



Small Project and Community Events Grants

SPACE 24-25



Illustrated map of EMSWCD service area. All of Multnomah County East of the Willamette River.

SPACE Grants are reviewed and awarded on a rolling basis.
Funding decisions are usually made within three to four weeks after applying.

Submit online via ZoomGrants:

https://www.zoomgrants.com/zgf/East_Multnomah_Soil_and_Water_Conservation_District/2024-25_SPACE



Small Project and Community Events (SPACE) Grant Program Guidelines & Instructions | Fiscal Year 2024-25

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

EMSWCD Grants Program Goals

Everyone deserves the benefits of healthy soil and water, access to outdoor experiences, events, and education. We look for opportunities to broaden participation and expand the impact of community efforts through our grants. Taking care of our land and water in EMSWCD's service area involves the efforts of many organizations, public agencies and community groups.

EMSWCD's Grant Program has five goals. These goals help EMSWCD prioritize how we fund community efforts throughout our region. Your project should meet **at least one** of these goals.

1. Complement other EMSWCD program efforts in water quality, soil health, fish and wildlife habitat and sustainable agriculture.
2. Increase conservation benefits for communities and populations experiencing disparities in environmental health, environmental education, and natural amenities.
3. Build resilience to climate change in local communities, mitigate climate change impacts, and build momentum for climate change action.
4. Establish school and community gardens and support sustainable and culturally appropriate agriculture practices.
5. Prepare residents for careers or education in natural resources, agriculture, nature education, or other nature-related fields by supporting mentorship, youth programs, and job skill development.



2024-25 SPACE Grant Overview

Grant amount	Up to \$2500
Total SPACE budget	\$97,000 for this fiscal year (a budget increase of \$10,000 over FY 23-24)
Timeline for application review	SPACE Grants are reviewed and awarded on a rolling basis. Funding decisions are usually made within three to four weeks after applying.
Application process through ZoomGrants	Applications may be submitted through this online application and grants management system. Let us know if you need assistance.
Funding awards	Grants are made on an upfront or reimbursement basis.

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 scholarships 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, and 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 funds are used short-term to pay staff time to implement a project. SPACE Grant funding is intended for short-term, discrete projects only.
5. Political campaigns, EMSWCD is legally prohibited from supporting such activity.
6. Required mitigation projects.



Funding schedule and limits:

1. The maximum dollar limit for requests is **\$2,500** 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 1 to June 30).
3. If an organization has already received a grant, consult the Grant Program Manager to determine if a second application may be considered. For the past two years, funding requests have exceeded the SPACE program budget and we want to give broad access to communities.
4. If funds for SPACE Grants 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 upfront payment. For reimbursement payments, grantees must submit copies of bills and/or receipts with their final report to EMSWCD after completing the project/event. For upfront payments, grantees must submit copies of bills and/or receipts to EMSWCD after completing 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 the receipt of grant funds.

Requirements/Timelines:

1. SPACE Grants are reviewed and awarded on a rolling basis. Funding decisions are usually made within three to four weeks after applying.
2. If using the online application through ZoomGrants is not possible, please contact staff to arrange accommodation.
3. **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.
4. Applications should be submitted at least **40-60 days** before the start date of the project or the date of an event.
5. If your proposal is funded, the decision will be formalized with a **signed funding agreement** that will include EMSWCD and grantee responsibilities, procedures for requesting payments, etc. If a fiscal sponsor is being used, the fiscal sponsor will sign the grant agreement with EMSWCD, and funding will be paid to the fiscal sponsor.



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 or email with any questions about the application process, EMSWCD expectations, agreement terms, payments, reporting requirements, etc.

Contact: Heather Nelson Kent, Grants Program Manager
Phone: 503-935-5370 (desk) or 503-577-7495 (cell – ok to text)
Email: heather@emswcd.org
Address: East Multnomah Soil and Water Conservation District
5211 N Williams Ave., Portland, OR 97217

About EMSWCD

At East Multnomah Soil and Water Conservation District (EMSWCD), our mission is to help people care for land and water. We are a local government led by an elected board of five directors with a voter-approved tax base. We work together with community partners and individuals on a voluntary, non-regulatory basis. Our district includes all of Multnomah County east of the Willamette River centerline. In 2023 we adopted strategic priorities that focus our efforts on soil and water quality, water conservation, enhancing wildlife habitat, equity and inclusion, and climate change impacts.



Illustrated map of EMSWCD service area. All of Multnomah County East of the Willamette River.

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