



WATERSHED COUNCIL SUPPORT Grant Application

Revised
October 2010

A downloadable electronic Application Form, Instructions for Completing Watershed Council Support Grant Applications, the Council Support Grant Application Evaluation Form, and the Administrative Rules for Council Support Grants can be obtained by visiting the OWEB website at http://www.oregon.gov/OWEB/GRANTS/council_support_apps.shtml

GENERAL DIRECTIONS

- Use 8½" x 11" paper, 12 pt. type (except for Section I, which requires 11 pt. type).
- Do not staple or bind your application. Use only a binder clip and do not put your application in a notebook or other folder.
- Avoid color and other detail that will not photocopy clearly (color maps excepted).
- Follow the format in each section to facilitate a consistent review of your application by the reviewers.
- Number the pages of your application.
- Submit only the attachments requested. Additional attachments or appendices will not be reviewed.

**GRANT APPLICATION DEADLINE:
January 18, 2011**

**Applications must be received at the OWEB Salem office by 5:00 PM on January 18, 2011.
Do not submit applications to regional offices or request OWEB staff to deliver the
application to Salem.**

**NO LATE APPLICATIONS OR SUPPORTING DOCUMENTATION
WILL BE ACCEPTED**

FAXED or ELECTRONIC SUBMITTALS WILL NOT BE ACCEPTED

OREGON WATERSHED ENHANCEMENT BOARD
775 Summer Street NE, Suite 360
Salem, OR 97301-1290
(503) 986-0178

Attachments

Submit only the requested attachments. Additional attachments or appendices will not be reviewed.

Watershed Map

Attach a watershed map according to the following:

- Provide **12, legible, color map(s) on 8½" x 11" pages.**
- Show the boundaries and key features of the watershed(s), including rivers, streams, and major urban areas. You may combine all the councils included in the application on one map, if the map is still legible.
- Show how the watershed relates to local government boundaries and adjacent watershed councils. Include any restoration or monitoring projects described in Council Accomplishments (Section IV), using the number from the first cell of the tables.
- Include a scale and legend.

List of assessments and action plans.

Attach a list of assessments and action plans currently used by the council. Include the dates of publications.

Council Member List(s)

Attach a council member list(s) for all councils represented in this application. Council member list(s) must include the names and organizations/interests for which the watershed council or coordinating council has or is seeking representation. This information will be used to check council eligibility as described in "ORS 695-040-0030 (b) council membership reflects the balance of interests or is actively seeking a balance of interests in the affected watershed as defined in ORS 541.388(2)." OWEB will be comparing the council member list(s) to the council bylaws (see below) and response to Question 10 (land use). If OWEB staff believe that the applicant does not reflect, or is not actively seeking, a balance of interest in the affected watershed, OWEB staff will request additional information from the applicant. (See instructions for additional information).

Local Government Recognition (New applicants only. See instructions for additional information.)

Watershed Council Support Metrics Form (NEW) – Completion of this attachment is required, but will not be used to evaluate this application for funding. The information is used by OWEB solely to better meet its federal reporting requirements. Please contact Cecilia Noyes at cecilia.noyes@state.or.us or (503) 986-0204 if you have any questions.

The following two attachments will be included in a permanent OWEB file for each watershed council. Once you have submitted these attachments you will not have to resubmit them unless your council makes changes to its Council Bylaws or Board adopted Fiscal Policies.

Council Bylaws

Board Adopted Fiscal Policies

If the council has Board adopted Fiscal Policies please attach (Not all councils have Board adopted Fiscal Policies and they are not a requirement, but if you have them OWEB would like to have a copy on file).

**Section I
Applicant Information**

This section should be filled out only once for each application (See page 4 of the instructions for applications with multiple councils).

