



# Partners in Conservation (PIC) Grant Program

## Guidelines & Instructions Fiscal Year 2016-17

**Applications due 4 pm, December 15, 2016**

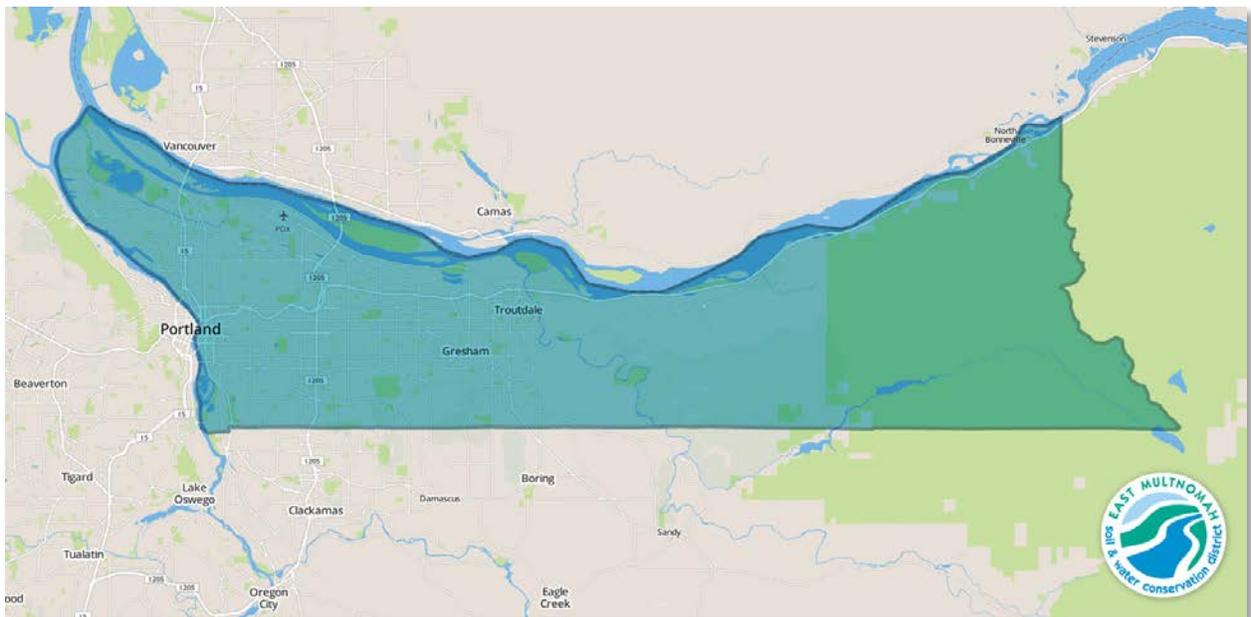
Submit via ZoomGrants: <http://emswcd.org/pic>



## 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 east of the Willamette River centerline in Multnomah County. The EMSWCD fulfills its mission by providing technical, capacity, and financial assistance to organizations, landowners, land managers, and other residents to help establish and maintain healthy ecosystems, with a particular focus on soil, water, and natural habitats. With 20 full time staff and an annual operating and capital budget of \$12.2 million for FY15-16, the EMSWCD implements its activities through four organizational units: 1) Finance and Operations; 2) Rural Lands; 3) Urban Lands; and 4) Conservation Legacy.

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



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



## Partners in Conservation (PIC) Program Guidelines & Instructions | Fiscal Year 2016-17

The East Multnomah SWCD Partners in Conservation Program was established to advance the mission of EMSWCD by leveraging District funds through conservation-related work that is carried out by other organizations. This program provides funding to support conservation projects and conservation education in the EMSWCD service area. We specifically encourage projects that serve or engage disadvantaged populations and diverse communities. In all cases, projects must show a clear public benefit in one or more of the following: *habitat restoration, watershed health, soil erosion prevention/control, soil health, water quality, water conservation, environmental education.*

