Medford Water Commission
Water Quality Improvement Grant Program

GUIDE TO PROJECTS:

HOW TO APPLY FOR GRANT FUNDS

Revised
March 2006

Medford Water Commission (MWC)
Lausmann Annex
200 South Ivy - Rm. 177
Medford, Oregon 97501
(541) 774-2439

TABLE OF CONTENTS

Grant applications may be submitted to the Medford Water Commission (MWC) at any time. To learn of the next application deadline, please contact MWC staff

PROJECT PRIORITIES
FOR WATER QUALITY IMPROVEMENT

The following project priorities were adopted to provide guidance on the types of activities that may be funded. They are not listed in priority order.

Water Quality Project Priorities
When soliciting monies from the Water Quality Improvement Grant Program, the proposal shall include a priority for:

a) Projects that address altered watershed functions affecting water quality will be given preference over projects that address site-specific problems.

b) Projects that include removal or remediation of human-caused alterations (roads, culverts, etc.) to improve water quality will be given priority over enhancement of existing functioning systems.

c) Projects that change land management practices that have chronic disturbances to the watershed will be given preference over projects that address only symptoms of disturbance.

d) Projects with direct evidence of collaboration between stakeholders and agencies will be given preference over single-party projects.

e) As a general principle, projects focusing on upslope and upstream treatments will be given priority over projects focusing on down slope and downstream treatments.

f) Watershed and riparian education projects that provide peer education about watershed processes for landowners will be given priority over creation of new curriculum materials.

FUNDING PRIORITIES & PREFERENCES

There are many programs throughout the state that are focusing on watershed enhancement, fisheries protection, enhancement, and water quality improvement. MWC realizes that projects funded and to be implemented under these programs may be for other goals or reasons, but water quality quite often benefits. MWC has adopted the following project priorities to provide guidance to applicants on the types of project activities that will receive preference for funding.

- Projects that ensure monitoring of both implementation and effectiveness and are structured to have measurable outcomes and identifiable results.

- Projects developed from a watershed-level assessment and analysis of conditions that includes an action plan for restoration or enhancement of watershed functions.

- MWC shall provide grants directly to state and federal agencies only if the project cannot be completed by a local watershed council or SWCD and it either addresses a project that crosses watershed council boundaries and/or is necessary to implement a watershed council action plan and is a priority for the watershed council.

- MWC shall only consider grant applications that fund private consultant personal services when such services are included as a component of a project proposed by other entities.

TYPE, SIZE, & LOCATION OF PROJECTS PREFERRED

MWC's goals are focused on improving water quality for our Rogue River source of supply. A project may span several years. There are some constraints, however. MWC will not fund a project that is implemented solely to comply with a state or federal agency enforcement order. MWC also will not fund projects for routine maintenance activities. In addition, projects consisting solely of project planning and/or design will not be funded, although a project that has planning and/or design as part of the total project may be eligible for funding.

The Water Commission seeks projects that provide an opportunity for watersheds to function as closely as possible to a natural system or which provide education on this concept. The Board gives preference to projects that are part of an overall water quality improvement plan or that have both stream and upland components.

In general, there is no specific limit on the total size of a grant. Large and small projects will be considered. The Board seeks both urban and rural projects and distributes funding to projects throughout the Upper Rogue area to promote public awareness of water quality enhancement benefits.

The Water Commission encourages the use of new technologies. It also encourages applicants to seek additional sources of project funding. Other funds and donated materials and services from agencies, businesses, volunteer organizations, schools and other youth groups tend to help spread the word about the benefits of restoring, maintaining and enhancing Oregon's water quality.

PROGRAM POLICIES

o MWC will not award project administration costs in excess of 10 percent of the total MWC grant amount.

o MWC will require submittal of: 1) proof of grant award or other funding, and 2) All permits, landowner agreements, etc. that are required by the primary granting entity, before releasing grant funds. In some cases, partial MWC funds may be released prior to acquiring permits. These cases will be evaluated on an individual basis.

o MWC will only consider grant applications that identify specific project activities.

o MWC will require a copy of the primary grant application being submitted for which the 25 % match is being requested. The primary grant funds must be secured before the MWC matching funds will be released.

o MWC grant applications will be considered complete as submitted. Clarification of information may be sought from the applicant during the evaluation process but additional, new information will not be accepted after the application deadline.

o MWC will only enter into grant applications with prior grantees if all obligations under earlier grant agreements have been fulfilled.

o Matching funds are required for MWC projects.