1. Applicant: _____	OWEB Request: \$ _____
Applicant Address: _____ Street	_____ City _____ Zip
Phone: _____	Fax: _____
Email: _____	County: _____

2. Applicant Contact: _____	
Contact Organization (if different): _____	
Contact Address: _____ Street	_____ City _____ Zip
Phone: _____	Fax: _____
Email: _____	

3. Fiscal Agent: _____	Fiscal Agent Contact: _____
Fiscal Agent Address: _____ Street	_____ City _____ Zip
Phone: _____	Fax: _____
Email: _____	

4. List the watershed councils that were included in applications for previous grant cycles and in the current application.

Grant Cycle	Watershed Councils Included in the Application	Umbrella Status? (√) (See p. 6 of instructions for definitions)		
		(a)	(b)	(a & b)
2003-2005				
2005-2007				
2007-2009				
2009-2011				
Current application				

5. Have any conditions been placed on other match funds that may affect the proposed grant? Yes No

If yes, please explain:

Certification

We certify that the answers in this application are truthful and accurate to the best of our knowledge. We further certify that we are prepared to implement the grant if awarded.

Coordinator Signature

Council or District Chair Signature

Print Name

Print Name

Date

Date

Section II
Watershed Information

For general guidance on Section II, see page 10 of the instructions.

For applications that include **more than one council**, see page 4 of the instructions.

6. Name of watershed(s):
7. Watershed size in acres:
8. Population of the watershed <input type="checkbox"/> less than 10,000 <input type="checkbox"/> 10,000-80,000 <input type="checkbox"/> more than 80,000
9. Percentage of publicly managed land <input type="checkbox"/> less than 25% <input type="checkbox"/> Between 25-49% <input type="checkbox"/> Between 50-75% <input type="checkbox"/> More than 75%
10. Land use percentages _____ % forest _____ % range _____ % non-range agricultural _____ % urban _____ % rural residential
11. Total stream miles _____ Stream miles on DEQ's 303(d) list, with 303(d) parameters or in a completed TMDL. _____
12. ESA listed species within the watershed
13. Discuss up to five of the key water quality, water quantity, species and habitat issues that are limiting factors for the watershed.

Section III
Council Effectiveness

For general guidance on Section III, see page 11 of the instructions.
For applications that include **more than one council**, see page 4 of the instructions.

Special Circumstances

14. Describe up to three demographic, economic or social issues, if any, which pose challenges to the council's ability to achieve its objectives or leverage funds from other sources.

15. During 2009-2011, were there any unexpected reductions in coordinator hours or un-staffed periods that might have affected the council's ability to achieve the objectives of their current work plan? Explain.

16. How many staff did the council employ in the 2009-2011 biennium? List the position titles and FTE (Full-time equivalent) for each position.

Organizational Improvement and Management

17. What is one important organizational improvement or management action the applicant is working on as a result of the applicant's most recent self-evaluation? Explain how you will implement that action during the 2011-2013 biennium.

18. How does the council develop its work plan and measure the council's progress towards implementation of that plan? Please also explain how the work plan is related to the council's organizational improvement and management priorities and goals.

Organization Make-up

19. Briefly describe how the council is organized and governed, including how the council makes decisions and resolves differences of opinion. If your council does not have committees please explain why.

20. Does your council have Bylaws: Yes No

Last review: _____

Last updated: _____

If the council does not have bylaws please explain why.

21. List board positions (president, vice president, etc.)

22. How often does the council meet? Monthly Quarterly Other: _____

Outreach and Leadership in the Watershed

23. What steps is the council taking to increase citizen participation? Describe up to four outreach techniques.

24. Discuss up to three examples where the council plays a leadership role in watershed enhancement.

Planning Strategically

25. How does the council identify and prioritize project opportunities for technical assistance, restoration, monitoring, and education? What tools does the council use (e.g. recovery plans, TMDL plans, action plans, watershed assessments, landowner concerns, agency priorities, etc.)?

Working Collaboratively

26. Discuss up to three examples of how the council has developed collaborative partnerships that build organizational capacity, enhance council effectiveness, and/or improve working relationships in the watershed.

