**East Multnomah Soil and Water Conservation District**

|  |  |
| --- | --- |
| App # |  |
| Date Received  |  |
| Date acted on |  |
| Approved? | Yes No |

**Grant Application**

**Small Projects and Community Events (SPACE) Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Today’s Date:** |  | **Project or Event Name**  |  | **Requested Amount:** |  |

Application must be submitted as a paper document, with a maximum of three pages (including signature page).

|  |  |
| --- | --- |
| **Organization Name** |  |
| Alternate name/acronym |  |
| Address |  |
| City |  | State |  | Zip code |  |
| Phone # |  | Website |  |
| **Applicant Category** |  |  |
| Nonprofit  |  | Tribe |  | Educational |  | Government |  | Watershed Council |  |
| **Project Contact Person** |  |  |
| Name |  | Title |  |
| Phone  |  | E-mail |  |
| **Fiscal Agent, If Applicable**  |  |  |
| Address |  |
| City |  | State |  | Zip code |  |
| **Fiscal Contact Person** |  |  |
| Name |  | Title |  |
| Phone  |  | E-mail |  |
| **Description of Applicant Organization**  |  |
| **Project Description**(one or two sentences) |  |
| **Key Project Components** (A snapshot of your project, including population to be served and measurable outcomes, such as number of native plants planted, number of volunteers engaged, square feet of habitat restored, etc.)  |  |
| How many persons will benefit directly from the project?  |  |
| What Geographic Area will be served or impacted? |  |
| What Natural Resource Issue(s) will be addressed?  |  |
| [ ]  Restoration/conservation [ ]  Pollution prevention [ ]  Environmental Education [ ]  Monitoring | [ ]  Engineering of a conservation project[ ]  Sustainable agriculture/gardening [ ]  Sustainable stormwater management |
| Date of Project or Event |  |
| **Project Budget**  | Total project budget |  | Total requested |  |
| How will EMSWCD Funds be used?  |  |
| Other proposed sources of funding and amounts for each (please note if funding secured with “Yes” or “No”). You may include the value of in-kind support. |
|  | Secured?  |  |  |  | Secured? |  |
|  | Secured? |  |  |  | Secured? |  |
| How will EMSWCD be recognized? |  |
| **Pay up front or reimburse? (choose one)** | Pay upfront by (date) |  | Reimburse by (date) |  |

|  |  |
| --- | --- |
| **Signatures of Applicant**  | **Original signatures must be received by the District** |
| *I* I certify that the above information is true and accurate.I certify that my organization will abide by the terms outline in the SPACE Application Instructions, which are attached and included as part of this Agreement.  |
| **For the Applicant** |  |  | **For the Fiscal Agent (if applicable)**  |
|  |  |  |  |  |
| Signature  | Date |  | Signature  | Date |
|  |  |  |  |  |
| Printed Name | Title |  | Printed Name | Title |

|  |  |  |
| --- | --- | --- |
| **For the Landowner (if applicable)** |  | **For East Multnomah Soil and Water Conservation District**  |
|  |  |  |  |  |
| Signature  | Date |  | Signature  | Date |
|  |  |  |  |  |
| Printed Name | Title |  | Printed Name | Title |

Due by 5pm on the 15th Day of Each Month:

Suzanne@emswcd.org

Grants Department

EMSWCD

5211 N. Williams Ave

Portland, OR 97217

**East Multnomah Soil & Water Conservation District**

**Small Projects and Community Events (SPACE) Program**

**Application Instructions**

The East Multnomah Soil & Water Conservation District Small Projects and Community Events Program (SPACE) advances the mission of the EMSWCD by leveraging District funds through conservation-related work that is carried out by other organizations. This program provides small amounts of money (up to $1,500) to support conservation projects, conservation education, and community events that promote natural resource conservation.

**The types of projects/events that are eligible for SPACE Program funding are:**

1. On-the-ground restoration or conservation project. Examples: tree planting, weed removal.
2. Sustainable agriculture or gardening project. Examples: soil tests, composting, use of beneficial insects.
3. Soil/water pollution prevention project. Example: trash cleanup along a stream.
4. Demonstration project. Examples: parking lot bioswale, interpretive sign at a restoration site.
5. Design/engineering of a conservation practice. Example: manure shed design for future use.
6. Education of youth and/or adults. Examples: school field trip to learn about watershed health, informational booth on alternatives to pesticides for lawns and gardens.
7. Community event focused on improving public understanding of natural resource conservation. Example: festival celebrating the annual return of salmon to spawn.