<div style="border:1px solid black;">

All projects must include at least 75% of its total cost from sources other than the Medford Water Commission in order to be eligible for MWC funding.

</div>

The MWC funding is intended to be the match for other grants. Other funding may be cash on-hand, cash pledged to be on-hand prior to project commencement, secured or pending funding commitments from other sources, the value of donated conservation easements, or the value of donated labor and materials essential to the project. (*Note:* MWC funding will not be released until proof of at least 75% of match funding has been secured. Commitments must be secured within 12 months from the date of the award).

By leveraging MWC funds with local and other state or federal funds, the MWC program can achieve broader benefits to Oregon's water quality. The greater the amount of other funds, the increased weight will be given in the evaluation. Also, applications that minimize overhead costs to be funded by MWC will be reviewed more favorably.

FUNDING PROCESS

o Grant applicant submits application.

o Grant reviewed by MWC staff. If deemed appropriate, staff take recommendations to the Medford Water Commission Board of Commissioners.

o Board of Commissioners hears staff recommendations and makes funding decisions.

o After Board decision, grant funds awarded in partial or full amount following applicants meeting requirements.

PART I: GUIDE TO PROJECTS

INTRODUCTION

Thank you for your interest in water quality improvement! The Medford Water Commission wants to make the process of developing a successful grant application as straightforward as possible. **Please read this Guide carefully before completing your application.**

> **Part I** of this Guide explains the MWC program as it relates to potential grant activities and the evaluation criteria used to make funding decisions.

> **Part II** explains the type of the information being requested.

NOTE: The project application is a separate document to be used when applying for funds.

Applications can be for water quality improvement projects only. The primary project component should be on the ground, but can be accompanied by education. All projects should include a monitoring component. Grant applications can be submitted to MWC at any time. Awards will be made once a year. To learn of the next application deadline, please contact MWC staff.

CONTACT INFORMATION
We hope this Guide will be of help to you in applying for a grant. If you have additional questions, please contact MWC staff:

> Bob Jones - Geologist
> Medford Water Commission
> Lausmann Annex, 200 S. Ivy, Room 177
> Medford, OR 97501
> Phone: 541-774-2439
> Email: bjones@ci.medford.or.us

PROGRAM DEFINITIONS

What is a water quality improvement project?

Water quality improvement projects involve on-the-ground (or in-the-stream) elements such as changes in land use, re-establishing or changing the vegetation and function of riparian or associated upland areas, purchasing conservation easements or leasing water rights, creating buffers, changes in management practices, modification of flow, and structural improvements.

What is an education component to a project?

An education component has as its primary purpose the communication of information about water quality. It may encompass a formal course of study that leads to a change in behavior or perception, or it may be focused on raising public awareness about water quality issues. All education projects have a defined objective, are directed at a specific audience and have a planned outcome.

What is a monitoring component to a project?

A monitoring component has as its primary purpose the measuring of the effectiveness of the water quality project being implemented. A monitoring plan should be developed that will monitor the water quality parameters that the project is hoping to improve. Although most monitoring would focus on water sampling and testing of the water, it is not limited to just that. For instance, a project designed to change or increase the riparian zone along a creek may be monitored by taking aerial photos over time, or a project designed to change land-use practices may monitor it's success or failure through the use of surveys, photos sites, etc.

FUNDING REQUIREMENTS

Landowner approval is necessary for MWC funding

The MWC program is built around local voluntary efforts and emphasis is given to projects that include landowner involvement and support. Proof of landowner approval to implement the project on his/her property is required prior to receiving MWC funds.

All water quality improvement projects must comply with statewide land-use planning goals, local land use-plans and other state and federal laws.

For private lands, contact your city or county planning department. On public lands, contact the appropriate land management agency. Be sure to clearly convey your project objectives to the local planning agency. **A form is included in the application to help you comply with this requirement.**

Requirements of project if selected for funding

Before funds are disbursed, you will be required to sign a grant agreement and submit several documents, possibly including necessary permits, landowner approvals, inspection, monitoring and maintenance agreements and evidence of compliance with statewide and local land use-plans. *Check with your local Watermaster, Division of State Lands, Department of Environmental Quality, Department of Fish and Wildlife and local planning department to determine what permits are needed. Full MWC funds cannot be released until all necessary permits are obtained.*

Throughout the term of the grant agreement, you must account for all expenditures and provide documentation to MWC showing how the funds are being used.