SECTION IV
Accomplishments, 2009-2011 Biennium

For the current biennium only (2009-2011), describe up to 10 accomplishments, not to exceed 6 sheets. "Accomplishments" may include awarded projects not yet under way. See page 14 of the instructions for general guidance. For applications that include **more than one council**, see page 5 of the instructions.

27. Accomplishments Table

#	Council Role: <input type="checkbox"/> lead <input type="checkbox"/> facilitator <input type="checkbox"/> supporting <input type="checkbox"/> advisory
Element: 1) <input type="checkbox"/> Restoration & Assessment <input type="checkbox"/> 2) <input type="checkbox"/> Monitoring <input type="checkbox"/> 3) <input type="checkbox"/> Encourage & track participation 4) <input type="checkbox"/> Watershed education <input type="checkbox"/> 5) <input type="checkbox"/> Builds partnerships & organization capacity & council effectiveness	
Brief Description:	
Measurable Outcome(s):	
Coordinator role: <input type="checkbox"/> Board/council coordination <input type="checkbox"/> activity planning <input type="checkbox"/> activity management <input type="checkbox"/> coordination with landowners <input type="checkbox"/> grant writing <input type="checkbox"/> fiscal management <input type="checkbox"/> volunteer coordination <input type="checkbox"/> other _____	
Status <input type="checkbox"/> completed _____% complete <input type="checkbox"/> on-going, routine <input type="checkbox"/> planned for 2011	
#	Council Role: <input type="checkbox"/> lead <input type="checkbox"/> facilitator <input type="checkbox"/> supporting <input type="checkbox"/> advisory
Element: 1) <input type="checkbox"/> Restoration & Assessment <input type="checkbox"/> 2) <input type="checkbox"/> Monitoring <input type="checkbox"/> 3) <input type="checkbox"/> Encourage & track participation 4) <input type="checkbox"/> Watershed education <input type="checkbox"/> 5) <input type="checkbox"/> Builds partnerships & organization capacity & council effectiveness	
Brief Description:	
Measurable Outcome(s):	
Coordinator role: <input type="checkbox"/> Board/council coordination <input type="checkbox"/> activity planning <input type="checkbox"/> activity management <input type="checkbox"/> coordination with landowners <input type="checkbox"/> grant writing <input type="checkbox"/> fiscal management <input type="checkbox"/> volunteer coordination <input type="checkbox"/> other _____	
Status <input type="checkbox"/> completed _____% complete <input type="checkbox"/> on-going, routine <input type="checkbox"/> planned for 2011	

SECTION V Proposed Activities, 2011-2013 Biennium

For the 2011-2013 biennium, describe up to 6 proposed activities or projects, not to exceed four pages. See page 17 of the instructions for general guidance. For applications that include **more than one council**, see page 5 of the instructions.

28. Proposed Activities Table

#	Council Role: <input type="checkbox"/> lead <input type="checkbox"/> facilitator <input type="checkbox"/> supporting <input type="checkbox"/> advisory
Element: 1) <input type="checkbox"/> Restoration & Assessment 2) <input type="checkbox"/> Monitoring 3) <input type="checkbox"/> Encourage & track participation 4) <input type="checkbox"/> Watershed education 5) <input type="checkbox"/> Builds partnerships & organization capacity & council effectiveness	
Brief Description:	
Measurable Outcome(s):	
Coordinator role: <input type="checkbox"/> Board/council coordination <input type="checkbox"/> activity planning <input type="checkbox"/> activity management <input type="checkbox"/> coordination with landowners <input type="checkbox"/> grant writing <input type="checkbox"/> fiscal management <input type="checkbox"/> volunteer coordination <input type="checkbox"/> other _____	
#	Council Role: <input type="checkbox"/> lead <input type="checkbox"/> facilitator <input type="checkbox"/> supporting <input type="checkbox"/> advisory
Element: 1) <input type="checkbox"/> Restoration & Assessment 2) <input type="checkbox"/> Monitoring 3) <input type="checkbox"/> Encourage & track participation 4) <input type="checkbox"/> Watershed education 5) <input type="checkbox"/> Builds partnerships & organization capacity & council effectiveness	
Brief Description:	
Measurable Outcome(s):	
Coordinator role: <input type="checkbox"/> Board/council coordination <input type="checkbox"/> activity planning <input type="checkbox"/> activity management <input type="checkbox"/> coordination with landowners <input type="checkbox"/> grant writing <input type="checkbox"/> fiscal management <input type="checkbox"/> volunteer coordination <input type="checkbox"/> other _____	

