Nature in Neighborhoods community grants

Nature education and outdoor experiences grants

pre-application handbook

Due March 6, 2018
Submit via ZoomGrants

oregonmetro.gov/grants
Public service
We are here to serve the public with the highest level of integrity.

Excellence
We aspire to achieve exceptional results.

Teamwork
We engage others in ways that foster respect and trust.

Respect
We encourage and appreciate diversity in people and ideas.

Innovation
We take pride in coming up with innovative solutions.

Sustainability
We are leaders in demonstrating resource use and protection.

Metro’s values and purpose
We inspire, engage, teach and invite people to preserve and enhance the quality of life and the environment for current and future generations.
If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

**So, hello. We’re Metro – nice to meet you.**

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

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NATURE EDUCATION AND OUTDOOR EXPERIENCES GRANTS

For nearly two decades, Metro has provided grants for habitat restoration, nature education and other projects that connect people to nature close to home. Funding for Nature in Neighborhoods community grants continues thanks to the voters renewal of Metro’s five-year parks and natural areas levy in 2016. The levy includes approximately $3.7 million for grants to be awarded from 2018 to 2023. These investments are strategically focused to support communities of color and other marginalized communities who have experienced barriers to accessing Metro grant funding in the past.

Funding for 2018 nature education and outdoor experiences grants is set at $700,000 in total. Grant awards have a maximum of $30,000 for up to two-year grants and $100,000 for up to three-year grants. This is the first round of Nature in Neighborhood community grants to be awarded from the renewal of Metro's 5-year levy funding.

What’s the timeline?

January 2018 Availability of grant funds announced
February 2018 Nature education grant workshop and one on one meeting opportunities
March 6, 2018, 4 p.m. Nature education pre-applications due to Metro
April 2018 Successful pre-applications invited to submit full applications
April 2018 Nature education full application grant workshop
May 2, 2018 Final applications due to Metro
May 2018 Grant awards announced
June 2018 Contracting basics meeting for grantees
June 2018 Metro Council grant awards
July 2018 Grant funds available

Who may apply?

These nature education and outdoor experiences grants are intended to support community-driven initiatives and programs. Partnerships are key to a competitive proposal. Grants can serve people of all ages and abilities from all backgrounds, however the criteria are weighted to support projects and programs benefitting, designed by, and led by communities of color. Past grants have funded programs serving school-aged children to the elderly, job training and life skills for youth, and outreach and engagement programs for residents from around the region. Successful applicants will address at least one of the grant program goals.
Community groups, nonprofits, neighborhoods, individuals, faith groups and service groups with nonprofit or other tax-exempt status may apply. Metro is not eligible to apply for or receive grant funds.

MINIMUM QUALIFICATIONS

Partnerships

Nature in Neighborhood grants support partnerships. Successful applications typically feature multiple partners actively engaged in leveraging their skills and financial or in-kind services in order to make the program a success. Partnerships can maximize inclusiveness and lead to creative approaches that address multiple social, economic and ecological needs of the community. Therefore, this grant requires at least three partners (including applicant). Applicants may partner in multiple grant applications.

Program

- Programs must address at least one of the program goals.
- After being awarded the grant, projects must be completed within 24 months for grants less than $30,000 or 36 months for grants more than $30,000.
- Applicant must have 501(c)3 status or use a fiscal agent.

Financial

- Programs require a 1:1 match. The match should come from other funds and/or in-kind contribution(s) of materials, services or volunteer assistance.
- First year funding match must be secured at time of final application. Funding from other grants managed through Metro cannot be applied towards match.
- Overhead costs (e.g. rent, utilities) are reimbursable up to 10 percent of the total grant award and as match up to 10 percent of the total program cost.

Location

- Programs must take place within Metro's jurisdictional boundary, the Metro urban growth boundary, or directly serve Metro-area residents.
- Programs may be conducted on Metro property by other eligible organizations or individuals by obtaining a Metro special use permit.
- Programs on private land must be able to show a clear public and environmental benefit.
- All programs must have written landowner permission at the time of full application.
APPLICATION PROCESS

Application review and selection

Grant recommendations are made by a peer-review team comprised of individuals with backgrounds in nature and environmental education, outdoor programs and leadership, community development and engagement, social justice, racial equity, diversity and inclusion. This group will review applications and make funding recommendations to the Metro Council.

