



Nature in Neighborhoods community grants

Community stewardship and restoration grants full application handbook

Due September 14, 2021

Submit via ZoomGrants

oregonmetro.gov/grants

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COMMUNITY STEWARDSHIP AND RESTORATION GRANTS

For nearly two decades, Metro has provided grants for conservation, stewardship, nature education and other programs and projects that connect people to nature and respond to community innovations. Metro's investments in improving urban ecology, restoring habitat, addressing inequities in the conservation movement and enhancing economic opportunities and connection back to land for Black, Indigenous and other communities of color 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 Nature in Neighborhoods community grants to be awarded from 2018 to 2023.

During the 2021 grant cycle, funding for community stewardship and restoration grants is set at \$700,000. Small grants have a maximum award of \$50,000 and large grants have a maximum award of \$100,000. These grants are currently offered every other year, this is the final community stewardship and restoration grant opportunity for the 2016 levy renewal.

What's the timeline?

April 22, 2021	Availability of grant funds announced
May and June 2021	Community stewardship and restoration grants workshop and one-on-one opportunities
Wednesday, 4 p.m., June 23, 2021	Community stewardship and restoration grants pre-applications due to Metro
August 2021	Successful pre-applications invited to submit full applications
Tuesday, 4 p.m., September 14, 2021	Final applications due to Metro
October 2021	Grant awards recommendation announced
November 2021	Metro Council awards grants and funds become available

Who may apply?

For the full application, only those organizations who submitted a pre-application and were invited to advance to this stage, are eligible to apply. Generally, community groups, watershed councils, collectives, neighborhood associations, nonprofits, faith groups and service groups with nonprofit or other tax-exempt status, or with a fiscal sponsor who has that status may apply. Metro is not eligible to apply for or receive grant funds.

The community stewardship and restoration grants are intended to support community-driven initiatives and programs. Partnerships are key to a competitive proposal because this is a requirement stated in the 2013 local option levy, and because partnerships can facilitate innovation, collaboration, solidarity, accountability and communal or collective approaches to climate justice and racial equity. These grants are intended to benefit people of all ages and abilities from all backgrounds. Organizations are encouraged to submit applications for projects benefitting, designed by, and led by Black and Indigenous communities, communities of color and

other marginalized groups. For example, a project designed by members from historically and continually marginalized communities would demonstrate that they are involved in decision-making, project planning, implementation, outreach activities and evaluation.

Past grant recipients have planted native species at Ross Island, improved water quality and amphibian habitat in Willow Creek, and restored habitat at the Sandy River Delta for fish, migrating birds and turtles -- all while engaging local residents in being stewards of their local natural areas.

MINIMUM QUALIFICATIONS

Partnerships

Nature in Neighborhood grants support community innovation and collaboration. Successful applications typically involve multiple partners actively engaged in leveraging their skills and financial or in-kind services in order to facilitate the program. Partnerships should center racial equity and lead to creative approaches that address multiple social, economic and ecological needs and desires from the community. Therefore, this grant program requires each application to have at least three partners (including applicant). Applicants may partner in multiple grant applications.

Project requirements

- Projects must address at least one of the program goals (see below).
- Projects require at least three partners. Applicants may partner in multiple grant applications.
- After being awarded the grant, projects must be completed within 36 months (3 years).
- Metro allows the use of fiscal agents for groups that don't have 501(c) (3) status.

Financial requirement

- Projects require a minimum of 1:1 match of the awarded grant funds. The match should come from other funds, such as other grants, 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 match for additional years must be committed at the time of the final application. Other Metro funding cannot be applied towards match.
- Overhead costs are reimbursable up to 10 percent of the total grant award and as match up to 10 percent of the total project cost. The details of the budget, including anticipated match, are part of the full application submittal (see pages 14 to 15 for details).

Location

- Projects must occur on publicly-owned or permanently protected lands, such as land trust property, within the metropolitan-area urban growth boundary or [Metro's jurisdictional boundary](#), with a few exceptions.
 - Projects on private land must be able to show a clear public and environmental benefit.

- Projects may occur at Metro sites; however, Metro may not receive grant funding.
- All projects must benefit Metro-region residents.
- Projects cannot take the place of required mitigation or penalty payments or result in direct profit or proprietary resources.
- All projects must have written landowner permission at the time of full application.