### 2017 PIC Overview

- **PIC:** Minimum grant award is \$5,000 and the maximum is \$60,000.
- **PIC Plus:** Minimum grant award is \$5,000 and the maximum is \$100,000 per year for up to 3 years. (See specific instructions for PIC Plus at the end of these guidelines).
- A total of approximately \$750,000 will be available for both PIC and PIC Plus grants awarded in the 2016-2017 fiscal year.
- The deadline for submission of applications is **4 pm on December 15<sup>th</sup>, 2016.**
- EMSWCD is using an online application and grants management system, ZoomGrants, for the 2017 PIC program. Applications must be submitted online through this system to be considered for funding. Access is available through the EMSWCD website as of November 1, 2016: <http://emswcd.org/pic>

### Our Vision and Program Goals

Conservation of EMSWCD land and water resources involves the efforts of many organizations, public agencies and community groups. We recognize that conservation goals can best be achieved by helping to create a strong network of local organizations and concerned residents working together in common purpose. By providing grant support to organizations, schools and communities, we hope to enable each to become more effective contributors to conservation efforts. We believe that multiple and complementary strategies and approaches with diverse participation can strengthen outcomes on the ground. We also recognize that everyone deserves the benefits of healthy soil and water and environmental education, and we look for opportunities to broaden participation and expand the impact of our grants. The goals of the EMSWCD Grants Program reflect a commitment to cooperation and support that will produce lasting, deeply rooted efforts to protect our natural resources and sustain our communities.

In its Strategic Plan, the EMSWCD has identified four goals for the Grants Program. The first goal addresses the intent to complement the EMSWCD core rural and urban program areas with external grant funding. (See the EMSWCD Strategic Plan for more information on these EMSWCD program areas). The other three program goals focus on outcomes unique to our grants program that still fulfill the EMSWCD mission to *help people care for land and water.*

***Goal 1: Complement other EMSWCD program efforts by providing grants to partners that will improve surface water quality, decrease soil erosion, enhance and protect natural habitats, and promote sustainable agriculture.***



The EMSWCD's Urban Lands Program (ULP) aims to foster a stewardship ethic in the urban landscape by encouraging practices that prevent pollution and promote resource conservation. The ULP works with jurisdictions to achieve quantifiable improvements in water quality and quantity parameters adversely affected by urban landscapes. The Program also works to reduce seasonal increases in outdoor water usage and promote practices that increase and improve urban wildlife habitat.

THE EMSWCD's Rural Lands Programs (RLP) works in the rural areas of the District to improve water quality, restore and revegetate riparian areas, and control invasive weeds. While the RLP works mostly with private landowners, the PIC grant program is able to support projects of non-profit organizations that work to support rural conservation and sustainable agriculture in the region.

***Goal 2: Reach a broad cross-section of school age children in the District with profound experiential education regarding soil and water conservation-related issues.***

The EMSWCD recognizes that environmental education is an essential tool for building a conservation ethic and culture of stewardship of our natural resources. Through a focus on school age children, grants support projects and programs that provide high quality outdoor experiences and classroom learning. Projects should help to build knowledge of ecology and natural resources within the EMSWCD service area, should address conservation issues that we face locally and globally, and should support students in becoming lifelong stewards of the environment. With significant disparities in exposure to quality environmental education among local populations, we look for opportunities to bring programs to those who do not have them and can most benefit.

***Goal 3: Establish an equitable distribution of sustainable community and school gardens throughout the urban areas of the District.***

The Portland metro area is fortunate to have a culture of promoting community and school gardens. However, many areas and schools within the EMSWCD service area have not benefited from this resource that is widely available in more affluent areas. The EMSWCD grant program is focused on filling these gaps by helping to establish gardens where they are most needed and supporting educational programs associated with edible gardening. Organic methods in edible gardening showcase important conservation concepts including soil health, water use, and composting, along with providing the opportunity to learn about the impacts associated with the use of synthetic fertilizers, herbicides and pesticides. Also, gardening and local food production can be an important way of connecting communities and children to nature.

***Goal 4: Equitably build conservation capacity in community-based organizations throughout the District.***

The EMSWCD values the diversity of our residents as an integral part of the success of our programs and our organization. We are committed to establishing meaningful and productive relationships with underserved communities to learn how best to ensure equitable conservation benefits. Through our Grants Program, we look to support projects and programs that further the opportunities for communities, particularly those that are culturally specific and low income, to participate in conservation efforts. The EMSWCD believes that ultimately, conservation efforts are more likely to succeed with the engagement and support of diverse communities.