Applications and pre-applications will be evaluated based on the information submitted, responsiveness to the grant’s purpose and goals, and the review committee’s professional and collective judgment. It is up to the applicant to ensure the proposed project is sufficiently defined so the review committee can understand how well it meets the grant program purpose and evaluation criteria.

The application process is a two-stage process including a pre-application phase and a full application phase. Potential applicants must submit a pre-application that describes how the program meets the purpose of the grant program and is achievable.

Full applications will only be accepted from applicants who have been invited to apply. Feedback from the grant review committee about how well the pre-application meets the program purpose and goals may be provided. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

The Metro Council makes all grant awards.

PROGRAM PURPOSE AND GOALS

All applications must meet the grant program’s overall purpose and one or more of the three grant program’s goals.

Purpose

Nature education grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.

Goals

Cultural equity

People of all cultures play, connect, and celebrate their histories, languages and traditions in the region’s parks and natural areas.

Examples:

- Build relationships and partnerships for outdoor education and nature based programming by and for people of color.
• Increase the number of visitors, staff and programs at parks and natural areas representing diverse racial, ethnic and cultural groups.

• Increase capacity within organizations that serve people of color to lead programs (such as nature education and cultural programming) in parks and natural areas.

• Support cultural programming in parks and natural areas, such as cultural gatherings, storytelling, songs, performances or educational opportunities.

• Support region-wide nature education diversity initiatives.

**Examples of Nature in Neighborhood grants that support cultural equity**

**Nadaka 2020 Conservation, Education and Stewardship Programming**

*Columbia Slough Watershed Council (fiscal agent) $61,000*

*This program integrates and expands multicultural environmental education and social service delivery of eight collaborating organizations as part of a 3-year programming and operations and maintenance plan at Nadaka Nature Park and Garden. Programming serves diverse youth and low-income residents throughout West Gresham and includes an ambassador program recruited from the local community.*

**Asian Pacific Islander Youth Leaders in Nature**

*Asian Pacific American Network of Oregon (APANO) $25,000*

*APANO’s youth-led group organizes retreats and projects to connect high-school age students with nature, work on local environmental justice issues in their neighborhoods and help close the leadership gaps faced by their community.*

**Building Environmental Capacity in Communities of Color: Knowledge, Research and Discourse**

*Coalition of Communities of Color $20,000*

*This project 1) builds the environmental knowledge of organizations of color by implementing an environmental education training series; 2) produces community-specific environmental indicators; and 3) provides a community of color vision of conservation that prioritizes environmental initiatives in communities of color.*

**Environment 2042 Environmental Education (E42 EE) Leadership Program**

*Center for Diversity & the Environment $100,000*

*The E42 EE Leadership Program creates a cadre of change agents that build a more diverse, equitable and inclusive culture in the environmental movement while advancing equity and building more diverse leaders in the environmental education field.*
Environmental equity

Communities of color in the Portland region have direct access to safe parks, protected natural areas, and the benefits of healthy land, air and water; communities enjoy learning about, helping restore, experiencing and connecting with nature and the region’s natural areas.

Examples:

- Support outdoor nature programs that include family and community engagement and culturally specific organizations that serve people of color.
- Increase hands-on and place-based nature education and programs for school-aged children in local natural areas, with a special emphasis on communities of color.
- Integrate outdoor nature education with formal, school-based learning and science, technology, engineering and math (STEM) education. Improve teacher education to take students outdoors. (Reference materials available at www.ode.state.or.us/gradelevel/hs/oregon-environmental-literacy-plan.pdf and www.pdxstem.org.)
- Support community engagement and nature education programs that include hands-on restoration activities to improve fish and wildlife habitat in local communities, such as planting native plants, harvesting seeds or caring for trails, or through participation in studies, research, or monitoring.
- Connect people to and teach them about their watershed and watershed health.
- Increase information, advertising and other promotion so residents can more easily learn where parks and natural areas are located, how to access them or what to do.