APPLICATION PROCESS

Application review and selection

Grant award recommendations are made by a peer-review committee comprised of individuals with backgrounds in community engagement and partnerships, environmental justice, racial equity, habitat restoration, natural area land management, conservation planning, grant management, finance, and volunteer coordination. This committee will review applications and make funding recommendations to the Metro Council.

Pre-applications and full applications are evaluated based on the information submitted, responsiveness to the grant's purpose and goals, and the review committee's personal, 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.

. Feedback from the grant review committee about how well the pre-application meets the program purpose and goals will be provided to assist applicants in strengthening their applications in the full application. Applicants are invited to set a time to discuss the feedback they received from the committee from their pre-application, how to approach the additional information required for the full application or any other questions with the Community Grants Program Manager, Karissa Lowe, who can be reached at Karissa.Lowe@oregonmetro.gov.

The Metro Council reviews the committee recommendations and makes all grant awards.

PROGRAM PURPOSE AND GOALS

All applications must clearly meet the grant program's overall purpose. Priority will be given to applications that meet each of the grant program's three goals.

Purpose

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

Goals

Goal 1: Improve water quality, fish and wildlife habitat

These grants will preserve and restore fish and wildlife habitat in local communities and support larger environmental justice and conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans. This grants program focuses on the land uses outlined in the [Regional Conservation Strategy: Community Stewardship in Developed Areas and Restoration in Natural Areas](#).

Community Stewardship in Developed Areas refers to community stewardship and restoration in developed areas (urban or suburban) in greater Portland. These grants are designed to invest in communities, building capacity for and strengthening stewardship of local natural areas. They typically have the greatest community collaboration and provide the best opportunity for transformational partnership and engagement.

Restoration in Natural Areas refers to restoration in protected and/or larger intact natural areas in greater Portland. These grants will support restoration projects that meet local, regional, state and/or federal conservation, water quality and habitat restoration goals. Based on the location and habitat types, these projects will include a range of community engagement/community building/community led/community inspired activities, which may or may not provide individual or hands-on restoration activities involving community members or volunteers.

Examples of project strategies and activities:

- Increase the health of the overall urban landscape for native species and people. Address environmental justice and our region's history of displacement.
- Promote stewardship of wildlife on urban landscapes and reduce human-wildlife conflicts.
- Reduce hazards to wildlife and humans.
- Remove invasive species and enhance native vegetation.
- Support climate change adaptation and climate resiliency initiatives.
- Improve regional habitat connectivity.
- Restore ecological processes and functions in natural areas.
- Engage and support a variety of local approaches, and ways of knowing and being.
- Focus on multiple key habitats and species

Examples of Nature in Neighborhood grants that improve water quality, fish and wildlife habitat

Sieben Creek Landowner Stewardship Engagement Project

Clackamas River Basin Council

\$22,000

This project consisted of riparian zone restoration and residential stewardship education on property of the Clackamas River Community Cooperative, a nonprofit, resident owned, diverse manufactured home community with riverfront property along the Clackamas River in Happy Valley, Oregon. The project has a strong mix of education (newsletter, class, hands on learning), communication/outreach (knocking on doors, distributing a survey), and onsite activities including work parties (invasive plant removal, trash pickup, gardening with native plants), a nature walk, and a kickoff event/community celebration.

Gladstone Nature Park Butterfly Hill

Friends of Gladstone Nature Park

\$11,600

This project seeks to rehabilitate a 25-foot tall hill located in the Gladstone Nature Park with the help of a diverse group of park and city volunteers, along with middle and high school students and their families. Project benefits are varied: improving habitat by using pollinator-attracting native plants, educating park users about pollinators, increasing park visits by local students, and encouraging literacy. This project was a partnership of Centennial School District, Pleasant Valley Elementary School, Oregon Department of Fish & Wildlife, Private Landowners, City of Portland, City of Gresham, Clackamas and Multnomah Counties, East Multnomah SWCD, PGE Salmon Fund, Portland State University Watershed Capstone Class, Portland Community College GIS Certificate Program, Saturday Academy Apprenticeships in Science & Engineering, Kingfisher Ecological Services, Aquatic Contracting and the Johnson Creek Inter-Jurisdictional Committee.

Goal 2: Community partnerships, collaboration and accountability

These grants create, support and/or deepen partnerships in local communities, by connecting people to nature and centering the needs of these communities; increase people's awareness of the need for – and benefits of – protecting and stewarding natural areas; center racial equity and support communities (with priority given to BIPOC communities and communities most affected by white supremacy culture) in teaching and learning about, restoring, and experiencing the region's natural areas.

