

Improve and Promote Access to Recreational Sites on Beaver Island

Grant Cycle October 2, 2017

St. James Township

Ms. Kathleen McNamara
PO Box 85
Beaver Island, MI 49782

O: 231-448-2014

Mr Patrick Cull

PO Box 335
Beaver Island, MI 49782

cull.stjames.twp.bi@gmail.com
O: 231-675-4272

Application Form

General Information

Applications are due in the C3F office no later than 4:00 p.m. EDT on Monday, October 2, 2017.

Project Name*

One sentence description.

Improve and Promote Access to Recreational Sites on Beaver Island

Contact Person For This Project*

Patrick Cull

Phone Number (if different than organization's number)

231 675-4272

Total Project Cost*

\$7,000.00

Amount Requested from C3F*

\$5,250.00

Project Start Date*

Start date can not be before November 21, 2017.

12/01/2017

Project End Date*

End date can not be after December 1, 2018.

04/27/2018

Narrative

Organization*

Brief history and mission of your organization.

St James Township encompasses the northern most portion of Beaver Island, all of Garden Island, High Island, Hog Island, and several smaller islands of the Beaver Island Archipelago located approximately 30

miles northwest of the port city of Charlevoix, Michigan. Beaver Island is the only inhabited island in the group and is the most remote inhabited island in the Great Lakes. St James Township is one of two townships on Beaver Island. Historically the two townships have worked together to benefit the whole island community and its visitors.

St James Township is a Michigan general law township with five board members: a supervisor, clerk, treasurer, and two trustees. As a general law township, its purpose is to provide governmental services desired by its citizens and property owners.

The current St James Township board (along with its counterpart, Peaine Township) adopted a comprehensive new Beaver Island Master Plan in May 2017. Subsequently, the St James Township board has adopted the following three strategic goals based upon review and discussion of extensive community input documented in the Master Plan:

1. Improve and promote access to recreational sites for residents and visitors
2. Improve and promote access to strong, redundant and affordable broadband internet and phone access for residents and visitors
3. Improve aesthetics and promote safe and affordable options for eliminating blight

Project Summary*

A short summary of the project for which you are requesting funds.

St. James Township has identified as a major goal to improve and promote access to recreational sites for its residents and visitors. The township board has charged its Deputy Supervisor to create a DNR-approved Five-Year Recreation plan. This plan will accurately map out the township's goals, objectives, and action plans for its recreation-based projects. Once the plan is approved by the DNR, the township will be eligible for several grant opportunities through the DNR, such as the Natural Resources Trust Fund. Once the plan has been completed, the township will seek funding through the DNR and other potential grantors to complete several projects that it has identified as priorities.

The township's Deputy Supervisor will complete the Five-Year Recreation Plan. Once it is completed he will prepare up to four major grant applications related to implementation of the approved recreation plan. The Land Information Access Association (LIAA) of Traverse City will offer support in formatting the Five-Year Recreation Plan and grants, by providing map and community survey data, and by facilitating community forums for public input.

Collaboration

List your partnering agencies, if any, and their roles for this project.

Peaine Township

-St. James Township and Peaine Township will work together to determine island-wide recreation interests. Any improvement or promotion of access to recreation sites in either township will benefit the citizens and visitors of both townships which make up Beaver Island. St James Township's Five-Year Recreation Plan includes a listing of all Peaine Township recreational assets.

The Beaver Island Association

-St. James Township will consult with the Beaver Island Association to ensure that its goals are in line with that of the property owners of Beaver Island, many of whom are not year around residents.

Michigan Department of Natural Resources

-The Township will work with the DNR's Grants Management Section to ensure that the Five-Year Recreation Plan meets or exceeds their criteria for acceptance. The Township will also seek advice from this department to ensure that township goals are in line with the state's priorities and work together to apply for grant funding to implement up to four recreation projects.

LIAA

-The Land Information Access Association (LIAA) of Traverse City will work with the township as a consultant. They will help with the transfer of data, such as community survey results and demographic information, that they already have in their records and files as a result of their work on the 2017 Resilient Beaver Island Master Plan. LIAA will also assist the township by facilitating public meetings for community input during the planning process.