Upon project completion, you are required to submit a completion report detailing project activities and expenditures, and to then submit periodic performance reports over a number of years. These periodic reports help the Board determine which techniques work best and aid in fine-tuning the Board's program. Ten percent (10%) of the project award is retained until the completion report is submitted and accepted by MWC.

You are required to furnish and post a sign at the site of your watershed management project identifying it as a MWC project and noting that local revenues are a source of funding. Printed materials produced through MWC projects must include a similar notation. In addition, all promotional or educational materials must be reviewed by MWC for consistency with MWC concepts *prior* to publication and/or distribution.

GENERAL PROJECT CRITERIA

o **The project must demonstrate sound principles of water quality management.**

In general, sound principles of watershed management are demonstrated by activities that sustain, enhance or protect natural watershed functioning. Watersheds function by capturing water where it falls, allowing water to be effectively stored within the soil, and releasing water into springs, seeps, streams, lakes and rivers to sustain the biological capacity of the area. There are many accepted Best Management Practices that can be implemented to manage water quality. Education projects can provide information about watershed concepts and sound principles of watershed management as well as water quality management. Assessment and monitoring projects both directly and indirectly demonstrate sound principles of watershed management.

o **The project must use methods adapted to the locale.**

MWC does not prescribe any particular method to accomplish local enhancement objectives. Preference is given to projects supported by and identified in assessments and action plans. The Board encourages simple projects and but large or small-scale projects may also be appropriate and acceptable for funding.

o **Is cost-effective based on the extent to which it maximizes participation of volunteers, encourages individuals and organizations to work jointly to accomplish the project and involves intergovernmental cooperation.**

In addition to these general criteria, all projects must identify the person or organization with fiscal responsibility for the project. Applications from watershed councils **must include documentation** showing that the council has local government recognition, represents a balance of interests in the watershed and has the necessary skills and expertise to guide watershed management activities. Grant recipient must have and demonstrate the capacity to complete the project within the stated timelines with the identified resources.

Also, all projects should include an element of education or public awareness. See the education project criteria for guidance, even if your project falls within another category.

If your project meets the criteria above, it can then be evaluated based on how well it addresses the resource management, education, or monitoring/assessment criteria described in the following sections. In general, projects should be part of an overall watershed plan that addresses altered watershed functions. Projects are not expected to meet all of the criteria, however projects that address most of the criteria are more likely to be funded.

SPECIFIC CRITERIA & RECOMMENDATIONS
FOR WATER QUALITY IMPROVEMENT PROJECTS:
Water quality management projects will be evaluated using the following criteria:

Enhances Oregon's waters through the management of riparian and associated upland areas of the watershed in order to improve water quality and quantity for all beneficial uses.

This is general in nature. It refers to how well a project might improve the overall health of a water quality.

Has permission of and support from the landowner(s).

Is part of an adopted resource management plan.

Such plans might be grazing management plans, timber management plans, storm water plans, watershed action plans, water quality management plans, basin plans, etc. MWC needs to know how your project is linked to ongoing management of the water quality.

Protects, restores, maintains and enhances the biological, chemical and physical integrity of the riparian zones, wetlands and associated uplands of the state's watersheds.

This means that the work results in vegetation improvement on the uplands and in the riparian zone. Follow-up long-term resource management plans are required to protect and maintain those improvements.

Restores and enhances the groundwater storage potential associated with healthy riparian ecosystems.

Abundant riparian zone vegetation slows water velocities and provides an opportunity for water to seep into the soils, raising the water table beneath the riparian area and allowing sediment and adhered nutrients or other materials to settle out. Practices which provide for soil or groundwater storage can contribute to better water quality and vegetative conditions and late-season stream flows.

Improves the capability of riparian areas to reduce non-point source runoff and improve water quality.

This addresses the riparian area and the kind and amount of vegetation and other buffering materials which help to slow the water, allowing it to deposit sediment. Sediment builds the volume of soil and permits more in-soil water storage.

Encourages the use of non-structural methods to enhance riparian areas and associated uplands.