Strategies for community engagement fall on a spectrum from deep, personal engagement to outreach via mass media, but should aim for transformational partnerships rather than transactional information sharing. A wide variety of activities and levels of engagement may meet this goal. One size does not fit all and the goals of the project and communities' needs, aspirations, and skills should determine the approach and type of activities.

Examples of project strategies and activities:

- One-on-one personal connection (e.g. involve multiple community members in project design, implementation and/or outreach, community participation in hands-on restoration projects, organizing, workforce development, and mentoring).
- Outreach and/or marketing (e.g. social and mass media, group discussions, interpretive signs, mailings, project and/or site tours).
 - Collaboration with communities of color and other historically and continually marginalized groups to develop shared learning about environmental justice priorities and practices, and follow their direction to restore, experience and connect with nature and the region's natural areas.
 - Provide information, advertising or other promotions so that residents can more easily learn where natural areas are located, how to access them, and what to do there.
- Increase the capacity of, and support for, organizations or businesses that are led by, organize with and/or employ people of color and other historically and continually marginalized communities in habitat restoration or local parks and natural area land stewardship activities. Examples of capacity and support building activities include technical assistance, professional or leadership development, or stipends/compensation to participate in project design and/or implementation.
- Expanded partnerships with local and/or regional community-based organizations to support increased stewardship of local natural areas, fish and wildlife habitat.
- Intentional involvement of the community in restoration and stewardship efforts, contributing to community members' sense of connection back to natural areas, providing opportunities to learn from and educate local users, residents and nearby school populations.
- Training on trauma informed care for natural and water resource professionals and community members who interact with people experiencing homelessness. Learn from homeless communities about their needs and desires to be in nature. Facilitate transformational, equity centered, trauma-informed approaches to address safety and provide resources for homeless communities to be in nature.

Examples of Nature in Neighborhood grants that support community partnerships, collaboration and accountability

Depave Centennial School District

Depave

\$42,000

Depave will develop, plan and implement two to three re-greening projects at Title 1 Centennial School District elementary schools. The project will conduct a community design, and create ~10,000 square feet of new greenspaces with 800 native plants, nature play and on-site stormwater elements. The project focuses on incorporating nature play and art into the sites, in addition to site restoration and hands on volunteering opportunities. It also emphasizes community input and representation of historically and systemically marginalized people at every phase.

Re-Indigenizing the Urban Landscapes

National Indian Parent Information Center

\$49,819

The projects bring an Indigenous multigenerational approach to restoration; healing the land and the community, and revitalizing cultural connections to place by creating an inclusive community utilizing Traditional Ecological Knowledge to restore waterways and wildlife habitats. There is a broad range of activities implemented by many partners: site restoration, first foods gathering and preparation, ADA access improvements to parks, and family-centered activities like movies in the park.

Goal 3: Economic and environmental equity

The community stewardship and restoration grants help address inequities in the conservation movement. The grants provide outdoor, environmental, and natural resources; economic opportunities; direct access to protected natural areas; and the positive impacts of clean land, air and water to Indigenous communities, Black communities, communities of color and other historically and continually marginalized groups in greater Portland. (You can read how Metro operationalizes racial equity, diversity and inclusion at oregonmetro.gov/regional-leadership/diversity-equity-and-inclusion or oregonmetro.gov/public-projects/parks-and-nature-investments/equity. (Please consider these resources as information only. They are not intended as guidance for your application.)

Examples of project strategies and activities:

- Provide social and economic benefits to Indigenous communities, Black communities, communities of color and other historically and continually marginalized communities beyond the specific project scope or original design.

- Increase the number and improve the experience of visitors, staff and programs at natural areas representing diverse racial, ethnic and cultural groups and other historically and continually marginalized groups. Provide opportunities to communities of color to learn about, guide, and have decision-making power in how agencies and communities manage and care for the land and create opportunities to care for trails, harvest seeds or plant native plants. Improve accessibility to and within natural areas for the elderly, people with disabilities and communities of color.
- Include workforce development goals for partner organizations or programs, including internships or career pathways programs. Shift power to create possibility for equity in career pathways, hiring, retention, and educational opportunities.
- Work with and shift power to Indigenous communities to protect, preserve and access culturally significant land; salmon, steelhead and lamprey habitats; and native plants.
- Include work with Black communities, Indigenous communities, and/or communities of color on anti-displacement and housing security.
- Provide economic opportunities for communities of color and other marginalized communities in the construction of natural area improvements, restoration or community stewardship projects by working with COBID-certified firms and hiring and training a local workforce.¹

¹ COBID is the State of Oregon Certification Office of Business Inclusion and Diversity.

