



INSTRUCTIONS FOR COMPLETING EDUCATION & OUTREACH GRANT APPLICATIONS

Revised
June 2006

**Grant applications may be submitted to OWEB at any time
by hard copy via mail or delivery to our Salem office.
No faxes or e-mails will be accepted.**

**To learn of the next application deadline, go to the website at
<http://www.oregon.gov/OWEB>**

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OWEB STAFF ASSISTANCE

We encourage you to contact your OWEB regional program representative for assistance in developing your proposal. For individual staff phone list see our website at:

<http://www.oregon.gov/OWEB/staff/index.shtml>

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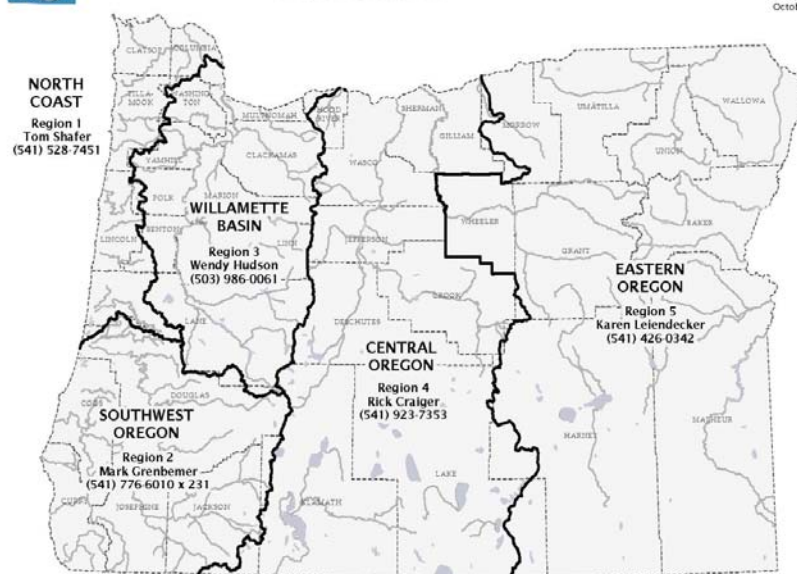
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October 2006



EDUCATION GRANT APPLICATION

INSTRUCTIONS

The application contains the questions and the forms to be completed. **Sections I and II should be completed using the space provided.** OWEB is seeking an overview of the project in the first two sections only. Starting with Section III, the specific activity questions request your full explanation of project specifics. Answer each set of questions related to the activity proposed, *using additional sheets of paper as needed*. If any of the information requested on the application form cannot be supplied, be sure to include an explanation.

Please number your answers to correspond to the questions. Retype the questions immediately before your response. The budget, match funding, and legal requirements sheets must be attached to the application. **Please use 8½" x 11" paper, single spaced. All materials included with the application should be single-sided, unstapled, and unbound. Avoid color and other detail that will not photocopy clearly.**

All applications include an "Applicant Checklist." Use this list as an important cross-check to ensure that your application is complete. An incomplete application will jeopardize your application's review.

Section I

APPLICANT INFORMATION

Complete this section in the space provided. Do not exceed the page provided.

Name of project: Provide a name that can be used for the project on all related correspondence and/or agreements. Give the project a name, which helps to define it. Try to keep the project name to five words or fewer. If the project is to be completed in phases, be sure to indicate so in the name (e.g., "Douglass Dam Removal — Phase I.")

OWEB dollars requested/Total cost of project: Fill in the dollar figures as appropriate. Make sure these amounts are the same as the amounts shown in the last row of the budget form.

Project location: Education projects are not always easy to pin down. Do your best to answer this question; you should be able to complete at least one box, if not more. Identify the county or counties in which the project will occur. Identify the township, section (e.g., T2, R3, S15-16); if multiple TRS, include all. If available, provide the longitude and latitude for the project site.

Check whether your project involves a single site or multiple sites (check one box only). Check where your project occurs (check one box only): Identify the watershed(s) and OWEB region(s), as appropriate.

Applicant Information: Identify the applicant. The applicant can be any person, tribe, watershed council, soil and water conservation district, not-for-profit institution of higher education, school, community college, state institution of higher education, independent not-for-profit institution of higher education, or local, state or federal agency (however, any state or federal agency must be a co-applicant with another eligible entity).

Official Contact (if different): If different than the applicant, provide the name and contact information of the person who should receive all official correspondence (i.e. grant evaluation summary, grant agreements, etc.) related to this application.

Technical Contact (if different): If someone other than the applicant should be contacted about the technical aspects of the project during evaluation and project implementation, provide the requested information.

