



SMALL GRANT PROGRAM

Operating Procedures/Bylaws

July 2009 – June 2011

Submit as a one-sided document

I. Purpose

Small Grant Teams (Teams) develop their own operating procedures/bylaws to establish the working conditions that best suit the needs of team members. Teams are required to re-visit their operating procedures/bylaws prior to the start of each new biennium to update members, define procedures, and identify roles. All team members should receive a copy of this document once completed. OWEB requires a copy of the document prior to making funds available to teams.

II. Small Grant Team

A. Membership

List the organizations participating on the Small Grant Team for the 2009-2011 biennium (*there must be at least one council and one district*).

Watershed Councils	Soil and Water Conservation Districts
Tribes	

B. Decision Making

The Small Grant Team will make decisions (check all that apply):

- By consensus. Consensus means (check all that apply):
 - Unanimous decision by all the Team members.
 - A decision where the concerns of all members have been addressed.
 - Agreement without any objections that block the decision; i.e. a member may have reservations or may not personally support the decision, but he or she is willing to go along with the group.
 - Other: _____
- By majority vote. Majority vote is defined as simple, super or other (circle one – describe super or other if selected): _____

C. Quorum

A quorum of the Small Grant Team is required to establish or change operating procedures, priorities, or project type lists. A quorum is also required to review and award small grants (see Part III). A quorum is defined as (check one):

- All members of the Small Grant Team.
- A simple majority of the members.
- A super majority of members (____ of ____).
- Other _____

D. Adding Members

Organizations may be added to the Small Grant Team under the following conditions:

Required: If a new watershed council is established that meets the eligibility criteria and requests to participate on the Team.

Optional (check all that apply):

- If an invited but not participating SWCD, council, or tribe requests to be added at a later date.
- Watershed councils not meeting the statutory definition, but who meet regularly, have bylaws, and/or are working on assessments or plans.
- Other: _____

E. Removal from the Small Grant Team (check all that apply)

- A watershed council, conservation district, or tribe will not be removed from the Small Grant Team.
- Representatives of a watershed council, conservation district, or tribe will not be removed from the Small Grant Team.
- Member organizations may be removed for the following reasons:

- Representatives may be removed for the following reasons:

F. Replacing a Representative (check all that apply)

Within 30 days 60 days 90 days

- If a representative resigns or is removed, then the alternate becomes a member of the Small Grant Team, and the Team will seek a new alternate from that organization.
- If a representative resigns or is removed, then a new representative from the same organization will be sought as a replacement.
- Other: _____

G. Relationship of Representatives to their Organizations (check one)

- Representatives of the SWCDs, councils, and tribes on the Small Grant Team are authorized to make decisions about the Team’s priorities, project list, evaluation criteria, and operational procedures as a member of the Team on behalf of their respective organization.
- Representatives of the SWCDs, councils, and tribes on the Small Grant Team are not authorized to make decisions on behalf of their respective organization. Each member of the Team will need to obtain their organization’s approval of the proposed priorities, project list, evaluation criteria, and operational procedures before the Team adopts them.

H. Team Meeting Arrangements

The Team will meet (check whichever apply): electronically in person
_____ (person) will initiate email reviews or call and arrange Team meetings.

If meeting in person, locations (e.g., district office, council office) may include:

I. Program Grant/Team Contact

The following person(s) is authorized to sign the program (Team) grant application and agreement on behalf of the Small Grant Team, and will serve as OWEB staff’s main program contact. PLEASE NOTE THAT THIS PERSON MUST HAVE EMAIL AND MUST BE WILLING TO RESPOND TO OWEB QUERIES IN A TIMELY MANNER.

Name
Org.
Phone
Email

Name
Org.
Phone
Email

III. Project Evaluation Committee

A. Small Grant Applications Will Be Reviewed and Approved by (choose one):

- The Small Grant Team. By unanimous vote, the Team decides that it will be the Project Evaluation Committee to review and award small grants. *Skip to Part IV.*
- A Project Evaluation Committee. The Team will form a committee with equal soil and water conservation district and watershed council representation to review and award small grants.

B. Membership

Members of the Project Evaluation Committee are:

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

C. Adding/Removing Project Evaluation Committee Members (check all that apply)

Project Evaluation Committee members may be removed for the following reasons:

If a representative of a council or SWCD resigns, then their alternate or another representative from that same organization will be appointed to serve on the Project Evaluation Committee.

The following council or SWCD representatives will be appointed to the Project Evaluation Committee in case a similar organization resigns or is removed.

Representatives will be replaced within: 30 days 60 days 90 days

D. Decision Making

The Project Evaluation Committee will make decisions:

By consensus. Consensus means (check all that apply):

A unanimous decision by all the Committee members.

An agreement without any objections that block the decision, i.e. a member may have reservations or may not personally support the decision, but he or she is willing to go along with the group.

A decision where the concerns of all members have been addressed.

Other: _____

By majority vote. Majority vote is defined as simple, super or other (circle one – describe super or other if selected): _____

E. Quorum

A quorum of the Project Evaluation Committee is required to award small grants. A quorum is defined as (check one):

- All members of the Committee.
- A simple majority of all members.
- A super majority of all members (_____ of _____)
- Other: _____

F. Meeting Arrangements

The Committee will meet (check one): electronically in person.
_____ (person) will initiate email reviews or call and arrange Committee meetings.

