Nature in Neighborhoods community grants

Nature education and outdoor experiences grants
full application handbook

Due May 2, 2018
By invitation only
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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oregonmetro.gov/news

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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
May 2, 2018, 4 p.m. 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

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>Fiscal Agent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nadaka 2020 Conservation, Education and Stewardship Programming</td>
<td>Columbia Slough Watershed Council</td>
<td>$61,000</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian Pacific Islander Youth Leaders in Nature</td>
<td>Asian Pacific American Network of Oregon (APANO)</td>
<td>$25,000</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Environmental Capacity in Communities of Color: Knowledge, Research and Discourse</td>
<td>Coalition of Communities of Color</td>
<td>$20,000</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment 2042 Environmental Education (E42 EE) Leadership Program</td>
<td>Center for Diversity &amp; the Environment</td>
<td>$100,000</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Verde Landscape

Verde $25,000

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.

Wisdom Workforce Program

Wisdom of the Elders, Inc. $75,000

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 during the contracting process.

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.

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

Online application

Please register, login and submit your full application by 4 p.m. May 2, 2018 via the online system ZoomGrants.

To access the full application, login in to your account at https://www.zoomgrants.com and click the "submitted" tab to access your application for “Metro, Parks and Nature, 2018 Nature in Neighborhoods nature education and outdoor experiences grants”. You may also access your application by logging into your account at https://www.zoomgrants.com/zgf/Metro/2018_Nature_Education_and_Outdoor_Experiences_Grant and click on the title of your application in orange.

Please note that for the full application, you do not need to click to “submit” the application. Once complete and after the deadline, Metro staff will be able to download your full application.

An email will be sent within 24 hours by Metro staff via ZoomGrants confirming your full 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.
- 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 full application

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

**Project narrative and scope of work:** 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?

**Goals and evaluation outcomes:** 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 and letters of support:** 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? How does this effort fit into the work of mission of the partners?

**Organizational preparedness and budget:** 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? How is funding supporting partners and project implementation?

**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? This considers geography, demographics and the number of participants served.
FULL APPLICATION ADDITIONAL SECTIONS

The full application consists of the pre-application narrative and in addition, a detailed program budget and narrative, evaluation measures and outcomes report, three (3) letters of support, and if applicable, a letter of funding match, a statement of 501(c)(3) tax-exempt status, letter of IRS determination, and letter of property permission. You may revise your pre-application narrative, but it is not necessary.

For your reference, please see below for the additional sections included in the full application. In ZoomGrants, these sections are under the tabs named “Budget”, “Scope of Work”, and “Document Uploads”.

**Budget**

In the online application, please provide a detailed program budget, including revenues and expenditures, which directly relates to the program narrative in your full application. Please use the budget narrative to explain how your figures are calculated.

**BUDGET CHART**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount requested</th>
<th>Match funds Year 1 must be committed</th>
<th>In-kind match</th>
<th>Total program budget (auto-calculated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal services: List salaries and administration costs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Volunteer labor: Calculate at $24.14/hour</td>
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<tr>
<td>Professional services: List activity and amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Materials &amp; supplies: List items, quantities, prices</td>
<td></td>
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<tr>
<td>Transportation costs: Please itemize</td>
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<tr>
<td>Indirect or overhead costs,(^1) e.g. utilities, rent, telephone, fiscal administration</td>
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<tr>
<td>Other: Please describe</td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

\(^1\)Only for expenses directly related to program. Costs are reimbursable up to 10 percent of total award; match up to 10 percent of total program cost
**Budget narrative**

Please describe the program budget, including revenues and expenditures, which directly relates to your program narrative. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources; list contributors and amounts. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year program contributions committed at time of full application.

**Scope of work**

The scope of work and evaluation outcomes report tells the story of what will be accomplished and documented at the end of the project or program. This information should directly relate to the program goals and purpose stated in your full application.

**Scope of work (two pages maximum)**

In the online application, please briefly list the schedule, activities, and responsible parties. Two pages are requested, however additional space is provided.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>What is the schedule and timeline for your activities?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>What is the schedule and timeline for your activities?</td>
</tr>
<tr>
<td>Activities</td>
<td>What are your primary program activities?</td>
</tr>
<tr>
<td></td>
<td>How many of each do you expect to complete? Be as specific as possible.</td>
</tr>
<tr>
<td>Responsible person or partner</td>
<td>Who or what organization will lead and participate in each activity?</td>
</tr>
</tbody>
</table>

**Evaluation outcomes report (two pages maximum)**

In the online application, please describe the program evaluation outcomes in the evaluation measures chart online. Two pages are requested, however additional space is provided.

Reporting how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with voters and the larger community in the Metro area. Therefore, Grantees will submit program progress reports every six months and a final outcomes report will be due upon program completion. The final outcomes report will include a summary of grant activities, the actual total budget and in-kind matching contributions, photos, follow-up activities, and an evaluation of the program, including a descriptive qualitative story and quantitative evaluation measures.
Please describe here the outcomes you will report for your program, according to the overall purpose, categories and goals established for Metro’s Nature in Neighborhoods nature education and outdoor experiences grants.

<table>
<thead>
<tr>
<th>Goals and Outcomes</th>
<th>How will you know when you have been successful in fulfilling the Nature in Neighborhood goals and met your organization’s goals? What stories do you hope to be able to tell about your program’s success? How do you plan to overcome any challenges? How will you use the information to improve your work in the future?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program reach</td>
<td>Who is your target audience? (include demographic information about participants like age, race and ethnicity and socio-economic status)</td>
</tr>
<tr>
<td></td>
<td>How many program participants do you expect to serve?</td>
</tr>
<tr>
<td>Data collection method</td>
<td>How will you gather the information necessary to know whether your program was successful?</td>
</tr>
</tbody>
</table>

*Sample evaluation measures are available upon request.

**Uploads**

In the online application, please upload the following additional attachments to support, expand on and provide additional detail about the program as described in full application.

- [ ] Please upload three letters of support by active partners which strengthen the project narrative and describe the role of that partner. (three pages minimum)
- [ ] Please upload a letter stating permission to use property by land owner or manager, if applicable (maximum one page)
- [ ] Please upload the 501(c)(3) tax-exempt status statement or your organization’s 501(c)(3) IRS determination letter, if applicant is not a school or government agency, or the following 501(c)(3) tax-exempt status statement (maximum one page)

  “I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to Metro. Further, I certify that this organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status and is further classified as public charity and not a private foundation OR qualifies for exempt status as a public school, government agency, or religious institution.” *Signed by the executive director or a board member.*

- [ ] If desired, please upload any additional photos, curriculum or materials that help to describe or illustrate the project to ZoomGrants. These should be no more than two pages.