

2015 OREGON LAND TRUST STRATEGIC ADVOCACY GRANTS PROGRAM GUIDELINES & APPLICATION

A Joint Program of



For More Information Contact:
Kelley Beamer, Coalition of Oregon Land Trusts: 503-719-4732

PROGRAM OVERVIEW

Purpose	The 2015 Oregon Land Trust Strategic Advocacy Grants program is designed to provide matching funds to advance advocacy efforts of members of the Coalition of Oregon Land Trusts. Small grants will be awarded on a competitive basis.
Grant Period	Applications are due February 27th, 2015, and will be awarded by March 9th. The grant period runs until to July 31, 2015. A final report, summarizing activities and outcomes, will be due upon completion of the project, or at the completion of the grant period, whichever is first.
Types of Grants	These are matching grants and are not expected to cover all project costs. Average grant awards will be from \$1,500 to \$2,000. Please read directions and eligibility requirements carefully.
Project examples	
Application	Please email the attached application , along with budget, project description, and supporting materials to both Kelley Beamer (kelley@oregonlandtrusts.org) and Brad Paymar (bpaymar@lta.org). All applications must be received by 5:00 p.m. Friday, February 27th
Project Selection	Applications will be reviewed and evaluated jointly by Kelley Beamer (Coalitoin of Oregon Land Trusts) and Brad Paymar (Land Trust Alliance)
Notifications	Final grant decisions will be made and awards announced by Monday, March 9th.
Inquiries	Please direct all inquiries to Kelley Beamer via phone at 503-719-4732 or email: kelley@oregonlandtrusts.org.

ELIGIBILITY REQUIREMENTS

- Member of the Coalition of Oregon Land Trust (COLT)
- Land Trust Alliance member land trusts.
- All applicants must be qualified organizations under section 501(c) (3) of the Internal Revenue Code.
- Applicants must provide a minimum 25% match against total project budget. The match can be in the form of staff, consultant, and/or volunteer time. Time and expenses for the match must be associated with the grant project.

EVALUATION CRITERIA

The Coalition of Oregon Land Trusts and the Land Trust Alliance Northwest Program will review each proposal. The following criteria will guide the evaluation of the proposals:

- **Program Goals:** Does the project address or strengthen the creation, improvement or innovation of new relationships / practices that advance shared advocacy goals in the private land conservation?
- **Key districts and counties.** Do your elected officials hold key leadership positions relative to their ability to affect outcomes related to private land conservation?
- **Strengthening or creation of key relationships.** New engagement in or past history of working with diverse partners, community leaders legislators and the congressional delegation about the value of private land conservation to advance a policy or issue. New goals to or past history of engaging key organizational staff, landowners, members and other stakeholders in outreach and advocacy.
- **Timeliness.** Can the project be implemented within the grant timeline?

PROJECTS / EXPENSES NOT ELIGIBLE

- Staff time
- General Operating Support
- Capital purchases/equipment purchases – unless otherwise agreed upon
- Transaction costs, surveys, appraisals, etc.
- Endowment funds

APPLICATION REQUIREMENTS

Application and Budget Form

Description	<p>The project description should address each of the following points: (Maximum two pages.)</p> <ul style="list-style-type: none">• Description of your organization's sophistication and history with advocacy.• A project description that includes (a) project goals, and (b) specific tasks for which the grant will be used.• A detailed plan of action (or methodology) and timetable that includes starting and estimated completion dates.• The name(s) and brief qualifications of the person(s) who will be implementing the project (staff, board of directors, consultants, etc.)• How will this project make your organization stronger?
Budget	<p>A detailed budget that identifies:</p> <ul style="list-style-type: none">• Specific amount requested from the grant program within a total budget that includes in-kind services and matching funds/resources• What the grant funds/resources will be specifically used for• How the figures were derived

Organizational Statement

A statement from the Executive Director or Board President of the organization:

- Authorizing submission of the proposal
- Describing the organization’s commitment to providing the matching resources proposed in this application and to making a continuing investment in organizational efficiency and effectiveness

Collaborations

If this project consists of more than one organization playing a key role, the following additional requirements apply:

- The Project Description should include a description of the respective roles and responsibilities of the organizations involved in the project
- The Budget should indicate how the funds are being divided (or not divided) between the organizations
- How this project will increase the long-term effectiveness of those involved

Include the following supporting materials:

- A copy of the current year’s budget fore the organization.

GRANT AGREEMENT

- At the time of notification of an award, COLT will send a grant agreement to the grant recipient. Once the agreement is signed and executed, COLT will release the awarded funds to the grantee to begin the project.

REPORTING REQUIREMENTS

- COLT will include a standardized reporting form with all grant awards. The narrative section of the report will describe the project’s results and how the land trust has benefited from the funding. Included in the report must be any products from the project and the final budget showing all expenditures.
- The completed form is due at the completion of the grant period, or the completion of the project, whichever is first. Failure to provide the completed report will preclude the organization’s eligibility for future grants and will require that the grantee return grant funds.



2014 Coalition of Oregon Land Trusts Strategic Advocacy Grant Program Application
Application Must Be Received by February 27th, 2015

Please submit **the original and one copy** of the application, budget, project description, and supporting materials.

Name of Organization:		
Contact Name and Title:		
Address:		
Phone:	Fax:	Email:
Project Title:		
Please attach a Project Description (See Application Requirements)		
Project Summary (4 ½ lines maximum):		
Grant Start Date:		Grant Completion Date:
Project Budget:		Grant Amount Requested:
In addition to the information requested below, include in the application package:		
<ul style="list-style-type: none"> • A copy of the current year's budget for the organization. 		
Is your organization a member of the Coalition of Oregon Land Trusts?		
Is your organization a member of the Land Trust Alliance?		
Federal Congressional District(s) of your organization:		
State Legislative District(s) of your organization:		
County(s) of your organization:		
Annual Operating Budget:		
Staff Size (Full-Time/Part-Time Employees):		
Size of Area Served (Acres or Square Miles if Known): (Please submit a map of your service area if you have one)		
Size of Land Holdings (Acres or Square Miles)	Fee:	Easements:
Number of Transactions to Date	Fee:	Easements:
Number of Members or Financial Supporters:		

2015 Oregon Land Trust Advocacy Grants Program Project Budget Sheet

Project Budget: This grant requires a minimum 25% match. This can be in-kind (including volunteer time), in-cash, or a combination of both. Please provide supporting documentation for your match, if possible. An alternate budget format may be used. Additional lines may be added as needed.

<i>Budget Categories</i>	Requested Funds	Matching Funds	Source of Match	Project Total
Personnel				
Contract Services				
Printing and Copying				
Materials and Supplies				
Other, please specify				
Total				

In-kind donations must be verified by a bill of service, and may include:

- Donation of professional services (legal, facilitation, appraiser, etc.).*
- Staff time specifically dedicated to the project that can be documented with an invoice.
- Board member professional services that significantly exceed the normal and expected volunteer time of that board member (include a copy of the organization's policy documenting standard board expectations and responsibilities) that can be documented by an invoice.*

* To better understand how to value volunteer time, the Independent Sector has produced a state-by-state table listing the value of volunteer hours.

See http://www.independentsector.org/programs/research/volunteer_time.html