



Nature in Neighborhoods community grants

# Nature education and outdoor experiences grants full application handbook

Due April 7, 2020  
Submit via ZoomGrants

[oregonmetro.gov/grants](https://oregonmetro.gov/grants)

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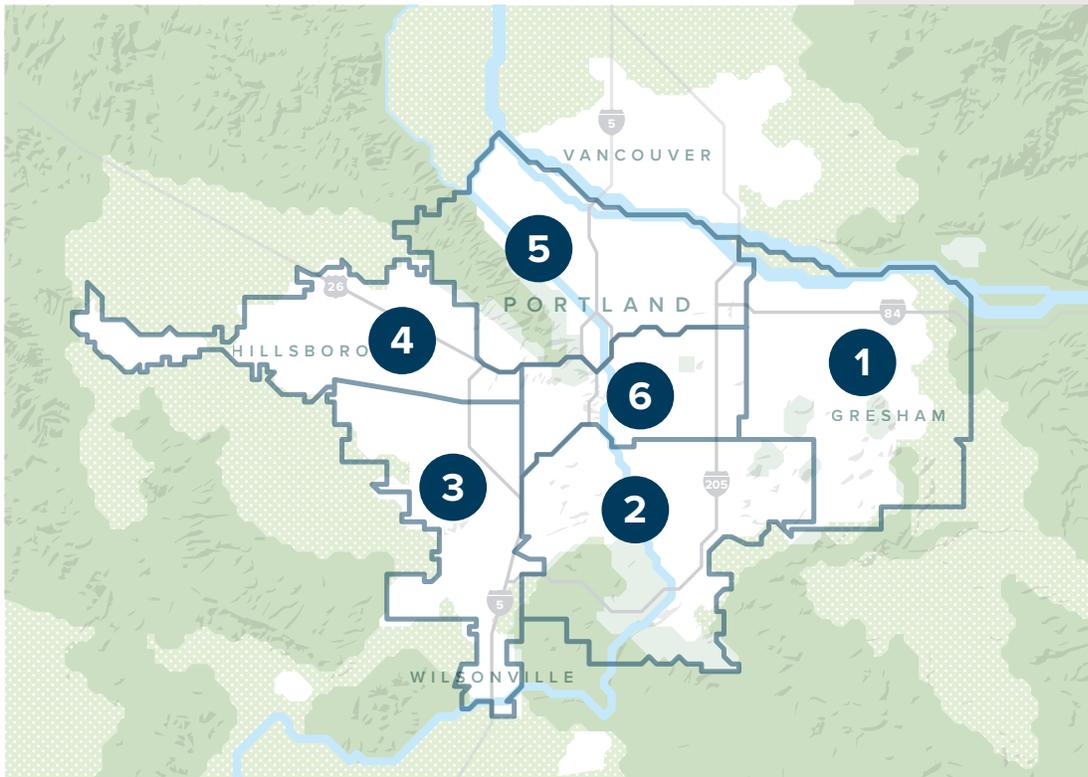
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## TABLE OF CONTENTS

Nature education and outdoor experience grants .....	2
Minimum qualifications .....	3
Application process .....	4
Program purpose and goals .....	4
Contracting and agreements .....	9
Contacts .....	9
Grant application instructions .....	10
Full application additional sections.....	12



## NATURE EDUCATION AND OUTDOOR EXPERIENCES GRANTS

For nearly two decades, Metro has provided grants for habitat restoration, nature education and other programs 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 2020 nature education and outdoor experiences grants is set at \$700,000 in total. Grant awards have a maximum of \$100,000 and a term of up to two-years. This is the third round of Nature in Neighborhood community grants to be awarded with funds from the renewal of Metro’s 5-year levy.

### What’s the timeline?

Dec. 2019	Availability of grant funds announced
Jan. 2020	Nature education grant workshop and one-on-one meeting opportunities
Jan. 29, 2020, 4 p.m.	Nature education pre-applications due to Metro
March 2020	Successful pre-applications invited to submit full applications
April 2020	Nature education full application grant workshop
April 7, 2020	Final applications due to Metro
May 2020	Grant awards announced
June 2020	Orientation meeting for grant recipients
June 2020	Metro Council decides on grant awards
July 2020	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. The grant evaluation criteria are weighted to support projects and programs benefitting, designed by, and/or led by communities of color. Past grants have funded programs serving a wide range of participants’ ages (from 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, neighborhood groups, 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, programs must be completed within 24 months.
- Applicant must have 501(c)3 nonprofit organization 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 program is sufficiently defined so the review committee can understand how well it meets the grant program purpose and evaluation criteria.

