







**Marion Soil and Water Conservation District (MSWCD)
Education and Outreach Committee Meeting
Tuesday, November 19th 2024, 11:00 am to 12:30 pm**

HB2560 requires that all Oregon public meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the public an opportunity to access and attend the meeting by telephone, video or other electronic or virtual means. This meeting will be held by video conference and by telephone.

-  Link to Video Conference: [\(Zoom\) Meeting Link](#)
-  Meeting Call in Number: 1 (253) 215 - 8782
-  Meeting ID: 834 9712 8477 | Passcode: 316646
-  Staff Contact: Kassi Roosth, kassi.roosth@marionswcd.net

Agenda **DRAFT**

Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Introductions	P. Hart	Procedure	3 min
2	Public Comment	P. Hart	Feedback	2 min
3	Review Minutes from September 17th	P. Hart	Discuss & Accept Minutes	2 min
4	CLEAR Grant Request: Yoshikai Elementary	K. Roosth	Develop recommendations to present to the Board	10 min
5	CLEAR Grant Request: North Salem Highschool	K. Roosth	Develop recommendations to present to the Board	10 min
6	CLEAR Grant Request: Oregon Garden	K. Roosth	Develop recommendations to present to the Board	10 min
7	CLEAR Grant Request: Pringle Creek Sustainable Living Center	K. Roosth	Develop recommendations to present to the Board	10 min
8	Environmental Education Specialist Position Review	B. Sanchez	Develop recommendations to present to the Board	30 min
9	Salmon Watch 2024 Updates	H. Keirstead	Informational	5 min
10	Salmon Watch Funding Updates	S. Ortiz	Informational	5 min



Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If special physical, language, or other accommodations are needed for this meeting, please advise the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of the meeting.

Meeting Adjournment

Chair

Agenda Brief

Item #	Brief	Action
3	Review and accept meeting minutes from the September 17 th committee meeting.	Review/Accept

CLEAR Grant Request: Yoshikai Elementary

Request: \$1,000

4 The CLEAR grant would support transportation costs for around 78, 5th grade students to visit the Oregon Museum of Science and Industry (OMSI) in Portland. The intent of this field trip is to expand student knowledge and hands-on connections to a variety of scientific topics, including water conservation, pollution prevention, and human impacts on the earth. This is a Title 1 school, which suggests that for many students, this would be their only exposure to a facility such as OMSI.

During this event, students will gain knowledge about their impact, both locally and more broadly, on water quality and water conservation. The aim is for students to be able to help guide more strategic water uses in their current and future homes and environments. They should also be able to successfully identify human impacts on water quantity and quality, pollution, and broad topics such as climate change.

The \$1,000 requested will go towards transportation fees.

\$1,200 in-kind match will be provided in instructional fees.

Develop recommendation to present to the board in November

CLEAR Grant Request: North Salem High School

Request: \$5,000

5 The CLEAR grant would support around 150, 9th-12th grade students to learn about natural resources and conservation on field trips during the 2024-25 school year. Students enrolled in Biology, Natural History of Oregon, and members of the Environmental Club/Envirothon will be invited to participate. The outline of possible tentative Field Trips and locations include:

1) Willamette Mission State Park Service Learning (Aquatic Ecology)

Develop recommendation to present to the board in November

- 2) Ankeny or Baskett Slough (Wildlife Conservation)
- 3) Local Salem Parks Service Learning- possibly multiple dates (Urban Forestry)
- 4) Local Nurseries or Farms (Soil and Land Conservation)
- 5) Santiam Canyon (Forest Ecology)
- 6) Forest Inquiry Project at Silver Falls or Shellburg Falls- multiple dates (Forest Ecology)

During these events, students will conduct investigations into the natural environment and learn about how the land is managed and conserved for various purposes. Students will gain an appreciation for local natural areas, and learn how Scientists study these areas and how they are managed.

The \$5,000 requested will go towards substitute teacher costs (\$3,000) and transportation fees (\$2,000).

Overage of funds will be used to supply students with appropriate outdoor field gear and equipment that will support their learning activities.

\$3000 in-kind match will be provided to support transportation fees.

CLEAR Grant Request: Oregon Garden

Request: \$5,000

6

The CLEAR grant would support around 150,000 guests who visit the garden and 5,000 students in the Natural Resources Education Program to learn about composting. This includes the importance of recycling food and yard debris to reduce waste, caring about soil health by replenishing nutrients, different methods of composting, and empowering visitors to make informed decisions about these topics on their own through interactive displays. By expanding the Compost Demonstration Area, the Oregon Garden will be able to increase its educational capacity by facilitating additional educational workshops, collaborating with OFRI on the Natural Resources Education Program to incorporate compost into the curriculum, and providing more informative signage.

The \$5,000 requested will go towards a new interpretive sign (\$4,000) and composting equipment (\$1,000).

\$2,000 of in-kind match will be provided to contribute to the sign, staff hours, and equipment.

Discuss and develop a recommendation to present to the board in October

CLEAR Grant Request: Pringle Creek Sustainable Living Center

Request: \$4,962

7 The CLEAR Grant would support research, designing, and installing 8 signs that will be placed throughout the publicly accessible space in the PCC and will highlight the PCC's key conservation and sustainability practices. The signage will be installed, and the self-guided tour. Potential sign topics include the creek and fish passage, native versus non-native/invasive species of plants, rain gardens/bioswales, pervious pavement, native trees, and sustainable agricultural practices (in orchards as well as in the main farm area).

Discuss and develop a recommendation to present to the board in October

The signs will provide key highlights and include links/QR codes to the SLC website. The SLC will promote the tour and signs to the PCC, neighboring communities, and local partners, including at events and activities that SLC plans to hold in later 2025 and into the future.

The \$4,962 requested will go towards 8 new interpretive signs. (2 large 24"x18" and 6 small 10"x12")

\$1,980 of in-kind match will be provided for 66 volunteer hours to research, design, order, advertise, and implement the signs.

8 Review and provide feedback on the new Environmental Education Specialist job description created by the District Manager.

Discuss and develop a recommendation to present to the board in October

9 Hear updates on the accomplished 2024 Salmon Watch field trips from MSWCD's Communications and Education Specialist.

Overview

10 Hear updates on the Salmon Watch grants provided in 2024 from MSWCD's Grants Coordinator.

Overview

**Meeting Minutes
Attendance**





Committee Members	Present/ Absent	Staff	Guests
Darin Olson			
Peggy Hart			
Mark Fields			
Heath			
Keirstead			
Kassi Roosth			

Item #	Minutes	Action/ Vote Count
1		
2		
3		
4		
5		
6		
7		
8		
9		



**Marion Soil and Water Conservation District (MSWCD)
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Item #	Topic	Presenter	Purpose	Time
1	Introductions	P. Hart	Procedure	3 min
2	Public Comment	P. Hart	Feedback	2 min
3	Review Minutes from July 16th	P. Hart	Discuss & Accept Minutes	2 min
4	CLEAR Grant Request: Cascade View Christian School	K. Roosth	Develop recommendations to present to the Board	15 min
5	CLEAR Grant Request: McKay High School	K. Roosth	Develop recommendations to present to the Board	15 min
6	CLEAR Grant Request: Silverton Farmer's Market	K. Roosth	Develop recommendations to present to the Board	15 min
7	Early College HS Salmon Watch Grant	H. Keirstead	Determine how to proceed	15 min
8	Stan Vistica Scholarship Awards	P. Hart	Develop recommendation to present to the Board	15 min
9	Updates on Grant Programs	S. Ortiz	Informational	15 min
	Meeting Adjournment	Chair		



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Agenda Brief

Item #	Brief	Action
3	Review and accept meeting minutes from the July 16 th committee meeting.	Review/Accept
4	<p>CLEAR Grant Request: Cascade View Christian School</p> <p>Request: \$2,000</p> <p>The CLEAR grant would support around 52, 5th-6th grade students to attend outdoor school at Camp Tapawingo in Falls City, OR. During this event, students will engage in lessons and activities focusing on watershed ecology, conservation and sustainability, and scientific inquiry. Lessons will be taught by school staff and volunteer educators. Lesson plans will align with state and NGSS standards. \$2,000 will go towards instructional fees. \$11770 of in-kind will be provided (instructional fees: \$8120, substitute teacher costs: \$2000, and transportation \$1400) They are looking to determine the health of streams by having students conduct data collection of macroinvertebrates as bioindicators and determine watershed health.</p>	Develop recommendation to present to the board in October.
5	<p>CLEAR Grant Request: McKay High School</p> <p>Request: \$3,800</p> <p>The CLEAR grant would support around 35, 11th-12th grade students and 3-4 adult chaperones to tour the Willow Lake Pollution Control Facility to learn about wastewater treatment and the Geren Island Water Treatment Facility to learn where their drinking water comes from and the process for making it safe for consumption. \$2,400 will go towards substitute teacher costs. \$800 will go towards bus and transportation costs. They are looking to observe and gather data on these processes, learn about the benefits of wetlands and restoration ecology, and volunteer/career exploration opportunities.</p>	Develop recommendation to present to the board in October.
6	<p>CLEAR Grant Request: Silverton Farmer's Market</p> <p>Request: \$5,000</p> <p>The CLEAR grant will provide additional salary to the Silverton Farmer's Market Manager and supplies to carry out educational activities and programming each week at the market. Kids' activities include the Power of Produce (P.O.P.) Club for children ages 5-12, as well as all-ages ongoing educational programs. The market is</p>	Develop recommendation to present to the board in October.

expanding and moving locations soon and they want to continue to provide this educational component on a regular and consistent schedule; as well as reflect the natural benefit the market provides to the community i.e. a place for our local, small-scale, and organic food systems to thrive.

\$1,000 will go towards materials and supplies (signage, educational materials, and needed equipment i.e. additional canopy, tables, etc.)

\$4000 will go towards the Market Manager salary to pay for additional hours in planning, organizing, and implementing community outreach activities, as well as other needed duties to make their growing market a success.

Educational activities will be available to the 800+ weekly Farmer's Market participants. Past programs include produce taste testing, pollination, water quality, soil biology, backyard composting, nutritional information, farming techniques, plant and animal life cycles, seed saving, and growing native plants to attract beneficial insects.