**Eligible applicants for the PIC Grant Program:**

1. Non-profit 501(c)(3) organization
2. Non-profit entities without 501(c)(3) status that retain a qualified fiscal agent
3. Educational institution
4. Government agency
5. Native American tribe

**Non-discrimination policy:**

For work related to an EMSWCD funded project, the grantee agrees to comply with the District'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.

**Project must meet these criteria to receive PIC funding:**

1. Must advance the mission of the EMSWCD "To Help People Care for Land and Water."
2. Must address one or more of the following: environmental education, soil erosion prevention/control, soil health, water quality, water conservation, watershed health, habitat restoration.
3. Must be located within EMSWCD's service area (Multnomah County lying east of the Willamette River centerline) or demonstrate direct benefit to District residents.
4. Must provide a clear public benefit.

**Eligible project types:**

1. On-the-ground restoration or conservation project. Examples: tree planting, invasive weed control, stream bank re-vegetation, habitat restoration/enhancement.
2. Sustainable agriculture or gardening project. Examples: establishing new school and community gardens/orchards, garden education, composting systems, use of beneficial insects.
3. Pollution prevention project. Examples: trash cleanup along a stream, toxics/pesticide reduction program.
4. Sustainable stormwater management project. Examples: parking lot bioswale, raingarden, tree planting, pavement removal.
5. Engineering of a conservation project. Examples: engineering of a soil erosion control project, stream/fish passage restoration, in-stream habitat improvements.
6. Monitoring project. Examples: evaluation of weed control or sediment control methods, water quality monitoring.
7. Environmental education of youth and/or adults. Examples: implementation of classroom or outdoor education program, workshops, training, signage.
8. Building capacity for conservation in community-based organizations. Examples: training to build conservation knowledge and technical skills, partnerships between organizations to share expertise, promotion of participation of underserved populations and communities of color.



### In-eligible entities and project types:

1. Rainwater harvesting systems or cisterns unless those components are incidental and subordinate to a larger project.
2. Private businesses and landowners (funding and technical assistance from the EMSWCD may be available for these entities under other EMSWCD programs).
3. Buildings and capital projects unless these components are incidental and subordinate to a larger project.
4. Capital campaigns
5. Political campaigns (EMSWCD is statutorily prohibited from supporting such activity).
6. Required mitigation projects.

### Funding schedule and limits:

2. Two categories of grants are available
  - **PIC:** For shorter term projects – approximately one year timeframe: The minimum grant award is \$5,000 and the maximum is \$60,000.
  - **PIC Plus:** For longer term projects – for a two to three year timeframe: The minimum grant award is \$5,000 and the maximum is \$100,000 per year for up to 3 years. (See specific instructions for PIC Plus at the end of these guidelines.)
3. EMSWCD will determine how much to allocate for PIC 2016/17 awards based on the quality of the applicant projects and projected availability of funds. In the previous two grant cycles, EMSWCD has awarded approximately \$750,000 total for both PIC and PIC Plus grants.
4. Only one grant application may be submitted per organization. If the applicant is a government organization, only one application may be submitted per bureau or department. *The applicant may be a partner in more than one application.*
5. An organization that has been awarded a grant for three consecutive years is eligible to re-apply, but the application will be less competitive, all other factors being equal.
6. If an organization currently has an active PIC Plus grant, they are eligible to apply for a new grant for a distinct project, but the application will be less competitive, all other factors being equal.
7. For grants over \$10,000, applicants are expected to secure matching funds to support the project, in an amount equal to or exceeding the amount requested from EMSWCD. This match may include cash, in-kind contributions, funding from other sources, or a combination thereof. The grantee will be required to document match funding and expenditures.
8. Indirect/administrative costs may be included in the project budget, up to 15% of the total budget. Additional documentation may be required.
9. Payment will be made by EMSWCD on a reimbursement basis, up to the amount awarded by the District. The project budget should be seen as an estimate of anticipated expenses. EMSWCD will reimburse approved actual expenses, which must be documented with copies of bills and/or receipts. Payments may be requested as conservation practices/project tasks are completed.
10. EMSWCD will hold back payment of 10% of the dollar amount awarded until the required project completion report has been received and accepted by the District.
11. Applicant and project eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects or organizations, as well as for the funding cycle/fiscal year) will be determined at the discretion of the EMSWCD Board of Directors.
12. Payments totaling \$600 or more in a calendar year may be considered by the IRS to be reportable income. Applicants who receive EMSWCD funding will be required to complete an