Michigan Office of the Great Lakes

-St. James Township will consult with the Michigan Department of Environmental Quality's Office of the Great Lakes to ensure that township goals are in line with state's priorities, and work together to apply for grant funding.

Needs Statement*

Why is this project needed? What factors contribute to the need?

Upon review of the community surveys found in the 2017 Resilient Beaver Island Master Plan, the St. James Township board has determined that improving and promoting access to recreational sites is a top priority. The recreational opportunities offered in our remote Lake Michigan location is one of the driving forces of the island's largely tourism-based economy; nearly 50% of the Island's workforce is dependent on tourism. The Beaver Island Master Plan identifies recommendations and ideas for strengthening the tourism economy and this project specifically supports the identified recommendations. In addition to tourists and visitors, Island citizens have indicated a need for recreational improvement in recent community survey results. The surveys found in the 2017 Resilient Beaver Island Master Plan show that a large majority of islanders are in favor of recreational improvements. For example, 76% of those polled were in favor of constructing a new public boat launch, 71% were in favor of constructing a new fishing pier, and 93% were in favor of the creation of a water trail. Based on these survey results and the largely community-driven 2017 Resilient Beaver Island Master Plan, it is quite clear that the citizens of Beaver Island consider the improvement of and promotion of access to recreational sites a top priority for the island looking into the future.

Project Implementation

In this section you will describe your overall project objectives, methods, and the expected impacts and outcomes. They will need to be identified in order of priority, if there is more than one. If you have more than three objectives for this project, please contact a C3F Program Officer.

Objective 1*

What do you intend to achieve?

Create a Five-Year Recreation Plan that meets the Department of Natural Resources standards. An approved plan will allow St. James Township eligibility for several grant opportunities through the DNR, and will also aid in readiness to apply to other funding sources, such as the DEQ's Coastal Zone Management Program. These and other potential grantors will help provide the financial means necessary for the township to improve and promote access to recreational sites for residents and visitors.

Method 1*

List the steps to achieve Objective 1.

Collaborate with the St. James Township Board and its citizens to accurately map the township's goals, objectives, and action plans regarding the improvement and promotion of access to recreational sites for residents and visitors to the township. Collaborate with Peaine Township to determine their commitment to

island-wide recreational opportunities. Review other DNR-approved 5-Year Recreation Plans and collaborate with the DNR to ensure the plan meets their formatting requirements.

Outcome 1*

What is the expected outcome for Objective 1?

A 5-Year Recreation Plan will be written and approved by the St. James Township Board and disseminated to the community in paper and electronic format, following at least 2 public hearings.

Evaluation 1*

How will you evaluate the success of Objective 1? Be specific with how you will measure this success.

If the Township-approved 5-Year Recreation Plan is submitted to the DNR and approved by them, this objective will have been successfully completed.

Objective 2

What do you intend to achieve?

Prioritize projects which improve and promote access to recreational sites and define four projects in grant-ready language. Possible projects identified by the St. James Township Board after consulting the 2017 Resilient Beaver Island Master Plan include but are not limited to:

- Construct showers and improve restrooms at the Township Campground
- Designate areas for public parking for boaters
- Build a new public boat launch
- Build a fishing pier
- Lengthen the bike path from town to Donegal Bay

Method 2

List the steps to achieve Objective 2.

Work with LIAA to gauge community support of projects that improve and promote access to recreational sites. Collaborate with the Grant Coordinator and Manager of the DNR's Grant Management Section to ensure grant application-readiness. Work with Peaine Township and other groups to determine allocation of monies to be used as grant-match funds.

Outcome 2

What is the expected outcome for Objective 2?

To have up to four well defined, grant-ready projects which will improve and promote access to recreational sites. The township will also have determined which potential grantors and funding sources are the best match for each of these projects.

Evaluation 2

How will you evaluate the success of Objective 2? Be specific with how you will measure this success.

This objective will be a success if up to four grant-ready projects are approved by the township board for submission to identified grantors.

Objective 3

What do you intend to achieve?

Apply for up to four grants that will help improve and promote access to recreational sites for the township's residents and visitors.

Method 3

List the steps to achieve Objective 3?

Collaborate with LIAA, the DNR, Peaine Township and other potential grantors to complete up to four grant applications.