- 7 Early College HS applied for a Salmon Watch grant for \$2000 which was approved in July. Now that school has started, it turns out they are having some challenges at the school (and in the District) and to be able to make it work for SW this year, they are going to have to get charter buses. Transportation will cost \$3,750. It is under the \$5000 per ask that we now have for CLEAR grants. Salmon Watch grants are a subcategory of CLEAR grants. Can we allow the revised request through the Salmon Watch funding process or do we need to run this through as a CLEAR grant? If it is shifted over to CLEAR, can we recommend today that the Board approve the request as a CLEAR grant at their October meeting so the school can attend the field trip?
-

Determine best way to proceed.

- 8 Revisit Stan Vistica Scholarship Fund award amount for 2025-26 School Year. In October of 2024 we need to inform OSAC of what scholarships we will offer for the 25-26 school year.
From the Draft August 8, 2024 Board meeting minutes: *Hart shared the need to raise the amount of the Stan Vistica scholarship to \$8,000 because the native plant sale profits continue to increase. Walker wanted to ensure that the student recipients are in good standing with their grades and that we are funding students who are dedicated to natural resources. Directors discussed the various ways to distribute the funds over a four-year period. Walker adds that he would like to see more students receive scholarships, rather than carrying one student overtime. Plowhead adds that there is value in supporting the continuum of education and supports the idea of spreading it over the four years. Budeau asks for clarification of how it is awarded over the four years. Directors further discussed the process over the four years. Hart suggests that we restructure the scholarship award. The Board asked that this go back to the Education Committee to work out the distribution of funds over the four years,*
-

Discuss and develop a recommendation to present to the board in October.

considering selecting scholarship recipients based on the student's status and the amount available, not the number of years they have applied or that they are a second- or third-year applicant.

9 Hear updates on education grant programs offered at Marion SWCD such as CLEAR and Salmon Watch. **Overview**

Meeting Minutes Attendance

Committee Members	Present/ Absent	Staff	Guests
Darin Olson	absent	Susan Ortiz	
Peggy Hart	present	Tom Wilson	
Mark Fields	absent	Brenda Sanchez	
Heath Keirstead	present	Sarah Hamilton	
Kassi Roosth	present		
Call to order at 11:03 am			

Item #	Minutes	Action/ Vote Count
1	Role call.	
2	No public comment	
3	July 16, 2024 E & O Committee Minutes – Motion: approving minutes from last meeting (July 16, 2024) as submitted. Roosth moves, Keirstead seconds. All in favor. (3:0)	Minutes approved as submitted. (3:0) All in favor.
4	Cascade View Christian School CLEAR grant request - Kassi asked Peggy to send her a nudge prior to future meetings if she has grant comments so she can be ready to discuss. Would it be good to put the CLEAR grant deadlines on our calendars? Invite all committee members to calendar deadlines for CLEAR grants. Cascade View Christian School – grant for their Outdoor School. Peggy would like them to mention all the learning that has been going on in the classroom in future grant applications. Motion: Recommend to the Board to approve this grant request for funding in full. Keirstead moves. Roosth seconds. All in favor (3:0).	Motion: Recommend that the board approve this grant for full funding. (3:0) All in favor.
5	McKay HS CLEAR grant request – this is a two-day field trip, so that explains why it's \$2,400 for substitutes. They are going to both Willow Lake and	Motion: Recommend to the Board to approve this grant request for funding. Request is in line with actual costs.

Geren Island. Concerned about the amount requested.

(3:0) All in favor.

Motion: Approve pending clarification on number of days and substitute teacher costs and making sure the amount requested is in line with the actual costs. Get that info by next Thursday. The committee will also get the information on final numbers.

Keirstead moves. Roosth seconds. All in favor. (3:0)

Sanchez will work with Ortiz to clarify feedback loop on follow up clarifications like the one in this agenda item.

We will get final numbers to Sanchez for Board packet by next Thursday.

Update (9/18/24): Teacher shared this info: There will be 2 field trips, each with 4 teachers for a total of 8 teacher substitute days at a rate of \$306 per day for substitutes = \$2,448.

Silverton Farmers Market CLEAR grant request - to fund Silverton Farmers Market manager and for educational programming supplies.

Hart states that the market manager is unaware of this grant application. Hart did not see any educational materials at the market manager's table at the Farmers Market. The current chair of the market states that it has not been decided that they are going to move. It's not clear that this is being built on a foundation of good organizational quality or existing work. Hart feels they should come back again when these concerns can be addressed.

6

Hart states concern that funding one farmers market sets a precedent for funding other farmers markets. Keirstead states that we fund individual schools within the District, and there is no way we could fund programs at every school. The concern of funding one market (and not all) was agreed to be a moot point.

Sanchez asks, "As a Committee, as an organization, what do we want our money to go towards?"

Motion: Committee defers recommendation of this grant and will get back to the applicant with our questions for them to address and invite them to resubmit for the next round of CLEAR grants (November deadline).

(3:0) All in favor.

Keirstead: Is the chair the same person as the market manager? It would be good to clarify if the chair and the market manager are the same person.

We allow community organizations to apply for funding through CLEAR grant. At this time they are not listed on the Oregon Farmers Market Association. They could be a member but they are not listed on that website. If a market IS listed as an Oregon Farmers Market, they have agreed to abide by by-laws, which means their market has by-laws and insurance requirements and food handling licensing...They do not list a taxpayer ID.

Before moving this grant forward, we have a series of questions we would like clarification on.

- Submit education efforts implementation plan. How are they going to share information, education-wise, about soil, water, and wildlife habitat conservation? (Provide timeline.)
- What person is this going to support? Is that person aware of this grant and educational project? (Provide evidence.)
- We need their TIN and clarification on the mailing address which isn't matching up (what was in the application with what is on the Farmers Market website) (Provide taxpayers identification number.)
- Is this capacity? Is this outreach and education? Should they resubmit as a partner grant or as a CLEAR grant?

Motion: Defer recommendation of this grant and get back to the applicant with our questions for them to address and invite them to resubmit for the next round of CLEAR grants (November deadline).

Keirstead moves. Hart seconds. All in favor. (3:0)

Sanchez: recommends an Education Team Meeting agenda item: discuss and determine Saturday Market role in our District work.

Roosth: Farmers Markets are a great bridge between urban and rural communities.

7 Early College HS Salmon Watch grant request -

Motion: Recommend that the board make an exception and

Keep it as a Salmon Watch grant and ask the board to make an exception. We recommend that the board make an exception for Early College High School's Salmon Watch grant and approve it for full funding, a total of **\$2,377.04 (includes subs and buses)**, so that Early College HS can attend their field trip on 9/26.

The board is going to want to know why this higher cost is happening.

Motion: At the October board meeting, Hart will request that the board make an exception and approve the Early College High School Salmon Watch grant request for \$4,250 (includes subs and buses) because it is over the staff-approval cap of \$2,000. Hart will accompany the request to the Board with the comment that the staff and committee will be discussing the possibility of the Board approving an increase in the cap for Salmon Watch grants, since expenses have gone up and the CLEAR grant maximum per request dollar limit has increased to \$5,000.

Hart moves, Roosth seconds. All in favor. (3:0)

Stan Vistica Scholarships - At the September Board meeting, we brought to the Board the request to increase the total awards to \$8,000 (plus admin fees). No decision was made, it was sent back to the committee for further discussion.

- Issues the Board identified: don't want to leave scholarship money on the table if second or third year applicants don't apply.
- Suggestion: open up four competitive scholarships.

8

Motion: Recommend to the Board to notify OSAC that we will be offering a total of \$8000 in scholarships (four \$2000 scholarships, open to all students in relevant majors, regardless of year in school, and in rating these applications, we will give points to applicants who have received the scholarship in previous year(s). This change from an "auto-renew" to an "apply and compete" grant will happen gradually because we need to follow through with our commitment to the two students who are currently in the auto-renew pipeline.

approve the Early College High School Salmon Watch grant request for \$2,377.04 (includes subs and buses) because it is over the Salmon Watch staff-approval cap of \$2,000, but still under the \$5000 CLEAR grant maximum request. Hart will accompany the request to the Board with the comment that the committee will be discussing the possibility of the Board approving an increase in the cap for staff approval of Salmon Watch grants, since everybody's expenses are going up and the CLEAR grant maximum per request dollar limit has increased to \$5,000.

(3:0) All in favor.

Motion: Recommend to the Board to notify OSAC that we will be offering a total of \$8,000 in scholarships (four \$2,000 scholarships, open to all students in relevant majors, regardless of year in school. In rating these applications, we will give points to applicants who have received the scholarship in previous year(s). (Staff will contact OSAC.)

(3:0) All in favor.

Hart moves. Roosth seconds. All in favor. (3:0)

- 9 **CLEAR and Salmon Watch grant update. See presentation "EandO - Grant update"**
-

Meeting adjourned 1:04 pm

DRAFT

OMSI Field trip

Conservation Learning and Education Resources (CLEAR) Grant

Marion County School District 24J, Yoshikai Elementary

Tanya Beard
2450 Lancaster Dr. NE
Salem, OR 97305

info@salkeiz.k12.or.us
O: 503-399-3000

Tanya Beard

4900 Jade St. NE
Salem, OR 97305

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O: 503-399-3438

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District 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 the District's non-discrimination policy (at bottom of page).

- o The applicant 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 the District. It agrees to indemnify and hold harmless the District 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.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Educational Institution

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

All students graduate and are prepared for a successful life.

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

OMSI Field trip

Start Date of Event or Activity*

12/12/2024

End Date of Event or Activity*

12/12/2024

Eligible Project Criteria**To be eligible for CLEAR Program funding, the project or event must meet these criteria:**

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage
3. Soil / Water conservation & pollution prevention education.
4. Community events focused on improving the public's understanding of natural resource conservation.

Project Description*

We are looking for supportive funding for transportation to the Oregon Museum of Science and Industry (OMSI) in Portland. The intent of this field trip is to expand student knowledge and hands-on connection to a variety of scientific topics, including water conservation, pollution prevention, and human impacts on the earth. This is a Title 1 school, which suggests that for many students, this would be their only exposure to a facility such as OMSI.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

OMSI, Portland, Oregon. This is a unique experience opportunity for our students. Few families have reliable transportation to offer their children experiences such as this.

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals. Select the main areas of focus for your project or event.

Water Quality and Conservation

Project Goals & Anticipated Outcomes*

Students will gain knowledge about their impacts, both locally and more broadly, on water quality and water conservation. The aim is for students to be able to help guide more strategic water uses in their current and future homes and environments. They should also be able to successfully identify human impacts on water quantity and quality, pollution, and broad topics such as climate change.

Goal Measurement

Please explain how project goals will be measured.

