



## Conservation Learning Education and Resources (CLEAR) Application Instructions

**The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.**

**To be eligible for CLEAR Program funding, the applicant must meet one of the following criteria:**

1. Nonprofit organization or group
2. Educational institution
3. Government agency
4. Community organization
5. Neighborhood Association
6. Native American tribe

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

1. Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil, water and air in Marion County".
2. Address one or more of the following: water quality & conservation, soil quality & conservation, air quality, and/or sustainable land use.
3. Be located within the Marion SWCD boundary and directly benefit citizens of the District.

**The following are possible examples of projects/events that could be eligible for CLEAR funding:**

1. Soil/water conservation & pollution prevention education. Examples: Workshop on erosion control practices. Water quality field studies or monitoring equipment.
2. Demonstration project tours/signage. Examples: Informational tours of restoration sites. Interpretive signs in a school garden.
3. Education of youth and/or adults on conservation issues. Examples: School field trip or outdoor school to learn about watershed health, wildlife habitat or conservation practices.
4. Community event focused on improving the public's understanding of natural resource conservation. Examples: Festival celebrating water conservation, salmon habitat or agricultural issues.

**CLEAR Program funding schedule and limits:**

1. The maximum dollar limit for requests is \$1000 per application. If funded, the amount awarded for a particular project or event will be determined by the District.

*Administrative costs are not eligible, but may be included as "in-kind" services.*

2. A maximum of one grant will be awarded per applicant per month.
  - a. Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 thru June 30).
  - b. There is a maximum of \$3000 per applicant per fiscal year.
3. If the available funds for the CLEAR Program for a given fiscal year are committed before the fiscal year ends, applications will be retained upon request and reviewed at the beginning of the next fiscal year.
4. For most awards, payment will be made on approval of application by the District.
5. Applicant and project/event eligibility, approval or denial of applications, and dollar amounts awarded will be determined at the discretion of the District.

**Instructions for applicants, terms of agreement:**

1. The application form must be **filled out completely**. Applicants are **encouraged to submit applications electronically** (contact information below) along with one signed hard copy for final approval. Applications may be signed, scanned, and submitted to the District electronically. (In this case a hard copy would not be required). An acceptable signature is that of a representative *who is authorized to speak for the organization and sign contracts on its behalf*. There is an electronic version of this application available on our website at <http://marionswcd.net>.  
  
**Contact:** Ron Crouse, Education and Outreach Coordinator  
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Salem, OR 97301-5894
2. Applications are to be hand delivered or postmarked on or before the first to be considered that month.
3. Applicants will be notified within 60 days of submitting their requests.
4. The applicant must certify on the application 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 (at bottom of page).
  - c. The applicant 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 any necessary permits for the project/event 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. (The applicant is advised to check to be sure adequate insurance coverage is obtained for the project/event.)
  - f. The grantee is responsible for any tax liability associated with the acceptance of grant funds.
5. Applicants are required to submit a budget sheet for the cost of items requested in the grant application.
6. **ALL Applicants must submit an IRS W9 tax form and, where applicable, a copy of the most recent 501(c)(3) Federal tax exempt notification with their application.**
7. The District reserves the right to request additional information to clarify the grant application prior to final review of the application.
8. 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.
9. **The applicant will send the District a brief written report and photos following the project/event describing the project/event, accomplishments, number of participants and how District funds provided support.** Please be as clear and concise as possible in explaining your project. Maps and photographs may be attached to provide clarification to the written description.
  - a. **This final report, along with receipts for expenditures, must be submitted within 60 days of project completion. Failure to submit a final report will result in ineligibility for future CLEAR Grant funding.**

The CLEAR Grant Program is authorized under ORS 568.550.

**The Marion SWCD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The Marion SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.**