Outcome 3

What is the expected outcome for Objective 3?

Successful submission of up to four grant applications to the DNR or other identified grantors.

Evaluation 3

How will you evaluate the success of Objective 3? Be specific with how you will measure this success.

This objective will be a success if the township successfully submits up to four grant applications designed to improve and promote access to recreational sites.

Youth Involvement*

Is this a youth related project?

No

Youth Involvement

If yes, how will youth participate? How will youth benefit?

Environment/Land Use*

Is this an Environment/Land Use proposal?

Yes

Environment/Land Use

If yes, is this project listed in any city, township, county, regional or watershed management plan? If so, please indicate which one and how this request will support the plan.

Much of the 2017 adopted Resilient Beaver Island Master Plan deals with Beaver Island's Natural Resources, Built Environment, and Economy and Tourism: each of these items would positively supported if the project is implemented. This project would fulfill the Spring 2017 St. James Township Board commitment to develop a new 5-Year Recreation Plan. The project also directly supports the Recreation section of the September 6, 2017 St James Township Goals.

Project Budget & Future Funding

Project Budget*

Complete the Project Budget Form by follow these steps:

1. Download the "Project Budget Form" below- an Excel document.
2. If a box pops up asking you to create a Dropbox account, go to the bottom and click "No thanks, continue to view". Then click "Download" in the upper right hand corner of your screen. You can then select the document at the bottom of your screen.
3. Complete this fillable form in detail as applicable to your project, including Column 1.
4. Leave Column 2 blank- to be completed for the Final Report.
5. Save the form to your computer in an Excel format. (This file will need to be accessible for your final report once your project is complete).
6. Upload the Excel document to your online application.

Complete the "Project Budget Form".

Project Budget Form CCCF.xlsx

Budget Narrative

This space is for you to add any additional budget notes, if necessary.

Implementation of the project will include approximately 120 hours of work by St James Township's deputy supervisor to complete a 5-year Recreation plan and prepare 1 - 4 major recreation grant applications.

The consulting firm will offer professional support and assistance in formatting the report and grant applications, in moving data from master plan & water trail plan, facilitating meetings/community input, providing map and demographic data and assisting in completion of DNR Trust Fund Grants.

Travel money is budgeted to allow the consultant to travel from Traverse City to Beaver Island and to allow township personnel to visit the mainland to view pertinent recreational sites previously funded by DNR grants.

St James Township will contribute 25% of the cost of the project.

Total Revenue from Project Budget Form*

\$7,000.00

Total Expenses from Project Budget Form*

\$7,000.00

Organization Cash Commitment*

Did you include a cash commitment from your organization? (Please be aware that it is required)

Yes

Is this a one-time project?*

Yes

How will the project be sustained in the future?*

St. James Township will continue to find ways to improve and promote access to recreational sites for its residents and visitors.

Hiring a Consultant(s)*

Does your project include hiring a consultant(s)?

Yes

Hiring a Consultant(s) (ONLY)

If you are hiring a consultant(s), please explain how you arrived at the amount requested.

On recommendation from the DEQ's Office of the Great Lakes, LIAA, the Land Information Access Association, was hired to support the joint effort of the St. James and Peaine Township Planning Commissions in the creation of the 2017 Resilient Beaver Island Master Plan. LIAA is also currently completing the Beaver Island Water Trail Plan. They also hold important community data, maps and etc. in their records. The amount requested is based on a quote from LIAA's Executive Director Harry Burkholder.

Additional Attachments**Board Information***

Attach a list of your governing board and officers.

ST JAMES TOWNSHIP GOVERNMENTAL CENTER sign.docx

Additional Project Information

- **Multiple item purchase-** If numerous items are going to be purchased, you will need to include an itemized list with the quantities and costs.
- **For equipment purchases only-** Attach a copy of the vendor bid document or an estimate with a picture and price. Shipping costs may be included.
- **For building construction/renovation projects only-** Upload in a single attachment, a copy of the construction estimate, an 8 ½ x 11 inch copy of the site plan, and existing & proposed floor plans. Optional: photo(s) showing the "before" project conditions.

FOR NONPROFIT ORGANIZATIONS ONLY:

The three attachments below are required for all non-profit organizations. If your attachment is too large to upload (audit or annual report), please provide the link.