Upon returning to school, students will be asked to complete a short written piece, carefully examining one facet of one of the topics mentioned above. They will be asked to provide evidence based, in part, on their experiences at OMSI. The depth and breadth with which they cover their topic will be graded through the use of a rubric contrived to monitor student understanding of the subjects.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

This request covers approximately 78 5th grade students. The majority of the students are of Hispanic descent, with the remaining students stemming from white, black, Asian, and mixed backgrounds.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

Marion SWCD staff does not need to be involved, unless desired. If the preference is for staff to play an active role, we would welcome having them come to each of our classrooms (1 is Spanish-speaking) and present topics related to our goals, such as water quantity and quality, pollution, and climate change. There could even be an option to have the staff return after the trip and do a "follow-up" with the students. We are open to options.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing)

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.

if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$0.00	\$0.00
Instruction, including fees	\$1,200.00	\$0.00
Substitute Teacher Cost	\$0.00	\$0.00
Transportation, i.e. busing	\$0.00	\$1,000.00

Budget Totals	1200	1000
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Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$1,000.00

Total Project Budget*

\$2,200.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

The CLEAR grant funds would cover the cost to bus approximately 78 5th-graders, their 3 classroom teachers, and approximately 10 volunteers to OMSI.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

We will send a message to all 5th grade families about the field trip, thanking the Marion SWCD for helping to sponsor the trip. We will also provide a school-wide "shout out" to Marion SWCD, acknowledging the contribution.

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

As mentioned previously, this type of opportunity is out of reach financially for many of our families. Being able to provide experiences like this opens students eyes to a broader world and can create a more well-rounded group of people. It can also help them reflect on their actions and the impact they have on the world around them. Without these types of exposures, students in this demographic continue to exist in a vacuum of poverty and inexperience, unable to perceive their own potential or that of their peers.

Has your Organization / Entity previously received a CLEAR grant?*

Yes

If you previously received funding, state when the funding was received

2018, I think.

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

No

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

File Attachment Summary

Applicant File Uploads

No files were uploaded

North Salem High School Natural Resource Education Field Trips

Conservation Learning and Education Resources (CLEAR) Grant

North Salem High School / Salem-Keizer Public Schools 24J

Emily Parent
765 14th St NE
Salem, OR 97301

parent_emily@salkeiz.k12.or.us
O: 541-223-1154

Emily Parent

765 14th St NE
Salem, OR 97301

parent_emily@salkeiz.k12.or.us
O: 503-399-3241

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District 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 the District's non-discrimination policy (at bottom of page).

- o The applicant 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 the District. It agrees to indemnify and hold harmless the District 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.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Educational Institution

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

North Salem High School Natural Resource Education Field Trips

Start Date of Event or Activity*

11/08/2024

End Date of Event or Activity*

06/06/2025

Eligible Project Criteria

To be eligible for CLEAR Program funding, the project or event must meet these criteria:

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
 2. Demonstration projects and tours/signage
 3. Soil / Water conservation & pollution prevention education.
 4. Community events focused on improving the public's understanding of natural resource conservation.
-

Project Description*

The goal of this project is to get youth outdoors learning about natural resources and conservation on Field Trips during the 2024-25 school year. Students enrolled in Biology, Natural History of Oregon, and members of

the Environmental Club/Envirothon will be invited to participate. Here is an outline of possible tentative Field Trips and locations.

- 1) Willamette Mission State Park Service Learning (Aquatic Ecology)
- 2) Ankeny or Baskett Slough (Wildlife Conservation)
- 3) Local Salem Parks Service Learning- possibly multiple dates (Urban Forestry)
- 4) Local Nurseries or Farms (Soil and Land Conservation)
- 5) Santiam Canyon (Forest Ecology)
- 6) Forest Inquiry Project at Silver Falls or Shellburg Falls- multiple dates (Forest Ecology)

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

Natural Areas throughout Marion County, including Silver Falls State Park or Shellburg Falls, Willamette Mission State Park, Ankeny National Wildlife Refuge or Baskett Slough, and Santiam Canyon site.

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals.
Select the main areas of focus for your project or event.

Sustainable Land Use

Project Goals & Anticipated Outcomes*

For students to conduct investigations into the natural environment and learn about how the land is managed and conserved for various purposes. Students will gain an appreciation for local natural areas, learn how scientists study these areas and how they are managed.

Goal Measurement

Please explain how project goals will be measured.

Goals will be measured by student participation in field trips. For field trips associated with classes, understandings will be measured through project based assessments.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

Over 150 students will be served over the course of the field trips. Participating students will be in grades 9-12.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

They may be called upon for advice and support depending on the size of the field trip.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.

if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$0.00	\$0.00
Instruction, including fees	\$0.00	\$0.00
Substitute Teacher Cost	\$0.00	\$3,000.00
Transportation, i.e. busing	\$3,000.00	\$2,000.00

Budget Totals	3000	5000
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Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$5,000.00

Total Project Budget*

\$8,000.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

The funding amounts will primarily be used for transportation and sub costs for field trips. Overage will be used to supply students with appropriate outdoor field gear and equipment that will support their learning activities.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District’s participation, which may include: signage, mention on the applicant’s website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

Marion SWCD will be recognized on any public documentation of projects

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

Has your Organization / Entity previously received a CLEAR grant?*

Yes

If you previously received funding, state when the funding was received

Fall 2024 (Salmon Watch)

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

Yes

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

File Attachment Summary

Applicant File Uploads

No files were uploaded

Compost Demonstration Garden Renovation

*Conservation Learning and Education
Resources (CLEAR) Grant*

The Oregon Garden

Tabitha Thompson
879 W Main St
Silverton, OR 97381

info@oregongardenfoundation.org
O: 503-847-4055

Tabitha Thompson

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tthompson@oregongardenfoundation.org
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Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

Instructions for Applicants:

- The application form must be filled out completely. Be specific as to project description and the conservation education component being addressed. *An acceptable signature is that of a representative who is authorized to speak for the organization and sign contracts on its behalf.*
- It is suggested that applicants contact the grant program administrator to discuss their intended project prior to submitting their application: Contact: Heath Keirstead - Natural Resource Educator at email: heath.keirstead@marionswcd.net or 503-949-4709
- Applications received by the posted deadlines will be considered.
- Applicants will be notified of the funding decision.
- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District 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 the District's non-discrimination policy (at bottom of page).
 - The applicant 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 the District. It agrees to indemnify and hold harmless the District 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.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Nonprofit Organization

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

Our mission is to welcome and inspire all visitors with an appreciation for the extraordinary ecology of the Pacific Northwest, and to provide a meaningful educational experience for gardeners of all skill levels and ages.

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Compost Demonstration Garden Renovation

Start Date of Event or Activity*

01/01/2025

End Date of Event or Activity*

04/01/2025

Eligible Project Criteria

To be eligible for CLEAR Program funding, the project or event must meet these criteria:

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage
3. Soil / Water conservation & pollution prevention education.

4. Community events focused on improving the public's understanding of natural resource conservation.
-

Project Description*

The Oregon Garden is an 80-acre botanical garden which includes over 20 specialty gardens, each with a theme designed to educate the public on a specific gardening technique, provide inspiration for home landscaping and introduce visitors to the best plant selections available in the Pacific Northwest. One of these specialty gardens is the Home Compost Demonstration Garden, which was initially designed and maintained in partnership with Marion County Solid Waste Management. The Compost Demonstration Garden showcases various methods of composting (vermicomposting, anaerobic, compost tea, etc.), and aims to equip visitors with the information necessary to confidently apply new composting solutions at home. This area is an interactive opportunity for the public to experience composting, engage with composting tools and processes, and see the benefits it brings to the surrounding environment first hand. It has regularly been used for educational purposes, including for annual demonstrations as part of The Oregon Garden's free Earth Day event, as a learning opportunity for the 5,000 Oregon 5th-graders who participate in the Garden's Natural Resources Education Program each year, and for ongoing workshops.

The Oregon Garden has identified improving its own composting processes as well as putting an emphasis on compost education as one of its 2025 goals. Toward this end, we are looking to update the Home Composting Garden to include a wider and more relevant variety of composting solutions, new interpretive signage, and to create a more curated educational experience for our guests. The Garden has already formed a committee for the support and execution of this project, including representatives from Chemeketa Community College, Tulip Team, Highway Fuel, Sustainable Silverton and MCSWCD. Significant work has already been undertaken to improve the functionality of this space, including removal of overgrown plant material to make the space more accessible, the setup of a compost tea brewer, improvements to existing composting displays such as the vermicomposting bin, and creating policies around the composting of garden debris and use of compost throughout the garden.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

The Oregon Garden is an 80-acre botanical garden located in Silverton, Oregon, within Marion County. The Garden is home to six different Home Demonstration Gardens, specifically aimed at showcasing gardening concepts and techniques that may be useful to home gardeners. These include hardscaping, water features and a compost demonstration garden, which is the subject of this project. This area is specifically dedicated to compost demonstrations, compost education, and serves as a place for guests to observe and interact with compost. The Compost Demonstration Garden is located adjacent to the Edible Garden, Pollinator Garden and Medicinal Garden, all of which are intentionally placed to serve as a multi-educational experience to learn about different kinds of beneficial gardening, plants, and general land care.

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals. Select the main areas of focus for your project or event.

Soil Quality and Conservation

Project Goals & Anticipated Outcomes*

The goal of this project is to create a curated interactive experience for guests to learn about composting, and to be able to apply that knowledge to their own home gardening situation. By providing this educational opportunity to our visitors, we are demonstrating the importance of recycling food and yard waste, caring about soil health and empowering them to make informed decisions about these topics on their own. Our aim is to increase foot traffic to and engagement with the educational displays at the Compost Demonstration Garden, host more hands-on educational workshops for adults and children, and to increase the utilization of compost products throughout the Garden to improve soil health and beneficial microbes. Other long term impacts of increased compost use throughout the Garden include increased biodiversity, decreased need for harmful insecticides, decreased food waste and improved soil quality.

We anticipate that the updating of signage and installation of new, relevant composting equipment, will improve foot traffic to and guest interaction with this portion of the Garden. We also expect that this project will increase the functionality of the space for use in our NREP curriculum, which facilitates the hands-on education of approximately 5,000 students each year. The Oregon Garden also anticipates partnering with other agencies to increase the amount of compost being produced and to expand outreach.

Goal Measurement

Please explain how project goals will be measured.

