

# Community

## Watershed Stewardship Program

# 2020-2021 Full Application Form

PLEASE READ THE GRANT APPLICATION GUIDE before completing this Application Form. This Application Form must be completed in full and submitted with all required supporting documentation. See [Grant Application Guide](#) for more details. If you require further assistance, please contact the CWSP Coordinator at (503) 823-7917 or [CommunityStewardship@portlandoregon.gov](mailto:CommunityStewardship@portlandoregon.gov)

Application deadline is 4 p.m. on Third Friday of April.

For Administrative Use Only:

### A. Applicant Information

<b>Section I: Project Coordinator</b>	
Project Coordinator Name:	
Organization:	
Mailing Address:	
Phone Number:	E-mail:
<b>Section II: Fiscal Agent (if different from project coordinator)</b>	
Fiscal Agent Contact Person:	
Fiscal Agent Organization:	
Mailing Address:	
Phone:	E-mail:

I have thoroughly read through the full application and the grant application guide, including the insurance requirements.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_



ENVIRONMENTAL SERVICES  
CITY OF PORTLAND  
working for clean rivers



Portland State  
UNIVERSITY

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503-823-7740

## B. Project Information

Project Name:		
Project Location (address or closest street and cross street):		
Estimated CWSP grant request (\$12,000 maximum):		
<b>Check the watershed(s) in which the project is located in.</b> <input type="checkbox"/> Fanno Creek <input type="checkbox"/> Tryon Creek <input type="checkbox"/> Johnson Creek <input type="checkbox"/> Columbia Slough <input type="checkbox"/> Willamette River <input type="checkbox"/> Columbia River <input type="checkbox"/> Unsure	<b>Project Categories (please select all that apply):</b> <input type="checkbox"/> Pavement Removal and Urban Restoration <input type="checkbox"/> Cleanup Projects <input type="checkbox"/> Natural Area Restoration <input type="checkbox"/> Environmental Education and Art <input type="checkbox"/> Rain Gardens and Stormwater Management <input type="checkbox"/> Youth Leadership <input type="checkbox"/> Community Garden <input type="checkbox"/> Other:	<b>Check the region of the city in which the project is located.</b> <input type="checkbox"/> N Portland <input type="checkbox"/> NE Portland <input type="checkbox"/> NW Portland <input type="checkbox"/> Outer East Portland <input type="checkbox"/> SE Portland <input type="checkbox"/> SW Portland

B1. Briefly describe your organization and your fiscal agent (if applicable).

B2. Describe the specific project you wish to undertake with stewardship funds during grant cycle SEPT. 1, 2020 THROUGH JUNE 30, 2021.

**B3. Describe what has been done on the project since submitting the pre-application materials.**

**B4. Describe the current and proposed role of project coordinator(s).**

**B5. Describe your plan for continued community involvement and long-term maintenance, if applicable. Who will be responsible for monitoring the project site or assessing the needs of the project after the funding period has ended, if applicable?**

**C. Project Benefits (based on grant selection criteria – [See Grant Guide, Section 6](#))**

**Section I: Watershed Benefits ([See Grant Guide, Section 6](#))**

**C1. Describe the general environmental or watershed health benefits expected from this project.**

**C2. Describe the educational elements of this proposal, including what people involved will learn about the environment, watershed health and stewardship.**

**Section II: Community Involvement and Partnerships ([See Grant Guide, Section 6](#))**

**C3. Describe the community benefits expected from this project. How will the neighborhood/community and individuals involved in the project benefit?**

**C4. List the groups that have committed to working on your project and describe how they will be involved (volunteer labor, in-kind donations, etc.). Be sure to provide letters of support from these groups, and account for their contributions in the project budget.**

**Section III: Equity and Leadership of Underrepresented Communities ([See Grant Guide, Section 6](#))**

**C5. Explain how your project helps CWSP meet its goal of promoting equity and the leadership of underrepresented communities, as described in Section 6 of the Grant Guide.**

**D. Project Timeline**

Fill in the project timeline provided. Include project tasks such as applying for permits, work parties, outreach activities, major project phases, and estimated completion date. Please keep in mind for the new grant cycle, projects can only be funded between SEPT. 1, 2020 THROUGH JUNE 30, 2021.

Month/Year	Tasks to be Completed	Parties Responsible

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**E. Budget Narrative**

E1. Please explain the details about your budget. In terms of Professional Services, describe who will be doing the work and if they are a contractor (with their own business and insurance), staff, temporary staff, interns, volunteers, etc.

## F. Project Budget

Project Name:

Activity/ Expense	CWSP Funds	In-kind donations and other funding	Source of Match	Comments	Totals
<b>Materials and Supplies</b>					
Plants	\$	\$			\$
Mulch	\$	\$			\$
Rentals	\$	\$			\$
Tools	\$	\$			\$
Erosion Control	\$	\$			\$
Dropbox Rental and Disposal	\$	\$			\$
Other (specify)	\$	\$			\$
<b>Refreshments (\$500 max)</b>					
Work Party Snacks	\$	\$			\$
<b>Staff/Professional Services</b>					
Project Coordinator	\$	\$			\$
Youth Compensation	\$	\$			\$
Contracted Services	\$	\$			\$
Administrative Fees	\$	\$			\$
Insurance	\$	\$			\$
Permits	\$	\$			\$
Other (specify)	\$	\$			\$
<b>Volunteer Labor</b>					
		<b>Hours (estimate)</b>	<b>Estimated Value Per hour</b>	<b>Comments</b>	
Student Volunteers			\$9		\$
Adult Volunteers			\$21		\$
Professional Volunteers			\$25		\$
Volunteer Project Coordinator			\$25		\$
<b>Total for Grant Project</b>	<b>CWSP Total</b>	<b>Matching Total</b>			<b>Project Total</b>
	\$	\$			\$

Note: Suggested line items are provided here. These may be amended for your particular project, but please retain the blue category labels. Total CWSP budget may not exceed \$12,000.

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