The application process has two stages: 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

Nature education grants prioritize programs that advance racial equity, diversity and inclusion, make communities more resilient to climate change and include greater community engagement. Following the Metro Parks and Nature department Racial Equity, Diversity and Inclusion Action Plan, Nature education grants fund programs that meet the following equity goals:

### Cultural equity

People of all cultures, races and traditions connect with nature and with one another 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 2018 Nature in Neighborhood grants that support cultural equity**

**Advancing Cultural and Environmental Equity for API Communities**

**APANO Communities United Fund** **\$30,000**

APANO members connect with greater Portland’s parks and natural areas and have leadership opportunities to advance environmental equity in East Portland neighborhoods.

**Environment 2042 Emerging Leaders (E42EL)**

**Center for Diversity & the Environment** **\$60,000**

The Environment 2042 Emerging Leadership Program creates a cadre of youth 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.

**Portland Harbor Access & Cultural Ties to the River**

**Portland Harbor Community Coalition** **\$30,000**

This program connects and educates about the Willamette River and superfund site and inspires a reverence for nature and wildlife to the Portland Harbor through culturally-specific events with Get Hooked, the East European Coalition, Portland Chapter of the American Indian Movement.

**Soul River Celebration of Wild Steelhead**

**Soul River Incorporated** **\$15,000**

The Celebration of Wild Steelhead and educational programs at Oxbow Park connect to and support educational deployments to the Arctic, the Ochoco Mountains, Owyhee Canyonlands and Bears Ears National Monument.

## Environmental equity

Communities of color in greater Portland enjoy the benefits of conserving land, air and water and equitable access to safe and welcoming parks, trails and natural areas; 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 [oelp.oregonstate.edu/sites/oelp/files/oelp-resources/environmental-literacy-plan-2013.pdf](http://oelp.oregonstate.edu/sites/oelp/files/oelp-resources/environmental-literacy-plan-2013.pdf) and [pdxstem.org](http://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.
- Increase climate change resiliency by addressing water quality and availability, community access to water, urban forest canopy, habitat connectivity, and/or flood control.

### Examples of 2018 Nature in Neighborhood grants that support environmental equity

#### Ecology Education in North Clackamas

##### **Ecology in Classrooms and Outdoors** **\$57,700**

Ecology Education in North Clackamas engages 1,200 3rd to 5th grade students and 40 teachers at five Title I elementary schools in the North Clackamas School District. Each classroom receives four ecology lessons and a service-learning field trip.

#### Reclaiming Indigenous Futures through Cultural Ecology

##### **Friends of Tryon Creek** **\$100,000**

Friends of Tryon Creek collaborate with the Native American Youth and Family Center and Cultural Lifeways to reclaim and reconnect to culturally significant lands through the Cultural Ecology curriculum at Tryon Creek State Natural Area.

## **Farm School**

### **Friends of Zenger Farm**

**\$72,850**

Farm School is a farm, garden and wetland-based outdoor education program that connects East Portland youth with 12 hours of instruction over three seasons and introduces their families with a natural area near their home.

### **Living Cully Youth Nature Education Program**

#### **Verde**

**\$80,044**

Verde's two-year youth nature education program benefits low-income youth and youth of color in Portland's Cully neighborhood establishing a replicable model of service delivery in partnership with education and housing programs. Neighborhood youth are also designing and developing a rain garden in the neighborhood.

## **Economic equity**

Communities of color prosper economically from the business of Parks and Nature in greater Portland.

### **Examples:**

- Support mentorship, youth corps and job skill development in natural resources, nature education or other nature-related science, technology, engineering or math careers.
- Support worksite tours, career-related learning, youth or adult apprenticeships and paid work and on-the-job-training.
- Prepare participants for continuing careers, higher education, advancement or leadership opportunities, such as non-profit or other board service or community organizing in nature-related fields.
- Support equal opportunity for everyone to access and participate in economic opportunities in parks and natural areas.

