

Marion Soil & Water Conservation District



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 and water in Marion County”.
2. Address one or more of the following: water quality & conservation, soil quality & conservation, and/or sustainable land use.
3. Be located within the Marion SWCD boundary and directly benefit citizens of the District.
4. Grant applications must contain a detailed conservation education component that addresses the District’s goals and objectives as outlined in the Marion SWCD 5 year Strategic Plan.

It is suggested that applicants review the Marion SWCD 5 year Strategic Plan to assist in aligning their project with the District’s goals and objectives located at, <http://www.marionswcd.net/wp-content/uploads/2015/03/5yrStrategicPlanRevised2014.pdf>

CLEAR does not fund construction projects or tools and equipment for construction projects. These project types may be eligible for funding through the Marion SWCD Landowner Assistance Program or the Special Project Grant program.

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

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage.
3. Soil/water conservation & pollution prevention education.
4. Community event focused on improving the public’s understanding of natural resource conservation.

Further examples of funded CLEAR grant projects can be found in Addendum 1 at: <http://www.marionswcd.net/wp-content/uploads/2015/03/Clear-Addendum-1v2.pdf>

CLEAR Program funding schedule and limits:

1. The maximum dollar limit for requests is \$1000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the 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 \$5000 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**. Be specific as to project description and the conservation education component being addressed. 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://www.marionswcd.net/wp-content/uploads/2015/03/CLEAR_fillable_application2012.doc
2. *It is suggested that applicants contact the grant program administrator to discuss their intended project prior to submitting their application.*

Contact: Jenny Ammon - Natural Resource Educator

Phone: 503.391-9927 Ext. 334 Email: jenny.ammon@marionswcd.net

Address: Marion SWCD

Attn: Jenny Ammon

338 Hawthorne Ave NE

Salem, OR 97301-4607

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.

Revised December 2018

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.²