Tualatin Soil and Water
CONSERVATION DISTRICT
Conservation is for everyone.

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.

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

Interested applicants should contact Tualatin SWCD for details on how to apply (see *Questions* section for contact information).

Applications for funding are due by December 15th of each year. New applicants should contact Tualatin SWCD staff at least one month prior to the deadline to receive application instructions.

TERMS AND CONDITIONS

- 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.

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 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 form. Tualatin SWCD does not provide tax advice. The applicant should consult a tax advisor regarding income reporting requirements.

AWARD ACCEPTANCE REQUIREMENTS

Notice of award is provided to applicants by January 15th of each year.

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 email. If the applicant was awarded a grant in the previous funding cycle, their final grant report must be received before they are 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?

Please email Tualatin SWCD's Grants Program at grants@tualatinswcd.org. Or contact one of our Grants & Partnerships Program Coordinators (job-shared role):

Jen Shih
(503) 501-7738
jen.shih@tualatinswcd.org

Charlotte Trowbridge
(503) 277-3709
charlotte.trowbridge@tualatinswcd.org