The Oregon Garden's long term goal is to grow the Compost Demonstration Area into a heavily trafficked portion of the Garden where people come together to reach one common goal: cutting down on food waste and replenishing the nutrients in our soil. By expanding the Compost Demonstration Area, the Garden will be able to increase its educational capacity by facilitating additional educational workshops, collaborating with OFRI on the Natural Resources Education Program to incorporate compost into their curriculum, and providing more informative signage.

Project goals will be measured by increased number of workshops held and total workshop attendance, increased stakeholder engagement and collaboration, as well as qualitative feedback from guests and other stakeholders, including Oregon Forest Resources Institute, Sustainable Silverton, Tulip Team and Marion County Soil & Water Conservation District. Additional tangential outcomes will include measuring the output of the various composters themselves for use in the Garden.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

The Garden averages around 150,000 guests annually, with peak traffic during the months of June through September. During these same months, the Garden operates its Natural Resources Education Program in partnership with OFRI, which provides 5th-grade classes from all over the state with facilitated outdoor education, with a total of approximately 5,000 students served each year, about 35% of which are Title I schools. Located in Silverton, Oregon, the Garden serves a primarily rural visitor base, including many small family farmers, but with a broad-reaching draw from throughout the surrounding cities and state.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

The Compost Demonstration Garden has historically been a collaborative effort between Marion County, and the Garden views this relationship as critically important and highly values the input and support of SWCD staff in the planning of this project. The Garden has already solicited the technical assistance of SWCD staff member Kassi Roosth. While the Garden welcomes SWCD's partnership, this project will not require any specific time commitment from SWCD staff.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing)

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.
if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$1,000.00	\$5,000.00
Instruction, including fees	\$1,000.00	\$0.00
Substitute Teacher Cost	\$0.00	\$0.00
Transportation, i.e. busing	\$0.00	\$0.00
Budget Totals	2000	5000

Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$5,000.00

Total Project Budget*

\$7,000.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

The Oregon Garden plans to use grant funds to update and add interpretive signage within the Compost Demonstration Garden. Currently, the Compost Demonstration includes signage from 2003 which is faded, outdated, hard to read, and only available in one language. Grant funds would be used to replace existing signage and add additional signage which would elaborate on the most current home composting best practices, including the various composting methods on display and the benefits of each, and to help guests determine the best compost solution for their situation. Additionally, QR codes would be included with links to the same information in Spanish. We have identified signage needs as including four 12 x 18" and one 4' x 6' interpretive signs, the larger of which will prominently recognize the contribution of MCSWCD. We estimate the cost of signage, including design, production and installation, at \$4,000.

Funding will also be used to invest in new, up-to-date composting equipment, some of which will be modified to allow guests to better view and interact with the physical process of composting. For example, using glass or other clear material to allow guests to view the interior of a vermicomposting bin to observe the worms in action. The Garden has identified four main methods of composting to be demonstrated: vermicomposting, bin composting, tumbler composting and compost tea. The Oregon Garden anticipates the cost of four new composters to be \$1700, including a compost tumbler, three bin system, vermicomposter and a compost bin which will feature a clear insert for viewing of the compost inside and allow visitors to see the composting process in action. The Garden will solicit local partners including Wilco Farm Store for partial or complete in-kind donations of this equipment, as well as contribute \$1000 in funds towards the cost of signage. Any funds as a result of cost reductions due to in-kind donations will be put towards the purchase of a new compost tea brewer, which is currently not encompassed in this funding request.

The Garden does not anticipate any additional expenses beyond the purchase of new composting equipment and signage. Maintenance tools will be supplied by the Garden, and Tulip Team and Highway Fuel have committed to donating compost to the project. The Oregon Garden will continue to generate its own compost materials in the form of food scraps and yard debris.

The Compost Demonstration Garden is currently and will continue to be maintained by assigned staff members; one responsible for the care of the plants and hardscape, and one responsible for caring for the compost systems, including monitoring waste inputs, turning of compost and management of compost tea. Finished compost will be utilized throughout the Garden. No grant funds will be used on staffing, as staff wages are already covered as a part of regular duties. The Oregon Garden also has a Compost Committee that includes staff, volunteers, industry professionals and agency members who support the maintenance and development of the area, perform outreach duties and host educational workshops. The Garden estimates a total of 108 volunteer hours will be completed over the course of this three-month project.

The Oregon Garden hosts regular workshops on a variety of topics, and is expanding its focus on home composting as part of this project. In 2024, over 4,000 guests were treated to live compost demonstrations as well as on-site soil testing and microbe identification at the Garden's annual Earth Day even on April 20th. On April 14th, 18 attendees participated in a Home Composting Workshop, which received incredibly positive feedback, with attendees requesting additional future workshops. As part of the Composting Demonstration Renovation Project, the Garden will host a minimum of four composting workshops in 2025. The Garden will also utilize the Compost Garden by conducting demonstrations and displays during events such as Earth Day and Home School Day, which attracts roughly 1,000 students each September, and to facilitate work parties which will provide further education to Garden staff and volunteers, and offer an opportunity to interact with our compost and composters.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

MCSWCD was a pivotal partner in the creation of the original Compost Demonstration Garden, and it is important to the Garden that that relationship be preserved. The Garden plans to recognize MCSWCD prominently on the new interpretive signage, as well as in social media, newsletters, our website and print material moving forward. Additionally, it is our hope that MCSWCD will continue to play a role in this project by inviting SWCD staff to participate in and conduct educational workshops, as well as continue to offer feedback on the ongoing development and utility of the Compost Demonstration Garden.

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

Quoteandfollowupemail.pdf
PROJECT TIMELINE

January

- Remove all current signage
- Begin to design new signage
- Clean up Compost Demonstration Garden including removal of old plants and debris, pressure washing and re-staining of fencing and pergola
- Solicitation of in-kind donations from community partners
- Begin cleanup and repair of existing salvageable composters

February

- Order new signage and install on arrival
- Purchase / receive new composters and install
- Finish repairs of existing salvaged composters

April

- Finish any remaining sign and composter installations
- Receive compost donations and begin to utilize composters
- Hold "grand opening" at annual Earth Day event on April 19th

May

- Kick off compost workshop series on May 18th
- Compost Demonstration Garden is newly incorporated into the Natural Resource Education Program

Has your Organization / Entity previously received a CLEAR grant?*

No

If you previously received funding, state when the funding was received

[Unanswered]

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Due Diligence Checklist (ADMIN ONLY)

Have you done the following?

- Ran a charity check
- Confirmed they are eligible to receive grants based on their tax status

- Confirmed they have submitted all outstanding final reports
- Verify that they have not exceeded funding limitation; \$7,500 per year and \$22,500 in the 5 fiscal year rolling maximum
- Checked all file uploads

Yes

Has a Form W-9 or IRS Letter of Determination been submitted?

For a school, the Form W-9 may be under the School District. Please check with Brenda or Susan if there are any questions regarding this question.

Yes

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

No

Prior Awards - Current Year - Amounts

If yes, list the total amount awarded this fiscal year

\$0.00

Prior Awards - Previous Years

Has the Applicant been awarded CLEAR, LAP, or SPG funds in the past?

No

Prior Awards - Previous Years

List the fiscal year and amount of previous award(s)

NA

Is applicant eligible for maximum regular funding for this application?

Is applicant eligible for the maximum regular funding for this application? OR is applicant eligible for the amount requested, if in excess of maximum due to transportation costs?

The maximum is \$10,000 per year and \$30,000 for 5 consecutive rolling fiscal years.

Yes

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

File Attachment Summary

Applicant File Uploads

- Quoteandfollowupemail.pdf



Delen Kitchen <dkitchen@oregongardenfoundation.org>

Fwd: Signs for composting garden

Tabitha Thompson <tthompson@oregongardenfoundation.org>
To: Delen Kitchen <dkitchen@oregongardenfoundation.org>

Fri, Nov 1, 2024 at 3:34 PM

----- Forwarded message -----

From: **Liz Cawood** <liz@cawood.com>
Date: Fri, Nov 1, 2024 at 2:32 PM
Subject: Signs for composting garden
To: Tabitha Thompson <tthompson@oregongardenfoundation.org>

Good afternoon!

We have two options for materials that signs are printed on; both options include installation:

1. High pressure laminate that is colorfast and will last 10 years = \$7,900
2. Vinyl, which is what you have now = \$5,000

Figuring out the cost for consultation and design is a little more difficult without knowing the exact content for the signs. Here are assumptions we used:

- We would consult with you on content, e.g. the small signs (12" x 18") go with a type of composting. There would be a graphic presentation that is consistent between all five signs.
- The larger sign would give context for the composting garden with some illustrations/photos, as well as The Oregon Garden logo and logo of the funder.
- You would provide graphic standards for The Oregon Garden.
- We would create the initial designs and provide us feedback. The price includes two rounds of modifications.

Because of the unknowns, we are providing a range: \$4,000 - \$6,500.

We track our time for the quarter hour, and you would be billed only for time actually worked. At our initial meeting, we can discuss our process and talk about how to keep the budget within the range you want. We do not think the design would be less than \$4,000.

We recommend going with the material that will last for 10 years, which would give you a range of \$11,900 to \$14,400. The vinyl material would reduce that range by \$2,900.

Please feel free to call me, if you have any questions.

We've enjoyed working with the OFRI staff on The Rediscover Forest signage and look forward to collaborating with you.

Have a great weekend!

Liz

Liz Cawood, APR, President
541.484.7052, Ext. 1

CAWOOD
1200 High Street, Suite 200
Eugene, OR 97401
[Facebook](#) | [CAWOOD.com](#)

Hey Kassi!

Thanks for shepherding us through this process.

- Cawood has quoted us \$5,000 - \$7,900 for the production and installation of the signage (attached). The cost for these interpretive signs comes primarily from the materials which are designed to have a long outdoor lifespan. We did request quotes from additional providers but did not receive them in time for submission. However, in my experience they do cost about \$1,000 per sign. The Garden anticipates spending at least \$1,000 on sign printing in addition to the \$4,000 requested, which is reflected in the In Kind materials cost.
- The \$1,000 in instruction fees is the value of the design of the sign content / imagery. Cawood quoted design fees of no less than \$4,000, which is out of range, so we will either design in house or select a designer within our budget range. This didn't seem to fit into "materials" but better into "planning / development", though this could be changed.
- Yes, the four signs will highlight the four featured composting methods (let me know if you'd like additional details):
 - Three Bin Method
 - Vermicomposting
 - Tumbler Composting
 - Compost Tee
 - And yes, the total can be updated to \$7,000

Again, we really appreciate your help!