Annual Report

Attach your most recent annual report, if available.

Operating Budget

Attach a copy of the organization's current fiscal year operating budget.

Audit/Balance Sheet

Attach a copy of the most recent financial audit or your previous year's balance sheet.

IRS Status

First time Applicants only:

Attach your IRS Tax Determination Letter indicating your 501(c)(3) non profit status.

Submitting A Proposal

REMINDER: Applications are due in the C3F office no later than 4:00 PM EDT on Monday, October 2, 2017.

Grant Application Authorization*

Submitting a grant application to the C3F requires an authorized signature from one of the following people: CEO, Board Chair/President, Superintendent, City Manager or the Executive Director.

Complete the signature form by following these steps:

1. Download the "Grant Application Authorization Form" below.
2. Print the form and obtain the required signature.
3. Scan and save the document to your computer.
4. Upload the form to your online application.

"Grant Application Authorization Form".

Grant Application Authorization.pdf

File Attachment Summary

Applicant File Uploads

- Project Budget Form CCCF.xlsx
- ST JAMES TOWNSHIP GOVERNMENTAL CENTER sign.docx
- Grant Application Authorization.pdf



Giving Back. Moving Forward.

Project Budget Form

Organization: St James Township

Project Title: Improve and Promote Access to Recreational Sites

**Complete column (1) only. Column (2) is to be completed for the Final Report.
Total Revenue line MUST equal Total Expense line.**

REVENUE

Source of Funding		Pending or Committed? (P or C)	(1) Proposed Project Revenue	(2) Actual Project Revenue
A.	Grants (list below):			
	CCCF	P	\$5,250	
B.	Organizational Contribution		\$1,750	
C.	Individual & Corporate Cash Gifts			
D.	Fundraisers			
E.	In-Kind Support			
F.	Other (Specify)			
G.	Other (Specify)			
Total Revenues			\$7,000	\$0

EXPENSES

		(1) Proposed Project Expenses	(2) Actual Project Expenses
A.	Salaries & Benefits	\$3,000	
B.	Consultants	\$3,000	
C.	Travel Costs	\$1,000	
D.	Equipment Purchases		
E.	Construction Costs & Materials		
F.	Publishing Costs		
G.	Training		
H.	Marketing		
I.	Other (Specify)		
J.	Other (Specify)		
K.	Other (Specify)		
Total Expenses		\$7,000	\$0

GOVERNMENTAL CENTER

37830 King's Highway, PO Box 85, Beaver Island MI 49782

ST. JAMES TOWNSHIP OFFICES

Township Supervisor Kathleen McNamara: Office Hours Tuesday & Wednesday 10:00 – 2:00

Township Clerk Alice Belfy: Office Hours Tuesday 10:00 – 2:00

Township Treasurer: Office Hours To Be Determined

Zoning Administrator Richard Speck: Office Hours Wednesday 10:00 – 2:00

Kitty McNamara: Township Supervisor
(231) 448-2014 Office
mcnamara.stjamestwp.bi@gmail.com

Alice Belfy: Township Clerk
(231) 448-2761 Office
belfy.stjamestwp.bi@gmail.com

Diane McDonough: Treasurer
(231) 448-2760 Office
stjamestwp.treas.bi@hotmail.com

Jeff Powers: Trustee
(231) 881-4408
powers.stjamestwp.bi@powershardware.com

Travis Martin: Trustee
(231) 448-2133
martin.stjamestwp.bi@gmail.com

Rick Speck: Zoning Administrator
(231) 448-2000 Office
(231) 448-2830
speck.stjamestwp.bi@gmail.com

Amy Jenema: Township Assessor
(231) 632-3529

CHARLEVOIX COUNTY COMMUNITY
FOUNDATION



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Grant Application Authorization

By signing below I agree that:

- I have reviewed this grant application.
- The information contained herein is accurate to the best of my knowledge.
- I certify that our governing board approves the submission of this grant request.

Kathleen Mc Namara, Supervisor
Authorized Signature & Title
(CEO, Board Chair/President, Superintendent, City Manager, Executive Director)

Kathleen McNamara 9/22/2017
Print Name Date

St James Township
Organization