

Watershed Protection and Preservation Grant Program Application

Forms are available from the City of Salem website at www.cityofsalem.net.

GENERAL INSTRUCTIONS

1. Answer the questions in *Section 1* by typing, or clearly writing, the information requested on the attached form.
2. Use 8½" x 11" single-sided pages to answer the questions in *Section 2*. Type the question number and question before typing the answer. Limit responses to a total of ten pages.
3. Complete and attach the project budget in *Section 3*.
4. Complete and attach the project commitment requirement in *Section 4*.
5. Complete and attach the landowner approval requirement in *Section 5*.
6. Complete and attach any additional required information or forms.

The companion ***Program Information and Application Instructions*** explains the policies related to potential grant activities and describes the evaluation criteria used to make funding decisions. It also provides examples of the information being requested.

SUBMISSION OF GRANT APPLICATIONS

Grant applications may be submitted to the address below at any time. For more information see the *Program Information and Application Instructions* or contact Deborah Topp as listed below.

City of Salem Public Works Department
Attention: Deborah Topp
1457 23rd Street SE
Salem OR 97302

Phone 503-588-6211

Fax 503-588-6025

Email dtopp@cityofsalem.net

SECTION 1: APPLICANT INFORMATION

Type or write the requested information on this form.

Name of Project _____

Applicant Name _____

Applicant Address _____
Street or PO Box

City State ZIP
Phone _____ Fax _____

Email _____

Affiliate Organization (if any) _____

Address _____
Street or PO Box

City State ZIP

Landowner(s) _____

Address _____
Street or PO Box

City State ZIP

Project Location _____

Technical Contact (if different from applicant) _____

Address _____
Street or PO Box

City State ZIP

Phone _____ Fax _____

Email _____

Fiscal Officer (if different from applicant) _____

Address _____
Street or PO Box

City State ZIP

Phone _____ Fax _____

Email _____

Grant Dollars Requested \$ _____

Total Project Cost \$ _____

SECTION 2: PROJECT INFORMATION

Use 8½" x 11" single-sided pages to answer the following questions. Type the question number and question before typing the answer. Limit responses to a total of ten pages.

1. What is the present situation? Describe the current conditions at the project site.
2. What are you proposing to do? What are the project goals and how will they be achieved?
3. Who will design the project or provide technical guidance? Were other alternatives considered?
4. Who will maintain and monitor success of the project, how frequently, and for how long?
5. Which elements of the project will grant funds be used for?
6. Does the project have other funding commitments and have any conditions been placed on those funds?
7. Are there additional partners (agencies, landowners, volunteers)? What will be their role in the project?
8. What is the proposed schedule for the project?
9. Are permits (federal, state, or local) needed for this project?
10. How will the project promote public awareness of the benefits of watershed protection or preservation?

ADDITIONAL REQUIRED ATTACHMENTS

- **Project Budget.** (Use form provided in *Section 3*.)
- **Project Commitment Requirement.** (Use form provided in *Section 4*.)
- **Landowner Approval Requirement.** (Use form provided in *Section 5*.)
- **Project Design** (if applicable).
- **Maps.** Provide a general map highlighting the location and extent of the project. Unless a project design is submitted, provide a more detailed map locating site specific activities. (Use 8½" x 11" single-sided pages and include a scale or dimensions.)

SECTION 3: PROJECT BUDGET

Attach additional pages if necessary.

CATEGORIES (Itemize projected costs under each of the following)	MATCH FUNDS*	CITY OF SALEM FUNDS	TOTAL COSTS
Wages† (Volunteer equivalent or other paid)			
Contracted Services (Tree planting, technical consultation, etc.)			
Supplies/Materials (Fertilizer, seed, fencing, boulders, logs, plants, etc.)			
Production Costs (Design, permits, inspection, etc.)			
Equipment (Items with a value greater than \$100)			
Monitoring (For the length of time needed)			
SUBTOTALS			
Administration‡ (Costs for administering the grant, i.e., fiscal management)			
TOTALS			

* Amount of contribution provided by the applicant.

† See "Grant Match Fund" section of the *Program Information and Application Instructions* for calculating the value of volunteer labor.

‡ Administration costs may not exceed 10 percent of subtotal amount requested from City of Salem.

SECTION 4: PROJECT COMMITMENT REQUIREMENT

AGREEMENTS:

I/we, _____
of _____, Oregon, hereby make application for financial
assistance under the terms and conditions of the City of Salem Public Works Watershed Protection
and Preservation Program in the amount of \$ _____. The total cost of the project is
\$ _____, as shown in *Section 1: Applicant Information*.

I/we understand that if this proposal is funded, I/we will be required to:

- Sign a Grant Agreement containing the terms and conditions upon which funds will be released, including submission of necessary permits and documents;
- Obtain landowner, monitoring, and maintenance agreements;
- Certify that the project will comply with state, federal, and local regulations;
- Submit written evidence that all applicable permits and licenses from local, state, or federal agencies or governing bodies have been obtained or are not needed;
- Submit a report at the completion of the project and subsequent periodic reports to Salem Public Works on the project's performance;
- Agree that educational products resulting from projects are public domain.

Signature _____ Date _____

Name _____ Title _____

SECTION 5: LANDOWNER APPROVAL REQUIREMENT

AGREEMENT:

I/we, _____ ,
(Name of property owner or government agency)

(Mailing address) (City) (State) (ZIP)

authorize _____
(Name of grant applicant)

to conduct the activities described in the City of Salem Public Works Watershed Protection and

Preservation Grant application at _____
(Property address or site location)

Signature _____ **Date** _____

Name _____ Title _____