



## **TUALATIN WATERSHED IMPROVEMENT GRANT (TWIG)**

### Guidelines and Application Instructions

#### **GRANT OVERVIEW**

The Tualatin Soil and Water Conservation District's (TSWCD) Tualatin Watershed Improvement Grant (TWIG) program awards grants up to \$5,000 for certain conservation-related projects and events that promote conservation within Washington County, Oregon.

Proposed projects must demonstrate a clear public benefit in one or more of the following areas: pollinators or beneficial insects; native and/or water-wise landscaping; school and community gardens; or rainwater management. Projects funded by the TWIG program must be completed within 12 months. Funds are provided on a reimbursement basis.



Applications are accepted quarterly on **January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>**. Projects are awarded on a competitive basis until funds are exhausted for the fiscal year (July 1 – June 30).

#### **WHO WE ARE**

The Tualatin Soil and Water Conservation District is a non-regulatory unit of local government. We work with members of the Washington County community to implement sustainable solutions to conserve and enhance natural resources. Our mission is to provide technical assistance, financial assistance, and education in order to create a sustainable, productive, and healthy environment for the Washington County community.

#### **ELIGIBLE APPLICANTS**

To be eligible for TWIG Program funding, the applicant must be one of the following:

- Non-profit organization
- Native American tribe
- For-profit organization
- Educational institution
- Government agency

## PROJECT CRITERIA

To be eligible for the TWIG Grant, the proposed project must meet all the following criteria:

1. Advance the mission of TSWCD.
2. Address one or more of the following conservation areas/topics:
  - Pollinators or beneficial insects
  - Native and/or water-wise landscaping
  - School and community gardens
  - Rainwater management
3. Be located in Washington County.
4. Provide a clear public benefit.
5. Be completed within 12 months of the grant agreement being signed.

## PROJECT EXAMPLES

The following table provides examples of projects that would meet project criteria #2 by addressing one of the four conservation areas. Projects are not limited to the examples provided in this table.

Conservation Topic		Project Examples
	Pollinators or beneficial insects	<ul style="list-style-type: none"> <li>• plant a native hedgerow to attract pollinators</li> <li>• plant a butterfly garden with native plants</li> <li>• create a foraging habitat of pollen and nectar sources</li> <li>• purchase classroom supplies to teach about pollinators</li> <li>• design &amp; print a beneficial insect factsheet to distribute to community members</li> </ul>
	Native and/or water-wise landscaping	<ul style="list-style-type: none"> <li>• install a water-efficient landscape</li> <li>• plant native trees and shrubs along a stream or pond</li> <li>• plant a native hedgerow to attract native birds</li> <li>• remove your lawn and replace it with water-wise plants</li> <li>• convert grass parking strips to native habitat</li> </ul>
	School and community gardens	<ul style="list-style-type: none"> <li>• build a new school or community garden</li> <li>• upgrade to a more efficient irrigation system</li> <li>• purchase tools to maintain a school or community garden</li> <li>• purchase soil health kits to use for education in a school garden</li> <li>• plant a winter cover crop in a community garden to improve soil health</li> </ul>
	Rainwater management	<ul style="list-style-type: none"> <li>• install a rain barrel to capture water for irrigation</li> <li>• design and install a rain garden</li> <li>• design a bioswale to filter runoff and improve water quality</li> <li>• convert your driveway or parking to a pervious surface</li> <li>• plant a vegetated filter strip to clean water runoff before it enters a stream</li> </ul>

## APPLICATION INSTRUCTIONS

Tualatin SWCD uses an online grant submission process. Applicants will need to create an online account with Submittable in order to access and complete the grant application. **Applications are review quarterly. Proposals are due via Submittable by 11:59pm on January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>.** Application questions can be previewed at the end of this document. To apply for a grant from the TWIG Program:

### 1. Create an applicant account on Submittable.

Visit <https://swcd.submittable.com/submit> to begin the process.

For assistance creating an account, view these online instructions, <https://submittable.help/en/articles/904856-how-do-i-submit> or contact Submittable at [support@submittable.com](mailto:support@submittable.com).

