2023 GLISA Small Grants Competition
Call for Full Proposals
July 26, 2023

Congratulations! Based on a review of your letter of intent (LOI), GLISA invites you to submit a full proposal to the 2023 Small Grants Competition. We are excited for the opportunity to exchange knowledge, experiences, and expertise with grantees and their partners to build effective and equitable climate resilience in the Great Lakes region.

Overview: The full proposal phase allows invited applicants to provide more depth and detail on the proposed scope of work. Invited applicants may request up to $30,000 for a two-year project, with an additional $5,000 available for participant support costs (see Participant Support Costs). Refer to the Call for Letters of Intent for background on the competition, this year's approach, and the funding categories. Applicants should review feedback provided on their LOI and integrate this into their full proposal. GLISA will hold office hours throughout August to discuss ideas and answer questions.

Proposal Process: Full proposals are due by **Friday, September 1, 2023 at 5pm Eastern** via the online Submittable platform. Proposals may be uploaded as a single PDF document with all required sections (1 inch margins, font size 12) or as two files with a budget spreadsheet and separate PDF document including all other sections (see Full Proposal Requirements). Proposals not adhering to format and length requirements will not be reviewed. GLISA will evaluate all proposals and announce funding decisions in October. The anticipated project start date is January 2, 2024.

Justice, Equity, Diversity, and Inclusion (JEDI): Refer to the Call for Letters of Intent for a description of JEDI and how JEDI principles can be integrated into projects. Applicants are expected to address and integrate JEDI principles throughout their full proposal, including but not limited to the Problem statement, Engagement approach, and Outcomes & impact.

Evaluation Criteria: Full proposals will be evaluated using the following criteria:
- Specificity of problem and clarity of how proposed approach and work will address it;
- Strength of engagement approach, including demonstrated role for, and ability to successfully and ethically engage with, impacted individuals/communities;
- Demonstrated integration of JEDI principles throughout project structure and approaches, including anticipated benefits to frontline communities (if applicable);
- Ability of proposed work to advance equitable climate adaptation in the Great Lakes region and increase GLISA's impact (see Outcomes & Impact);
- Ability for GLISA to fulfill our expected role, including clear identification of information and support needs (see GLISA's Contribution); and,
- Feasibility to complete the work with the proposed project team, budget and two-year period.

FULL PROPOSAL REQUIREMENTS

1. Cover Sheet (1 page)

a. **Project title:** May be different from the LOI.
b. **Project team members:** List team member names, institutional affiliations, positions, and emails.
c. **Lead investigator:** Designate one individual to be responsible for project execution and expenditures. The Lead must be affiliated with the institution that will receive the grant funds.
d. **Funding category:** May be different from the LOI. If applying to funding category 1, specify the GLISA tool/approach that will be leveraged in the project.
e. **Location:** List the location(s) the work would occur in and at what scale (i.e., cities/counties, states/provinces, sub-regional, regional).

2. Project Narrative (up to 5 pages)

a. **Abstract:** Brief overview of the proposed project (<250 words).
b. **Problem statement:** Describe the adaptation challenge, decision, or management issue facing a particular sector, geography, or group, and explain how the project will address it. Cite references as needed.
c. **Engagement approach:** List and describe the communities, groups, and/or individuals to be engaged and benefitted by project activities and explain why and how these and other relevant partners will be engaged. Detail how they will be recruited and explain the nature of existing relationships. If new relationships are needed, justify why these would be successful in a two-year project.
d. **GLISA's contribution:** For each anticipated support category, describe GLISA's role (see GLISA's Contribution), identify any data/information needs, and list the anticipated number and type of engagements (i.e., virtual or in-person) for GLISA to participate in.
e. **Outcomes & impact:** List and describe outputs/deliverables and outcomes (see Outcomes & Impact).
f. **Project timeline:** List tasks and milestones by project quarter and the lead project team member for each.

3. Budget & Justification (no page limit)

a. **Budget table:** Table or spreadsheet listing all direct and indirect costs in separate budget categories (e.g., salaries, fringe benefits, travel, hosting/workshops, participant support costs, equipment/supplies, subawards). See Call for Letters of Intent for allowable budget categories and Participant Support Costs (below). Travel costs must detail estimates for air/train travel, lodging, ground transportation, and per diem. Template available upon request.
b. **Justification:** Narrative explaining the expenses in each category. Template available upon request.

Matching or leveraged funds are not required. Applicants may describe previous or planned work to be leveraged in the proposed work, but this will not be factored into the review criteria.

4. Supplemental Information (no page limit)

a. **Sources:** Include a list of references for citations in the proposal.
b. **Team qualifications:** Resumes or CVs for all project team members. Limited to two pages per person; template available upon request.
c. *(Optional)* **Letters of support:** Up to five letters of support from organizations representing partners to be engaged in and/or benefitted by the work. These are highly encouraged to demonstrate support and/or a willingness to participate. It is assumed that organizations listed on the project team under 1b are supportive of and committed to the work and therefore, letters are not needed by these organizations.

Supplemental information should be included in the PDF document with the rest of the required sections.

GLISA's Contribution: Full proposals should describe the anticipated role for GLISA, why the partnership with GLISA will be valuable, and how it will benefit the project.

For all projects: All funded projects will be assigned a GLISA staff member to join the project team, participate in team meetings as appropriate, and be available to discuss any questions or potential changes in approach. Applicants do not need to identify specific GLISA team members in the full proposal. For all **category 1** projects, GLISA will provide access to, training, and support for the GLISA tools and approaches to be implemented, including co-facilitation of engagements. For all **category 2** projects, GLISA's support will vary depending on the nature of each project and the level of support needed.