DELEN KITCHEN

Director of Operations

Oregon Garden Foundation | oregongarden.org

(503) 874-4111 | dkitchen@oregongardenfoundation.org

[879 W. Main Street](#) | P.O. Box 155 | Silverton, OR 97381

Pringle Creek Community Self-Guided Conservation Tour Signage and Map

Conservation Learning and Education Resources (CLEAR) Grant

Pringle Creek Sustainable Living Center

Meghan Ochal
3911 Village Center Dr SE
Salem, OR 97302

O: 518-866-6605

Meghan Ochal

2124 Thoreau Ave SE
Salem, OR 97302

meghan@slcsalem.org
O: 518-866-6605

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District 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 the District's non-discrimination policy (at bottom of page).

- o The applicant 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 the District. It agrees to indemnify and hold harmless the District 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.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Nonprofit Organization

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

The Sustainable Living Center (SLC) at Pringle Creek Community provides a unique living laboratory that educates and encourages sustainable practices in daily life. Through community partnerships, we deliver programs that demonstrate sustainability in action and inspire environmental excellence.

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Pringle Creek Community Self-Guided Conservation Tour Signage and Map

Start Date of Event or Activity*

01/01/2025

End Date of Event or Activity*

12/31/2025

Eligible Project Criteria**To be eligible for CLEAR Program funding, the project or event must meet these criteria:**

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage
3. Soil / Water conservation & pollution prevention education.
4. Community events focused on improving the public's understanding of natural resource conservation.

Project Description*

The Pringle Creek Sustainable Living Center (SLC) mission is to provide a unique living laboratory that educates and encourages sustainable practices in daily life. Through community partnerships, we deliver programs that demonstrate sustainability in action and inspire environmental excellence.

The Pringle Creek Community (PCC) is home to an array of natural and agricultural spaces that serve to demonstrate sustainability in action. While signs were placed in the past, they were not long lasting nor comprehensive. The SLC is undertaking a comprehensive project in 2025 to research and install signage about the PCC's history and sustainability practices in order to inform not only PCC residents, but the broader Salem community. Note that as part of the larger project, SLC is using other funds to purchase signs focused on the history of PCC.

The SLC is requesting a CLEAR grant specifically to research, design, and install 8 signs that will be placed throughout the publicly accessible space in the PCC and will highlight the PCC's key conservation and sustainability practices. Potential sign topics include the creek and fish passage, native versus non-native/invasive species of plants, rain gardens/bioswales, pervious pavement, native trees, and sustainable agricultural practices (in orchards as well as in the main farm area). These practices include the use of microirrigation in garden beds and a pollinator friendly hedgerow., which were implemented as a result of a SWCD Partner Grant that SLC received in 2024.

The signs will provide key highlights and include links/QR codes to the SLC website, which will host additional information and links for each sign, and enable easy editing of details for each sign. The sign style will also allow updating and replacement of signs, as needed. The signs will be connected and complemented by a map that can be downloaded or printed from the SLC website for a self-guided tour.

Finally, once the website is updated and signs are installed, the SLC will promote the tour and signs to the PCC, neighboring communities, and local partners, including at events and activities that SLC plans to hold in later 2025 and into the future.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

The signage will be installed and the self-guided tour will occur throughout the common areas of the PCC, located in Salem, OR. Note that the common areas are owned by the HOA, and that the SLC has an ongoing Memorandum of Understanding with the PCC HOA that permits the SLC to make and manage improvements related to sustainability and education in the PCC, that benefit not only PCC residents but the broader community.

We anticipate that the tour would start at the main community center at 3911 Village Center Dr SE, Salem, OR. Likely PCC locations for signs include the central urban farm/glasshouses (including conservation improvements made to the farm as a result of a 2024 SWCD Partner Grant), community orchards, spots on the walking path that runs next to Pringle Creek, bioswales/raingardens, and protected tree groves.

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals. Select the main areas of focus for your project or event.

Sustainable Land Use

Project Goals & Anticipated Outcomes*

While only one option - Sustainable Land Use - could be selected in the previous menu, SLC plans to address the areas of soil quality/conservation and water quality/conservation through this project as well.

The SLC's goal to install 8 signs and create an associated web-based walking tour map (for use on phones as well as printable) to educate the broader Salem community of key conservation practices that benefit residents and the environment, including practices that can be implemented in other communities to improve soil and water conservation as well as overall sustainability.

The key outcome of this project is an increase in PCC and Salem residents who are educated and informed about sustainability and conservation practices. We anticipate that, in addition to the majority of the residents who live in the PCC, many residents from adjacent neighborhoods and other areas of Salem will visit the PCC through partner outreach or other events.

Goal Measurement

Please explain how project goals will be measured.

Sign installation progress will be measured as followed:

- By March 31, 2025, the SLC will finalize the signage content and design, and place orders for 8 signs.
- By May 31, 2025, the SLC will update its website and create the PDF map.
- By May 31, 2025, the SLC will order signs.
- By June 30, 2025, the SLC will install signs throughout the PCC.

To measure the key outcome, by December 31, 2025: SLC will run website reports on visitors who are accessing/downloading the map and sign links, and will survey PCC residents and, if possible, neighboring communities and partners, on their usage of and feedback on the new signage.

Community and partner input will inform adjustments to sign and website information to ensure it remains useful and applicable to residents and visitors.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

The PCC has about 160 housing units, but PCC common areas are accessible to the broader community. Adjacent neighborhoods can easily walk to the PCC and access the walking tour/signs within 5-10 minutes. The PCC and surrounding neighborhoods are home to individuals from a variety of family types/sizes, ages, and income levels, as well as a mix of owners and renters.

The SLC will promote the signage and walking tour to its partners in nearby neighborhoods (through HOA contacts, social media groups, community organizations) and reach out to nearby schools, such as the Heritage School and Leslie Middle School, to promote walkable student field trips. The SLC will integrate the signage and walking tour into events it hosts in the PCC, and would welcome collaborating with SWCD on future events that leverage the project's results.

Finally, the PCC is adjacent to the planned City of Salem Fairview Park, facilitating future park visitor access to the signs and tour.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

SLC spoke with Kassi Roosth in October 2024 about the concept of this project, although did not have time to present this full application for review in advance of the application deadline. However, SLC plans to leverage SWCD staff expertise and knowledge at two key points during this project - first, in January 2025 as we

narrow down the specific topics and content to highlight on signs, and again in March 2025 prior to printing the signs, to ensure the information we present on signs and on the SLC website are accurate and providing key information the SWCD would also like to convey to residents and visitors.

SWCD staff (Kassi Roosth and Becky Pineda) have visited the PCC in the past and provided insights and advice on conservation practices, including when SLC was preparing and submitting its 2024 Partner Grant application.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.
if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
-----------------	--------------------------	-------------------------------

Supplies and Materials	\$480.00	\$4,962.00
Instruction, including fees	\$1,500.00	\$0.00
Substitute Teacher Cost	\$0.00	\$0.00
Transportation, i.e. busing	\$0.00	\$0.00
Budget Totals	1980	4962

Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$4,962.00

Total Project Budget*

\$6,942.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

SLC will use the CLEAR grant funds to cover the purchase of the 8 sign displays, installation supplies, and printing of sign inserts and copies of the walking tour map. The displays will be sturdy long-lasting steel outdoor displays with a hinged display frame with clear polycarbonate cover, fabricated tubular steel post stand, and a 10 gauge display mounting plate. Please see photos of the type of signs we plan to purchase in the Additional Information section. These signs will be long lasting and easy to update should sign inserts become damaged/faded or require new information be added.

(2 large 24"x18" sign displays @ \$650 each = \$1,300

6 small 10"x12" sign displays @ 525 each = \$3,150

16 x 50 lb bags concrete mix @ \$7 each = \$112

Printing/attaching of 8 laminated high quality sign inserts and copies of map = \$400)

Please note that the attached quote is for a larger project that will also include some historic signs, but those will be paid with non-SWCD funds. The SWCD CLEAR grant will only support signs focused on conservation and sustainability, and costs in the budget reflect this.

SLC volunteers will provide an estimated 66 hours (valued at \$30/hour, or \$1,980 total) of an in-kind donation of time to:

- Research, design, and order the signs (includes an SLC board member who is a graphic designer)
- Install the signs (digging holes, pouring concrete, securing posts)

- Create and manage a portion of the SLC website that will host the walking tour map and additional information accessed via QR codes from each sign (includes volunteer with web design/management experience)
- Advertise the signs and tour throughout neighboring communities and via local partners.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

Marion SWCD will be recognized as the funder and a partner on the new signs. SLC will recognize SWCD on its website and on the walking tour map, as well in SLC's promotion of the new signage/tour.

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

Sign Quote and Photos.docx

The SLC is separately researching precontact and postcontact historic signage to also include as part of a broader PCC walking tour, but will utilize other funding to support the historic signage. The CLEAR grant will be used to specifically purchase the signs that provide information on conservation/sustainability practices.

For more information on the planned City of Sale Fairview Park that will be adjacent to PCC, visit <https://www.cityofsalem.net/community/things-to-do/parks/park-planning-and-development/fairview-park-planning-timeline>.

In addition, please see the attached photos showing examples of the types of signs SLC plans to install.

Has your Organization / Entity previously received a CLEAR grant?*

No

If you previously received funding, state when the funding was received Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.

- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

No

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

File Attachment Summary

Applicant File Uploads

- Sign Quote and Photos.docx

ESTIMATE

DATE

11/3/24

NAME / ADDRESS

SARA OLSHER
3721 VILLAGE CENTER DR SE
SALEM, OR



OFFICE MAILING ADDRESS:

4665 VERDA LN NE
KEIZER, OR 97303

CCB#230424

DESCRIPTION	TOTAL
CUSTOM FABRICATED STEEL OUTDOOR DISPLAYS CUSTOM HINGED DISPLAY FRAME AND COVER CLEAR POLYCARBONITE COVER IN FRAME FABRICATED STEEL POST STAND WITH DISPLAY MOUNTING PLATE TUBULAR STEEL POST 10 GAUGE DISPLAY MOUNTING PLATE CUSTOM POWDER COATING TBD LARGE ROUGHLY 24" x 18" (3) @ \$650 EACH \$1950 SMALL ROUGHLY 10" x 12" (15) @ \$525 EACH \$7875 INSTALLATION AVAILABLE AT ADDITIONAL CHARGE	9,825.00
<p>50% DEPOSIT REQUIRED AT TIME OF ORDER BALANCE DUE UPON COMPLETION</p>	
TOTAL	\$9,825.00

Examples of sign displays:





Marion Soil and Water Conservation District Committee Meeting – Agenda Item Brief

Title: Environmental Education Specialist and Communication and Outreach Specialist
Job Descriptions for Review

Proposed By: District Manager

Recommended Action: Recommend the Environmental Education Specialist and Communication and Outreach Specialist job descriptions for the Board to approve.