## **Examples of 2018 Nature in Neighborhood grants that support economic equity**

### **Student Crew Leadership Training Program**

#### **Portland Opportunities Industrialization Center Inc.**

**\$30,000**

Through the Student Crew Leadership Team Training Program, POIC, Friends of Trees and others provide low-income youth of color with the opportunity to engage in project-based education and career-track natural resource mentorship.

**Nature Experiences and Workforce Training (NEWT): Changing the Face of the Field**

**Tualatin Hills Park & Recreation District** **\$69,935**

Tualatin Hills Park & Recreation District partners with Adelante Mujeres and the Beaverton School District to provide after-school nature programming at four schools in Beaverton and a two-year workforce development program for Latino students.

**Growing Green: Training Leaders for Tomorrows Jobs**

**Tualatin Riverkeepers** **\$99,880**

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.

**Wisdom Workforce Development Program**

**Wisdom of the Elders, Inc.** **\$39,820**

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 is not eligible for reimbursement.

### Payment of grant funds

Metro's Nature in Neighborhoods community grants program made changes to our reimbursement policy in 2018, including offering a portion of the funding upfront and reduced documentation required for reimbursement of grant-related expenses.

### 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 [oregonmetro.gov/grants](https://oregonmetro.gov/grants) or contact:

**Crista Gardner**, Nature in Neighborhoods community grants, Program Manager,  
[crista.gardner@oregonmetro.gov](mailto:crista.gardner@oregonmetro.gov) or 503-797-1627

**Oriana Quackenbush**, Community Investments and Partnerships Program Assistant,  
[oriana.quackenbush@oregonmetro.gov](mailto:oriana.quackenbush@oregonmetro.gov) or 503-797-1834

## GRANT APPLICATION INSTRUCTIONS

### Online application

Please register, login and submit your full application **by 4 p.m. April 7, 2020** via the online system [ZoomGrants](#) .

To access the full application, login in to your account at [zoomgrants.com](#) and click the “submitted” tab to access your application for “Metro, Parks and Nature, 2020 Nature in Neighborhoods nature education and outdoor experiences grants”. You may also access your application by logging into your account at [zoomgrants.com/zgf/Metro/2020\\_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. The system automatically saves any changes. Once complete and after the deadline, Metro staff will download your full application.*

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

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

**Program narrative and scope of work:** How well does it describe the program 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, 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 for the program?

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

**Racial Equity, Diversity, and Inclusion:** Does the proposal 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? How is the program culturally relevant or culturally responsive? Is diversity, equity and inclusion part of the applicants' vision, mission, or objectives?

**Location and program reach:** Does the proposal help the full slate of awarded programs reach communities from around the region?

## FULL APPLICATION ADDITIONAL SECTIONS

The full application consists of the pre-application narrative and in addition, a detailed program budget and narrative, scope of work, evaluation measures and outcomes report, and uploads including: 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.

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”.

*Please do not revise your pre-application narrative without speaking to the Grants Program Manager.*

### 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

Activity	Amount requested	Match funds Year 1 must be committed	In-kind match	Total program budget (auto-calculated)
<b>Personal services:</b> List salaries and administration costs				
<b>Volunteer labor:</b> Calculate at \$25.43/hour				
<b>Professional services:</b> List activity and amount				
<b>Materials &amp; supplies:</b> List items, quantities, prices				
<b>Transportation costs:</b> Please itemize				
<b>Indirect or overhead costs,<sup>1</sup></b> e.g. utilities, rent, telephone, fiscal administration				
<b>Other:</b> Please describe				
<b>Total</b>				

<sup>1</sup> 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 that directly relate 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

In the online full application, please complete the two charts under this tab: the Scope of work chart and Grant project assessment chart.

### Scope of work chart (two pages maximum)

In the online application, please briefly list the schedule, activities, and responsible parties. This information should directly relate to the program goals and purpose stated in your pre-application. Two pages are requested, however additional space is provided.

<b>Schedule</b>	<b>Activities</b>	<b>Responsible person or partner</b>
What is the schedule and timeline for your activities?	What are your activities at each phase of the project? How many of each do you expect to complete? Be as specific as possible.	Who or what organization will lead and participate in each activity?