Additional contributions: Applicants in both funding categories may outline a more in-depth role for GLISA for climate information and/or engagement support (see below). GLISA cannot provide support for sector-specific expertise (e.g., engineering models, ecosystem assessments, or socio-economic analyses) or for identifying adaptation solutions or policy recommendations. If you are unsure if GLISA can provide the resources or support your project requires, please sign-up for office hours or email GLISA's Sustained Engagement Specialist, Tori Field (gravesvi@umich.edu), for clarification before submitting your proposal.

CLIMATE INFORMATION

Historical climate and lake information: GLISA can provide historical climate information from observations at point-based and multi-county resolutions. Records typically go back at least 70 years and include variables such as temperature (minimum, maximum, average), total precipitation, and the extremes of these two variables. GLISA can also provide historical information on lake variables including graphs, charts, and narratives. Lake variables include water temperature, ice cover, and lake levels. This information frames a narrative of the past and can be integrated into projects and planning for the future.

Future climate projections: GLISA can provide future projections of climate change through the mid- and late-century based on high-emissions scenarios (RCP 8.5) for a variety of variables at the multi-county scale. GLISA has evaluated certain existing climate models, as part of our Great Lakes Ensemble project, to identify the best representations of future climate for the Great Lakes region. GLISA can provide guidance on and frame these projections for specific locations or areas within the Great Lakes, which could include comparing future changes to historical trends; comparing different possible futures (e.g., to develop different scenarios); and providing maps, tables, etc. ***GLISA cannot** perform new modeling or additional downscaling of projections. GLISA cannot perform new evaluation of climate models we have not previously worked with.*

Customized climate products: GLISA can customize historical and future climate information into location-specific products (e.g., factsheets, figures/maps, presentations).

Climate 101 presentations: GLISA can deliver customized 'Climate 101' presentations detailing climate trends and impacts specific to the Great Lakes region.

ENGAGEMENT SUPPORT

Meetings/workshops: GLISA can participate in up to two in-person meetings/workshops per project, and up to four additional engagements remotely (i.e., webinar, phone) as a co-facilitator, presenter, or participant (in addition to regular project team meetings). GLISA should not be the lead facilitator of a meeting or workshop.

Train the trainer: If additional support is needed, we suggest proposing a 'train the trainer' model where GLISA uses an initial engagement(s) to train the project team to lead additional meetings (with our remote support).

Technology & meeting space: GLISA may be able to provide access to Zoom and/or free meeting space in Ann Arbor (MI), provided enough notice.

Outcomes & Impact: The Outcomes & impact section should list planned project **outputs** (i.e., tangible deliverables), how they will be used, and by whom. Examples of outputs include: communications, tools, data/information, technical assistance, methodologies, graphics, workshops, or reports. Deliverables must address the challenges identified in the problem statement, clearly demonstrate a need for these resources by impacted communities or intended users, and describe how they will be used during and/or after the project period.

Full proposals should also describe anticipated significant **outcomes** (i.e., societal impacts of the project), which may be realized during or after the project period. The NOAA Climate Adaptation Partnerships (CAP) program (formerly the Regional Integrated Sciences and Assessments, or RISA) recognizes societal impact in any of the following categories:

- We built, increased, or maintained **assets,** such as data, infrastructure, tools.
- We increased the **flexibility** of our partners by showing them new options, alternative economic approaches, or helped them obtain new funding sources.
- We nurtured the **ability** of our partners **to self-organize** by supporting peer collaboratives or networks.
- We boosted **learning** outcomes, resulting in a deeper understanding of science or local knowledge related to climate, impacts, and adaptation.
- We shifted **mindsets**, resulting in documented cases of new readiness to act or acceptance of a need to act.
- We elevated a **sense of agency** by building the expertise, confidence, and capability of partners to act.

The above list can be used as guidance for applicants to list more specific, anticipated outcomes under one or more of the above categories.

Participant Support Costs: Projects proposing to engage directly with community members whose time spent participating in the project is not part of a paying job are eligible for an additional $5,000 on top of the $30,000 for $35,000 total. At minimum, applicants should budget to compensate community participants for their time. Applicants should detail these expenses in their budget table and justification and may include the following categories:

- **Honorariums/financial stipends** may be distributed at an hourly rate (recommended minimum $50/hour) for multiple participants to attend workshops/events and/or larger stipends for individual participants to engage with the project team over a longer period of time (e.g., $1,000 for one year).
- **Travel compensation** to reimburse participants for flights, mileage, public transportation, parking, etc.
- **Food and refreshments** for project workshops/events, encouraged to be culturally appropriate.
- **Meeting space** that is welcoming and accessible.

Expectations for Grantees: All grantees will be required to submit the necessary information to setup subawards from GLISA to the awardee institution within four weeks of award notice, including:

- Revised full proposal (if requested);
- Revised budget & justification (if requested);
- PI and administrative contact information;
- University of Michigan subrecipient form (including UIE and EIN, U.S. grantees only);
- Indirect cost rate agreement documentation; and,
- Letter of commitment signed by the grantee's authorized representative.

For additional details regarding expectations for grantees, please refer to the Call for Letters of Intent.

Important Dates: The table below lists important dates and deadlines, all subject to change.

Full proposal office hours (sign-up)	August 2023
Full proposal deadline	September 1, 2023
Notification of awardees	October 2, 2023
Projects begin	January 2, 2024
Projects completed	January 1, 2026

For More Information: GLISA will host office hours throughout August and applicants are highly encouraged to sign-up to discuss LOI feedback and full proposal development. Please direct all questions and accommodation requests to GLISA's Sustained Engagement Specialist, Tori Field, at gravesvi@umich.edu.