conservation District YES! Grant program, funded by the Howmet Aerospace Foundation."
6. Write two appreciation letters to the program sponsor. Submit the first appreciation letter within 30 days after receiving notice of grant funding AND submit a second appreciation letter at the close of the project.
 - Include a brief description of the proposed project
 - Address the letter to the program sponsor (Howmet Aerospace Foundation)
 - Send the letter to the YES! Program administration (MCD)
 - Type appreciation letters on school or organization letterhead if possible
7. All monies will be granted on a reimbursable basis. If organization or individuals do not have the funds immediately available and are unable to wait for reimbursement, then the materials can be ordered directly through MCD or a detailed itemized budget can be provided to receive funds. Unused funds will not be dispersed to you or your organization as the monies will be utilized for additional projects during the upcoming application cycles. Invoices must be submitted within 30 days of the completed project and no later than July 16, 2022.
8. Final Report: For all projects a final report must be submitted to the YES! Program administration (MCD). All final reports must be received with a final appreciation letters and final invoices no later than July 16 , 2022. A final report must include the following:
 - A narrative of the project implementation including project/ event results and accomplishments
 - Photo documentation of the project and student involvement
 - An evaluation of what worked and what didn't
 - A discussion of student involvement including how many, how often, and what their roles and attitudes were
 - A detailed accounting of items purchased, and costs associated with the project to give a complete picture of how the YES! Funding was spent
9. Projects must be completed by June 27, 2022 and all documents (invoices, reports, and appreciation letters) must be submitted no later than July 16, 2022.

YES!- Youth and Environment Stewardship

2022 Project Application

Applications are accepted for projects within Muskegon County. Awarded and/or approved applicants will be notified on or before 30 days after submission. For further information, please contact Emily Grasch, Muskegon Conservation District at (231) 828-5097.

About the Project

Project Title	
Project Goal(s) (list at least one goal)	
Start Date of Project (be as specific as possible)	
End Date of Project (may be no later than July 16th 2022)	
Project Funding (Check One)	<input type="checkbox"/> This project does not need funding, but we are looking for project partners within our community <input type="checkbox"/> This is a volunteer project and funding is not needed, but are looking for students to assist in implementation <input type="checkbox"/> This project needs \$_____dollars in funding (up to \$500). Budget summary must be included in the space provided below
Brief Summary of Project (500 words or less) <ul style="list-style-type: none"> • Include a narrative of the project, the activities to be completed, how project uses STEM standards, the role of the environmental organization/ community partner (s) and the role of the students. • Use simple terms • Attach a separate sheet if necessary 	

<p>Summary of Budget</p> <ul style="list-style-type: none"> • Include proposed budget plan for project • Make note of other funding sources for this project and explain why Yes! funds are needed in addition to those funds 	
<p>Describe Community Problems/Issues that are addressed through the project</p>	
<p>What and how will youth contribute to their community through the project</p>	
<p>Collaborating Partners</p> <ul style="list-style-type: none"> • List committed and/or potential environmental organizations, community partners, or schools/classroom affiliations. • If school/classroom affiliated-list name of class, grade level, and # of students • If partners have not yet been identified, please list potential needs that your group may have with the project. This will assist MCD in finding a partner for you 	

About the Applicant

Contact Person's Name	
Organization	
Phone Number	
Email Address	
Street Address	
City, State, and Zip Code	

Please feel free to attach any related materials (letter of support, brochures, newspaper articles, etc.)

Submit applications by mail or email to:

Emily Grasch
Muskegon Conservation District
4735 Holton Road
Twin Lake, MI 49457
Phone: (231) 828-5097
Email: emily.grasch@macd.org