Examples of Nature in Neighborhood grants that support economic and environmental equity

Young Black Environmentalists Internship Program (Tappin Roots)

Camp E.L.S.O., Inc.

\$100,000

This project provides internships, education, and exposure to all levels of environmental careers for Black students to increase leadership, engagement, and representation for people of color in the broader environmental movement. Participants learn about the environmental movement and Black people in it, with a social and environmental justice perspective and grounding.

Collaborative Community Stewardship: Restoring Public Land Through Traditional Knowledge

Ecology in Classrooms and Outdoors (ECO)

\$50,000

ECO and its partners will create a collaborative approach to improving local habitats, working with members of indigenous groups to mentor students in Traditional Ecological Knowledge while meeting the restoration needs of public lands. The project centers Indigenous knowledge and values and interweaves Indigenous ways of knowing with Western science. Native people are recognized as experts and Native interns gain experience to facilitate their entry into green careers.

Student mentoring component positions Native people as experts and authorities on their own land.

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 Grant Contract 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

If awarded a grant, the primary applicant (and their fiscal sponsor, if applicable) will enter into a contract with Metro. As part of the contract execution process, the applicant or fiscal sponsor will need to provide proof of general liability insurance and, if applicable to their project, auto and worker's compensation insurance.

Metro made changes to our reimbursement policy in 2018, including offering thirty percent (30%) of the awarded funding upon contract execution and reduced documentation required for reimbursement.

If you would like more details or have questions about this please feel free to contact Oriana Quackenbush, Grants and Contract Coordinator, at oriana.quackenbush@oregonmetro.gov.

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. These gatherings may be held online, depending on current health and safety recommendations and the comfort levels of those involved.

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 and the submission of one final report at the completion of the grant contract. Site visits to projects may be offered by the grantees or requested by the Program Manager, as appropriate.

CONTACTS

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

Karissa Lowe Community Grants Program Manager, karissa.lowe@oregonmetro.gov or

360-261-4683

GRANT APPLICATION INSTRUCTIONS

Application assistance

Applicants are encouraged to contact Metro staff to discuss the proposed program or project, partnerships and grant criteria. Staff is available to help you make your application as strong as possible. Applicants are invited to set a time to discuss the feedback they received from the committee from their pre-application, how to approach the additional information required for the full application or any other questions with the Community Grants Program Manager, Karissa Lowe, who can be reached at Karissa.Lowe@oregonmetro.gov.

Online application

Metro accepts full proposals via the online system [ZoomGrants](https://zoomgrants.com/gprop.asp?donorid=2199) at oregonmetro.gov/grants or directly at <https://zoomgrants.com/gprop.asp?donorid=2199>. Full applications are due by 4 p.m. September 14, 2021. Applicants will be building upon their pre-application questions, adding additional information (see pages 14 to 18 for more details).

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 Karissa Lowe, the Community Grants Program Manager, know at 360-261-4683 or karissa.lowe@oregonmetro.gov.

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 copying and pasting into ZoomGrants (e.g. bullets, hyphens).
- An applicant may add partners, a fiscal sponsor, or colleagues as collaborators on ZoomGrants so they can make edits to the application directly. 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.
- **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

REVIEW OF YOUR FULL APPLICATION

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

Project narrative, scope of work and detailed budget: How well does it describe the project and its importance? For example, does it describe how the activity will be organized, best practices included, and the importance for the organization and community?

Please note: the grant review committee already evaluated the pre-application questions, if you make changes to those questions based on their feedback or for any reason, please add “UPDATED” to the beginning of the answer to highlight the updates for the committee.

Goals, evaluation measures and outcomes:

- How well does it address the grant program purposes and its associated goals?
 - For example, does it demonstrate how the proposal aligns with the grant program’s goals?
- Does the organization’s strategic mission, proposed expected results and outcomes, and plans to evaluate proposal effectiveness align with the grant program’s goals?
- How many of the three goals does it meet? Proposals that meet all three goals will be prioritized.

