



# Small Project and Community Events (SPACE) Grant Program

## Guidelines & Instructions Fiscal Year 2022-23

**Applications received by the 1<sup>st</sup> of each month will be considered for funding by the 1<sup>st</sup> of the following month.**

Submit online via ZoomGrants:

[https://www.zoomgrants.com/zgf/EMSWCD\\_SPACE\\_Grants\\_22-23](https://www.zoomgrants.com/zgf/EMSWCD_SPACE_Grants_22-23)



## Small Project and Community Events (SPACE) Grant Program Guidelines & Instructions | Fiscal Year 2022-23

The EMSWCD SPACE Grant Program was established to advance EMSWCD's mission by providing small grants for community projects and conservation-related activities carried out by local organizations and schools. By providing accessible funding for short-term projects and events, groups can undertake important smaller scale projects in the community with less lead time and administrative burden than larger grant programs. We especially encourage projects that are led-by, serve or engage Black, Indigenous, communities of color, low-income communities and communities negatively impacted by racial or other types of discrimination, systemic racism and other social inequities. Projects must show a clear public benefit in one or more of the following areas: *habitat restoration, watershed health, soil erosion prevention/control, soil health, water quality, water conservation, environmental education.*

### EMSWCD Grants Program Goals

Taking care of our land and water resources in the EMSWCD service area involves the efforts of many organizations, public agencies and community groups. By providing grant support to organizations, schools and communities, we hope to enable each participant to become involved in these local efforts. Everyone deserves the benefits of healthy soil and water and access to outdoor education, and we look for opportunities to broaden participation and expand the impact of our grants.

EMSWCD has identified six goals for its Grants Program. Keep these goals in mind as you consider applying for your SPACE grant. These goals help EMSWCD prioritize how we fund community efforts throughout our region.

***Goal 1: Complement other EMSWCD program efforts in habitat restoration, urban water quality, and sustainable agriculture.***

***Goal 2: Increase the environmental literacy of EMSWCD residents.***

***Goal 3: Increase capacity and strengthen organizational structures needed to advance equitable conservation outcomes.***

***Goal 4: Establish and support sustainable school and community gardens throughout the urban areas of the EMSWCD service area.***

***Goal 5: Increase the urban tree canopy and support a sustainable urban forest.***

***Goal 6: Increase conservation benefits for communities and populations experiencing disparities in environmental health, environmental education, and natural amenities.***



## 202223 SPACE Grant Overview

- Grant size: Up to **\$2,000**.
- A total of **\$62,000** will be available for SPACE grants awarded in the 2022-23 fiscal year.
- Grants are awarded monthly. Applications submitted by the **1<sup>st</sup> of the month** will be considered for funding by the 1<sup>st</sup> of the following month.
- EMSWCD uses an online application and grants management system, **ZoomGrants**. Applications should be submitted online through this system to be considered for funding. Access is available through the EMSWCD website. <https://emswcd.org/space>. If you are not able to use the online system, please contact EMSWCD staff and alternative arrangements can be made.

## SPACE Grant Program Policies

### Non-discrimination policy:

For work related to an EMSWCD funded project, the grantee agrees to comply with EMSWCD's policy of prohibiting discrimination 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.

### Eligible applicants for the SPACE Grant Program:

1. Non-profit 501(c)(3) organization
2. Non-profit groups without 501(c)(3) status (*for example, community groups, neighborhood groups, etc.*) that retain a qualified fiscal sponsor
3. Educational institution
4. Government agency
5. Native American tribe.

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

1. Must advance the mission of the EMSWCD "To Help People Care for Land and Water."
2. Must be located within EMSWCD's service area (Multnomah County east of the Willamette River) and/or demonstrate direct benefit to EMSWCD residents.
3. Must provide a clear public benefit.

### Eligible project types (not a complete list):

1. On-the-ground habitat improvement project. Examples: native plant/tree planting, invasive weed control, erosion control, pollinator gardens.
2. Sustainable agriculture or gardening project. Examples: establishing new school and community gardens/orchards, garden education or upgrading existing gardens, composting systems, water saving irrigation, use of beneficial insects.
3. Pollution prevention project. Examples: trash cleanup along a stream, toxics/pesticide reduction workshop.



4. Sustainable stormwater management project. Examples: parking lot bioswale, raingarden, tree planting, pavement removal.
5. Monitoring project. Examples: volunteer training, monitoring event such as a bioblitz.
6. Conservation education of youth and/or adults. Examples: classroom/outdoor education program, workshops, teacher training, signage, Earth Day event.
7. Furthering diversity, equity and inclusion through conservation projects or programs. Example: equity training, stipends or scholarship to promote participation of underserved populations and communities of color.
8. Building capacity for conservation in community-based organizations. Examples: training to build conservation knowledge and technical skills in staff or board, event speakers, project planning.

**The SPACE Grant program does not fund:**

1. Private businesses and landowners. Funding and technical assistance from the EMSWCD may be available for these entities under other EMSWCD programs. Please contact our main office for more information.
2. Small-scale rainwater harvesting systems such as rain barrels. Funding may be available for large-scale water harvesting systems in locations where there are no other water sources and/or the scale of the system is large enough to support annual water needs for the project.
3. Structures and buildings. Funding may be available for applications where the funding request for structures/buildings is a minor component of the project. If the funding request is entirely for constructing a structure/building, the project is not eligible for SPACE Grant funding.
4. Ongoing staff positions, unless it is short term staff time to implement a project. SPACE Grant funding is intended for short term, discrete projects only.
5. Political campaigns, EMSWCD is statutorily prohibited from supporting such activity.
6. Required mitigation projects.

