



# TUALATIN RIVER ENVIRONMENTAL ENHANCEMENT (TREE) GRANT PROGRAM

## Guidelines and Application Instructions

### GRANT OVERVIEW

The Tualatin Soil and Water Conservation District's (Tualatin SWCD) Tualatin River Environmental Enhancement (TREE) Grant Program awards grants up to \$100,000 for projects that promote conservation within Washington County, Oregon.

Proposed projects must demonstrate a clear public benefit in one or more of the following areas: water quality, water quantity, soil health and erosion, invasive species management, fish and wildlife habitat, or forest health. Projects funded by the TREE program must be completed within 36 months. Funds are provided on a reimbursement basis. Applicants must provide 25% match for all awarded projects.



**Application deadline: August 15<sup>th</sup> of each year.**

A [Statement of Interest](#) form is due by July 15<sup>th</sup>. Once the statement is received, the applicant will be able to access the full grant application form and will be connected with a Tualatin SWCD conservation specialist.

**Please note:** If funding remains available after the August 15<sup>th</sup> grant cycle, there will be a second deadline offered within the same fiscal year. The secondary deadline is February 15<sup>th</sup> of each year, meaning a *Statement of Interest* is due by January 15<sup>th</sup>. Please check our website to confirm whether a second funding cycle will be offered in any given year: <https://tualatinswcd.org/programs/grants-funding/tree/>

### 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 TREE Grant Program funding, the applicant must be one of the following:

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

*\*Income-generating projects are not eligible to receive funding.*

## PROJECT CRITERIA

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

1. Advance the mission of Tualatin SWCD.
2. Address one or more of the following natural resource concerns:
  - Water quality
  - Soil health and erosion
  - Fish and wildlife habitat
  - Water quantity
  - Invasive species management
  - Forest health
3. Be located in Washington County.
4. Provide a clear public benefit.
5. Be completed within 36 months of the grant agreement being signed.

## PROJECT EXAMPLES

The following table provides examples of project types that may meet project criteria #2 by addressing one or more of the six natural resource concern areas. Projects are not limited to the examples provided in this table.

Project Type	Project Examples
<b>On-the-ground enhancement or conservation project</b>	<ul style="list-style-type: none"> <li>• manage invasive plant species</li> <li>• re-vegetate a stream bank</li> <li>• restore or enhance habitat</li> </ul>
<b>Sustainable agriculture or gardening project</b>	<ul style="list-style-type: none"> <li>• promote agriculture/garden education</li> <li>• install composting systems</li> <li>• support populations of beneficial insects</li> </ul>
<b>Water quality improvement project</b>	<ul style="list-style-type: none"> <li>• engineer/implement soil erosion control methods</li> <li>• install manure storage facilities</li> <li>• implement practices to reduce toxics/pesticide use</li> </ul>
<b>Water conservation project</b>	<ul style="list-style-type: none"> <li>• improve irrigation efficiency</li> <li>• engineer irrigation systems</li> </ul>
<b>Sustainable stormwater management project</b>	<ul style="list-style-type: none"> <li>• install a parking lot bioswale or rain garden</li> <li>• remove pavement</li> <li>• harvest rainwater or greywater</li> </ul>

<b>Ecological monitoring project</b>	<ul style="list-style-type: none"> <li>• evaluate weed control or sediment control methods</li> <li>• monitor water quality to guide riparian enhancement</li> <li>• conduct rapid bio-assessments</li> </ul>
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## 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. Application questions can be previewed at the end of this document.

To apply for a grant from the TREE Grant 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 a [Statement of Interest](#) at least 30 days prior to the application deadline.**

After creating a Submittable account, navigate to the TREE Grant (Statement of Interest) selection and click “Apply.” Complete all sections of this short form.

**3. Coordinate with a Tualatin SWCD technical specialist.**

Upon receipt of your Statement of Interest form, Tualatin SWCD will assign a conservation specialist to your project. The specialist will reach out directly to the project manager to discuss project potential, and technical considerations during the proposal planning process. Project planning assistance can take place throughout the year. Early planning is encouraged to ensure that Tualatin SWCD staff is available for site visits and application assistance.

**4. Complete and submit the full online application form.**

After coordinating with a Tualatin SWCD technical specialist, you will be provided a link to the full application form. 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

- TREE Grants can provide between \$5,000 - \$100,000 in funding.
- Applicants may hold only one TREE Grant at a time. A previously awarded TREE Grant project must be successfully completed and closed out prior to applying for another. The applicant may, however, be a partner in 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 25% 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](http://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. 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 final 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 grant agreement is in place (signed by both parties).
- Project expenses incurred after the project completion date identified in the grant agreement (unless an amendment is agreed to by both parties).
- Staff costs not related to the project.
- Project expenses related to compliance with a state/federal/local enforcement order, legal judgement, or mitigation requirement.
- Acquisition of land.
- 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 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 SWCD Board of Directors.

If a 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, a verbal announcement at events, or in another form as appropriate.

Grantees are expected to submit complete financial and project reports as outlined in the grant agreement. 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 the primary contact person and project manager (if applicable).
- Provide a brief project summary (3-5 sentences).
- Indicate which natural resource issues will be addressed through this project and briefly describe how this project will address this/this issue(s).
  - Water quality; water quantity; soil health and erosion; fish and wildlife habitat; invasive species management; forest health.
- Provide a detailed project plan.
- Describe any parts of the plan that are still in development.
- Provide a project timeline.
- What outcomes do you expect to achieve? Provide clear metrics you will use to measure project success.
- How will you ensure that this project has lasting impacts? Describe plans for project monitoring and maintenance.
- What are the community benefits of this project?
- How will Tualatin SWCD's support of this project will 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.
- Upload supporting documents including letters of support (required for named project partners), site map (required for on-the-ground projects), photos (optional) and project plans (optional).