Examples of Nature in Neighborhood grants that support environmental equity

STEAM (Science, Technology, Engineering, Arts, and Mathematics)

Centro Cultural of Washington County $100,000

*STEAM is an after school/summer program that provides educational supports for Latino youth who are struggling with core academic subjects. Centro seeks to enhance the environmental science component of STEAM through partnerships with Clean Water Services, Pacific University, and several school districts in Washington County.*

Friends and Neighbors for Environmental Diversity

Friends of Tryon Creek $91,869

*With programming taking place at Tryon Creek State Natural Area, this three-year program represents an investment by the Friends of Tryon Creek in their organizational mission to connect low-income individuals and people of color with outdoor nature learning in their own backyard.*
Economic equity

Non-profit and community based organizations, and individuals of color thrive in the region’s outdoor, environmental and natural resources economies; the business of parks and nature is a source of community prosperity.

Examples:

- Support mentorship, youth corps and job skill development or otherwise prepare participants for continuing careers and/or higher education in natural resources, nature education or other nature-related science, technology, engineering or math fields.
- Support worksite tours, career-related learning, youth or adult apprenticeships and paid work and on-the-job-training.
- Support equal opportunity for everyone to access and participate in economic opportunities in parks and natural areas.

Examples of Nature in Neighborhood grants that support economic equity

**Opportunity Corps & Beyond**

**Momentum Alliance** $30,000

*Opportunity Corps & Beyond is a partnership between Momentum Alliance & Northwest Youth Corps. The partnership diversifies leadership in conservation through intensive internships for ten youth and provide year-round programming and coaching for 35 additional youth.*

**Growing Green: Training Diverse Leaders for Tomorrow’s Jobs**

**Tualatin Riverkeepers** $30,000

*As Washington County’s green industry jobs increase, Tualatin Riverkeepers works with Centro Cultural, Muslim Educational Trust and other partners to deliver culturally relevant vocational training and internships for people of color in urban forestry.*
<table>
<thead>
<tr>
<th><strong>Verde Landscape</strong></th>
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<tr>
<td><strong>Verde</strong></td>
<td><strong>$25,000</strong></td>
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*Verde Landscape, a nonprofit social enterprise, offers stable work and education for Latino men from the Cully neighborhood. By helping build environmental literacy and habitat restoration skills, Verde boosts their workers’ future long-term employment prospects.*

<table>
<thead>
<tr>
<th><strong>Wisdom Workforce Program</strong></th>
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<tbody>
<tr>
<td><strong>Wisdom of the Elders, Inc.</strong></td>
<td><strong>$75,000</strong></td>
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*Wisdom of the Elders’ Workforce Program educates and trains Native adults and youth to become future conservation leaders. Through meaningful, culturally relevant, hands-on learning experiences in local natural areas, the program strengthen careers, cultural identity and boosts health and wellness.*
CONTRACTING AND AGREEMENTS

Metro staff will work with successful applicants to enter into a contract with Metro, which outlines specific responsibilities and legal obligations of each party, including insurance requirements, reporting and acknowledgements. Unless otherwise amended, the Contract Grant Scope of Work is the Grantee’s Nature in Neighborhoods full grant application, including the program or project narrative and budget. Once the contract is signed by all parties, funds become available. Money spent prior to the contract terms are not eligible for reimbursement.

Payment of grant funds

Metro is working on changes to our reimbursement policy, including offering a portion of the funding upfront and reduced documentation required for reimbursement. More details will be available before the final grant applications are due.

Grantee gatherings

Grantees and their teams may be invited to optional gatherings where current and past grantees share successes, lessons learned and opportunities to support and participate in each other’s activities.

Evaluating your efforts

Grantees will describe the successes and challenges of their program to Metro staff every six months through the submission of a progress report or a site visit and the submission of one final report at the completion of the grant contract.

INTERESTED IN REVIEWING GRANTS?

Members of the committee will help to allocate up to $700,000 in nature education and outdoor experiences grants to community organizations and groups seeking to support and create partnerships in local communities. It’s important to have a broad diversity of experience and backgrounds represented. Grant applicants are eligible to serve on the review committee; reviewers must disclose any conflicts of interest. To apply, submit an email and resume describing your individual background according to the instructions on the website. Metro staff will begin reviewing committee applications in February 2018.