**Funding schedule and limits:**

1. The maximum dollar limit for requests is **\$2,000** per application. If funded, the amount awarded for a particular project or event will be determined by 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. However, if an organization has already received a grant, a subsequent application will be less competitive than applications from organizations who have not previously been awarded a grant in that 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 considered until the start of the next fiscal year.
5. Payments for approved awards can be made on a reimbursement basis or as an up-front payment. For reimbursement payments, grantees must submit copies of bills and/or receipts with their final report to EMSWCD after the completion of the project/event. For up-front payments, funds will be provided prior to the project/event, and grantees are required to



submit copies of bills and/or receipts to EMSWCD after the completion of the project/event, with their final report.

6. For awards over \$600, the income may be taxable. EMSWCD will request an IRS W-9 form from applicants to which this requirement may apply and will report the income on a 1099-MISC form. Grant recipients are responsible for any tax consequences associated with receipt of grant funds.

### Requirements/Deadlines:

1. The **deadline** for applications is the **1<sup>st</sup> of the month**, submitted online via **ZoomGrants** (unless other means of application have been arranged). If using the online application through ZoomGrants is not possible, please contact staff to arrange accommodations.
2. **New applicants:** If you have not applied for a SPACE grant before, we recommend that you contact the EMSWCD Grants Program Manager to acquaint yourself with the program and consult about project plans.
3. Applications should be submitted at least **40-60 days** before the start date of the project or date of an event.
4. Funding decisions are usually made within three to four weeks following the monthly application deadline.
5. If your proposal is funded, the decision will be formalized with a **funding agreement** that will include EMSWCD and grantee responsibilities, procedures for requesting payments, etc. This will be signed by all parties in ZoomGrants, including the fiscal sponsor if one is used.
6. No project expenses incurred before the funding agreement is in place (signed by all parties) can be covered by EMSWCD funds.

**Applicants are encouraged to call** with any questions about the application process, EMSWCD expectations, terms of the agreement, payments, reporting requirements, etc. It is also a good idea to run your ideas by staff prior to submitting an application.

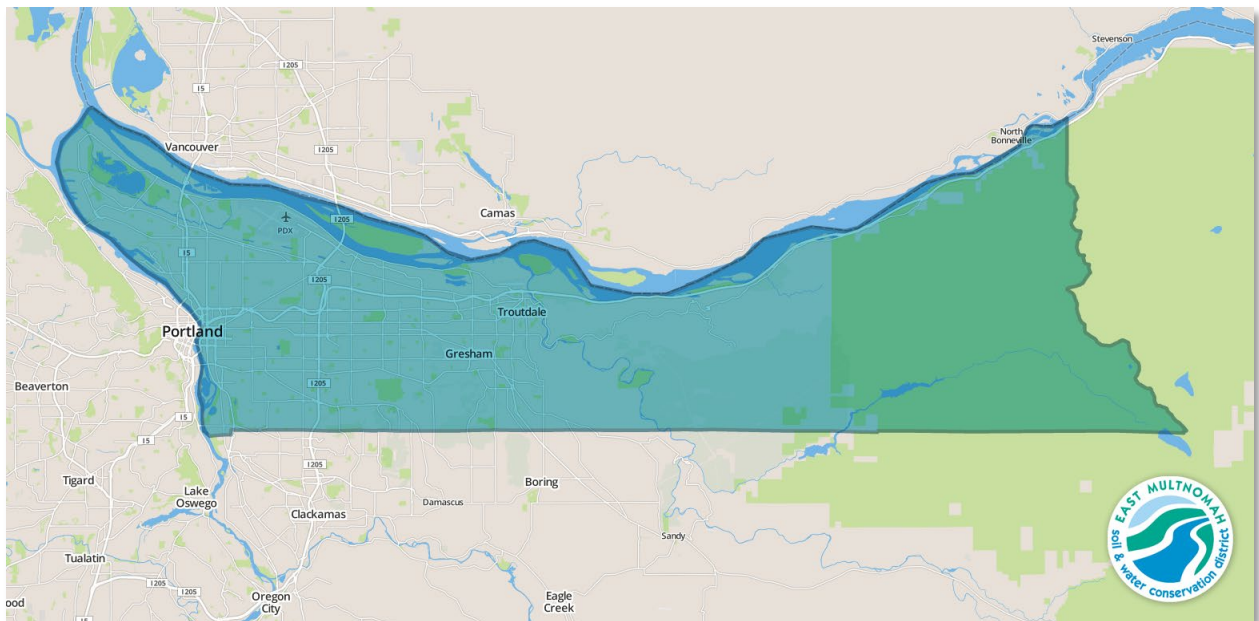
**Contact:** Heather Nelson Kent, Grants Program Manager  
**Phone:** 503-935-5370  
**Email:** [heather@emswcd.org](mailto:heather@emswcd.org)  
**Address:** East Multnomah Soil and Water Conservation District  
5211 N Williams Ave., Portland, OR 97217



## About EMSWCD

**The East Multnomah Soil and Water Conservation District (EMSWCD)** is a unit of local government whose mission is to help people care for land and water. The EMSWCD is led by an elected board of five directors and works entirely on a voluntary, non-regulatory basis with landowners, land managers, and other residents east of the Willamette River centerline in Multnomah County. EMSWCD's work is geared toward keeping water clean, conserving water, keeping soil healthy, and conserving natural habitat.

Contact Heather Nelson Kent, our Grants Program Manager, with any questions about our other grant programs at [Heather@emswcd.org](mailto:Heather@emswcd.org) or (503) 935-5370. Learn more about us at <https://emswcd.org>



*Map of EMSWCD service area, which is all of Multnomah County East of the Willamette River.*