Section VI
Council Support Match Funding Form, 2011-2013 Biennium

For general guidance on Section VI, see page 19 of the instructions.

For applications that include **more than one council**, see page 5 of the instructions.

29. Council Support Match

Match Funding Source	Match Description	Type (√ one)	Status (√ one)*	Dollar Value	Match Funding Source Signature/Date*
	<input type="checkbox"/> operational <input type="checkbox"/> project <input type="checkbox"/> volunteer <input type="checkbox"/> other: _____	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending	\$ _____	
Match detail (provide further description and context for the match. This information will be very helpful to reviewers in the review of the application):					
	<input type="checkbox"/> operational <input type="checkbox"/> project <input type="checkbox"/> volunteer <input type="checkbox"/> other: _____	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending	\$ _____	
Match detail (provide further description and context for the match. This information will be very helpful to reviewers in the review of the application):					
	<input type="checkbox"/> operational <input type="checkbox"/> project <input type="checkbox"/> volunteer <input type="checkbox"/> other: _____	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending	\$ _____	
Match detail (provide further description and context for the match. This information will be very helpful to reviewers in the review of the application):					
	<input type="checkbox"/> operational <input type="checkbox"/> project <input type="checkbox"/> volunteer <input type="checkbox"/> other: _____	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending	\$ _____	
Match detail (provide further description and context for the match. This information will be very helpful to reviewers in the review of the application):					
	<input type="checkbox"/> operational <input type="checkbox"/> project <input type="checkbox"/> volunteer <input type="checkbox"/> other: _____	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending	\$ _____	
Match detail (provide further description and context for the match. This information will be very helpful to reviewers in the review of the application):					

*** If you checked the “Secured” box in the status column for any match funding source, you must provide the signature of an authorized representative of the match source in the final column.**

Section VII
Organizational Information (For OWEB Review Only)

For general guidance, on Section VII, see page 19 of the instructions. For applications that include **more than one council**, see page 5 of the instructions.

Organization Make-up

30. Please list the Coordinator's Supervisor or Supervising Group:

31. Does the coordinator have a current work plan? Yes No

32. Is there a coordinator performance evaluation? Yes No

Date of last coordinator performance evaluation:

Organization Improvement Efforts

33. Date of last council self-evaluation:

Process used:

Fiscal Management

34. Does the council have Board-adopted Fiscal Policies? Yes No

Last updated: _____

35. Councils and their fiscal agents are encouraged to use Generally Accepted Accounting Principles (GAAP), which includes items listed below. Please check all that apply to your council or your fiscal agent.

- Dual check signing.
- Regular review of financial reports by the Board.
- Policies for dealing with cash payments and donations.
- Payroll procedures.
- Use of fiscal management software to track and report the council's finances.
- Annual compilations, review, or audit.

Section VIII
Watershed Council Support Budget, 2011-2013 Biennium
Use this format.

For OWEB Review Only and not used to evaluate the application.

For general guidance on Section VIII, see page 21 of the instructions. For applications that include **more than one council**, see page 5 of the instructions.

Expense Category	Amount
Coordinator Salary and Benefits	
Operating Costs	
Risk Management and Accountability Assurance	
Subtotal	
Fiscal Administration (not to exceed 10% of Subtotal)	
Total	