

TUALATIN WATERSHED IMPROVEMENT GRANT (TWIG)

Guidelines and Application Instructions

GRANT OVERVIEW

The Tualatin Soil and Water Conservation District's (Tualatin SWCD) 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 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.



Applications are accepted quarterly on **January 15th, April 15th, July 15th, and October 15th**. 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

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





PROJECT CRITERIA

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

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

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 reviewed quarterly. Proposals are due via Submittable by 11:59pm on January 15th, April 15th, July 15th, and October 15th.** 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.

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 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 \$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 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/event 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).
- Staff costs not directly related to the project.
- 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 within six 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 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.

The applicant must send Tualatin SWCD a brief written report and photos following the project/event describing 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 the primary contact person and project manager (if applicable).
- Provide a brief project summary (3-5 sentences).
- Indicate which conservation-related topic(s) your project will address: pollinators or beneficial insects; native and/or water-wise landscaping; school and community gardens; rainwater management.
- Provide a detailed project plan.
- Provide a project timeline.
- 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 (not required).
- Is your project dependent on receiving upfront funds, or will you need contractors/vendors to be paid directly? Please explain.
- For projects taking place on school property, upload a signed letter of support from the school principal.
- For projects involving planting, earth-moving (excavation), or installation of infrastructure, upload a planting plan and/or site diagram.
- Upload optional supporting documents including photos, letters of support, and supplemental project plans.