## PROGRAM ASSESSMENT

### Grant program assessment chart (two pages maximum)

In the online application, please describe how and what you will assess during the grant program to determine its success, using the provided chart of Setting goals, Assessing your goals, and Setting measures. If awarded the grant, grantees will submit program progress reports every six months and a final report at the end of the project. Please describe the goals, methods of assessment, and measures you would report for your project in each of the six-month progress reports and final report. Two pages are requested, however additional space is provided. See more detailed examples below.

Setting goals	Assessing your goals	Setting your measures

### Setting goals

What Nature in Neighborhood community grant goals and organizational goals do you hope to fulfill through this project? What do you hope to accomplish by implementing this project? List your goals for your Nature in Neighborhood community grant.

*For example:*

- **Purpose**

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

- **Cultural equity**

People of all cultures, races and traditions connect with nature and with one another in the region's parks and natural areas.

- **Environmental equity**

Communities of color in greater Portland enjoy the benefits of conserving land, air and water and equitable access to safe and welcoming parks, trails and natural areas; communities enjoy learning about, helping restore, experiencing and connecting with nature and the region's natural areas.

- **Economic equity**

Communities of color prosper economically from the business of Parks and Nature in greater Portland.

- **From your organization**

Mission, goals from your organization or project's strategic plan, or your project's purpose or goals.

### **Assessing your goals (methods)**

How do you plan to find out if you achieved these goals? List as many as apply.

*For example:*

- **Counting things:** This can include things such as the number of people who participated in your project, new partnerships with organizations, new or expanded programming, participation of new leaders, number of plants or acres restored, length of stream stabilized, or other money you were able to get because of the Metro grant. Your end product could be a simple list of things that matter. It is helpful to describe in your final report if the numbers met your expectations.
- **Self-assessment:** Your thoughts on how the project went are important. What did you learn? What did you observe? How did the grant impact the habitat or community? Are things different as a result? What worked well and what could be better?
- **Interviews:** One-on-one discussion with project team members or participants reveal how others responded to your program. Questions can focus on things that matter most to you, but be open to things you may have not thought to ask.
- **Surveys:** Short surveys, either in-person or online, can reach many people and give you immediate feedback on things that matter to you. When given before and after your program, these pre- and post-surveys may show you what participants learned.
- **Project debrief meetings:** Talking with your partners, project team and/or participants after the project is a useful way to understand what worked well and what could be better. Were people satisfied with how things went? What would they do the same or differently?
- **Other methods to measure your goals.**

### **Setting measures**

How will you know if your project is achieving your goals? List one to three things for each goal that you will measure to understand if the project is meeting your goals.

*For example:*

- **Cultural equity:** Number of participants, volunteers, people reached or programs. Demographic diversity of education program participants and/or volunteers. Engaged communities or community organizations participating in nature education programs. Capacity of non-profit organizations or communities to participate in project design and/or implementation of nature education programs increased. New or established partnerships with community-based organizations serving diverse audiences strengthened. Organizational capacity for conservation education increased. Capacity of

organizations to accomplish their missions increased. Ability to lead restoration, community stewardship or nature education programs increased.

- **Environmental equity:** Ability of teachers and/or educators to align and integrate effective experiential, outdoor focused, place-based and inquiry-based learning into the curriculum increased. Institutional and/or organizational support for effective experiential, outdoor focused, place-based and inquiry-based learning increased. Numbers of participants, hours and student/teacher or educator ratio in multiple programs or multi day programs (e.g. contact hours). Resources to advance conservation education leveraged or increased. Number of first-time schools and/or teachers participating in nature education programs.
- **Economic equity:** Participant environmental knowledge and skills increased. Specific college and career readiness skills demonstrated. Understanding of natural systems and how humans are interconnected to these systems increased. Appreciation of the natural world and human relationships to it, especially in the Pacific Northwest increased. Percentage of participants who view themselves as conservation leaders within their communities increased.
- **Other measures that will help you know if you are meeting your goals.**

## 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; each letter should describe the role of that partner (three letters 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 the review committee (maximum two pages).
- If requested, please upload responses to review committee questions provided to you in the feedback letter.