Non-structural methods rely on strategies other than the creation and installation of man-made materials to meet project objectives. Most projects involve some physical change to the landscape. MWC encourages the management of perennial vegetation to accomplish positive change. Examples of non-structural methods include:

- Grazing management, including fencing, livestock water development or other management options
- Changing vegetation to more desirable species
- Riparian plantings of appropriate woody vegetation
- Stabilization practices along stream banks to slow water, allow sediment to be deposited and provide a better environment for plant growth
- Log or rock check dams to create pools
- Instream structures, i.e., placement of large woody debris

- Wetland restoration by eliminating drain-tile or ditches to store floodwater and increase habitat diversity.

These practices and many others are acceptable. Activities must address limiting factors and comply with habitat activity guides in areas with species listed under the Endangered Species Act.

Provides monitoring and evaluation activities.

Every project must have a monitoring component to assess progress toward meeting goals. Watershed management projects should include a monitoring plan addressing changes in vegetation and biological resources over time and describing how the changes meet the project objectives. It is the responsibility of the grantee, with the assistance of the agencies involved, to provide appropriate monitoring. Monitoring costs may be included in your grant request.

SPECIFIC CRITERIA RECOMMENDATIONS FOR EDUCATION COMPONENT:

An education component will be evaluated based on the extent to which it:

Furthers the broad goal of developing and maintaining and improving water quality in that it:

- Communicates water quality and watershed concepts to a target audience;
- Raises awareness of the citizens of the Rogue Basin about water quality and watershed concepts;
- Teaches the long-term benefits of healthy watersheds and water quality; and/or
- Meets a specific MWC-solicited project request.

The MWC recognizes that education is necessary for an understanding of water quality and watersheds, their needs and what makes these projects effective and feels that the education component of a project to works toward this goal. From time to time, the MWC may solicit projects that meet a particular goal or objective in its program.

Has well-defined instructional goals and objectives.

Instructional goals define what will be accomplished. Objectives identify what steps will be taken to reach the goals. The objectives should support the goals and be measurable.

Identifies a target audience and includes a delivery plan.

In order to tailor education projects to meet specific needs, the intended audience must be clearly identified and a plan for reaching them and for delivering the product must be developed.

Applies learning strategies that are appropriate for the target audience.

The form of teaching, such as lectures, on-site work projects, brochures, tours, workshops, etc., must be suited to the age, experience and background of the target audience. Using multiple techniques to accommodate various learning styles is encouraged.

Can be used at other locations without major modifications.

To make the investment of MWC funds as effective as possible, it is helpful if the end product is easily adaptable for use elsewhere.

Provides monitoring and evaluation activities.

Every project must have a monitoring component to assess progress towards meeting goals. Education projects need a plan for evaluating the success of each element and for tracking long-term benefits.

SPECIFIC CRITERIA & RECOMMENDATIONS FOR MONITORING COMPONENT:
Monitoring components will be evaluated based on the following criteria:

Demonstrates knowledge of state and/or federally accepted monitoring protocols for the scope of the work proposed and uses recognized monitoring procedures.

The MWC does not wish to be prescriptive about the methods used to monitor water quality conditions. However, projects that use accepted methods and protocols (such as the DEQ or OWEB Monitoring Protocol) and incorporate existing data are preferred. Proposals to use alternative methods or protocols must completely describe these methods or protocols and the rationale for their use. Include specific details such as number of sites, frequency, duration and timing of sampling, sample size, data verification/quality control techniques, etc.

Includes specific objectives and desired outcomes from the data gathered.

To ensure that the data gathered from monitoring component is useful, there must be a clear idea of how the data can be used to demonstrate the effectiveness (or lack of effectiveness) of the project(s) or conditions in the watershed. The data should be tied to project objectives.

Identifies data being gathered by other agencies and describes how the proposed monitoring data will be used to augment existing data gathering.

A number of state and federal agencies have data gathering responsibilities that relate to watershed conditions. The relationship between the proposed monitoring and existing agency data should be described to identify the most cost effective monitoring strategy. Applicants must also be willing to make their data publicly available for inclusion in a state database.

Part II
GENERAL GRANT
APPLICATION DIRECTIONS

The application is a separate document containing the questions to be answered and the forms to be completed. **Sections I and II should be filled out using the space provided.** Starting with Section III, answer each set of questions related to the activity proposed, *using additional sheets of paper as needed.*

Please number your answers to correspond to the questions. The budget, match funding and legal requirements sheets must be attached to the application. **Please use 8-1/2" x 11" paper and provide a single-sided original to facilitate copying. All materials included with the application should be single-sided and unstapled. Use a minimum of 12-point font on text. Avoid color and other detail that will not photocopy clearly.**

If any of the information requested on the application form cannot be supplied, please be sure to include an explanation.