IRS W-9 form. If applicable, EMSWCD will report the income to the IRS and to the Applicant on a 1099-MISC form. The Applicant should consult a tax advisor regarding income reporting requirements and whether project-related expenses may be included as deductions on the Applicant's tax returns to offset this income.

#### Requirements/Deadlines:

1. **Deadline for submission for this funding cycle (Fiscal Year 2016-17) is 4 p.m. Thursday, December 15, 2016.** Applications must be submitted online via **ZoomGrants**.
2. **PIC Review Committee:** A review committee made up of EMSWCD board representatives and member of the community will participate in reviewing and ranking the 2017 PIC applications.
3. It is anticipated that PIC 2017 funding recommendations will be **considered and decided upon at the EMSWCD Board meeting on April 3, 2017.**
4. If your proposal is funded, the decision will be formalized with a written agreement that will include EMSWCD and grantee responsibilities, a description of reporting and monitoring requirements, procedures for requesting payments, etc. No project expenses incurred before the funding agreement is in place (signed by both parties) will be reimbursed by EMSWCD.
5. Applicants should not plan to commence work on projects for which EMSWCD funds may be used until after June 1<sup>st</sup>, 2017. (Some exceptions may be made where there is sufficient advance notice.)

**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](mailto:suzanne@emswcd.org)  
**Address:** East Multnomah Soil and Water Conservation District  
5211 N Williams Ave., Portland, OR 97217

**Learn more about the new online application system.** EMSWCD will be hosting a workshop to give prospective PIC applicants the opportunity to become more familiar our new online application system. Join us at the EMSWCD office ([5211 N Williams Ave, Portland](#)), on Wednesday, **November 9<sup>th</sup>** for a brief introduction, training and Q&A session! The workshop will go from **4:00 to 5:00 PM**. Please contact Suzanne to **RSVP**.



## Partners in Conservation (PIC) Plus

In 2012, the EMSWCD created a "Partners in Conservation Plus" Program to complement our existing "Partners in Conservation" grant program. Based on a review of past grants and discussions with grant recipients, the board recognized that some projects would benefit substantially by the certainty and stability of multi-year funding. PIC Plus allows an applicant to apply for up to \$100,000 per year for three years in a single grant application (for a total of up to \$300,000 over three years).

Projects that are awarded a PIC Plus grant will be required to file a report at the end of each funded year describing accomplishments to date and any significant changes to the stated goals and objectives outlined in the approved grant agreement. However, PIC Plus grantees will not be required to reapply for funding in each of the successive years. The EMSWCD does reserve the right to withdraw funding in years two and three if project goals are not being met, but is interested in working with grantees in good faith if they experience unexpected challenges. PIC Plus grantees are eligible to apply for PIC funding for other projects while their PIC Plus project is still active, but these applications will be less competitive, all other factors being equal.

Only a very limited number of PIC PLUS Grants will be awarded in any given year if any, and the application process is considerably more rigorous than the standard PIC process. In addition to this application, applicants may be asked to host a site visit or sit for an interview with staff/board members, provide supplemental materials, or significantly revise their application. Applicants should seriously consider all of the following criteria when determining whether to apply for a PIC Plus grant. Priority will be given to the following:

1. Projects that very closely align with the EMSWCD's mission and priorities;
2. Large, complex, collaborative projects that involve key stakeholders;
3. Projects that demonstrate significantly enhanced opportunities and project outcomes from multi-year funding including partnerships, community involvement, on the ground delivery, and funding.

PIC Plus applicants are required to call or set-up a meeting with our Grants Program Manager in advance of applying for a PIC Plus grant.

PIC Plus grants that are not funded will be considered for single year PIC funding up to the \$60,000 PIC grant limit.