



# **INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION FOR LOCAL INNOVATION FUND (Capital) GRANTS**

Revised  
**May 2006**

**Applications are due by 5:00 p.m. on June 15, 2006.**

**Application forms and additional information about the Local Innovation Fund is available at [www.oregon.gov/OWEB/Local Innovation Fund.shtml](http://www.oregon.gov/OWEB/Local_Innovation_Fund.shtml)**

**Oregon Watershed Enhancement Board (OWEB)**  
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# OWEB STAFF ASSISTANCE

Local Innovation Fund projects will be reviewed both regionally for watershed benefits and statewide for economic and community benefits. OWEB's Local Innovation Fund staff is available to contact for assistance as you develop your proposal.

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## GENERAL 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.*

**Number your answers to correspond to the questions.** Retype the questions immediately before your response. The budget, match funding, land use information and legal requirements sheets must be attached to the application. **Use 8½" x 11" paper and provide a single-sided, unbound and unstapled original of the application and required attachments to facilitate copying. Avoid color and other detail that will not photocopy clearly.**

**If you have any maps, photos or project designs that you want OWEB reviewers to see in color, provide 30 color copies. If there are multiple color pages, they must be collated and stapled.**

If any of the information requested on the application form cannot be supplied, be sure to *include an explanation.*

**Section I**  
**APPLICANT INFORMATION**  
**Complete the form provided**

While preferred, these pages need not be typed. **Do not exceed the one 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. For example, “Rock Creek Watershed Rehabilitation” or “Beaver Creek Riparian Fencing.”

**Project location (watershed, sub-basin and county):** Identify the watershed where the proposed project is located. Provide the name of the sub-watershed/stream, i.e., Deschutes Watershed, Metolius sub-basin and the stream mile(s) where the project will take place. Also list the county in which the project is located and the township range and section(s) (e.g. T2 R3 S13). If applicable provide the longitude and latitude for the project site.

**OWEB dollars requested/Total project cost:** Fill in the dollar figures as appropriate. A minimum of 25% match is required for all OWEB grants.

**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:** 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.

**Applicant Address:** Provide your mailing address.

**Applicant Affiliation (if any):** List the primary entity with which you are affiliated.

**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 private land): Provide the name of the landowner(s) if the project is occurring on private land.

**Fiscal Officer (if any):** Provide the name of the person who will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions.

**Fiscal Officer Affiliation:** Identify the fiscal officer’s affiliation.

**Fiscal Officer Address:** Provide the fiscal officer’s contact information.

**Name of the watershed council in the area (if any):** If there is a watershed council in the area where the project is proposed, provide the council name and indicate if they are aware of this project. Call your city, county or OWEB if you are uncertain whether there is a watershed council in your area.

**Name of the soil and water conservation district in the area:** Provide the local SWCD name and indicate whether or not they are aware of the project.

**Summary of project:** In the space provided, explain the anticipated project benefits. Give just a brief statement, e.g., “The project will increase vegetation for forage and to slow runoff.”

## **Section II PROJECT SUMMARY**

**1a. 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. Discuss briefly any changes that were made to the project proposal from the previous application.

**1b. 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).

**2. Funds anticipated:**

Indicate the amount of funding requested from OWEB and other sources, whether the funds are secured or pending, and the total project cost. These figures should correspond to the information provided on the budget page. Be sure to provide documentation showing that at least 25% in match funding has been sought. Describe briefly how each cost share partner is participating in the project. Additional guidance about allowable match is available at [www.oregon.gov/OWEB/GRANTS/docs/allowed\\_Match\\_0507.pdf](http://www.oregon.gov/OWEB/GRANTS/docs/allowed_Match_0507.pdf).

**3. 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.

**4. Are there additional partners (agencies, landowners, volunteers)? What will they do?**

Almost all projects have the cooperation of landowners, professional advisors, organizations and/or volunteers. Identify these entities, approximately how much time/materials they are contributing and what their role is in completing the project. Examples may include the soil and water conservation district, local, state or federal agencies, sports clubs, conservation groups or scouting groups.

**5. How will you provide educational opportunities or promote public awareness of the benefits of watershed enhancement efforts being undertaken locally?**

Describe how the public will become more aware of watershed enhancement as a result of the project. For example, “The coordinator will print a newsletter about watershed restoration projects,” or “The OSU Extension Service will hold a tour of the project for local ranchers.”

**6. What is the proposed schedule for the project?**

List the anticipated start and completion dates for the various project components, including the monitoring component.

**7. Required Attachments:**

These forms must be included as part of the application in order for it to be considered for funding:

**☐ Budget Page:**

Be sure to fill in the budget page in detail. Include unit numbers and unit costs for each item listed. Be sure to list the amounts of other cash funds and the dollar value of in-kind services and supplies on the budget page in the appropriate column. Please note the column marked, "Match Cash Funds." This column is only for funds from sources other than OWEB. There are circumstances where money that passes through OWEB to other agencies may be used as match. Please go to OWEB's website to find the list of "OWEB funds" that may be used as match. At least 25% of match funding is required.