Budget:

- Does the budget demonstrate how they are involving and valuing their partners or participants? (This might show up as payment for partner time, stipends, etc.)

Partnerships and letters of support:

- How well are strong and active, authentic partnerships demonstrated? For example, how are partnerships and collaborations formed, strengthened and/or extended through the program?
- Does the proposed project have committed partners and future funding sustainability? How and why have engagement strategies been developed and chosen?
- Does it demonstrate how partnerships center racial equity and the voices of Black, Indigenous and communities of color?

Organizational preparedness and scope of work:

- How well does the proposal demonstrate leadership support, organizational capability and experience, and landowner permission to implement the project?
- Does it describe the key personnel roles and their qualifications and confirm that leadership has given approval for the program (from applicant and/or partners)?
- Does it demonstrate participation in the design and/or support in implementation from the communities it’s meant to benefit?

Racial equity, diversity and inclusion:

- Does it help shift power in the types of organizations and individuals prioritized in the region's regional nature conservation and environmental justice efforts, especially Indigenous communities, Black communities, and communities of color?
- How is the need for this proposal being identified and by whom?
- Who is designing and delivering programming to communities?

Location and program reach:

- Does it help the full slate of awarded projects reach communities from around the region?

FULL APPLICATION QUESTIONS

For your reference, please see below for the questions included in the online full application under the tabs Budget, Scope of Work, and Uploads. The narrative you provided in the pre-application questions tab is automatically included in your final application. ***If you would like to make changes to your pre-application narrative, please do so by marking any changes with “UPDATED” at the beginning of the section.***

BUDGET

In the online application, please provide a detailed project budget, including revenues and expenditures. This information should directly relate to the project narrative in your pre-application. Please use the budget narrative to explain how your figures are calculated.

- BUDGET CHART**

Activity	Amount requested	Match funds Year 1 must be secured	In-kind match	Total project budget (auto-calculated)
Personal services: Lists salaries and administration costs				
Volunteer labor: Calculate at \$28.54/hour				
Professional services: List activity and amount				
Materials & supplies: List items, quantities, prices				
Transportation costs: Please itemize				
Indirect or overhead costs,¹ e.g. utilities, rent, telephone, fiscal administration				
Other: Please describe				
Total				

¹ Only for expenses directly related to project. Costs are reimbursable up to 10 percent of total award; match up to 10 percent of total project cost

Budget narrative

Please describe the project budget, including revenues and expenditures. This information should directly relate to your project narrative. Provide explanation of how figures were calculated; describe personal and/or professional services costs (name of individual or company, rate, number of hours, etc.) and any other relevant information. Describe matching sources; list contributors and amounts and/or anticipated in kind/volunteer contributions. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year project match contributions secured 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. For your assistance, please see the [Beginners' Guide to Developing Restoration Projects](#) and sample successful applications on our [website](#) as examples.

Schedule	Activities	Responsible person or partner
What is the schedule and timeline for your activities?	What are your activities, key deliverables and milestones 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?

Grant project assessment chart (two pages maximum)

In the online application, please describe how and what you will assess during the grant project to determine its success, using the provided chart of Setting goals, Assessing your goals, and Setting measures. If awarded the grant, grantees will submit project 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 (See pages 3 to 8 for more details)

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:** Community stewardship and restoration grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.
- **Goal 1:** These grants will preserve and restore fish and wildlife habitat in local communities and support larger environmental justice and conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans. This grants program focuses on the land uses outlined in the [Regional Conservation Strategy: Community Stewardship in Developed Areas and Restoration in Natural Areas](#).
- **Goal 2:** Community partnerships. These grants create, support and/or deepen partnerships in local communities, by connecting people to nature and centering the needs of these communities; increase people's awareness of the need for – and benefits of – protecting and stewarding natural areas; center racial equity and support communities (with priority given to BIPOC communities and communities most affected by white supremacy culture) in teaching and learning about, restoring, and experiencing the region's natural areas.