CONTACTS

For more information, visit www.oregonmetro.gov/grants or contact:

Heather Nelson Kent, Community Investments Manager, heathernelson.kent@oregonmetro.gov or 503-797-1739

Crista Gardner, Grants Coordinator, cristagardner@oregonmetro.gov or 503-797-1627
GRANT APPLICATION INSTRUCTIONS

Application assistance

Applicants are encouraged to contact Metro staff to discuss the proposed program or project, partners and grant criteria. Staff is available to help you make your application as strong as possible. Optional information sessions and office hours to assist you with your grant proposal will be announced on the website and by email. Please email NaturalAreasGrants@oregonmetro.gov to be added to the email list and notified of upcoming information sessions and office hours.

Online application

Metro accepts applications via the online system ZoomGrants at www.oregonmetro.gov/grants or directly at https://zoomgrants.com/gprop.asp?donorid=2199. The pre-application will be available starting in January 2018 and due by 4 p.m. March 6, 2018.

An email will be sent within 24 hours by Metro staff via ZoomGrants confirming your pre-application has been received. To ensure that you are receiving emails, please add to your “safe senders list” the email address Notices@zoomgrants.com. If you do not receive a confirmation, please let Crista Gardner, the grants coordinator, know.

Important notes for working in ZoomGrants

- Each answer has a character limit, which includes spaces. For example, 4,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- Please remove all text formatting before cutting and pasting into ZoomGrants (e.g. bullets, hyphens).
- An applicant may add partners, a fiscal sponsor, or colleagues as collaborators on ZoomGrants. Only the applicant may submit the application.
- For additional detailed questions, use the Help button at the top of the ZoomGrants page, access their ZoomGrants University tutorials at help.zoomgrants.com or contact the Help Desk at Questions@ZoomGrants.com.

Review of your pre-application

The grant review committee will use following evaluation questions to review pre-applications.

Project narrative and goals: How well does it describe the project and its importance? For example, does it describe how the activity will be organized, best practices, and the importance for the organization and community? How well does it address one of the grant program purpose and one or more of its associated goals? For example, does it demonstrate how the program aligns to the grant goals? Does the organization’s strategic mission, program expected results and outcomes and plans to evaluate program effectiveness align with the grant goals?
Partnerships: How well are strong and active partnerships demonstrated? For example, how are partnerships and collaborations formed, strengthened and/or extended through the program? Are there committed partners and future funding sustainability of the project?

Organizational preparedness: How well does it demonstrate leadership support, organizational capability and experience, and landowner permission to implement the project? For example, does it describe the key personnel roles and their qualifications and confirm that leadership has given approval for the program?

Diversity, Equity and Inclusion: Does it help expand the types of organizations and individuals involved in the region’s regional nature education efforts, including communities of color? How and by whom is the need for this proposal being identified? Who is designing and delivering programming to communities? Is diversity, equity and inclusion part of the applicants' vision, mission, or objectives?

Location and program reach: Does it help the full slate of awarded projects reach communities from around the region?
PRE-APPLICATION QUESTIONS

For your reference, please see below for the questions included in the pre-application.

Program Name
Amount Requested $
   Up to $30,000 for grants of up to two years or up to $100,000 for grants of up to three years
Estimated Match $

Applicant Information
   First Name
   Last Name
   Telephone
   Email

Organization Information
   Organization Name
   Address 1
   Address 2
   City
   State/Province
   Zip/Postal Code
   Country
   Telephone
   Fax
   Website
   EIN (XX-xxxxxxxx)

CEO/Executive Director
   First Name
   Last Name
   Title
   Email

Collaborators for this application
Collaborators can only edit application data (questions). They cannot submit, archive or delete this application.
   Email Address
   Editing Access
   Status/Invite

Additional Contacts for this Application
Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.
Questions

1. **Program summary (45 words, 255 characters)**
   
   *Provide a brief summary that describes your program.*

2. **Fiscal agent**
   
   *If different than the lead organization. If no fiscal agent, please write "not applicable".*

3. **Program partners**
   
   *Committed partner organizations.*

4. **Potential partners**
   
   *Potential partner organizations.*

5. **Program length**
   
   *(Select only one)*
   
   - [ ] One year
   - [ ] Two years
   - [ ] Three years

6. **Program narrative (up to one page, 4000 characters)**
   
   *Provide a narrative that describes the program. Explain why the program is important for your community and organization, such as how it fits your organization’s strategic plan or mission.*

