**PIC 2017 Application Questions**

The official on-line application is available as of November 1, 2016 <http://emswcd.org/pic>

Application questions and budget information are provided here to enable organizations to work on their PIC application off-line prior to the opening date or in preparation to transfer responses. Character limits include spaces. Please refer to the 2017 PIC Guidelines for grant program background and details. For more general information on the Partners in Conservation (PIC) Grant Program, see [EMSWCD website](http://emswcd.org) [Grants Program section](http://emswcd.org/grants-and-cost-share/).

**ORGANIZATION BACKGROUND**

1. Has your organization applied for a PIC grant previously? YES or NO
2. Briefly describe your organization (include your mission, primary programs and constituents). (700 character limit)
3. What year was your organization founded? (single line answer)
4. How many board members does your organization have? (single line answer)
5. How many paid staff members does your organization have? (single line answer)
6. Does your organization have equity and/or non-discrimination policies or statements? YES or NO

*If yes, please include these in a separate PDF document uploaded in the* *Documents Tab.*

1. Fiscal agent? (*If different from the applicant. If no fiscal agent, please write N/A)*

**PROJECT INFORMATION**

1. Project Location (700 Character limit)

*Provide the physical address of all locations where the project will take place (or nearest intersection). If no location, please write N/A.*

1. Identify the watershed(s) where project activities will occur (check all that apply):

Columbia Slough, Columbia River, Johnson Creek, Sandy River, Willamette River.

1. Identify the primary natural resource issue addressed by the project (select only one based on how the majority of the funds will be used).

*Please see the PIC Guidelines in the library tab or on the EMSWCD website for more detailed information about each of these categories.*

- Habitat Restoration /Monitoring

- Naturescaping/Stormwater Management

- Sustainable Agriculture/Urban Food Gardening

- Environmental Education

- Equity/Conservation Capacity Building

1. Provide a short description of the project. (300 character limit)
2. Provide a statement of the conservation problem your project is addressing, what has been accomplished to date by your organization, and how the project furthers one or more of the EMSWCD grant goals. (3000 character limit)
3. Provide an overview of your project objectives, specific activities you plan to carry out with grant funds, estimated timeline and anticipated outcomes, including the project benefits to the community and/or watershed. (3000 character limit)
*Your answer should provide a narrative description of your project work plan (a separate application section in table format).*
4. Indicate your estimated project start date. (*MM/DD/YYYY*)
5. Indicate your estimated project completion date. (*MM/DD/YYYY*)
6. Describe your project's key partners. What role do they have in implementing the project and why were they selected as partners? (1500 character limit)
*Include specific information related to funding, time and expertise the partners will contribute to the project. Letters of support should be included in the application from those identified.*
7. What is the total number of people (non-staff) that will be served by, will participate in, or otherwise will directly benefit from your project? (table answer)
8. What percentage of the total number of people served/participants/beneficiaries will be from within EMSWCD’s service area? (table answer)

*Where this is not known, please provide your best estimate.*

1. Does your project benefit low income and/or communities of color? If so, describe the benefit and the level of their involvement in the project. Also describe your organization's experience in working with these communities. (1500 character limit)
*For example, does your organization represent culturally specific group? Does the project management team involve culturally specific staff? Are project participants or volunteers low income/culturally specific?*
2. Have the required permits been obtained for the project? YES, NO or Not Required
3. How will the success of your project and its impact be determined? Describe how you approach project evaluation, who is responsible for conducting evaluation, and how past evaluation has influenced your programs/projects? (1500 character limit)
4. Is this project primarily site-based? YES OR NO (If yes, answer 23 if no, answer 24)

*A site-based project takes place at a specific location and involves on-the-ground project activities. A non-site-based project is primarily educational and/or capacity building in its focus.*