- **Goal 3:** The community stewardship and restoration grants help address inequities in the conservation movement. The grants provide outdoor, environmental, and natural resources; economic opportunities; direct access to protected natural areas; and the positive impacts of clean land, air and water to Indigenous communities, Black communities, communities of color and other historically and continually marginalized groups in greater Portland.
- Your organization's 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, 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? 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 project. 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 the project participants and you.
- **Project debrief meetings:** Talking with your 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:

- **Community engagement:** Number of participants, volunteers, and people reached or projects. Participant demographics (geographic, age, race, etc.). Engaged communities or community organizations participating in restoration projects.
- **Partnerships:** Capacity of nonprofit organizations or communities to participate in project design and/or implementation increased. Partnerships with community-based organizations serving diverse

audiences strengthened. Organizational capacity for conservation increased. Capacity of organizations to accomplish their missions increased. Ability to lead restoration, community stewardship or nature programs increased.

- **Economic and environmental 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.
- **Vegetation management:** Habitat type. Number of acres planted. Number and/or density of plants. Non-native plant species and area (acres) treated. Survival rate for new plantings.
- **Fish passage improvements:** Number of culverts or structures improved for fish passage. Stream miles with improved access for fish. Stream reach. Number and type of structures in channel. Total feet or miles treated. Changes or types of materials used to stabilize the sides of bank
- 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 project as described in pre-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 or that of your fiscal sponsor, 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.)***

GLOSSARY

COBID - COBID is the abbreviation for the State of Oregon's Certification Office for Business Inclusion and Diversity, created within the Oregon Business Development Department or such state agency, department or entity to which has been delegated the responsibility to certify minority-owned businesses (MBE), women-owned businesses (WBE), businesses that service-disabled veterans own (SDV) and emerging small businesses (ESB). MBE denotes firms that are 51 percent ownership by a racial minority; WBE denotes firms with 51 percent or higher woman ownership, SDV denotes firms that are 51 percent ownership by a service disabled veteran. ESB is characterized as an emerging small business with two tiers; Tier 1 requires firms to have 19 or fewer employees whose average annual gross receipts over the last three years are under \$1,699,953 for construction firms and under \$679,981 for non-construction-related firms. Tier 2 requires firms with 29 or fewer employees whose average annual gross receipts over the last three years are under \$3,399,907 for construction-related businesses and under \$1,133,302 for non-construction businesses. COBID is the Certification Office for Business Inclusion and Diversity, which is the sole certifying authority for the state of Oregon.

Developed areas include industrial, commercial, and residential properties, developed parks, schoolyards, golf courses, cemeteries, airports, and the streetscape. The intensity of development ranges from skyscrapers in urban areas, like downtown Portland, to suburban neighborhoods in surrounding communities. Developed lands are situated such that remnant natural areas are highly fragmented, the tree canopy is only a fraction of historical levels, and many of the region's historical streams, wetlands, and floodplains have been degraded, filled in, or covered over. Nonetheless, these developed areas contain habitat value and biodiversity; a huge diversity of wild animals share even the most developed portions of our landscape. (*Regional Conservation Strategy*).

Natural areas are defined as protected or unprotected lands that are not developed and that are composed primarily of native habitat components. Most protected natural areas in the region are managed with the primary goal of conserving, enhancing, or restoring native species, the ecological processes that create and maintain habitat, and the ecosystem services that result, such as water quality protection. Examples of protected natural areas include wildlife refuges and wildlife areas, nature preserves, nature parks, and publicly owned parks that retain patches of habitat characteristic of the region. Unprotected privately owned lands may also be considered natural areas if they still maintain their conservation values. These lands may or may not be actively managed, but they are not considered natural lands if they are managed specifically for agricultural or forest production (such lands are considered working lands). (*Regional Conservation Strategy*).

Natural area maintenance (core stewardship) focusing primarily on vegetation management and weed suppression. Natural areas maintenance or core stewardship addresses basic stewardship to emphasize reducing future maintenance costs through early detection and rapid response to invasive weeds. Work primarily focuses on vegetation management and weed suppression, but may include fences, gates and other basic infrastructure. (*Metro Levy Framework*).

Restoration projects improve ecological function and create significant improvements in the quality and function of the highest priority sites and habitats. Emphasis is placed on hydrologic restoration focused on water quality and salmon, wetland restoration focused on water quality and

wildlife habitat, and prairie and oak restoration addressing priority habitats and species. Projects typically include vegetation management such as treating noxious and invasive weeds and planting native trees and shrubs. They may also include activities such as replacing or removing failing culverts and modifying roads to prevent erosion from reaching streams and water sources. (Metro Levy Framework).

Sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives. (Oregon Conservation Strategy).

