



## **UWSWCD FARMERS MARKET GRANT PROGRAM**

### **Guidelines and Application Instructions**

The Upper Willamette Soil and Water Conservation District's (UWSWCD) Farmers Market Grant Program awards grants up to \$8,000 per market location for projects and events that promote conservation and support local food systems through community farmers markets in central and eastern Lane County. Successful project applications will encourage community and vendor participation in market events, educate the public on conservation or agricultural topics, and/or make local agricultural products accessible to diverse demographics.

Applications are due by 11:59 pm on January 15, 2024. Grant funds are provided up front to selected recipients.

### **WHO WE ARE**

The Upper Willamette Soil and Water Conservation District is a non-regulatory unit of local government. We work with members of the eastern and central Lane County community to implement sustainable solutions to conserve and enhance natural resources. Our mission is to provide technical assistance, financial assistance, and education in order to create a sustainable, productive, and healthy environment for the Lane County community.

### **ELIGIBLE APPLICANTS**

To be eligible for Farmers Market Grant Program funding, the applicant must operate a farmers market located within the District's boundaries in eastern and central Lane County. For the purposes of this grant program, a farmers' market is where multiple local farmers sell fruit, vegetables, meat, cheese, bakery products, and/or other agricultural products directly to consumers. The market must be owned and operated by a local organization, not by one or more individual farmers or vendors. An organization is eligible for one grant per market location.

### **CRITERIA**

To be eligible for Farmers Market Grant Program funding, the proposed project must be designed to address one or more of the following criteria:

- Increase community participation in market events
- Increase the number of vendors over previous years
- Educate the public on a conservation-related topic (e.g., food production, gardening, water use, soil health, food quality)
- Make healthy, fresh agricultural products accessible to all demographics of the county (e.g., matching funds from SNAP or other assistance programs).



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### APPLICATION INSTRUCTIONS

Upper Willamette SWCD uses an online grant submission process. Applicants will need to create an online account with Foundant in order to access and complete the grant application. **Applications are due via our website by 11:59 pm on January 15, 2024.** Application questions can be previewed at the end of this document. To apply for a grant from the Farmers Market Grant Program:

#### 1. Create an account on Foundant.

Visit <https://www.grantinterface.com/Home/Logon?urlkey=uwswcd> and click “Create New Account.”

For assistance creating an account, view these online instructions, <https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>, or contact Jared Pruch at [grants@uwswcd.org](mailto:grants@uwswcd.org).

**2. Complete and submit the online application form.** After creating a Foundant account, navigate to the Farmers Market Grant selection and click “Apply.” Complete all required sections of the application. You will have the option to submit supplemental documents, such as photos, brochures, or other related documents.

#### 3. Complete all required sections of the application.

By clicking “submit” on the application, the applicant certifies that:

- Upper Willamette SWCD’s sole obligation is as a provider of grant funds. The SWCD assumes no duties or obligations for the planning or implementation of any project or program for which the funds are provided, or for any financial or tax-reporting obligations of the recipient.
- Funds will be used only for the purposes approved by Upper Willamette SWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
- The project/event will comply with Upper Willamette SWCD’s non-discrimination policy (see page 3).
- Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the applicant organization agrees to be responsible for its own actions and for any damage or third-party liability arising from the organization’s activities related to its agreement with Upper Willamette SWCD. It agrees to indemnify and hold harmless Upper Willamette SWCD and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.
- The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. Upper Willamette SWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. The applicant is advised to check to be sure adequate insurance coverage is obtained for the project/event.
- The applicant has read and accepts the terms and conditions provided within the UWSWCD Farmers Market Grant Program Guidelines and Application Instructions.

If submitting your application online is a problem or if you need assistance, please contact Grant Management Specialist Jared Pruch at [grants@uwswcd.org](mailto:grants@uwswcd.org).



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### FUNDING DETAILS

The maximum funding amount is \$8,000 per market location. Full payment will be made to selected recipients in February 2024 following review of completed grant agreements. Funds can be used toward matching opportunities from other funders. Funds cannot be used for project expenses incurred before the funding agreement is fully executed (signed) by both parties.