7. **Goals (up to one page, 4000 characters)**
   
   *Describe how the program addresses the Nature in Neighborhood nature education grant’s purpose and goals.*

8. **Partnerships (up to one page, 4000 characters)**
   
   *Show how partnerships and collaboration with other individuals, organizations and groups in your community will be formed, strengthened and extended through this program.*

9. **Organizational preparedness (up to one page, 4000 characters)**
   
   *Explain why your organization and your partners have the experience and capacity to conduct the program, including identification of key personnel, their roles in the program and their qualifications.*

10. **Diversity, Equity and Inclusion (up to one page, 4000 characters)**

    *Describe how your program involves communities of color and the demographics of the community served in identifying the need for, designing, and delivering this programming. How does your organization’s vision or mission address diversity and equity? For demographic data, see School districts or Regional Equity Atlas.*
MAPS AND DEMOGRAPHICS

Documents Requested:

Location and program reach (two pages)

Provide a location/vicinity map that shows where the program and/or participating communities are located within the region, such as on Google Maps, MetroMap, Regional Equity Atlas, or the Regional Conservation Strategy viewer.

Demographic form (two pages)

Please download and fill out the 2018 Nature in Neighborhoods demographic form, which will not be used for the review of your grant application.
DEMOGRAPHIC INFORMATION

In order to serve the region’s communities as broadly as possible, Metro is conducting a survey to learn whom our grants currently serve and to help improve community access. The demographic information you provide will not be used for the review of your grant application.

1. How did you find out about the Nature in Neighborhoods grants?
   __ Website __ Our Big Backyard Newsletter
   __ Email __ Metro Employee
   __ Friend or colleague __ Workshop, meeting or other event
   __ Newspaper __ Other (Please specify):

2. Does your organization consider itself to be a culturally-specific community based organization?
   Primary Applicant __ Yes __ No please specify: __________________________

3. Please indicate, to the best of your ability, whether your project partners consider themselves to be a culturally-specific community based organization:
   Co-Applicant __ Yes __ No please specify: __________________________
   Partner 1 __ Yes __ No please specify: __________________________
   Partner 2 __ Yes __ No please specify: __________________________
   Partner 3 __ Yes __ No please specify: __________________________

1 Definition: A culturally-specific community based organization meets the all of the following criteria:

- The majority of members and/or clients are from a particular (or multiple) community (or communities) of color, such as: African American, Asian/Pacific Islander, Native American, Latino, African Immigrant and Refugee, and Slavic.
- The staff, board and leadership reflects the community that is served.
- The organizational or programmatic environment is culturally focused and identified as such by members.
- The organization or program has a track record of successful community engagement and involvement with the community being served.
- The community being served recognizes the organization or program as a culturally-specific organization or program.

Source: Philanthropy and Communities of Color in Oregon: from strategic investments to assessable impacts amidst growing racial and ethnic diversity. PSU (2010).
4. For the project outlined in your Nature in Neighborhoods grant proposal, do you expect to engage a majority (more than 51%) non-white population?
   ___ Yes
   ___ No

5. If yes, which population(s)?
   ___ Asian
   ___ American Indian/Alaskan Native
   ___ Latino /Hispanic
   ___ Native Hawai‘ian or Other Pacific Islander
   ___ African
   ___ Slavic
   ___ Black/African American
   ___ Other (Please specify):
   ___ Middle Eastern/North African

6. Please tell us what you based your answer(s) on (e.g. staff input, staff observation, census data, school demographic data, previous project).

7. To inform our evaluation outcomes reporting, Metro would like to learn what demographic information our grant applicants already collect. What demographic data does your organization collect about the population you serve?
   ___ Race and ethnicity
   ___ Gender
   ___ English proficiency
   ___ Age
   ___ Primary language
   ___ Special needs
   ___ Geography/location
   ___ Other (Please specify):
   ___ Income

8. Please tell us about how you collect and use demographic data in your program.

9. We understand that demographic data can be highly personal both for individuals and organizations. Please describe any concerns you would have about sharing your demographic data about participants in programming related to this grant application.

10. Do you have any comments about this survey?