

# MICHIGAN CLEAN BOATS, CLEAN WATERS GRANT CONTRACT

Grantee/Entity Name: Houghton Lake Improvement Board  
Total Amount of Grant: \$2842



## **WHAT WE HAVE:**

HLIB secured a grant to fund cost for instructional signage to be installed at the three DNR Boat Launch sites to promote the pre and post cleaning of watercraft during use at Houghton Lake.

## **WHAT'S HAPPENED?**

**GRANT APPLICATION:** Submitted to MSU Extension January 20<sup>th</sup> 2023

**GRANT AWARD:** February 14<sup>th</sup>, 2023

**GRANT AMOUNT & BUDGET:** \$2842.00

**GRANT CONTRACT, IRS W-9 AND MSU PARTERSHIP LETTER:** March 14, 2023

**GRANT APPROVAL SIGNITURE:** April 5, 2023

**SIGNAGE QUOTES:** Two received / two more expected

## **WHAT'S REQUIRED TO COMPLETE THE GRANT?**

1. Grantee agrees to host a minimum of three outreach events with CBCW approved outreach materials.
2. Grantee and/or volunteers will review required CBCW training materials (approximately 1 hour of educational instruction).
3. Grantee and/or volunteers will collect and report data on the number of people contacted, volunteer hours (if applicable), number of outreach materials distributed, and latitude/longitude of locations (minimum of waterbody name, county, and township) for all events and signage.

4. Grantee will submit one narrative report of all grant funded activities and expenditures to MSU Extension. A template will be provided to assist with narrative report.
5. The narrative report must contain a minimum of five photos of products and/or outreach events conducted. ***Narrative report is due October 31<sup>st</sup>, 2023.***
6. Grantee will submit all ***receipts/invoices for reimbursement by August 25<sup>th</sup>, 2023.*** MSU Extension will not issue payment to the grantee until all receipts have been submitted. One-time payment will be issued within 60 days of receiving receipts and report of grantee activities.

## **WHAT IS NEXT?**

1. Select signage vendor
2. Purchase signage installation product, (post, fasteners, and cement).
3. Pick installation dates and ask for volunteers.
4. Ask the Houghton Lake Resorted newspaper for a picture and short article to support the community effort
5. Place three advertisements in HL Resorter to promote the Houghton Lake boat wash stations and signage in the newspaper
6. Order Pre approved promotional brochures and Rack Card Displays and distribute at Bait and Tackle, Restaurant and Hotel locations.
7. Organize three outreach events, discuss and determine award prizes to encourage use of boat wash stations.
8. Reach out to Social Networks such as Houghton Lake Fisherman on FACEBOOK to encourage community support for wash station awareness and use.
9. Produce a Narrative Report to submit to MSU Extension on or before October 31<sup>st</sup>, 2023
10. Submit receipts and invoices for reimbursement.

## HOW YOU CAN HELP?

1. Sign-up sheet on the information table after the meeting
2. Contact Mike Surprenant, 810-844-4457 or [msurprenant13@gmail.com](mailto:msurprenant13@gmail.com)
3. Send your information to comment to the Houghton Lake Improvement Boards at [www.houghtonlakeib.com](http://www.houghtonlakeib.com)

**Volunteers** are hard to get!

**Volunteer's** work hard and don't get paid in dollars!

**Volunteer's** give of themselves and their time!

**Volunteers** are needed, they are generous, and they care!

**Volunteers** are Special!

If you are willing to **Volunteer**, please sign up below:

Name	Contact phone number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____