### 2. Complete and submit the online application form.

After creating a Submittable account, navigate to the TWIG Grant selection and click “Apply.” Complete all required sections of the application, including collecting signatures from landowners, if applicable. You will have the opportunity to submit supplemental documents, including photos, maps, letters of support, and detailed project plans.

By providing an electronic signature on the application, the applicant certifies that:

- Funds will be used only for the purposes approved by TSWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
- The project/event will comply with TSWCD’s non-discrimination policy.
- Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the applicant organization agrees to be responsible for its own actions and for any damage or third-party liability arising from the organization’s activities related to its agreement with TSWCD. It agrees to indemnify and hold harmless TSWCD and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.
- The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. TSWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. The

applicant is advised to check to be sure adequate insurance coverage is obtained for the project/event.

If submitting your application via the online grant management program is a problem, please contact us at (503) 334-2288.

## FUNDING DETAILS

- The maximum funding request is \$5,000 per application.
- Applicants may only hold one TWIG Grant at a time. A previously awarded TWIG Grant must be successfully completed and closed out prior to applying for another. The applicant may, however, be a partner on more than one project/application at a time. If the applicant is a government organization, Native American tribe, or educational institution, the limitation is applied per bureau or department.
- Indirect/administrative costs may be included in the project budget, up to 10% of the total funding requested. Additional documentation may be required.
- Payment will be made by TSWCD on a reimbursement basis, up to the amount awarded by TSWCD. The project budget is seen as an estimate of anticipated expenses. TSWCD will reimburse approved actual expenses, which must be documented with copies of bills, invoices, and/or receipts. Payments may be requested on a quarterly basis.
- Applicants must submit requests for reimbursement no later than **45 days** after the project/event completion date. Reimbursement requests and documentation received after that time may not be processed.
- TSWCD will hold back payment of 10% of the dollar amount awarded until the required project completion report has been received and accepted by TSWCD.

The following expense types will not be reimbursed by TSWCD:

- Project expenses incurred before the funding agreement is in place (signed by both parties);
- Staff costs (contracted labor is allowed);
- Meals and refreshments (unless explicitly approved in the project budget)

Payments totaling \$600 or more in a calendar year may be considered by the IRS to be reportable income. Applicants who receive TSWCD funding will be required to complete an IRS W-9 form. If applicable, TSWCD will report the income to the IRS

and to the applicant on a 1099-MISC form. The applicant should consult a tax advisor regarding income reporting requirements and whether project-related expenses may be included as deductions on the applicant's tax returns to offset this income.

## **AWARD ACCEPTANCE REQUIREMENTS**

Notice of award is provided to applicants within 6 weeks of the application deadline. Applicant and project eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects or organizations, as well as for the funding cycle/fiscal year) will be determined at the discretion of the Tualatin Soil and Water Conservation District Board of Directors.

If your proposal is awarded, the decision will be formalized with a written grant agreement that will include TSWCD and grantee responsibilities, a description of reporting and monitoring requirements, procedures for requesting payments, etc.

The applicant agrees to provide public recognition of TSWCD's support, which may include signage, mention on the applicant's website or newsletter, listing of TSWCD as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.

The applicant must send TSWCD a brief written report and photos following the project/event describing the activity, accomplishments, and how TSWCD funds provided support. We reserve the right to conduct site visits to observe the project.

## **NON-DISCRIMINATION POLICY**

The Tualatin Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

## QUESTIONS?

For information about applying for the TWIG Program, contact:

Charlotte Trowbridge  
(503) 277-3709  
[charlotte.trowbridge@tualatinswcd.org](mailto:charlotte.trowbridge@tualatinswcd.org)

If you have questions about a grant that you have already been awarded, contact:

Kelly Dawes  
(503) 334-2289  
[kelly.dawes@tualatinswcd.org](mailto:kelly.dawes@tualatinswcd.org)

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## APPLICATION QUESTIONS:

- Provide a short overview of the project.
- Provide a detailed description of the project plan, including key components, details about how the project will be implemented, a description of the population served, and identification of measurable outcomes.
- Provide a project timeline.
- How many persons will benefit directly from the project?
- How will Tualatin SWCD be recognized?
- Provide a project budget.