Consultation: HR Answers, HR research, previous District job descriptions for education and outreach, environmental education, communications, and outreach purpose for these positions, Oregon salaries for these types of positions, necessary job duties, desired skills, knowledge, and qualifications, and FLSA status-exempt vs non-exempt.

Summary: The Communications and Education Specialist Position was “eliminated” with Board approval, so that we can split the position into two positions; Environmental Education Specialist and Communication and Outreach Specialist to effectively staff the District to achieve the mission and goals outlined in the Startgeic Plan.

Note: The Environmental Education Specialist is a high priority hire and will be announced soon after Board approval with a January-February 2025 hire objective. The Communication and Outreach Specialist will be announced once it is Board approved (pending budget forecast) March hire objective.

Alignment: 2024-29 Marion SWCD Strategic Plan, Pay Equity Characteristics Factor and Scale Key, District’s Annual Ten-Step salary Table, and the District Manager’s staffing plan.

Committee Packet Attachments: Environmental Education Specialist job description, Communication and Outreach Specialist job description, and the Communications and Education Specialist job description.

Marion Soil and Water Conservation District Environmental Education Specialist



Job Description

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs.

Position Overview

This is a full-time position which serves as the Environmental Education Specialist of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description.

An Environmental Education Specialist is dedicated to fostering environmental awareness and stewardship through educational programs. They design, implement, and evaluate educational initiatives that inform diverse audiences ranging from students and teachers to community members about environmental issues, conservation practices, and sustainable behaviors. This role involves developing curriculum, organizing workshops, leading field activities, and creating informational materials tailored to various age groups and knowledge levels. Environmental Education Specialists collaborate with schools, nonprofits, government agencies, and local organizations to promote understanding of topics such as ecology, resource conservation, and climate change. By engaging people in hands-on learning and inspiring a connection to the natural world, they play a crucial role in advancing environmental literacy and encouraging proactive participation in conservation efforts.

The ideal candidate is highly creative, brings enthusiasm, a positive outlook, a collaborative spirit, and a strong commitment to conservation and the environment. At the District we believe that our greatest successes come from a combination of strong teamwork and individual initiative. Employees are expected to collaborate effectively with colleagues while also taking ownership of their specific roles. We value open communication, mutual respect, and a shared commitment to achieving our goals.

Core Job Duties and Outcomes

The Environmental Education Specialist's primary duties support the mission and goals outlined in the District's Strategic Plan. This role fulfills objectives by educating diverse audiences about ecosystems and environmental stewardship, raising awareness, and inspiring conservation efforts.

Education (75%)

- Create an annual work plan that aligns with and advances the educational goals and strategies outlined in the Strategic Plan.
- Manage, develop, organize, promote, and provide consultations on a range of educational programs aimed at informing the public about environmental issues and the importance of conservation in supporting thriving landscapes, clean water, and healthy habitats.
 - This position will also lead the District's respected, long-established educational programs, including Salmon Watch, an environmental education initiative for middle and high school students and our award-winning First Fridays.
 - Additionally, the position will collaborate with the team to develop, support, and organize specialized workshops for adults on conservation topics such as agricultural conservation, water quality, soil health, and streamside management.
- Inspire youth and adults to appreciate nature and its benefits by leading guided tours, designing outdoor activities, and developing engaging programs that promote both new and lasting interest in conservation.
- Collaborate with schools, nonprofits, and conservation organizations to strengthen the public's connection to nature and inspire people to take impactful actions for environmental protection.
- Enhance the district's educational capacity through analytical research, tailoring educational programs to meet the needs of the public, expanding the mission to underserved communities, increasing accessibility, and pursuing professional growth opportunities to maximize skills and acquire the latest educational methods.
- Create lesson plans and curate materials for the District's educational bins designed to bring environmental education to life for students throughout Marion County.
- Select content, create, and write captivating and inspiring educational pages for the District's website and bring insightful storytelling to attract more readers to *The Blog*.
- Co-lead the annual Native Bulb and Plant Sales to increase awareness of the benefits of native plants and to support funding for the District's Stan Vistica Scholarship for college bound students studying natural resources.
- Manage the District's Conservation Learning Education and Resource (CLEAR) grant program, using the District's Foundant Grant Lifecycle software to streamline internal grant administration, support applicants, and foster grant success through adaptive management of its objectives and processes.
- Serve on the Partner Grant review team and provide guidance to applicants to help them successfully complete their applications.
- Join forces with the team to establish the District as a central resource for conservation information by collecting, creating, and storing up-to-date and meaningful digital and hardcopy resources for the District's informational library.
- Co-lead the coordination of volunteers by recruiting, training, and scheduling volunteers for various events and initiatives, ensuring that they are effectively engaged and supported in their roles.
- Ensure a thorough and well-organized inventory of materials and resources for the District's educational programs through efficient sourcing and purchasing.

Organizational Support (20%)

- Participate in the District's planning processes including the strategic plan, annual meeting, and provide reports to the Board of Directors as requested.
- The Environmental Education Specialist is an appointee to the Education and Outreach Committee and is expected to conduct committee duties following Oregon's Public Meeting Law, complete duties associated with committee work and facilitate video conference meetings.
- Attend and participate in weekly and quarterly staff meetings and participate and co-lead the Education and Outreach Team to collaborate on educational programs.
- Assist with onboarding new employees to familiarize themselves with the District's educational programs, materials, and resources to ensure they have a smooth transition into their new roles.
- Work with the Budget Officer to create an annual educational program budget.
- Use filing systems, databases, and document management software to streamline administrative processes and manage document filing and retention.
- Follow all guidelines outlined in the District's Safety Handbook to ensure safety for all. Participate every two years in First Aid training.
- Must successfully complete annual assigned online training such as defensive driving, anti-harassment, wildfire smoke safety, and professional workplace.
- Complete other duties as assigned for the purpose of ensuring that the mission is achieved and for the efficient and effective functioning of the District.

Professional Development (5%)

- Proactively seeks opportunities for professional growth and development, including training and conferences aligned with job responsibilities and the District's mission.

Experience, Knowledge, and Skills

Experience

- Proven experience in utilizing established concepts, practices, and methodologies to develop educational programs that engage both youth and adult learners, accommodating a variety of learning styles.
- Demonstrated ability to design and deliver impactful educational experiences that enhance environmental literacy for diverse audiences.
- Experienced in public speaking and instructional teaching, with the capability to deliver engaging educational content to in-person and virtual audiences.
- Proficient in or capable of quickly learning Microsoft Office 365, including Outlook, PowerPoint, SharePoint, Word, Excel, Teams, Zoom, and other relevant online educational tools and software.
- Familiarity with video editing and design software such as Canva is an advantage

Knowledge

- A strong understanding of environmental issues and conservation challenges is essential for effectively delivering educational experiences that enhance environmental literacy and understanding the benefits of conservation.
- Knowledge of educational technologies that enhance modern learning environments is an

advantage.

- Knowledge of Oregon flora and fauna is highly desirable.
- A commitment to ongoing professional development is expected to stay knowledgeable with the latest environmental issues, conservation trends, educational trends, and research.

Skills

- Strong ability to think ahead, take personal initiative, and effectively collaborate and coordinate with others.
- Strong written and verbal communication skills are essential.
- Possess exceptional skills in organization, mindfulness, time management, multitasking, and setting clear priorities.
- Skilled in building partnerships with schools, educators, natural resource agencies, and nonprofit organizations.
- Ability to collaborate with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Adaptable to new challenges and changing environments, with the ability to modify teaching methods to support the success of all individuals.
- Skilled in analyzing situations to make informed decisions, identifying issues, and creating effective solutions.
- Able to foster a positive learning environment and promote inclusivity by recognizing and valuing diverse backgrounds.
- Embraces innovative teaching strategies that engage people and inspire passion for learning.
- Skilled in guiding and motivating teams effectively.
- Proficiency in languages other than English, such as Spanish and Russian, which are commonly spoken in the Willamette Valley, is a plus.

Responsibilities and Effort

- Responsible for a program area. Very high level of responsibility. Completes core duties with minimal direction. Works independently with general supervision and can self-prioritize. Exercises judgment within defined guidelines and practices to determine appropriate action. Provides guidance and assistance to support employees.
- Contributes specialized knowledge and ability and applies that knowledge to a broader context. Moderate to high pressure with some to moderate urgency.
- This position involves significant public interaction, requiring all communication to be consistently professional, respectful, authentic, and courteous.
- Responsible for ensuring that educational programs and materials comply with Americans with Disabilities Act standards and are readily accessible to the public.
- Maintains the highest standards of safety while overseeing educational programs, carefully supervising youth participants during all classes and activities on-site.
- Ability to manage multiple tasks, adapt quickly to changing priorities, and effectively oversee daily and annual coordination for the educational program.

- The "classrooms" for this role vary widely, from riverside settings to college conference rooms and farm fields, requiring the individual to be highly adaptable and comfortable working across a diverse range of locations.
- Responsible for tracking educational program outputs and outcomes to meet performance measures.
- Follows District policies and procedures, performing duties in compliance with all relevant state and federal laws. Public employees must also adhere to the Oregon Government Ethics law, which sets standards for the conduct of public officials. Each public employee is responsible for ensuring compliance with these guidelines.
- Responsible for managing files and documents in compliance with the State of Oregon's Public Records Retention schedule for special districts.
- All staff share responsibilities for responding to phone calls and emails from the public and participation at public events. Excellent customer service and commitment are required.
- This position requires an individual who values and maintains consistent and punctual attendance.

Qualifications

- A master's degree in a field relevant to this position or District operations, with at least two years of experience developing or delivering educational programs for youth and adults; or a bachelor's degree in a relevant field with three years of such experience; or an associate degree in a relevant field with four years of such experience; or six years of applicable work experience with progressive responsibility in educational program development or delivery. Additional relevant personal and professional experience may be considered.
- Applicants will be required to operate a vehicle for District business and must hold and maintain a valid, acceptable Oregon driver's license.
- To be considered for employment, all applicants must successfully complete a pre-employment background check.