In the equipment section, show all proposed expenditures for equipment costing over \$100. Add an additional page if necessary. **Where possible, OWEB funds should be used to rent or lease equipment rather than for outright purchase.** Purchased equipment must be available for use by others after project completion and reside with a watershed council, SWCD, tribe, local government, state agency, school district or institution of higher learning.

**☐ Match Funding for OWEB Grants:**

Use this form to document that you have sought the other funding shown on page 2 and the budget page. Alternatively, you may attach letters or other documentation from your contributors.

**☐ Legal Requirements Page:**

This form provides acknowledgment that if OWEB awards funds for the project, you are willing and capable of the contractual and performance obligations required under the OWEB program.

**☐ Land-Use Information Page:**

OWEB must assure that all watershed restoration projects are reviewed by the local land-use planning authority and are in compliance with local planning requirements. This form must be signed by authorized personnel in the local planning department at the time the application is submitted.

**☐ Restoration Project Category/Activity Types:**

This form is for informational purposes and helps OWEB track the types of projects being funded.

**☐ Restoration Metrics Form:**

Complete both sections of the form below as they apply to your project. The information you provide is used solely for federal reporting purposes and the specific project is not identified. This form is not shared with OWEB's Regional Review Teams.

☐ **Maps:**

Include both a vicinity map to identify generally the project location(s) and a more detailed project map, using a USGS 7.5 min topo quad map, showing the locations of the various planned activities. Please provide maps on 8½" x 11" pages, include a legend, and avoid color or detail that will not photocopy clearly.

☐ **Photographs:**

If applicable and necessary, provide photographs of sites where watershed management activities are planned. Label each picture and note what the photograph illustrates. These photographs will not be returned unless special arrangements are made with OWEB. Note that if your project is funded you will need to provide pre-project photographs as part of your final report.

☐ **Project Designs:**

Please provide sufficient detail to demonstrate that the project proposed will address the natural resource issue. If the design is standard (e.g., fence, water trough, etc.) cite the design reference (e.g. NRCS Field Office Technical Guide). If the design is custom, show sufficient detail to demonstrate how the project will be implemented.

**Section III**  
**SPECIFIC PROJECT ACTIVITY**  
**LOCAL INNOVATION FUND WATERSHED RESTORATION PROJECT**

From this point on, attach pages as necessary to concisely answer the questions. Repeat the questions and number the answers to correspond to the application. **Please submit all information, including maps, on 8½" x 11" single-sided, unstapled sheets. Avoid color-keyed maps and diagrams because they do not copy well.**

**WATERSHED BENEFITS**

**T1. Clearly describe the current conditions at the project site(s) and what is known about what caused the site to degrade into its current condition.**

Describe current physical and biological conditions, including any known problems, eg, poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc. Describe how the project site got into its current condition (be specific about the known causes of the problems). **Don't explain the project here.** The project description should be provided in response to T3.

**T2. What is the specific problem(s) you are proposing to address at the site(s)? Clearly describe what known watershed function problem(s) or limiting factor(s) exists at the site(s) that need to be addressed and why.**

Describe which of the problems identified in T1 the project will address and what specific watershed functions or limiting factors will be addressed and why it is important to address these. Explain why you are not addressing any problems identified in T1 as a part of this project. Show that solving these problems will address the underlying causes and not just treat the symptoms of the problems.

**T3. What are you proposing to do? Supply sufficient detail to match the project's complexity and technical difficulty so that its viability can be evaluated. Include who will be doing the project design, and whether other alternatives were considered and why this particular methodology was selected from among the alternatives considered.**

Describe the proposed practices, e.g. selective burning, seeding, reforestation, juniper cutting, bioengineering, etc. Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and technical difficulty, and allow for full evaluation of the technical viability. For example, for a large wood placement project, include the wood size, number of pieces of wood, stream size, and location of the wood. For a fish-passage restoration project, include culvert size, size of area drained, stream width, the stream gradient, and the design.

Explain the benefits of each proposed practice. Explain how the benefits address the problem described in your answer to T2 above. Provide a description of alternatives considered and the reasons for choosing the practice(s) proposed. Be sure to explain who will do the project design and include their qualifications and experience.

**T4. What are the objectives?**

The objectives should, in most cases, be measurable and able to be monitored. Objectives describe what you will accomplish, not the actual work you will do. They should reflect what you think the project site should look like after a set number of years and what you think implementation of the project should accomplish. For example, "Fish spawning habitat will be expanded by 4 miles," "20% of the stream will be shaded after 10 years," "Erosion will be reduced by 50% in 3 years," etc.