Section I
APPLICANT INFORMATION

Please follow the form provided. While preferred, these pages need not be typed. Do not exceed the three pages provided.

Name of project: Provide a name that can be used for the project on all related correspondence and/or agreements. Give the project a name which helps to define it. For example, "Rock Creek Watershed Rehabilitation," "Beaver Creek Riparian Fencing,".

MWC dollars requested/Total project cost: Fill in the dollar figures as appropriate.

Applicant: The applicant can be an individual, interest group, watershed group, watershed council, public or private entity, local, state or federal agency.

Applicant Contact (if different): If someone other than the applicant should be contacted about the project during evaluation and project implementation, provide the requested information.

Applicant Affiliation (if any): List the primary entity with which you are affiliated.

Applicant Address: Provide your mailing address.

Fiscal Officer (if any): Provide the name of the person who will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions.

Fiscal Officer Affiliation: Identify the fiscal officer's affiliation.

Fiscal Officer Address: Provide the fiscal officer's mailing address.

Project location (watershed, sub-basin and county): Identify the watershed where the proposed project is located, regardless of the type of project (watershed improvement, education, assessment, etc.) and provide the name of the sub-basin, i.e., Little Butte Creek Watershed, Antelope Creek sub-basin. Also list the county in which the project is located.

Name of the watershed council in the area (if any): If there is a watershed council in the area where the project is proposed, provide the council name. Call MWC or consult OWEB if you are uncertain whether there is a watershed council in your area.

Endorsement of the watershed council: If there is a watershed council in the area where the project is proposed, provide the signature of the council chairperson if the council supports the project and it is a priority in the watershed.

<div align="center">

Section II
PROJECT SUMMARY

</div>

Check the type(s) of activity proposed: Your project may be for more than one type of activity. Check all that apply.

Summary of project: In the space provided, explain the anticipated project benefits. Give just a brief statement, e.g., "The project will increase vegetation for forage and slow runoff," or "The project will enable the watershed council to compile data and assess the condition of natural resources in the watershed."

Is this project related to any other plans or programs that are for improvement of water quality? Check the ones that apply:

_ The Oregon Plan for Salmon and Watersheds
_ Rogue Basin Water Quality Management Plan (SB1010)

1. **Funds requested:**
   Please indicate the amount of funding requested from MWC and other sources, whether the funds are secured, and the total project cost. These figures should correspond to the information provided on the budget page. Be sure to provide documentation showing that at least 75% in match funding has been sought.

2. **Have any conditions been placed on other funds?**
   Indicate whether MWC funds have to be spent first or if other funds are only available under certain conditions.

3. **Are there additional partners (agencies, landowners, volunteers)? What will they do?**
   Projects should include the cooperation of landowners, professional advisors, organizations and/or volunteers. Identify these entities, approximately how much time/ materials they are contributing and what their role is in completing the project. Examples may include the soil and water conservation district, local, state or federal agencies, sports clubs, conservation groups or scouting groups.

4. a) **Is the project part of an existing plan for the watershed?**
      Explain whether the work or site where work is proposed is specifically identified in an existing watershed management plan.

   b) **How does this project relate to other projects completed or planned?**
      Note how the project relates to other watershed activities to demonstrate that the project is appropriate.

5. **How will the project promote public awareness of the benefits of water quality enhancement and the efforts being undertaken locally?**
   Describe how the public will become more aware of water quality enhancement as a result of the project. For example, "The project manager will print a newsletter about the project and how it will improve water quality," "The OSU Extension Service will hold a tour of the project for local ranchers," "Questionnaires will be circulated to landowners as part of the assessment and results will be shared at "town-hall" meetings," etc.

6. **What is the proposed schedule for the project?**
   Devise a timeline listing the anticipated start and completion dates for the various components of the project.

7. **Have affected individuals and organizations been contacted?**
   Indicate whether persons affected by the proposed project have been contacted. If you have chosen to delay contacting affected persons, explain your rationale.

