



## **FARMERS MARKET GRANT PROGRAM**

### **Guidelines and Application Instructions**

The Tualatin Soil and Water Conservation District's (Tualatin SWCD) Farmers Market Grant Program awards grants up to \$7,500 per market location for projects and events that promote conservation and support local food systems through community farmers markets in Washington County. Successful project applications are those that encourage community and vendor participation in market events, educate the public on conservation or agricultural topics, and/or make local agricultural products accessible to diverse demographics.

Applications are due by 11:59pm on December 31<sup>st</sup> of each year. Funds for awarded proposals are provided up front to the applicant.

### **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 Farmers Market Grant Program funding, the applicant must operate a farmers market located in Washington County. For the purposes of this grant program, a farmers market is where multiple local farmers sell fruit, vegetables, meat, cheese, bakery products, and other agricultural products directly to consumers. The market must be owned and operated by a local organization, not by one or more farmers or vendors. An organization is eligible for one grant per market location.

## PROJECT CRITERIA

To be eligible for Farmers Market Grant Program funding, the proposed project must address one or more of the following criteria:

- Increase community participation in market events
- Increase the number of vendors over previous years
- Educate the public on a conservation-related topic (e.g., food production, gardening, water use, soil health, food quality)
- Make healthy, fresh agricultural products accessible to all demographics of the county (e.g., matching funds from SNAP or other assistance programs).

## 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 due via Submittable by 11:59pm on December 31st of each year.** Application questions can be previewed at the end of this document. To apply for a grant from the Farmers Market 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 the online application form.

After creating a Submittable account, navigate to the Farmers Market Grant selection and click “Apply.” Complete all required sections of the application. You will have the option to submit supplemental documents, including photos, maps, letters of support, or 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 system is a problem, please contact us at (503) 334-2288.

## **FUNDING DETAILS**

The maximum funding amount is \$7,500 per market location. Full payment will be made by Tualatin SWCD in February of each year after completion of the grant agreement. Funds can be used toward matching other market funds. Funds cannot be used for project expenses incurred before the funding agreement is in place (signed by both parties).

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 by February 1<sup>st</sup> of each year following receipt of the application the previous December.

If your proposal is awarded, the decision will be formalized with a written grant agreement that will include Tualatin SWCD and grantee responsibilities and a description of the project.

**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 the funds provided support. A final report form will be provided via Submittable. If the applicant was awarded a grant in the previous funding cycle, their final grant report must be received before they will be considered eligible for a grant in the next funding cycle.

## **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 a project timeline.
- Provide a short description of the project.
- Describe key project components.
- Describe the geographic area and/or community served or impacted.
- Describe how Tualatin SWCD will be recognized.
- Provide a project budget.