**T5. What will the condition of the site(s) be upon project completion and what is the expected condition of the site in 10 years? Be site specific.**

Describe what the site will look like and how it should function upon project completion and 10 years after project completion.

**T6. Clearly explain how this project implements a watershed assessment/action plan, TMDL, an agricultural water quality management plan or other strategic plan that assesses and addresses watershed health concerns. Provide the name and date of the plan. Explain where and how this project is identified as a priority in the plan.**

Has the watershed assessment/action plan or other strategic plan been completed? Was the project, or the problem the project is addressing identified as a priority in a watershed assessment/plan? Include details about the assessment or plan including the name and date and the specifics of why this project is considered a priority action under the assessment or plan.

**T7. How does the project fit within the larger watershed context?**

To answer this question describe how project planning and design take into consideration year round upstream, downstream and upslope conditions, fish and wildlife life cycle stages, and known potential future events (e.g. floods, harvest, etc). Describe how this project complements other efforts completed or planned in the watershed.

**T8. Are there potential adverse impacts to other properties or resources as a result of this project? If yes, what are they and how have they been addressed in the project plans?**

Many projects can have downstream or upstream, downslope or upslope impacts that can adversely affect other property or resources such as fish and wildlife species and their habitat. Describe what these potential adverse impacts are and have they have been planned for and/or addressed in the design of the project.

## **ECONOMIC BENEFITS**

**T9. Explain how the proposed project creates direct, ongoing economic incentives for the restoration or protection of fish or wildlife habitat, or eliminates or reduces current economic disincentives to the restoration or protection of habitat.**

This is a broad concept, but some examples of direct, ongoing economic incentives include a consumer's willingness to pay more for certified products (such as Food Alliance, Salmon Safe, or Oregon Tilth to name a few), or products branded and marketed as grown in a watershed-friendly manner. The elimination or reduction of economic disincentives is also a broad category, but may include better coordination of agency efforts to assist landowners with habitat protection and restoration, better incentives for habitat restoration and protection, or working to improve portions of the supply chain, such as processing and distribution, to help products grown in a watershed-friendly manner to maintain their identity at market and receive a higher price.

**T10. Explain how the project improves individual, family, and/or community economic vitality and resilience.**

This is a broad category, but could include increasing the value and market price of individual products through changed stewardship, job creation, creating new markets, and improving access to existing markets.

## **COMMUNITY BENEFITS**

**T11. If applicable, describe how the project addresses ongoing or entrenched social conflict, or improves the collaboration, understanding and social capacity of diverse stakeholders in the community.**

This question is centered on how the proposed project helps to reduce perceived conflicts between the environment, economy, and community, and OWEB's desire to fund projects that benefit and strengthen the connections between all three sectors.

**T12. Explain how the project partners represent a wide cross section of diverse interests in the community, and how their involvement improves the project’s development, implementation and effectiveness monitoring.**

This question tries to assess whether all of the interests that should be involved in a project are involved in each stage of the project, whether their involvement is meaningful, and how their involvement has improved the project.

**GENERAL**

**T13. How will the success of the project be determined, i.e., what elements of the project will be monitored/evaluated – by whom, how often and for how long? How will project effectiveness be assessed? Be sure to link the monitoring elements to the objectives listed in T4.**

In some cases, monitoring will be required for a number of years following project completion. Costs for monitoring can be included in your grant request. If you are using an agency or entity other than yourself for monitoring/evaluation have them sign the application or write a letter to acknowledge their role in the project.

Provision must be made for monitoring and evaluating results to measure project effectiveness. Be specific for each site where work will be undertaken. For example:

<b>Agency/Organization</b>	<b>Address</b>	<b>Activity &amp; Frequency</b>	<b>Signature</b>
Water Resources Dept.	725 Summer St Salem	Streamflow measurement, Site #1: 2 x year/10 years	
Fish & Wildlife Dept.	3406 Cherry Ave Salem	Upland habitat improvement Site #5: 1 x year/10 years	

**T14. Who will inspect and sign off on the completed work? Who will submit required reports?**

A commitment from a state, federal or local agency, or its designee to inspect the completed work is required. Identify who will provide this inspection and have them sign the application or write a letter to acknowledge their role in the project. Identify who will submit required reports to OWEB for this project.

**T15. Who will maintain the project and for how long?**

Indicate who is responsible to ensure the project is maintained and functioning properly, eg, fence repair, tree watering until fully established, culvert cleaning, etc. Be specific for each site where work will be undertaken. Landowner agreements that specify maintenance responsibility are required for many projects.

**Note:** Written commitments to inspect, monitor and maintain the project, are required before OWEB funding will be released.

**T16. Which elements of the project will OWEB funds be used for:**

List the specific items OWEB funds will be used for. Expand upon the information given on the budget page.