8. **Required Attachments:**
   These forms must be included as part of the application in order for it to be considered for funding:

   o **Budget Page:**
      Be sure to list the amounts of other funds and the dollar value of donated services and supplies on the budget page. Please note the column marked, "Other Funds." This column is only for funds from sources other than MWC. At least 75% of other funding is required. In the equipment section, show all proposed expenditures for equipment costing over $100. Add an additional page if necessary. **Where possible, MWC funds should be used to rent or lease equipment rather than for outright purchase.** For all equipment purchases, explain who will house, maintain and use the equipment both during and after completion of the project.

- **Match funding for MWC Grants:**
  Use this form to document that you have sought the other funding shown on page 2 and the budget page. Alternatively, you may attach letters or other documentation from your contributors.

- **Legal Requirements Page:**
  This form provides acknowledgment that if MWC awards funds for the project, you are aware of the contractual and performance obligations required under the MWC program.

From this point on, attach as many pages as necessary to concisely answer the questions. Repeat the questions and number the answers to correspond to the application. Please submit all information, including maps, on 8-1/2" x 11," single-sided, unstapled sheets. Use 12-point font. Avoid color-keyed maps and diagrams.

ANSWER ONLY THE SET OF QUESTIONS FOR THE TYPE OF PROJECT YOU PROPOSE.

FOR PROJECTS WITH MORE THAN ONE TYPE OF ACTIVITY, ANSWER EACH APPROPRIATE SET OF QUESTIONS.

WATER QUALITY PROJECTS:

T1. What is the present situation? Describe the current conditions at the project location.
Describe current watershed conditions, including any inadequacies, e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc. Explain the problem.

T2. What are you proposing to do? Supply sufficient detail to match project complexity.
Describe the practices to be included, e.g., selective burning, seeding, reforestation, juniper cutting, bioengineering, etc. Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and technical difficulty and allow for full evaluation of the technical viability of the work proposed. For example, for a large woody debris placement project, include the wood size, stream size, whether anchoring will be used and if so, the type of anchoring proposed.   Explain the benefits of each proposed practice and whether the hydrologic impact has been evaluated. Explain how the benefits address the problem described in your answer to Question #T1 above. A description of alternatives considered and the reasons for choosing the practices proposed is also helpful.

T3. What are the objectives?
The objectives should, in most cases, be measurable and able to be monitored. Objectives describe what you will accomplish, not the actual work you will do. They should reflect what you think the project site should look like after a set number of years and what you think the project should accomplish. For example, "Upland forage will increase by 10%," "20% of the stream will be shaded after 10 years," "Erosion will be reduced by 50% in 3 years," etc.

T4. Who will inspect the completed work?
A commitment from a state, federal or local agency or its designee to inspect the completed work is required. Identify who will provide this inspection.

T5. How will the success of the project be determined, i.e., what elements of the project will be monitored/evaluated – by whom, how often and for how long?
In most cases, monitoring will be required for a number of years following project completion. Costs for monitoring can be included in your grant request. Disbursement of funds for long-term monitoring (i.e., more than 2 years) can be accomplished through a joint reserve account or other mutually agreed upon mechanism.

Provision must be made for monitoring and evaluating results to measure project effectiveness. Be specific for each site where work will be undertaken. For example:

Agency/Organization	Address	Activity & Frequency
Water Resources Dept.	158 12th St. NE Salem	Stream flow measurement Site #1: 2 x year/10 years
Fish & Wildlife Dept.	PO Box 59 Portland	Upland habitat improvement Site #5: 1 x year/10 years

T6. Who will maintain the project and for how long?
Indicate who is responsible to ensure the project is maintained and functioning properly, e.g., fence repair, tree watering until fully established, culvert cleaning, etc. Be specific for each site where work will be undertaken. Refer to the example in T4. above.

Note: Written commitments to inspect, monitor and maintain the project are required before MWC funding will be released.

T7. Which elements of the project will MWC funds be used for?
List the specific items MWC funds will be used for. Expand upon the information given on the budget page.

T8. Additional Required Attachments:
Attach the following to your application:

o Land-Use Information Page:
MWC must assure that all watershed management projects are reviewed by the local land-use planning authority and in compliance with local planning requirements.

- **Maps:**
  Include both a vicinity map to identify generally the project location(s) and a more detailed project map showing the locations of the various planned activities. Please provide maps on 8-1/2" x 11" pages, include a scale and legend, and avoid color or detail that will not photocopy clearly.