**Note: Preference may be given to small projects or events for which the level of funding provided by the District is a significant portion of the budget and will make a meaningful difference in ensuring the success of the project or event. The general guideline to be followed is that the total project budget does not exceed $5,000.**

**To be eligible for SPACE Program funding, the applicant must meet one of the following criteria:**

1. Nonprofit organization or group -- 501 (c) (3) status is not required if you have a fiscal sponsor
2. Educational institution
3. Government agency
4. Native American tribe

**To be eligible for SPACE Program funding, the project or event must meet these criteria:**

Must address one or more of the following: soil erosion prevention/control, soil quality, water quality, water conservation, watershed health;

AND:

1. Be located within the EMSWCD service area (Multnomah County lying east of the Willamette River), and/or
2. Directly benefit residents in the EMSWCD service area.

**SPACE Program funding schedule and limits:**

1. The maximum dollar limit for requests is $1,500 per application. If funded, the amount awarded for a particular project or event will be determined by the EMSWCD.
2. Applications will be accepted and considered on a first-come, first-served basis during the fiscal year (July to June).
3. Applicants are welcome to submit applications for more than one project or event per fiscal year.
4. If the available funds for the SPACE Program for a given fiscal year are committed before the fiscal year ends, additional applications may not be taken until the start of the next fiscal year.
5. For many awards, payment will be made on a reimbursement basis after the project/event has been completed and after the applicant has submitted copies of bills and/or receipts to the EMSWCD. If needed, the applicant may request payment to be made up front (before the project/event takes place) by so indicating on the application.
6. For awards over $600, the income may be taxable. The EMSWCD will send an IRS W-9 form to applicants to which this requirement may apply and will report the income on a 1099-MISC form. Recipients are responsible for any personal tax consequences associated with receipt of grant funds.
7. Applicant and project/event eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects or organizations and for the fiscal year) will be determined at the discretion of the EMSWCD.

**Instructions for applicants, terms of agreement:**

1. The Application form must be filled out completely and signed. It may be sent electronically or mailed. Send completed application forms to Suzanne Easton (contact information below). Each signer must be authorized to represent his/her organization and to sign contracts on its behalf.
2. The deadline for Applications is the **15th of the month** to be considered at the following board meeting (first Monday of each month). Board meeting dates may change.
3. Applications should be submitted at least **40-60 days** before the start date of the project or date of an event.
4. By signing the Application, the applicant certifies that:
	1. EMSWCD funds will be used only for the purposes approved by the EMSWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
	2. The project/event will comply with the EMSWCD’s nondiscrimination policy. (The District prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual’s income is derived from any public assistance program.)
	3. 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 the EMSWCD. It agrees to indemnify and hold harmless the EMSWCD 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.
	4. The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. The EMSWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. (The applicant organization is advised to check to be sure adequate insurance coverage is obtained for the project/event.)
5. **The applicant agrees to provide public recognition of the EMSWCD’s support**, which may include: Signage, mention on the applicant’s website or newsletter, listing of the EMSWCD as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.
6. Submit all correspondence, including bills, receipts, and reports, to the attention of Suzanne Easton.
7. Applicants must submit requests for reimbursement no later than **60 days** after the project/event. Requests/documentation received after that time may not be processed.
8. **The applicant must send the EMSWCD a brief written report and photos** following the project/event describing the activity, accomplishments, and how EMSWCD funds provided support.

The applicant organization, fiscal agent (if applicable), and landowner (if applicable) must sign the Application. If the EMSWCD Board awards funding, the EMSWCD Executive Director or his designee will sign the Application. This fully executed Application will then serve as the official Agreement between the parties. The Agreement will include these Instructions and any other relevant documents.

**Applicants are encouraged to call with any questions** about the application process, EMSWCD expectations, terms of the agreement, payments, reporting requirements, etc.

**Contact:** Suzanne Easton, Grants Program Manager

Phone: 503-935-5370

Email: suzanne@emswcd.org

Address: East Multnomah SWCD

5211 N Williams Ave.

Portland, OR 97217