Stewardship is the responsible use (including conservation) of natural resources in a way that takes full and balanced account of the interests of society, future generations and other species, as well as of private needs, and accepts significant answerability to society (Intertwine Conservation Education Task Force).

RESOURCES

Below are list of plans to assist in project development.

[Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion](#) was adopted by the Metro Council in June of 2016 and sets forth goal areas and strategies for the entire agency. The executive summary and the full plan are available online. oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion

[Metro's Parks and Nature Department Racial Equity, Diversity and Inclusion Action Plan](#) was finalized in March 2019. The department plan builds upon the goals set out by the agency plan and operationalizes them for the work of the department. You can learn more about Parks and Nature's equity work and read an executive summary of the action plan online. oregonmetro.gov/public-projects/parks-and-nature-investments/equity

[Oregon Conservation Strategy](#): The Oregon Conservation Strategy is the first overarching state strategy for conserving fish and wildlife. The Conservation Strategy is an effort to use the best available science to create a broad vision and conceptual framework for long-term conservation of Oregon's native fish and wildlife, as well as various invertebrates and native plants. As a guide to conserving the species and habitats that have defined the nature of Oregon, this strategy can help ensure that Oregon's natural treasures are passed on to future generations. The Conservation Strategy emphasizes proactively conserving declining species and habitats to reduce the possibility of future federal or state listings. It is not a regulatory document, but instead presents issues and opportunities, and recommends voluntary actions that will improve the efficiency and effectiveness of conservation in Oregon. dfw.state.or.us/conservation-strategy/read-the-strategy.asp

[Regional Conservation Strategy](#): The Intertwine Regional Conservation Strategy describes how we can protect our region's biodiversity for the long term. It defines the challenges facing local wildlife and ecosystems and offers a vision, framework, and tools for moving forward collaboratively to protect and restore our natural systems. This document organizes conservation strategies for the Portland metropolitan region by landscape types – natural area, working lands and developed areas – as well as strategies for biodiversity corridors and for species of special concern. theintertwine.org/projects/regional-conservation-strategy

[Regional Biodiversity Guide](#): The Intertwine Biodiversity Guide for the Greater Portland-Vancouver Region, together with mapping and GIS modeling completed specifically for the RCS, provides important tools for conservation practitioners and decision makers: a narrative that describes the composition and patterns of biodiversity across the region, a land cover map at a scale suitable for analysis of urban and near-urban areas, and a data-driven GIS model of conservation priority areas. theintertwine.org/sites/default/files/Biodiversity%20Guide%20for%20the%20Greater%20Portland-Vancouver%20Region_0.pdf#overlay-context=regional-conservation-strategy-data

Watershed Action Plans: Many watershed councils have created Watershed Action Plans. Please research the individual Watershed Councils for more information.

Restoring Rare Native Habitats in the Willamette Valley: This landowner's guide describes methods for restoring Oak Woodlands, Wetlands, Prairies, and Bottomland Hardwood and Riparian Forests. appliedeco.org/wp-content/uploads/restoring-rare-native-habitats-in-the-willamette-valley-1.pdf

Oregon Early Detection and Rapid Response targets: Early Detection and Rapid Response (EDRR) are primary activities of the Weed Control Program. Weeds are listed and targeted for early detection and rapid response activities. The goal is to prevent introduction or find them through early detection efforts and implement control measures to prevent widespread occurrence in Oregon. oregon.gov/oda/programs/weeds/pages/aboutweeds.aspx

Willamette Basin Restoration Priorities Watershed Summaries: The Watershed Restoration Summaries were developed by local watershed councils and other stakeholders to help identify priorities for restoring fish and wildlife habitat and water quality throughout the Willamette Basin. There are a number of comprehensive planning efforts in the Willamette Basin, including the Willamette Sub basin Plan, the Willamette River Basin Planning Atlas, and other regional habitat restoration prioritization frameworks. This document is not intended to replace these efforts. The intent is to work within the context of these basin-scale studies to produce a locally derived and accepted set of watershed restoration priorities.

