



## Financial Incentives for Sustainable Habitats (FISH) GRANT GUIDELINES



The West Multnomah SWCD Financial Incentives for Sustainable Habitats Program advances the mission of the District by leveraging District funds through conservation-related work that is carried out by other organizations and cooperators. This program provides cost-share funds (up to \$10,000/project) to support conservation projects, conservation education, and community events that promote natural resource conservation.

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

1. Must address one or more of the following: water quality, watershed health, flora health, wildlife habitat, fish habitat.

In addition, it must:

1. Be located within the District (Multnomah County lying west of the Willamette River and all of Sauvie Island), and/or
2. Directly benefit citizens and private land health in the District.

### The types of projects/events that are eligible for FISH Program funding are:

1. On-the-ground restoration or conservation project. Examples: stream riparian improvements, tree planting, weed removal.
2. Sustainable agriculture or gardening project. Examples: composting, use of beneficial insects.
3. Soil/water pollution prevention project. Examples: bioswale/raingarden installation, erosion control.
4. Soil/water quality testing. Examples: soil contaminant testing, water quality testing/monitoring, stream invertebrate sampling.
5. Demonstration project. Examples: parking lot bioswale, interpretive sign at a restoration site.
6. Education of youth and/or adults. Examples: workshop on septic system maintenance, school field trip to learn about watershed health, informational booth on sustainable lawn management.
7. Community event focused on improving the public's understanding of natural resource conservation. Example: festival celebrating the annual return of salmon to spawn.

### Grant Priorities:

Priority will be given to:

1. Projects that have no other funding sources.
2. Projects that include partnerships.
3. Projects that affect larger areas and have long term impacts.
4. Projects that reach/affect the greatest number of District constituents.
5. Projects that engage with, benefit and/or are led by communities of color.
6. Applicants that have sought out appropriate technical assistance.
7. Projects that have an educational component.
8. Projects with strong monitoring and maintenance plans.
9. Applicants with an efficient and well planned budget.
10. Projects that are ready to implement and include completed documentation (i.e. approved permits, completed designs, etc.)

### FISH Program funding schedule and limits:

Updated 6/29/2016

1. Requests must be \$10,000 or less to be considered. A 1:1 match (match can be cash and/or in-kind) will be required, unless upon recommendation of the Grant Approval Committee the Board authorizes a reduction of the match.
2. Pre-implementation planning costs may be utilized solely as match and may not exceed 25% of your total match. This includes design work and other planning work as well as on-the-ground work that was completed after seeking technical assistance – all of said work must have been completed within one year of the grant application due date.
3. If funded, the amount awarded for a particular project or event will be determined by the District.
4. Applications will be accepted semi-annually and considered on a competitive basis during the fiscal year (July to June)
5. **The deadlines will be the 15<sup>th</sup>, or following business day, of August and February by 4 PM.** Electronic submissions are acceptable, but a hard copy must be additionally postmarked by the due date. If only hard copies are available they must be in the office by the due date at 4 PM:
  - **August 15**
  - **February 15**
6. The Grant Approval Committee may allocate funding throughout the year, limiting the funds available in any given award cycle.
7. Applicants may only submit applications/project budget for one project per fiscal year when listed as the project applicant. Organizations may partner on more than one grant per fiscal year, and may receive additional project management reimbursement.
8. A volunteer in-kind rate of \$22.75/hour should be used. Please visit the following website for the current observed state rate: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).
9. If the available funds for the FISH Program for a given fiscal year are committed before the fiscal year ends, additional applications may, at the discretion of the Grant Approval Committee, be rejected until the start of the next fiscal year or be forwarded to the District Board for consideration.
10. 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 District. Please contact the District if special arrangements need to be made (i.e. if some payments are needed prior to project completion).
11. For awards over \$600, the income may be taxable. It is the responsibility of the applicant to determine tax reporting needs/requirements.
12. 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 District.

### Instructions for applicants, terms of agreement:

1. Prior to submission of a FISH application, the FISH grant coordinator must be contacted to consult with about the proposed project. Please contact the coordinator at least one week prior to the submission deadline. Email Jim Cathcart at [jim@wmswcd.org](mailto:jim@wmswcd.org) or call 503/238-4775, ext. 106.
2. The **Application form** and **project budget form** must be filled out completely (with attached relevant project photographs and maps) to be considered. The online electronic application is expandable and the applicant is expected to provide all necessary details on this form. There is no page limit. The applicant is welcome to provide supporting documents in addition to all of the requested attachments.
3. Fill out and submit an electronic application as well as a signed hard copy. Send it to the District via email and regular mail (contact information below).
4. Each signer must be someone who is authorized to speak for his/her organization and to sign contracts on its behalf.
5. All listed partners must submit a letter of support and explain their partnership with the applicant on the project. A listed partner must be actively contributing to the grant project in some way. The landowners involved or contractors doing the work should not be listed as partners.
6. All urban applicants must notify (send a letter or present) their neighborhood association to let them know about the project that is up for funding. To find the neighbor association in which your project is located and find contact information, please visit the following website: <http://www.portlandonline.com/oni/> or contact the Office of Neighborhood Involvement at 503/823-4519.
7. Applications should be submitted at least **45 days** before the date of the project or event.
8. An “emergency funding option” decision may be requested when quick action, prior to the semi-annual deadlines, is necessary. Please include a detailed explanation of why immediate funding is required.
9. Appropriate qualified personnel must be consulted for all technical projects. Please contact the District if you are unsure of who to contact.
10. By signing the Application, the applicant certifies that:
  - a. District funds will be used only for the purposes approved by the District and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
  - b. The project/event will comply with the District’s nondiscrimination policy. (West Multnomah Soil & Water Conservation District doesn’t discriminate based on age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other characteristics protected by law.)
  - c. 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 District. It agrees to indemnify and hold harmless the District 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.
  - d. The applicant agrees that obtaining permits is not the responsibility of the District.
  - e. The District will not be held responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage, unless otherwise approved within the grant agreement (The applicant organization is advised to make sure adequate insurance coverage is obtained for the project/event).
  - f. The **District gains permission to access the project site** should a need for monitoring arise.
  - g. The **District may post an educational sign on site and inform media about the project site as well as share pictures and stories about the project with the public**.
11. **The applicant agrees to provide public recognition of the District’s participation**, which may include: signage, mention on the applicant’s website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.
12. All correspondence, including bills, receipts, and reports, must be sent to the District.
13. 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.
14. The project can be realistically **completed within two years**.

15. **The applicant must complete a FISH final report which includes** a written report describing the activity and accomplishments, all related receipts, photos following the project/event, and a volunteer tracking form to receive reimbursement.

**Signed Application and Grant Guidelines serve as the Agreement if funds are awarded:** The applicant organization, fiscal agent (if applicable), and landowner (if applicable) will sign the Application. If the District Board awards funding, the District Manager or 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, District expectations, terms of the agreement, payments, reporting requirements, etc. The District must be contacted at least one week prior to the deadline to approve the general concept of the proposed grant.

**For Information Contact:** Jim Cathcart, District Manager  
Phone: 503/238-4775, ext. 106  
Email: [jim@wmswcd.org](mailto:jim@wmswcd.org)

**Submit applications and reimbursement requests to:**  
Randi Razalenti, Office Manager  
Phone: 503/238-4775, ext. 100  
Fax: 503/326-3942  
Email: [randi@wmswcd.org](mailto:randi@wmswcd.org)  
Address: West Multnomah SWCD  
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