

CONSERVATION EDUCATION GRANT

Guidelines and Application Instructions

GRANT OVERVIEW

The Tualatin Soil and Water Conservation District's (Tualatin SWCD) Conservation Education Grant awards grants up to \$20,000 to support conservation education efforts within Washington County, Oregon.

Proposed projects must demonstrate a clear public benefit related to environmental and conservation education programs or activities for youth, families, and/or adults. The goal of the Conservation Education Grant program is to support efforts to connect people to their watershed and raise awareness of natural resources and conservation.

Projects funded by the Conservation Education Grant must be completed within 24 months. Funds are provided on a reimbursement basis unless special arrangements for upfront funding have been approved. Tualatin SWCD will work with applicants to determine a funding plan that reduces financial barriers to project implementation. Applicants must provide 10% match for all awarded projects.



Application deadline: August 15th of each year.

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 the Conservation Education Grant, the applicant must be one of the following:

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

PROJECT CRITERIA

To be eligible for the Conservation Education Grant, the proposed project must meet all of the following criteria:

1. Advance the mission of Tualatin SWCD.
2. Focus on conservation education programming or environmental workforce development.
3. Be located in Washington County.
4. Provide a clear public benefit.
5. Be completed within 24 months of the grant agreement being signed.

PROJECT EXAMPLES

The list below provides examples of projects that would meet project criteria #2 by addressing conservation education or environmental workforce development. Projects are not limited to the examples provided in this list.

- Develop/deliver direct educational programs and/or materials related to natural resource conservation, including:
 - Curriculum development
 - Educational workshops
 - Creation of written or audiovisual instructional/outreach materials
 - Environmental art projects
 - Field-based learning and experiences
- Youth leadership and job skills programs, including:
 - Mentorship or youth corps programs
 - Job skill development for careers in natural resources, conservation, and/or environmental education.

APPLICATION INSTRUCTIONS

Tualatin SWCD uses an online grant submission process. Applicants will need to create an online account with Submittable to access and complete the grant application.

Applications are due via Submittable by midnight on August 15th of each year.

Application questions can be previewed at the end of this document. To apply for a Conservation Education Grant:

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.

2. Complete and submit the online application form.

After creating a Submittable account, navigate to the Conservation Education Grant selection and click “Apply.” Complete all required sections of the application, including collecting signatures from landowners and match providers, 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 Tualatin SWCD 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 Tualatin SWCD’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 Tualatin SWCD. It agrees to indemnify and hold harmless Tualatin SWCD 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. Tualatin SWCD 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 challenge, please contact us at (503) 334-2288 for support.

FUNDING DETAILS

- The maximum funding request is \$20,000 per application.
- Applicants may hold only one Conservation Education Grant at a time. A previously awarded Conservation Education 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.
- Applicants must provide a 10% match for all awarded projects. Match can be provided in the form of cash, labor, and/or donated materials. The value of volunteer hours can be calculated using the rate provided by www.independentsector.org (\$29.95 as of 4/18/2022). Funds or labor that are directly related to implementation of the proposed project and occurred within the twelve months prior to the award can be reported as match.
- 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 Tualatin SWCD on a reimbursement basis, up to the amount awarded by Tualatin SWCD. In circumstances where upfront costs pose a barrier to project implementation, Tualatin SWCD may enter into an agreement with the grantee to provide partial funding upfront. The project budget is seen as an estimate of anticipated expenses. Tualatin SWCD will reimburse approved actual expenses, which must be documented with copies of bills, invoices, and/or receipts.
- Applicants must submit requests for reimbursement no later than **45 days** after the project completion date. Reimbursement requests and documentation received after that time may not be processed.
- Tualatin SWCD will hold back payment of 10% of the dollar amount awarded until the required project completion report has been received and accepted by Tualatin SWCD.

The following expense types will not be reimbursed by Tualatin SWCD:

- Project expenses incurred before the funding agreement is in place (signed by both parties).
- Capital campaigns, site improvements, or acquisitions of land.
- Political or religious activities.
- 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 Tualatin SWCD funding will be required to complete an IRS W-9 form. If applicable, Tualatin SWCD 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 following approval by the Tualatin SWCD Board of Directors. Applicant eligibility, 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 SWCD Board of Directors.

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

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

Grantees are expected to submit a brief written report, complete financial report, and photos following the project/event. The report should describe the activity,

accomplishments, and how Tualatin SWCD 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?

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APPLICATION QUESTIONS

- Provide contact information for primary contact person and project manager (if applicable)
- Provide a brief project summary (3-5 sentences).
- Indicate which conservation-related topic(s) your education project will focus on (water quality and/or water conservation; soil health; fish & wildlife habitat; invasive species management; forest health; farming and foods).
- Provide a detailed project plan.
- Provide a project timeline.
- What outcomes do you expect to achieve? Provide clear metrics you will use to measure project success.
- What are the community benefits of this project?
- How will Tualatin SWCD's support of this project be recognized?
- Is this an on-the-ground project (i.e. has a specific location)?
 - Provide address(es) and land ownership information for projects with a specific location. Signed Landowner Permission Form(s) are required if land is owned by someone other than the applicant.
 - Provide general description of location of proposed work for projects without a physical project site.
- Provide a project budget.
- Report any matching funds (secured and pending). *Provide evidence of secured match.
- Is your project dependent on receiving upfront funds? Please explain.
- Upload optional supporting documents including photos, letters of support, and project plans.