[nrimp.dfw.state.or.us/web%20stores/data%20libraries/files/Watershed%20Councils/Watershed%20Councils 686 2 Willamette Watershed Council Summaries Dec05.pdf](http://nrimp.dfw.state.or.us/web%20stores/data%20libraries/files/Watershed%20Councils/Watershed%20Councils%20686%202%20Willamette%20Watershed%20Council%20Summaries%20Dec05.pdf)

ODFW's Data Clearinghouse: It provides a centralized accumulation and distribution service for Oregon's natural resource data. The Data Clearinghouse website houses reports, data files, databases, GIS maps and other natural resource information.

nrimp.dfw.state.or.us/DataClearinghouse/default.aspx?p=1

The Intertwine: The Intertwine outlines efforts to broaden regional collaboration and system building, tools to more effectively reach new and diverse audiences and address gaps in program delivery, and establish a clearinghouse of opportunities, research and resources for conservation education providers and users. theintertwine.org

The State of Diversity in Environmental Organizations: Mainstream NGOs, Foundations & Government Agencies: For this 2014 comprehensive report on diversity in the environmental movement, its authors surveyed 191 environmental non-profits, 74 government environmental agencies, and 28 leading environmental grant making foundations to investigate their gender and racial diversity composition, the majority of which state diversification as a "value." The study included confidential interviews of 21 environmental leaders from diverse backgrounds and experience. diversegreen.org/the-challenge/

Diversifying the American Environmental Movement: As the nation continues to diversify, the environmental movement is left with one of the greatest challenges it will face this century. In order to become an influential and sustainable movement for generations to come, it needs to successfully address its diversity crisis. In this essay, the authors, Marcelo Bonta and Charles Jordan, analyze the problem, acknowledge past and current diversity efforts, provide a comprehensive and strategic approach to diversifying, and stress the importance of diversifying in the right way. They provide

action-oriented solutions at the movement, organizational and individual levels.

[https://cdeinspires.org/wp-](https://cdeinspires.org/wp-content/uploads/2012/12/BontaJordan_DiversifyingEnvironmentalMovement.pdf)

[content/uploads/2012/12/BontaJordan_DiversifyingEnvironmentalMovement.pdf](https://cdeinspires.org/wp-content/uploads/2012/12/BontaJordan_DiversifyingEnvironmentalMovement.pdf)

MAPPING RESOURCES

Below are list of mapping resources to assist in project development.

Regional Conservation Strategy viewer: The viewer provides easy access to the data for those without GIS capacity to view and obtain some quick summary statistics about land cover, high value habitat, and protected areas. The full Regional Conservation Strategy documents, GIS data, and modeled outputs are available for download and are an incredibly rich information resource. regionalconservationstrategy.org/site/viewer

Oregon Watershed Restoration Inventory and **Oregon Explorer**: The Oregon Watershed Restoration Inventory (OWRI) tracks Oregonians' voluntary efforts to restore habitats for salmon and wildlife. With over 14,000 records of projects completed since 1995, OWRI is the single largest restoration information database in the Western United States. The Oregon Watershed Restoration Tool on Oregon Explorer was created to show the locations and information about OWRI projects. https://tools.oregonexplorer.info/OE_HtmlViewer/Index.html?viewer=owrt and <https://www.oregon.gov/oweb/data-reporting/Pages/owri.aspx>

Landscape America Conservation Registry: Landscape now hosts the Regional Environmental Information Network (REIN) conservation registry. The interactive map viewer to bring together maps, data, photos, and stories and provide tools and resources for strategic conservation planning and priority-setting. landscape.org

Regional Equity Atlas: Using maps, policy analysis, community-based research and other tools, the Equity Atlas project assesses how well different populations across the four-county Portland-Vancouver metro region can access key resources necessary for meeting their basic needs and advancing their health and well-being. By illuminating the region's geography of opportunity, the Equity Atlas is a powerful tool for promoting greater regional equity. It can be used to inform a wide range of planning, policy and investment decisions, such as where to locate new housing, transit, parks, services, infrastructure and other amenities, and where to most effectively target public and private investments. oregonmetro.gov/equityAtlas

MetroMap: This is Metro's web mapping service where you can view and print maps or data specific to your area of interest. MetroMap allows you to view map-based information about a location of your choice. View information on the urban growth boundary, parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map. gis.oregonmetro.gov/metromap

School districts: One source of local demographic data is the neighborhood schools. Each public school maintains data on the percentage of students eligible for the free and reduced lunch program and students participating in English as a Second Language programs. Demographic statistics on schools can be found in the National Center for Education Statistics, Common Core of Data (CCD): nces.ed.gov/ccd/index.asp