Working Conditions

- This role involves driving and travelling throughout Marion County and other parts of Oregon for training and conferences. District vehicles provided.
- This position works from a shared office space at 408 N 3rd Ave, Stayton, OR.
- Most District positions offer the option for teleworking. Arrangements can be made through an annual Telework Agreement with the District Manager, and all teleworking must adhere to the established teleworking policy.
- Educational programs require off-site setup and you must be able to lift at least 35 pounds and for extended periods of time may be required to stand and walk, as well as stooping, squatting, bending, and kneeling.
- This position involves outdoor work, which may include environments such as dairies and farms; rivers, streams, and ponds; areas with dense vegetation or woodlands; and terrains that are steep, slippery, muddy, rocky, or otherwise hazardous.
- Work is conducted under favorable conditions; however, there may be exposure to

pesticides, chemicals, dust, fumes, dirt, noise, heat, vibration, cold, and water. Personal protective equipment is provided as needed or requested.

Position Details

- Full-Time, at will. Introductory period is six months.
- Exempt Fair Labor Standards Act Status
- Work Hours: 40 hrs. Monday to Friday, including occasional weekends and evenings.
- Reports to the District Manager; This position does not supervise any staff.

Compensation and Benefits

- Starting Salary: Range 6, Step 1
- We offer comprehensive dental and health insurance, which includes medical, alternative care, vision, and prescription coverage. Additionally, we provide a 125 Flexible Spending Account Plan for healthcare and dependent care.
- The District provides sick leave, vacation leave, and ten paid holidays annually, along with two additional personal days (8hrs) each year.
- A \$20,000 life insurance policy.
- The District's retirement program includes a 457 Deferred Compensation Plan, Roth IRA, and 401(a) Employer Deferred Compensation Matching Program.

Equal Opportunity Employer and Provider

Marion Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, Directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental, disability, citizenship, genetic information, income derived from a public assistance program, political beliefs, prior civil rights activity, victims of bias, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Marion SWCD is prepared to make appropriate arrangements and/or accommodation for people with disabilities. If special physical, language, or other accommodation is needed, please contact the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of any needed accommodation.

HR Footnotes

Salary

- Per the District's Annual Ten-Step Salary Table: Range 6

Position History

- Education Outreach position approved by the Board March 2004
 - Revised May 2009, January 2021, March 2023
 - Eliminated October 2024
- Environmental Education Specialist position approved by the Board **December 2024**

Pay Equity Comparable Characteristics Factors and Grouping

- | | |
|---------------------|------------------------------|
| • Knowledge: 3 | • Skills: 4 |
| • Effort: 5 | • Working Conditions: 2 |
| • Responsibility: 5 | • Characteristic Grouping: D |

Marion Soil and Water Conservation District Communications and Outreach Coordinator



Job Description

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs.

Position Overview

This is a full-time position which serves as the Communications and Outreach Specialist of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description.

A Communications and Outreach Specialist plays a vital role in enhancing an organization's visibility, reputation, and public engagement. They are responsible for crafting clear, impactful messaging and promoting the organization's mission, goals, and services to diverse audiences through various channels, including social media, press releases, newsletters, and public events. This role involves developing and executing outreach strategies, coordinating with the team, and building strong relationships with community members, media, and the public. Additionally, the specialist monitors public perception, manages responses to inquiries, and ensures consistent, brand-aligned communications that effectively highlight the organization's achievements, programs, and contributions. By increasing awareness and fostering positive relationships, the Communications and Outreach Specialist will help drive engagement and support for the District's strategies.

The ideal candidate is highly creative, brings enthusiasm, a positive outlook, a collaborative spirit, and a strong commitment to conservation and the environment. At the District we believe that our greatest successes come from a combination of strong teamwork and individual initiative. Employees are expected to collaborate effectively with colleagues while also taking ownership of their specific roles. We value open communication, mutual respect, and a shared commitment to achieving our goals.

Core Job Duties and Outcomes

Digital and Print Communications (20%)

- The Communication and Outreach Specialist will create an annual work plan that aligns with and advances the communication and outreach goals and strategies outlined in the Strategic Plan.
- Curate, write, and create engaging, impactful content across digital platforms, such as social media posts, videos, podcasts, and the District's "E-News" and "The Blog" to effectively reach audiences on digital devices. Collaborate with staff as needed to create

cohesive social media content.

- Assist with social media livestreams and posts, actively monitoring and engaging with comments.
- Oversee website content to ensure alignment with the District's mission, maintaining accuracy and timeliness and offering guidance on the website's tone, appearance, and overall user experience. Collaborate with team members on content development.
- Develop and edit print publications and multimedia content, including videos, photographs, and digital graphics by utilizing desktop publishing software.
- Supervise the graphic design and production processes for brochures, publications, and promotional materials. Ensure adherence to the District's brand standards and maintain high-quality and error-free publications.
- Use digital photography and videography to capture and document District events for social media and special projects.
- Leverage analytic tools to understand audience reach and engagement across various communications channels.

Public Communications and Marketing (20%)

- Create, edit, and coordinate the distribution of information for a wide variety of subjects and diverse audiences to market, promote, and increase the visibility of the District, its Strategic Plan, and conservation services and programs.
- Provide communication support for the District Manager and Board of Directors, including coordinating and scripting public appearances and events, transcribing monthly meeting minutes, posting Board communications, and publishing public notices.
- Manage media inquiries and coordinate interviews and event announcements. Direct media requests to the appropriate spokesperson or information source and arrange media coverage for special events.
- Work with advertisers to market the District and special events.
- Responsible for creating and editing the District's Annual Report collaborating with staff for content.
- Promote board elections, encourage public participation in elected roles, and generate interest in serving on the Board of Directors.
- Develop and craft branded templates for staff use in District business, presentations, educational materials, and communications.
- Seasonally monitor climate and wildfire smoke conditions, disseminating warnings to staff via e-mail and texts.

Community Outreach (35%)

- Develop and implement outreach activities, awareness campaigns, and informational materials to promote key conservation topics, increase public awareness, and support conservation initiatives. Represent the District at community events and meetings, and assist in designing, promoting, and coordinating festivals and outreach events.
- Enhance the district's outreach efforts through strategic research, tailoring outreach events to meet public needs, expanding the mission to reach underserved communities, increasing accessibility, and pursuing professional development to adopt the latest outreach techniques.

- Collaborate with schools, nonprofits, parks, and conservation organizations to deepen community connections to nature and promote meaningful environmental action.
- Establish and nurture relationships with community organizations, local leaders, and other partners to foster ongoing collaboration and support for conservation efforts
- Plan, coordinate, and execute the District's annual Outreach Event, ensuring broad engagement and participation from the community.
- Co-lead the coordination of volunteers by recruiting, training, and scheduling volunteers for various events and initiatives, ensuring that they are effectively engaged and supported in their roles.
- Ensure a thorough and well-organized inventory of materials and resources for the District's outreach activities through efficient sourcing and purchasing.

Organizational Support (20%)

- Support the District's planning processes including the strategic plan, annual meeting, and provide reports to the Board of Directors as requested.
- The Communications and Outreach Specialist is an appointee to the District's Education and Outreach Committee and is expected to conduct committee duties following Oregon's Public Meeting Law, complete duties associated with committee work and facilitate video conference meetings.
- Attend and participate in weekly and quarterly staff meetings and co-lead the Education and Outreach Team to collaborate on communication and outreach activities.
- Work with the Budget Officer to create an annual communications and outreach budget.
- Serve on the Partner Grant review team and provide guidance to applicants to help them successfully complete their submissions using the District's Foundant Grant Lifecycle software.
- Assist with onboarding new employees in familiarizing themselves with the District's communication channels and outreach activities, materials, and resources to ensure they have a smooth transition into their new roles.
- Follow all guidelines outlined in the District's Safety Handbook to ensure safety for all. Participate every two years in First Aid training.
- Must successfully complete annual, assigned, online training such as defensive driving, anti-harassment, wildfire smoke safety, and professional workplace.
- Use filing systems, databases, and document management software to streamline administrative processes and manage document filing and retention.
- Complete other duties as assigned for the purpose of ensuring that the mission is achieved and for the efficient and effective functioning of the District.

Professional Development (5%)

- With approval, seeks opportunities for professional growth and development, such as training and conferences relevant to job responsibilities and the District's mission.

Experience, Knowledge, and Skills

Experience

- Experienced in public relations principles, media relations, and how to interact with journalists, **influencers**, and the public to manage messaging and public perception.

- Proven experience creating, scheduling, and managing content across multiple social media platforms with a track record of growing engagement and a follower base.
- Hands-on experience in writing, editing, and developing content for different communication channels, including social media, blogs, websites, newsletters, and press releases, tailored to engage diverse audiences.
- Experience working with community organizations, partners, or specific demographic groups, particularly in outreach efforts aimed at building awareness and fostering participation.
- Experience organizing or supporting outreach events, workshops, or public presentations, including logistics, promotional efforts, and follow-up engagement.
- Experience planning and implementing communication or marketing campaigns, from initial concept to execution and performance evaluation.
- Ability to easily learn Microsoft Office 365; Outlook, SharePoint, Word, Excel, Teams, Zoom video conferencing, and other online programs and software as needed.

Knowledge

- A deep understanding of environmental issues and conservation challenges is crucial for effectively delivering communications and outreach efforts that increase the public's awareness of the benefits of conservation and the District's mission.
- Knowledge of marketing techniques, including how to design and implement effective campaigns, advertisements, and promotions that align with the District's mission and goals.
- Familiarity with multimedia production techniques and creating visual content through tools like Adobe Creative Suite, Canva, or video editing software, to support storytelling and enhance messaging.
- Knowledge of cultural differences and inclusive practices to ensure outreach and messaging are respectful, accessible, and relevant to diverse communities.
- Understanding of ethical standards and legal regulations related to communications, including copyright, privacy, and social media policies.
- A commitment to ongoing professional development is expected to stay knowledgeable with the latest environmental issues, conservation trends, and communication and outreach practices and techniques.

Skills

- Excellent written and verbal communication skills are essential.
- Possess exceptional skills in organization, mindfulness, time management, multitasking, and setting clear priorities.
- Skilled in guiding and motivating teams effectively.
- Strong ability to think ahead, take personal initiative, and effectively collaborate and coordinate with others.
- Flexible and responsive to new challenges and shifting environments, embracing innovative communication and outreach strategies to engage people and inspire a passion for conservation.
- Skilled in analyzing situations to make informed decisions, identifying issues, and creating effective solutions.
- Proficient in tailoring communication styles and creating purposeful outreach that fosters inclusivity by acknowledging and valuing diverse backgrounds.