Landowner(s): If the project will occur on public land, provide the name of the agency. If the project will occur on private land, provide the name of the landowner; if the project involves multiple landowners, state “multiple.”

Fiscal Officer: If different than the applicant, provide the name of the person who will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions. Identify the fiscal officer’s affiliation, and provide contact information.

Section II PROJECT SUMMARY

Complete this section in the space provided. Do not exceed the page provided.

1. **Abstract:** In the space provided, and in 150 words or fewer, state 1) the present situation, 2) the proposed work, 3) other partners involved, and 4) how OWEB funds will be used. Example (103 words):

Currently, a coordinated message is lacking among watershed councils and soil and water conservation districts about their cooperative efforts to enhance, restore, and maintain watershed health while also benefiting local communities and economies. The project will develop and deliver such a message by convening three work sessions with representatives from the Network of Oregon Watershed Councils, Oregon of Association Conservation Districts, and key representatives from local councils and tribes. OWEB funds will be used to convene and facilitate working sessions; cover travel costs to the meetings; produce 1,200 brochures for statewide distribution, with the Legislature as a key target; and update current website information.

2. **Was this application submitted previously?** Indicate “yes” if this is a re-submittal of an application previously submitted to OWEB, and provide the previous application number.
3. **Is this project a continuation of a previously OWEB funded project(s)?** Indicate “yes” if this project is part of a multi-year or multi-phase project that OWEB has funded previously, and provide the past application number(s).
4. **Project partners:** Show all anticipated funding sources (do not include OWEB) and indicate by checking in the appropriate box the nature of their contribution. In the final Column, provide a dollar amount or value for each funding source. If the funding source is providing in-kind contributions, briefly describe the nature of the contributions in the first Column.
5. **Have any conditions been placed on other funds?**
Indicate whether OWEB funds have to be spent first, or if other funds are only available under certain conditions. If other funds are pending, describe when confirmation or availability is likely.

6. Is the proposal part of an existing plan for the watershed?

Explain whether the work or site where work is proposed is specifically identified in an existing watershed management plan. Identify whether a watershed assessment has been completed and how the project relates to the assessment.

7. A Land Use form is required for this project.

To determine how to answer this question, see the section, “Forms That Might Be Required,” later in these instructions (page 8).

8. A Landowner/Applicant form is required for this project.

To determine how to answer this question, see the section, “Forms That Might Be Required,” later in these instructions (page 8).

9. Education Metrics

The four questions are required for federal reporting purposes. OWEB receives a portion of its funds from the federal government and is required to report how its grantees will use those funds. Please respond as applicable.

Section III SPECIFIC PROJECT ACTIVITY

These essay questions and their answers are designed to step you and reviewers through a logical process of understanding and identifying the situation to discussing the proposed work and measuring for success. Answer the questions in 12-pt type size, single spaced, on single-sided pages. Use bullets where appropriate. Use **bold face** and *italics* for emphasis only. If the question is in parts (e.g., “a” and “b”), make sure you answer in parts. **Refer for to the Instructions for clarification and helpful examples.**

E1. Describe a) the present situation. Explain b) why the proposed work is needed, and c) how that need for the project was identified.

- a) What is the current situation?
- b) Explain why the proposed work is important and needed.
- c) What was your process for identifying the need for the project?

E2. Explain a) what is proposed, b) how you will incorporate the three education strategies of awareness, knowledge, and skills; and c) what the end products will be.

- a) Explain in detail the work you propose to do that will address the need identified in E1. Note whether you will use lectures, work projects, brochures, tours, etc. to deliver your program and explain how the teaching strategy will help the participants learn.
- b) Discuss how the project will involve all three education strategies of awareness, knowledge, and skills. Refer to the *OWEB Education and Outreach Strategy* (May 2005) on the website.
- c) Describe the end products (e.g., “A series of community workshops on urban wetland restoration,” etc.).

E3. Use a table similar to the example below to describe the project goals and objectives.

Education Goals	Objectives
Awareness Goals	Awareness Objectives
Knowledge Goals	Knowledge Objectives
Skills Goals	Skills Objectives

Identify specific education goals as they relate to awareness, knowledge, and skills. For each goal, list measurable objectives. Note that objectives describe desirable outcomes (what you hope to accomplish), not what you propose to do, and they must be able to be measured. Refer to the *OWEB Education and Outreach Strategy* (May 2005) on the website.

E4. Discuss a) the primary audiences you will reach, and b) how you will deliver your products.

- a) Describe the characteristics (e.g., age group, numbers, vocations, and educational levels) of the intended audience(s). For example, “The training workshops will be offered in the summer to secondary-level teachers in the four pilot counties.”
- b) You must have a plan for delivering your product(s) to the intended audience(s). Include how many contacts will be made, over what period of time, the methods for making the contacts, and other promotional activities. For example, “Teachers will receive a project notebook containing information on benthic monitoring and macroinvertebrates. Each notebook will have a series of lessons for teachers to use with students in the classroom and in the field. Each lesson will be accompanied by questions and activities to stimulate higher-order thinking and discussion.”

E5. Discuss how your project will serve a watershed-wide, region-wide or statewide constituency.

Education projects funded by OWEB are intended to serve a broad public. Make a case for how you intend to promote your project at a watershed, regional, or statewide level. Be as quantitative as possible—the size of the population your project will serve, etc. If an ongoing project, be sure to address whether the project has grown, either in terms of offerings or participants.

E6. Discuss how your project is consistent with the education and outreach goals and objectives of the Oregon Plan for Salmon and Watersheds.

For information on this question, visit the Oregon Plan’s website at:
<http://www.oregon-plan.org/OPSW/archives/Charter-OT.pdf>.

In particular, discuss how your project is consistent with the Outreach Team’s mission statement and objectives. Your project does not need to meet every objective shown, but must meet at least one of the objectives.

E7. Use a table similar to the example below to identify the project leaders and their credentials and related experience.

Education goes beyond information sharing. To develop and implement education objectives and methodologies, certain expertise is necessary. Describe the credentials and experience of those undertaking the project. See below for an example.

Leaders	Credentials	Related Experience
Dr. Jane Doe	Ph.D., Educational Leadership, University of Oregon (1998)	Dr. Doe is a nationally recognized expert in teacher training, with an emphasis on environmental studies. She has conducted numerous workshops around the Pacific Northwest for education leaders, from teachers, to watershed councils, to non-profit organizations. Her most recent collaboration was with The Institute for Environmental Studies based in Eugene.

E8. Use a table similar to the example below to show who will evaluate the results, what elements will be evaluated, and what method will be used? See the Application Instructions for clarification and helpful examples.

Explain how the evaluation of the project will be structured (who will evaluate, method to be used) and how the results will be related to the project objectives (elements to be evaluated). Use bullets where feasible.

Who Will Evaluate?	Elements to Be Evaluated	Evaluation Method to be Used
Dr. Doe and her staff will conduct the evaluation.	<ul style="list-style-type: none"> Whether teachers have an improved scientific understanding of how management choices and individual actions affect watershed function. Whether teachers understand the economic benefits of making ecological choices. Whether teachers understand the goals and objectives they need to impart to their students. 	<ul style="list-style-type: none"> Teachers will participate in a practicum at the end of the training workshop. The practicum will be designed to ensure and demonstrate that teachers have grasped the goals and objectives of the workshop and will therefore be capable of communicating those goals and objectives to their students. Dr. Doe's staff will prepare a written report on the results of the practicum, with suggestions for instructional improvement in future training workshops. Following implementation in the schools by teachers, Dr. Doe's staff will survey students and teachers to evaluate the success of students in developing awareness, knowledge, and skills, as well as to solicit feedback from teachers on how to improve future class trainings.

E9. Use a table similar to the example below to show the anticipated schedule for the project. See the Application Instructions for clarification and helpful examples.

Project Stages and Phases	Start Date	Description
Project Implementation	Summer 2007	Workshops offered in the four pilot areas
	Fall 2007	Teachers implement workshops in their classes with institute staff observing
	Fall 2007	Follow-up surveys with students and teachers
	Winter 2007	Final report written
Project Completion	December 31, 2007	Final report submitted to OWEB

E10. If your request exceeds \$50,000, or if you are seeking funding in the range of 12-24 months (no projects may exceed 24 months), justify either or both.

Answer this question only if you meet either or both of the above conditions. If your request exceeds \$50,000, provide a brief, but comprehensive, discussion of how you propose to spend OWEB funds (i.e., present a convincing case for why the project requires more than \$50,000. If you are seeking in the range of 13-24 months of funding, explain why the project cannot be completed in the period April 2007 – March 2008 (i.e., present a convincing case for why the project cannot be completed in 12 months. All projects must be completed in 24 months).

REQUIRED FORMS

Watershed Education Budget: Refer to the “Budget Categories and Definitions” attached at the back of this document for budget category definitions and eligible cost to OWEB for each budget category. Be sure to indicate the time period your budget covers and the total number of months.

Columns. Include unit numbers (Column A) and unit costs (Column B) for each item listed. Show dollar values for *in-kind* funds (Column C) and for the amount of *cash* match (Column D). Refer to the Match Funding Form for an explanation of allowable match. Show the amount you are requesting of OWEB in Column E. Add Columns C, D, and E to arrive at total costs for each line item in Column F.

Rows. Under each budget category (shown in bold in the first Column), insert project activities, as applicable. Work across Columns, showing costs, as appropriate. After all rows are completed, total the amounts in Columns C, D, E, and F in the final row. Be sure that the totals for Columns E and F (shown in the last row) are the same as for the “OWEB dollars requested” and the “Total project cost” shown in Section I of the application.

Match Funding Form: OAR 695-005-0030(3) states that “All applicants shall demonstrate at least 25% match is being sought on a form prescribed by the Board, based on the total Board grant request, at the time of application.” Match funding need not be *secured* at the time of application, but you must show that you have *sought* at least 25% of match funding. However, the ability to document secured funding strengthens your application.

Use the form to document that you have sought the funding shown on page 2 (question #4) and on the budget page (Columns C and D). If you check the “Secured” box in the Status Column for any match funding source, you must provide either the signature of an authorized representative of the match source in the final Column, or attach a letter of support from the match funding source that specifically mentions the dollar amount you show in the Dollar Value Column. Signatures/letters are not required for pending sources.

Legal Requirements Form: This form provides acknowledgment that if OWEB awards funds for the project, you are a willing applicant, capable of performing the contractual obligations required under the OWEB program.

FORMS THAT *MIGHT BE* REQUIRED

Land Use Information Form (required only if your Education and Outreach project involves on-the-ground restoration activities): The Land Use form is no longer part of this application packet because very few Education and Outreach grants require a Land Use form. If that is the case for your project, simply check the box in Section II, question #7, which says that the form is not required. However, it is possible that a Land Use form is required for your project if you engage project participants in restoration activities as part of a training session. For example, if you teach volunteers riparian planting methods by actually engaging them in a

restoration activity on the ground, then a Land Use form is required. If your Education and Outreach project will involve restoration activities as a learning or training exercise, then you will need to submit a Land Use form prior to OWEB releasing funds. The form can be downloaded from OWEB's website (see "Forms"). If you are in doubt, check with your Regional Program Representative listed at the front of these instructions.

Landowner/Applicant Certification Form (required only if your Education and Outreach project involves physical changes or monitoring on private land): This form is now required with "all applications that involve physical changes or monitoring on private land." The form must include "a landowner signature signifying their approval and understanding that all monitoring information obtained on their property is public record. An explanation must accompany the application if any of the information required on the application cannot be provided. The landowner's signature will be required prior to the release of the grant agreement if the application is approved for funding." OAR 695-005-0030 (4)

Since few Education and Outreach grants involve physical changes or monitoring on private land, chances are you do not need to submit this form. If that is the case, simply check the box in Section II, question #8, which says that the form is not required. However, if your project does meet the above criteria, you need to submit the form at the time of application. The form can be downloaded from OWEB's website (see "Forms"). If you are in doubt, check with your Regional Program Representative listed at the front of these instructions.

APPLICATION CHECKLIST

Use this form to ensure that your application is complete. Check each box only after you have verified that the information is included in your application packet. Please note that an incomplete application will jeopardize your application's review.

EDUCATION & OUTREACH GRANT BUDGET CATEGORIES AND DEFINITIONS 2005-2007

General OWEB Approach to Funding

The Oregon Watershed Enhancement Board offers these definitions for project development budget categories in an attempt to provide guidance to applicants on eligible budget categories and associated line item costs to OWEB. Application budgets must be able to justify line item costs with appropriate unit costs shown. For all budget categories and associated line items, OWEB reserves the right to make adjustments. If you have questions or seek clarification, contact your OWEB Regional Program Representative.

Project Management

This budget category refers to the oversight required to ensure satisfactory project implementation and completion. Project Management includes *staff or contractors* who coordinate the activities of project implementation. The line item should identify who will be responsible for project management and their affiliation.

In-House Personnel

This budget category refers to *in-house staff* (i.e., applicant employees for whom payroll taxes are paid) assigned to a capital or non-capital project. Eligible staff include, but are not limited to:

Assessment coordinator	Monitoring technician	Tech assistant engineer
CREP technician	Outreach coordinator	Tech assistant geologist
Crew leader	Project foreman	Tech assistant hydrologist
Education coordinator	Tech assistant biologist	Volunteer coordinator
Monitoring coordinator		

IMPORTANT: Show the estimated number of hours (Column A) and the cost per hour (Column B) for all staff assigned to the project. Wages, benefits, and payroll expenses are eligible costs. Computer support costs for restoration grants are ineligible.

Contracted Services

This budget category refers to the labor, supplies, and materials that will be provided by *non-staff* (non-employees for whom you do not pay payroll taxes) for project implementation. Show the estimated number of hours (Column A) and the cost per hour (Column B). Computer support costs for restoration grants are ineligible. Examples of Contracted Services costs include, but are not limited to:

Assessments	Fencing	Pond construction
Concrete work	Juniper removal	Road/bridge work
Controlled burning	Log loading/hauling	Seeding/weed control
Culvert replacement/installation	Log placement	Technical assistance
Electrical hookup	Mobilization	Technical consulting
Engineering	Mowing/herbicide application	Tidegate construction/installation
Equipment rental/operation	Off-stream watering	Tree planting
Excavation	Pipe/trough installation	Work crew labor

Travel

This budget category refers to expenses incurred getting to and from the project location. These include mileage, meals, per diem, and lodging. In a few cases, where an applicant can establish a compelling need for conference or training workshop attendance related to the project, OWEB will pay for related expenses (e.g., travel, meals, lodging, and registration).

To be eligible for OWEB funds, travel costs must be estimated in the “Unit Number” Column (e.g., estimated number of miles to be traveled, estimated number of meals, estimated number of nights of lodging). The grantee/contractor/volunteer must hold a valid, current driver’s license for the class of vehicle to be driven and carry personal automobile liability insurance in the amounts not less than those required under (i) the Oregon Financial Responsibility Law (ORS 806.060), or (ii) the jurisdiction in which the vehicle is being operated, whichever is greater. No mileage reimbursement will be paid for use of motorcycles or mopeds. Out-of-state travel for which the grantee intends to seek reimbursement must be prior-approved by OWEB.

The unit cost for per diem must be calculated using the most direct and usually traveled route, and must be based on rates approved by the Department of Administrative Services (DAS) that are in effect at the time the application is submitted. (Reimbursement, however, is based on rates at the time the travel occurs.). DAS periodically updates rates. Current approved rates for determining a unit cost estimate may be found at:

<http://oregon.gov/DAS/SCD/SARS/policies/oam/40.10.00.PO.pdf>

Supplies and Materials

This budget category refers to those items that typically are “used up” in the course of the project. When itemizing, group similar supplies and materials (e.g., boulders and logs, trees and shrubs) on the same line. Indicate the No. of Units (Column A) and the Unit Cost (Column B), wherever appropriate. Examples of Supplies and Materials costs include, but are not limited to:

Bridges/culverts/tide gates	Gas/oil for small equipment	Monitoring supplies
Concrete, sand, gravel	Grass seed	Mulch, bark
Direct mail/postage/film	Ground cover fabric	Pipe, fittings, troughs
Disposable camera, film	Hach kits	Plants, shrubs, trees
Electrical supplies	Herbicides, pesticides	Rocks, boulders, logs
Equipment repair, maintenance	Irrigation pumps	Solar panels
Fencing (posts, wire, etc.)	Lumber	Tree protectors
Funding partner signs	Miscellaneous tools/hardware	Work gloves, shovels

IMPORTANT: For education and outreach projects, all Supplies and Materials costs to OWEB must be directly related to the on-the-ground work. Therefore, *ineligible* Supplies and Materials costs to OWEB for Education projects include:

Direct mail/postage/film	First Aid kits [†]	Pro-rated costs for office supplies or utilities
Education and outreach materials	Interpretive signage	

[†] Available through Council Support grants only

Production Costs

This budget category refers to informational and promotional activities associated with the project. Examples of eligible Production Costs include, but are not limited to:

Copying, printing	Postage/direct mail	Video/CD production
Film development	Publishing	Volunteer training
Interpretive signs	Related office supplies	Volunteer workshops
Kiosk development	Tours	Web design/maintenance

Fiscal Administration

This budget category may appear in all grant applications. It refers to costs associated with accounting; auditing (fiscal management); contract management (complying with the terms and conditions of the grant agreement); and fiscal reporting expenses for the OWEB project, including final report expenses (e.g., film developing) for the grant. Each of these line item costs should be itemized on the budget page.

By administrative rule, OWEB allows up to **10 percent** of the direct project costs (i.e., 10 percent of the “OWEB Subtotal” line) for fiscal administration [695-005-0030(5)]. Applicants/grantees must be able to justify fiscal administrative costs they charge to OWEB. OWEB does not view fiscal administration for all projects as equal, and therefore, will scrutinize and make adjustments, as deemed necessary.