



Issue	Description
1. Goals	SPACE Grants 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.
2. Outreach / Project Solicitation	Staff develops outreach strategies, materials, and messages to be included on the district website and shared via various communication outreach and engagement efforts. Board members have access to information to share the opportunity with community partners.
3. Transparency, Conflicts, and Disclosure	Board and staff members (including the Executive Director) reviewing and/or approving grant proposals will take actions as dictated by the State’s Ethics law and must abide by EMSWCD’s policy on Grant Disclosure and Bias (Policy 3.2.2).
4. Application Process	Proposals are submitted to the Grants Program Manager to review for completeness and eligibility.
5. Application Materials	SPACE Grant application materials are developed by EMSWCD staff and updated annually.
6. Proposal Development and Presentation	To reduce barriers to accessing these grants, staff may assist applicants in preparing applications and through the review process.
7. Entity Eligibility	Applicant is a nonprofit 501(c)(3), educational institution, Tribal entity, and/or has a fiscal sponsor that meets this criterion.
8. Project Eligibility	Proposals must satisfy all of the following eligibility criteria: <ul style="list-style-type: none"><li>• Project is located within the EMSWCD service area or serves its residents</li><li>• Project shows a clear public benefit and advances District’s Strategic Plan (2023-2027)</li><li>• Project meets one or more of the Grant Program Goals.</li></ul>
9. Funding Level	Grant request maximum may be amended annually by Board of Directors in the budget process. The total budget for SPACE grants is approved annually by the Board of Directors.
10. Program Duration	Ongoing program. Funding for SPACE Grants are included in the District’s annual budget approved by the Board of Directors.
11. Project Evaluation Process	The EMSWCD Grants Program Manager reviews applications for completeness and eligibility.



12. Funding Recommendations	The Grants Program Manager recommends to the Executive Director funding for grant proposals that meet SPACE Grant goals.
13. Project Approval	EMSWCD's Executive Director may directly approve SPACE grant awards. The Executive Director is responsible for informing the Board of funding awards and providing regular progress reports.
14. Project Duration	Project scope can be completed in 1-2 years (grant funding agreements may be extended with a contract amendment).
15. Project Tracking, Reporting, and Follow up	All SPACE grantees are required to submit a final report.