- Ability to collaborate with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Proficiency in languages other than English, such as Spanish and Russian, which are commonly spoken in the Willamette Valley is a plus.
- Skilled in capturing high-quality photographs that effectively communicate messages, highlight key moments, and enhance visual storytelling is desirable.

Responsibilities and Effort

- Responsible for a program area. Very high level of responsibility. Completes core duties with minimal direction. Works independently with general supervision and can self-prioritize. Exercises judgment within defined guidelines and practices to determine appropriate action. Provides guidance and assistance to support employees.
- Contributes specialized knowledge and ability and applies that knowledge to a broader context. Moderate to high pressure with some to moderate urgency.
- This position involves significant public interaction, requiring all communication to be consistently professional, respectful, authentic, and courteous.
- Responsible for ensuring that communication materials and outreach events comply with Americans with Disabilities Act standards and are readily accessible to the public.
- Follows District policies and procedures, performing duties in compliance with all relevant state and federal laws. Public employees must also adhere to the Oregon Government Ethics law, which sets standards for the conduct of public officials. Each public employee is responsible for ensuring compliance with these guidelines.
- Skilled in managing multiple tasks, adapting swiftly to shifting priorities, and overseeing the daily and annual coordination of communications and outreach activities effectively.
- Responsible for tracking communications and outreach outputs and outcomes to meet performance measures.
- Responsible for managing digital content and publications in compliance with the State of Oregon's Public Records Retention schedule for special districts. Responsible for maintaining the District's photo resources.
- This role involves a wide variety of work settings, from riversides and conference rooms to farm fields, requiring a high level of adaptability and comfort in diverse environments.
- All staff share responsibilities for responding to phone calls and emails from the public and participation at public events. Excellent customer service and commitment are required.
- This position requires an individual who values and maintains consistent and punctual attendance.

Qualifications

- A master's degree in a field relevant to this position or District operations, with at least two years of experience developing and delivering communications and outreach; or a bachelor's degree in a relevant field with three years of such experience; or an associate degree in a relevant field with four years of such experience; or six years of applicable work experience with progressive responsibility in communications and outreach development or delivery. Additional relevant personal and professional experience may be considered.

- Applicants will be required to operate a vehicle for District business and must hold and maintain a valid, acceptable Oregon driver's license.
- To be considered for employment, all applicants must successfully complete a pre-employment background check.

Working Conditions

- This role involves driving and travelling throughout Marion County and other parts of Oregon for training and conferences. District vehicles provided.
- This position works from a shared office space at 408 N 3rd Ave, Stayton, OR.
- Most District positions offer the option for teleworking. Arrangements can be made through an annual Telework Agreement with the District Manager, and all teleworking must adhere to the established teleworking policy.
- Communication and outreach events may require off-site setup and you must be able to lift at least 35 pounds and for extended periods of time may be required to stand and walk, as well as stooping, squatting, bending, and kneeling.
- This position involves outdoor work, which may include environments such as dairies and farms; rivers, streams, and ponds; areas with dense vegetation or woodlands; and terrains that are steep, slippery, muddy, rocky, or otherwise hazardous.
- Work is conducted under favorable conditions; however, there may be exposure to pesticides, chemicals, dust, fumes, dirt, noise, heat, vibration, cold, and water. Personal protective equipment is provided as needed or requested.

Position Details

- Full-Time, at will. Introductory period is six months.
- Exempt Fair Labor Standards Act Status
- Work Hours: 40 hrs. Monday to Friday, including occasional weekends and evenings.
- Reports to the District Manager. This position does not supervise any staff.

Compensation and Benefits

- Starting Salary: Range 6, Step 1
- We offer comprehensive dental and health insurance, which includes medical, alternative care, vision, and prescription coverage. Additionally, we provide a 125 Flexible Spending Account Plan for healthcare and dependent care.
- The District provides sick leave, vacation leave, and ten paid holidays annually, along with two additional personal days (8hrs) each year.
- A \$20,000 life insurance policy.
- The District's retirement program includes a 457 Deferred Compensation Plan, Roth IRA, and 401(a) Employer Deferred Compensation Matching Program.

Equal Opportunity Employer and Provider

Marion Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, Directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental, disability, citizenship, genetic information, income derived from a public assistance program, political beliefs, prior civil rights activity, victims of bias, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Marion SWCD is prepared to make appropriate arrangements and/or accommodation for people with disabilities. If special physical, language, or other accommodation is needed, please contact the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of any needed accommodation.

HR Footnotes

Salary

- Per the District's Annual Ten-Step Salary Table: Range 6

Position History

- Education Outreach position approved by the Board March 2004
 - Revised May 2009, January 2021, March 2023
 - Eliminated October 2024
- Communications and Outreach Specialist position approved by the Board ? 2024/5

Pay Equity Comparable Characteristics Factors and Grouping

- Knowledge: 3
- Effort: 5
- Responsibility: 5
- Skills: 4
- Working Conditions: 2
- Characteristic Grouping:

Marion Soil and Water Conservation District Job Description

Job Title: Communication and Education Specialist

Reports to: District Manager

FLSA Status: Exempt



Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to protect, conserve, and improve the quality of soil and water in Marion County through planning, technical assistance, and education.

Position Overview

This is a full-time, at will, exempt position, which serves as the Communications and Education Specialist (CES) of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the District Board of Directors (Board), within the authority delegated by the Board and this description, and reports to the District Manager. This position does not supervise staff.

The Communications and Education Specialist is responsible for developing and refining communications strategies and educational efforts that support the District's mission. The CES creates, coordinates, and participates in education and outreach events and uses multiple media formats to expand awareness of the District's programs and services. The CES builds and maintains relationships with partners, community members, and other key constituents, integrating the District's commitment to building an inclusive approach where equal opportunities and equitable outcomes exist for all.

Duties and Functions

The Communications and Education Specialist performs job duties in accordance with all applicable state and federal laws.

Communications (35%)

- Develops and implements a District-wide communications strategy that showcases the District's conservation work, builds relationships with stakeholders, and increases public participation in conservation practices.
- Grows the District's brand, network, and community awareness of the organization.
- Develops and maintains relationships with community members to learn about conservation needs and interests. Develops relevant programming and other opportunities.
- Ensures District-wide consistency in public messaging based on Marion Soil and

Water Conservation District Strategic Plan and brand guidelines.

- Designs, manages, and updates content of public media platforms (website, email, social media, print).
- Develops publications and other promotional/informational materials.

Education (45%)

- Provides programmatic management and oversight of district-wide education and outreach programs for youth and adults.
 - Establishes program parameters.
 - Coordinates with or leads partners, teams, and volunteers.
 - Identifies and communicates budgetary needs.
 - Serves as Staff Lead for Education Committee.
 - Education and outreach equipment management.
- Works with the Native and Invasive Plant Specialist to implement the District's annual Native Plant Sale.
- Works closely with the Grants Coordinator to implement the District's CLEAR grant and other educational funding streams.
- Works closely with the Grants Coordinator to administer the District's grant processes using Foundant Grant Lifecycle grant management software; coordinates with applicants to utilize Foundant.

Organizational Support (15%)

- Provide education, communications, and outreach support to other staff members implementing education and outreach activities.
- Support District planning processes including annual work plan, strategic business plan, annual budget, annual meeting, and prepare reports.
- Attends and participates in staff meetings, internal and external workgroups, and teams, (as applicable to job duties).
- Conducts other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.

Professional Development (5%)

- Upon approval, pursues professional and personal development opportunities.

Knowledge, Skills, and Abilities

- **Communications and Customer Service**
 - Professional, respectful, and courteous communications with internal and external contacts.
 - Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
 - Ability to flex communication style to multiple cultural environments.
 - Excellent written and verbal communication skills, and ability to present to diverse audiences.
 - Experience preparing news releases, and visual and written materials.

- **Partnership and Collaboration**
 - Experience developing partnerships with business, educators, natural resource agencies, and non-profits.
 - Very strong ability to think ahead, take personal initiative, work both independently and as a team member, collaborate and coordinate with others.
- **Program Management**
 - Ability to effectively manage daily and yearly logistics for program area.
 - Ability to manage program project budgets, partnerships, and reporting.
- **Community Education**
 - Experience in the standard concepts, practices, techniques, and procedures required to provide effective program delivery.
 - Ability to develop and implement educational programs.
- **Technical Expertise**
 - Ability to acquire technical expertise as needed for specific project types.
 - Knowledge of natural resources, agriculture, and the ability to apply such knowledge to various projects and programs.
 - Knowledge and ability to use Microsoft Office 365, SharePoint, Microsoft Word, Excel and Outlook and other related computer programs and software, working with databases and internet research.

Qualifications

- Typically requires a bachelor's degree and applied knowledge of specialize program practices. Minimum of an associate degree in an education or natural resources field or applied experience of at least:
 - Five (5) years in a program area, inclusive of unpaid work, OR
 - Three years (#) progressive responsibility working in a natural resource agency, city, county, organization, or corporation.
- A minimum of three years of experience with the development and/or delivery of educational programs for youth and adults.
- Ability to understand and follow oral and written instructions and policies.
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities, meet deadlines, and problem solve.
- Excellent customer service abilities and commitment are required.
- Must be able to work independently.

Job Conditions

- This position is primarily in an office setting, located in Stayton, OR operating office equipment such as a computer or copier. Telecommuting options are available to discuss.
- Position may require work in the field. This would require working in agricultural, rural, and urban settings.

- Work is typically performed under reasonably good working conditions; while exposure to any dust, fumes, dirt, noise, heat, vibration, cold and water may occur, such exposure is generally not present to the extent of being disagreeable.
- To perform the duties of this position, the CES must serve as incidental motor vehicle operator during daylight hours and after dark. To carry out these assigned duties, a valid Oregon driver's license is required.
- Position may require standing for extended periods of time, as well as stooping, squatting, bending, kneeling, etc.
- This position will often work independently. Work hours may include occasional evening and weekend hours and travel for conferences, workshops, and training sessions.
- This position shall perform all duties in a prudent and sensible manner

Marion Soil & Water Conservation District is an equal opportunity employer.

Salary Range: Per Marion SWCD Salary Administration Plan, Range 5, Range 6, and Range 7

- Created by the District Manager March 2004
- Approved by the Board - March 3, 2004
- Revised by District Manager - May 1, 2009, January 2021
- Updated by District Manager January 2023
- Updates approved by the Board _____