1. For this site-based project, how will the site and project elements be protected and managed over the long term to ensure that outcomes are sustained? Include a description of optimal project maintenance (activity, frequency, duration). (1500 character limit)
*For example, what legal mechanism protects the site, what entities will be responsible for monitoring/maintaining the site, and/or what measures have been taken to secure necessary long-term funding?*
2. For this non-site-based project, describe how your efforts will be sustained or expanded upon after the grant period is over? (1500 character limit)
*For example, what can partners and beneficiaries do to adopt and continue educational programs, what measures have been taken to secure long-term funding?*
3. PIC Plus applicants only: Describe why this project would benefit from multi-year funding. (1000 character limit)
*Specifically explain how this would increase your ability to leverage funding, partnerships, community involvement and project delivery beyond a succession of single year grants. (Enter N/A if not applying for a PIC Plus grant.)*

**Project Work Plan** (will be located in a separate tab in the online application).

***Instructions****: This Project Work Plan will serve as your Scope of Work in your PIC Funding Agreement should you be awarded a PIC grant. It includes details of what will be done with the grant, specific tasks to be accomplished and quantifiable deliverables/outcomes.*

*Please fill in the left column boxes with a brief description of each of your primary project activities. In the middle column, indicate the approximate date (e.g. 10/15/17) or period (e.g. Jan - Mar, 2018) during which that activity will occur. In the right column, list the anticipated measurable outcomes of the project (examples below).*

*• Acres of native vegetation restored (larger scale/rural projects)*

*• Acres of weeds treated or removed*

*• Cubic feet or pounds of trash/weeds removed*

*• Linear feet of stream bank restored*

*• Number of trees/plants installed*

*• Square feet of urban habitat installed (naturescaping)*

*• Square feet of impervious surface removed*

*• Gallons of stormwater managed on site*

*• Number of volunteers engaged*

*• Number of volunteer hours*

*• Number of elementary school youth reached through environmental education (EE)*

*• Number of middle/high school youth reached through EE*

*• Number of general public reached through EE program or event*

*• Number of hours per child of EE experience*

*• Square feet of garden plot created*

*• Number of youth/adults participating in gardening/sustainable agriculture*

*• Square feet of project located in underserved/low income neighborhood*

*• Number of underserved youth involved in project*

*Add more rows to the table as needed. Example given.*

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| **Activities** | **Timeline** | **Outcomes/Deliverables** |
| Planting of riparian area – all day volunteer event. | 10/1/2017 | 1 acre restored: 300 native trees installed, 50 volunteers, 250 volunteer hours, 1000 ft stream bank restored |
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**PIC 2017 Project Application Budget**

**There is a separate budget tab in the on-line application to provide summary budget figures for revenue and expenses. Applicants are also asked to fill out an Excel spreadsheet template with more detail on project expenses, which is also available at** <http://emswcd.org/grants-and-cost-share/apply/for-organizations-pic/forms/>

* Project Management/Staff (payroll): Salaries, wages and benefits that are directly applicable to the proposed project (do not add overhead to this rate beyond direct benefits). List each position separately with title, rate of pay and number of hours.
* Contracted Services: Consultants, work crews, equipment operators, etc.
* Unpaid and donated/volunteer service ($23.56/hour): Indicate services provided.
* Travel: Project related travel costs (number of expected miles x current federal reimbursement rate). You may also include cost of bus or vehicle rental.
* Materials, Supplies & Equipment: Including but not limited to plants, logs, fencing, office supplies, postage, communications, marketing/promotion, and purchase, rental or use of durable equipment such as tools, machinery and outdoor personal/educational gear. All must be directly associated with the project.
* Pre-implementation: Design, permits, inspection, etc.
* Other expenses:
* Administration/Overhead: Requests for administrative/overhead costs must be reasonable and justifiable, and in no case may exceed 15% of direct project costs.

**Budget Narrative** (3000 character limit): Briefly describe the expenses and revenues (secured and unsecured) in the project budget, and specify the sources of your matching funds. Let us know where else you have submitted or are planning to submit a funding application for the same project. If you are applying for a PIC Plus grant, please indicate approximately how much of EMSWCD funds would be expended each year.