- **Location:**
  List the township, range, section and 1/4 corner location of each site where work will be undertaken.

- **Photographs:**
  Please provide photographs of sites where watershed management activities are planned. Label each picture and note what the photograph illustrates. These photographs will not be returned unless special arrangements are made with MWC.

EDUCATION COMPONENT - Recommended, but not required:

E1.   Indicate the appropriate category:

School Group	Demonstration	Local Other
❏Landowners	Public Awareness	Regional

E2.   Describe the present situation and explain why the work you propose is needed:
Identify the problem or opportunity you will address. Include the issues covered, the scope of the project, where you will use it, whether it is local, regional or statewide and why the project is important.

E3.   Explain what you are proposing to do, what learning strategies will be used and what your end product will be?
Describe how the project addresses the situation described above. Note whether you will use lectures, work projects, brochures, tours, etc. to deliver your program and explain how the teaching strategy will help the participants learn. Describe the end product (for example, "A series of community workshops on urban wetland restoration" etc.).

E4.   What are the instructional goals and objectives?
Identify specific goals and objectives. If the audience or the nature of your education project does not lend itself to formal district or state educational goals and objectives, identify local objectives to be met by this project.

E5.   What audience will you reach and how will you deliver your product?
List the age group, numbers, vocations and educational levels of the intended audience(s). You must have a plan for delivering your product to the intended audience; include how many contacts will be made, over what period of time, the methods for making the contacts

and other promotional activities. For example, "A flyer will be mailed to each school in the watershed about the teacher workshops and an announcement will be placed in the local newspaper;" or, "An article describing the interpretive trail will be written for the school newsletter which is given to each student," etc.

E6. Can your project be used at other locations without major modifications? Explain:
Describe whether your project could be adapted for use by other entities in other locations of the state.

E7. Describe the credentials and related experience of the project leaders:
Education goes beyond information sharing. To develop and implement education objectives and methodologies, certain expertise is necessary. Describe the credentials and experience of those undertaking the project.

E8. Identify who will evaluate the education results, the elements that will be evaluated and the evaluation method to be used:
Explain how the evaluation of the project will be structured and how the results will be related to the project objectives.

E9. Which elements of the project will MWC funds be used for?
List the specific items MWC funds will be used for. Expand upon the information given on the budget page.

WATER QUALITY MONITORING COMPONENT:

M1. What is the present situation? Describe the issue or opportunity the project addresses:

Describe how monitoring of the project will evaluate it's effectiveness.

M2. What are you proposing to do? Supply sufficient detail to match project complexity:
Describe what you are planning to monitor and for what purpose. Describe the methods you will use to implement the monitoring plan. For example, "Seven instream temperature data loggers will be located throughout the watershed," "Macroinvertebrate sampling will be done three times at five sites," or "Water quality testing for turbidity, coliform and dis-solved oxygen will be done at five sites on a monthly basis by juniors from Santiam High School," etc.

M3. Describe the type of monitoring proposed (baseline or post-project effectiveness) and what protocols will be used:
If you are planning to use an accepted protocol for monitoring, please indicate what that method is and why you believe it will provide the information needed in the most usable form. Explain who will interpret the data.

M4. What are your objectives? If effectiveness monitoring is proposed, provide a specific hypothesis or monitoring question. How will the data be used?
Monitoring should be undertaken only when it is clear what will be accomplished as a result of the effort and the use for the data has been clearly defined. Similarly, the development of the data should guide local efforts toward achieving locally identified objectives. Explain how the monitoring project will facilitate reaching local objectives and how it will guide watershed-wide management decision-making. If effectiveness monitoring is proposed, provide a specific hypothesis or research question, i.e., a testable statement regarding a natural process. An example might be, "We believe that this new best management practice where applied will adequately shade the stream and protect against stream temperature increases."

M5. Describe how the information to be gathered augments existing available data:
Too often, information is gathered which duplicates other information or is inconsistent with other information because of different collection protocols. For maximum efficiency, MWC wants to know that the information to be collected will augment other existing data or other on-going data collection efforts.

M6. How will the success of the project be determined?
Explain how the evaluation of the project will be structured and how the results will be related to the project objectives.

M7. Which elements of the project will MWC funds be used for?
List the specific items MWC funds will be used for. Expand upon the information given on the budget page.