Payments totaling \$600 or more in a calendar year may be considered by the IRS to be reportable income. Applicants who receive Upper Willamette SWCD funding will be required to complete an IRS W-9 form. If applicable, Upper Willamette SWCD will report the income to the IRS and to the applicant on a 1099-MISC form. The applicant should consult a tax advisor regarding income reporting requirements and whether project-related expenses may be included as deductions on the applicant's tax returns to offset this income.

### AWARD ACCEPTANCE REQUIREMENTS

To be eligible for consideration, completed applications must be received by the stated deadline. Notice of award will be provided to applicants by February 28, 2024.

If your proposal is awarded, the decision will be formalized with a written grant agreement describing the project and setting forth the responsibilities of the Upper Willamette SWCD and the grantee.

**The applicant will make reasonable efforts to provide public recognition of Upper Willamette SWCD's support**, which may include signage, mention on the applicant's website or newsletter, listing of Upper Willamette SWCD as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.

**The applicant must send Upper Willamette SWCD a brief written report and photos following the project/event** describing the activity, accomplishments, and how the funds provided support. Upper Willamette SWCD will provide each recipient with a template for the final report. A completed grant report must be received before the recipient will be considered eligible for a grant in a future funding cycle.

### NON-DISCRIMINATION POLICY

The Upper Willamette Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

### QUESTIONS?

Contact:

Jared Pruch  
Grant Management Specialist  
541.999.9057  
[grants@uwsxcd.org](mailto:grants@uwsxcd.org)



## APPLICATION QUESTIONS

1. **Project Name.** Name of the project or activity you are requesting funding for.
2. **Applicant Category.** Nonprofit Organization / Native American Tribe / For-profit Organization / Educational institution / Government agency / Private landowner
3. **Project Site.** If different from organization mailing address.
4. **Amount requested.** Maximum of \$8,000.
5. **Total project budget.** Annual operating budget of project / market.
6. **Upper Willamette SWCD Program Area.** Primary – check one box. For more information about SWCD programs, you can view our strategic plan [here](#).
  - Farms, Food & Soil
  - Watershed Restoration
  - Forest Health & Resilience
  - Neighborhood Sustainability
  - Natural Resource & Environmental Education
7. **Project Description.** In 2-3 sentences, summarize the project you would implement with funding. *250 characters max.*
8. **Key Project Components.** Describe the main activities or services that funding would allow you to accomplish. *7,000 characters max.*

In particular, describe how your project will address one or more of the criteria for this opportunity:

  - Increase community participation in market events
  - Increase the number of vendors over previous year
  - Educate the public on a conservation-related topic (e.g., food production, gardening, water use, soil health, food quality)
  - Make healthy, fresh agricultural products accessible to all demographics of the county (e.g., matching funds from SNAP or other assistance programs).
9. **Timeline.** Provide a general timeline of activities, events, or key milestones. *5,000 characters max.*
10. **Project Budget.** Please upload a simple budget outlining the expenses that this grant would fund. Alternately, you can type a budget into the text box provided online. *1,500 characters max, or 1 MB upload.*
11. **District Zone.** Please indicate which of the Soil & Water Conservation District zones your project will serve. You can view a map of the Zones [here](#). *Checkbox.*
12. **Community Served.** Please describe the communities that your project will serve, in terms of demographics or intended customers / beneficiaries of the project. *1,500 characters max.*
13. **Recognition.** Describe how Upper Willamette SWCD will be recognized. *1,500 characters max.*
14. **Supplemental information (optional).** If there is additional information you would like to share, you may enter it here. You can also add an attached file, e.g. a brochure / newsletter / short video about your project. This information is not required. *1,000 characters max, or 2 MB upload.*
15. **Certification.** By submitting this application, the applicant certifies that:
  - Upper Willamette SWCD's sole obligation is as a provider of grant funds. The SWCD assumes no duties or obligations for the planning or implementation of any project or program for



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which the funds are provided, or for any financial or tax-reporting obligations of the recipient.

- Funds will be used only for the purposes approved by Upper Willamette SWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
- The project/event will comply with Upper Willamette SWCD's non-discrimination policy.
- Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the applicant organization agrees to be responsible for its own actions and for any damage or third-party liability arising from the organization's activities related to its agreement with Upper Willamette SWCD. It agrees to indemnify and hold harmless Upper Willamette SWCD and its officers, directors, agents, and employees from all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.
- The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. Upper Willamette SWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. The applicant is advised to check to be sure adequate insurance coverage is obtained for the project/event.
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