If meeting in person, locations (e.g., district office, council office) may include:

G. Meeting Notes (check one)

- The Committee will designate a note taker at each meeting to record grant award decisions and rationale.
- The Committee will designate _____ to take notes of each meeting to record grant award decisions and rationale.
- Other: _____

IV. Technical Advice on Program Elements and Small Grants

A. Technical Advisors – Program Elements/Priority Setting (check one)

- No advisors will be asked to help develop the Small Grant Team’s program and priorities.
- Advisors from the following agencies or organizations will be asked to help develop the Team’s program and priorities:

B. Technical Advisors – Grant Application Review (check one)

- No advisors will be asked to review grant applications.
- Advisors from the following agencies or organizations will be asked to review grant applications and give advice to the Project Evaluation Committee:

V. Application Processing

A. Application packets for public distribution must consist of the following information (all forms can be found on the OWEB Web site):

www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml

- ✓ Application and guidelines for completing the application
- ✓ Land use and match funding forms
- ✓ Culvert/Stream Crossing form
- ✓ Irrigation Efficiency form
- ✓ Team’s priority watershed concerns and list of eligible project types
- ✓ List of ineligible project types
- ✓ Team evaluation criteria or evaluation form
- ✓ Project Completion Report form

The following member of the Team will distribute application materials and information, and accept small grant applications for the Team. This person will be listed on OWEB’s Web site and in informational materials.

Name
Org.
Phone
Email

B. Application Deadlines

The administrative rules require Small Grant Teams, or their Project Evaluation Committees, to establish two-week windows throughout the OWEB fiscal year (July 1—June 30) during which they will receive applications. At a minimum, the window will be open quarterly, or a minimum of eight times in the biennium.

Column 1 below shows the Team’s windows for receipt of applications through the end of the OWEB biennium (June 30, 2011). Column 2 shows corresponding Team or Evaluation Committee meeting dates to evaluate applications (Teams and Evaluation Committees must act upon applications within 30 days of receipt). **Note:** The Team’s last application window should be no later than May 15, 2011.

Two-week windows for receipt of applications (insert dates)	Application review meeting dates (must be within 30 days of each two-week window date shown in column 1)

C. Project Grant Agreements

_____ (person same as the Contact) will develop project grant agreements for the Team, using the OWEB template, and will sign on behalf of the Team. Note: Should be the same as the Team Contact in Section II., I. Teams decide who is responsible for collecting signatures on grant agreements (this may be one person, or may be different for different grants), and for sending the original to OWEB (**all signatures must be secured within 90 days of first signature**). OWEB will sign the original, make copies of it, file the original at OWEB, and return copies to the Team Contact (see Section II/I). The Team Contact, in turn, is responsible for distributing the copies to the other signatories.

D. Record Keeping

Team meeting records need to be kept for five years. All applications for the Small Grant Program will be logged, using the form provided by OWEB (or a variation of the form), and kept on file by the Small Grant Team for five calendar years (unsuccessful applications should also be kept for five years). If a project is funded, then a copy of the grant agreement should be filed with the application. The record keeper is generally the best person to compile the Biennial Report (see Section IX).

The following member will keep records of team meetings, and maintain the application log and keep copies of all applications, grant agreements, and status reports:

Name
Org.
Phone
Email

VI. Project Evaluation Criteria

OWEB provides a standard evaluation form for Teams to use when evaluating applications. Teams may add to the form, but not subtract from it. Evaluation criteria must be part of an application package so that applicants understand how their proposed projects are to be

evaluated. Teams will provide OWEB with a copy of their evaluation form along with the Bylaws and Local Priorities.

VII. Fiscal Agent

Small Grant fiscal agents are responsible for managing all accounting associated with a small grant and for reporting expenses to OWEB in a manner consistent with OWEB fiscal reporting standards. Fiscal agents may be councils, districts, tribes, or entities designated eligible by the Team and that have the capacity to meet OWEB reporting standards. The following are eligible to serve as fiscal agents for small grant projects:

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

Name
Org.
Phone
Email

VIII. Small Grant Outreach

Local outreach is an important way to let the public know about the small grant program and the availability of funds. Outreach may occur in the form of a press release (sample provided by OWEB), information on local organizational Web sites, and handouts at local organizational offices. The following person(s) will be responsible for handling Team outreach:

Name
Org.
Phone
Email

Name
Org.
Phone
Email

IX. Biennial Report

The Small Grant Team is responsible for providing OWEB and the Soil and Water Conservation Commission (through OWEB) with a summary report within 60 days of the end of each biennium (by August 30). This person is generally, but not necessarily, the Team record keeper. A copy of the reporting form is on the Web site. The following member(s) is responsible for compiling and submitting the report to OWEB:

Name
Org.
Phone
Email

Name
Org.
Phone
Email

X. Signatures

Adopted: _____
Date

Name

Name

Organization

Organization

Date

Date

Name

Name

Organization

Organization

_____	_____
Date	Date
_____	_____
Name	Name
_____	_____
Organization	Organization
_____	_____
Date	Date
_____	_____
Name	Name
_____	_____
Organization	Organization
_____	_____
Date	Date
_____	_____
Name	Name
_____	_____
Organization	Organization
_____	_____
Date	Date

Requirements

Teams are required to provide OWEB with a Biennial Report for the recently completed 2007-2009 biennium no later than August 30, 2009.

In addition, to obtain use of Team funds for the 2009-2011 biennium, the following documents must be updated/revised and submitted to OWEB as soon as possible into the new biennium:

- Operating Procedures/Bylaws, Attachment A (this form)
- Local Priorities/Eligible Project Types, Attachment B
- Application Evaluation Worksheet

The Biennial Report and the other forms listed above may be submitted together. All forms may be found on the OWEB Web site:

http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml