



# Forest Collaborative Grant Program Guidance

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Forest Collaborative Grant application forms and other items referred to in this document are available via [OWEB's website](#), unless otherwise indicated.

This document provides guidance for completion of the Oregon Watershed Enhancement Board (OWEB) and Oregon Department of Forestry (ODF) Forest Collaborative Grant Program. The Guidance document and any attachments will be periodically updated by ODF and OWEB staff as needed.

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# Oregon Watershed Enhancement Board

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The Oregon Watershed Enhancement Board (OWEB) is a state agency that provides grants to help Oregonians take care of local streams, rivers, wetlands, and natural areas. OWEB grants are funded from the Oregon Lottery, federal dollars, and salmon license plate revenue. Forest Collaborative grants are funded with Oregon Department of Forestry Federal Forest Restoration Program funds provided by the Oregon State Legislature, which are managed by OWEB.

## OWEB's Definition of a Project

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OWEB defines a project as all related and relevant activities necessary for achieving the project's full ecological objectives, whether funded by OWEB or other sources. You should not separate out OWEB and non-OWEB-funded activities. Answer all application questions to reflect all proposed project activities, regardless of funding source. The Budget and Match sections of the application provide space for you to designate funding sources for each activity.



## Goals and Priorities of the Forest Collaborative Grant Program

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The overarching goal of this grant program is to increase the number, acreage, and complexity of collaboratively planned restoration projects on federal lands in Oregon. Stemming from that goal, the focus of this offering is to strengthen forest collaborative organizations by establishing or refining their governance structure, supporting their agreement-seeking efforts through advancing collaborative Zones of Agreement (ZOA), and supporting Collective Action efforts for groups that agree active forest stewardship and restoration are necessary but need coordination assistance to achieve their common purpose. Regardless of the activity type (Collaborative Governance, Zones of Agreement, or Collective Action Support) the projects this grant program is intended to support must further a forest restoration project that includes forest vegetation management on either United States Forest Service (USFS) or Bureau of Land Management (BLM)-managed lands in Oregon.

Strong, capable, collaborative organizations are needed to effectively develop agreements that are defensible, durable, and representative of public desires for federal forest lands. Collaboration is also increasingly required to utilize tools that can advance the pace, scale and quality of federal forest restoration, such as stewardship contracting and some expedited National Environmental Policy Act (NEPA) authorities, and to organize like-minded organizations toward achievement of a common goal.

There are three project activity types that this grant program is intended to support:

1. Collaborative Governance
2. Zones of Agreement
3. Collective Action Support

**Collaborative Governance** projects are intended to ensure that Oregon's forest collaborative organizations are robust and can effectively develop agreements, achieve a common goal, and use all the tools available to them. Eligible Collaborative Governance projects will develop, formalize or update formal organizational structure elements for forest collaboratives in Oregon.

**Zones of Agreement (ZOA)** projects are intended to develop, expand or advance agreement among forest collaborative participants who bring diverse perspectives on forest restoration and who may not yet agree on what forest restoration should look like, or whether it should occur at all.

Forest collaboratives pursuing ZOA create space to surface and resolve disagreements early, while projects are still being shaped and before federal agencies finalize decisions. This early alignment helps agencies incorporate stakeholder input in meaningful ways and can reduce the likelihood of costly, time-consuming objections or litigation that delay or halt restoration work. By building shared understanding and working toward consensus, ZOA projects reduce conflict around federal forest management and support durable restoration projects in Oregon.

**Collective Action Support** projects are intended to support a forest collaborative's ability to achieve a common goal of restoring forest ecological function, creating resilient forest landscapes and enhancing the adaptive capacity of forests. This project type supports community-based forest collaboratives focused on collective action, which differs from the agreement-seeking forest collaboratives working to develop ZOA.

These forest collaborative groups, sometimes called all-lands or cross-boundary partnerships or alliances, often share a common objective, but need assistance to: effectively designate roles and responsibilities; develop shared workplans and accountability measures; and pool resources (e.g. money, staff time, data, relationships). They typically focus on coordinating actions across geographies that have many ownerships. While their primary focus is getting work done, they may also submit joint letters of support or formal comments during federal scoping or public comment periods to convey shared priorities.

**Please note:** Because ZOA projects require more intensive facilitation and dispute-resolution capacity, funding priority will be given to ZOA and Collaborative Governance projects that support agreement-seeking collaboratives.

## Available Funding, Timing and Match Requirement

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A total of \$211,101 is available in this funding cycle. **Collaborative Governance** proposals may request up to **\$20,000**. **Zones of Agreement and Collective Action Support** proposals may request up to **\$65,000 each**. Applicants seeking funding for both **Collaborative Governance** and either a **Zones of Agreement or Collective Action Support** may request up to **\$85,000 total**.

Grantees may complete work from the date of award through **December 31, 2027**. Extensions may be requested upon consultation with OWEB and ODF staff.

### Match

**Forest Collaborative grants require 5% match.**

Match is defined as any contribution to a project that is non-Board funds, and OAR 695-005-0030(2) requires all applications to demonstrate a matching contribution is being sought at the time of application.

Match may be cash or an in-kind contribution. At the time you submit an application, your match funding does not have to be secured. Applications must show that at least 5% match, has been sought. Prior to any payment of grant funds, the grantee must provide proof that 5% match has been secured.

## Definitions

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### Forest Restoration Project

A forest restoration project creates and maintains healthy, resilient forests capable of delivering the benefits Oregonians rely on, including clean air and water, sustainable forest products, fish and wildlife habitat, recreation opportunities, carbon sequestration and more. These projects often involve actively managing forest vegetation to reestablish a forest's composition, structure, and ecological processes within its natural range of variability, while strengthening the forest's ability to adapt to future disturbance.

### Collaborative Governance

Technical assistance to build, formalize, or update organizational structure elements that will enhance the effectiveness of forest collaboratives in Oregon.

Collaborative Governance applications must identify the organizational structure elements to be developed, formalized, or updated as the primary deliverable for the grant activities. Applicants should also describe how the organizational structure elements will support or enable work to increase the pace, scale, and quality of local restoration efforts.

### Zones of Agreement

Technical assistance for an existing collaborative to develop, expand, or advance Zones of Agreement (ZOA) for project-level restoration work on National Forest and/or Bureau of Land Management lands. Groups made up of individuals and organizations with differing views on the need for, and extent of, forest restoration projects, and who are seeking common ground, should apply for this project type.

ZOA projects may: develop and/or expand ZOA through collaborative dialogue; communicate ZOA to a broader group of interested parties or the public; improve the implementation of ZOA; monitor outcomes and learn from implementation; or advance ZOA in other ways specified by the applicant.

ZOA can be built for specific project areas (e.g. NEPA planning areas), Forest Plan allocation units (e.g. Designated Old Growth), forest types (e.g. dry mixed conifer) and/or ecological function (e.g., riparian areas). Each application must identify the ZOA to be developed, expanded or advanced as the primary deliverable. Applicants should describe how advancing the ZOA will increase the pace, scale and quality of local forest restoration projects. Grant deliverables will include social, economic and ecological goals defined by each collaborative applicant.

### Collective Action Support

Technical assistance for an existing collaborative to foster collective action toward achieving the goals of restoring forest ecological function, creating resilient forest landscapes and enhancing the adaptive capacity of forests. The group should be engaged in forest restoration projects that include work on National Forest and/or Bureau of Land Management lands and may also include work on adjacent land ownerships.

Groups made up of individuals and organizations that share a common objective of increasing the pace, scale and quality of forest restoration, but need support to better pool their knowledge, capacity, and resources to achieve that objective, should apply for this project type. These groups often refer to themselves as all-lands or cross-boundary partnerships.

## Eligible Project Activities

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### **Collaborative Governance (including but not limited to...)**

- Development, updating, or formalization of statements of shared purpose, such as Mission or Vision statements, Declarations of Commitment, etc.
- Development or updating of Strategic Plans or Work Plans to focus and guide the activities of the collaborative in the coming years.
- Development, updating, or formalization of operating guidelines for a collaborative, such as Charters, Operations Manuals, etc.
- Delineation or updating of a transparent and inclusive process to develop and deliver formal (written) input and/or recommendations about forest restoration activities to the Forest Service or BLM.
- 501(c)3 incorporation for a collaborative.
- Development or updating of a Participant/ Engagement Strategy, which assesses current and desired collaborator participation, identifies priorities for inclusion, and formulates strategies for engagement.

### **Zones of Agreement (including but not limited to...)**

- Meeting planning and/or facilitation, either contracted or staffed in-house, related to specific on-the-ground projects or issues.
- Meeting and field tour expenses, including expenses for guest speaker presentations.
- Communication activities, including public outreach and collaborator recruitment, direct mailing, meeting notices, and use of social media and traditional media outreach.
- Ecological, economic, and social monitoring and evaluation of activities, including collection of data necessary to demonstrate ecological, economic, or social impacts of the project. Applicants should detail how monitoring activities funded will facilitate the practice of adaptive management and influence future project design.
- Data collection or analysis in support of project planning to increase the number, size, or complexity of collaboratively planned forest restoration projects.
- Training or education for collaborative groups, their staff, or their committees that better equip the group to develop, expand, or advance ZOA.
- Travel expenses to attend regional or statewide meetings of multiple collaboratives (i.e., coalition of collaboratives or CFLR Network meetings). Applicant must show the connection between attendance at these meetings and the project for which grant activities are proposed to advance. **\*Note:** All travel expenses should be calculated using State per-diem rates.

## Collective Action Support (including but not limited to...)

- Meeting planning and/or facilitation, either contracted or staffed in-house, related to specific on-the-ground projects or issues.
- Meeting and field tour expenses, including expenses for guest speaker presentations.

## Eligible Geography

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The eligible geography for this grant program is for collaboration on **National Forests and BLM-managed forests in Oregon**. Proposals should specify the project geography applicable to the proposed work, identify the forest ecosystems addressed within the proposed scope of work, and justify the proposed work to restore forest ecosystems.

## Eligible Applicants

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This solicitation is open to local collaborative groups engaged in forest restoration and/or stewardship on federal forests in Oregon (forests managed by the USFS or BLM). Eligible applicants must be based in Oregon and have 501(c)3 status or a signed agreement with an eligible fiscal sponsor. This can be a non-profit community-based organization, unit of local government or Tribal government.

## Collaborative Governance Activity

1. Collaborative groups that do not yet have formal organizational structure documentation may apply to develop or formalize charters, operating guidelines, declarations of cooperation, strategic plans, 501(c)3 incorporation documents, engagement strategies, or similar organizational structural document deliverables
2. Collaborative groups that already have a formal organizational structure and have operated for at least six months may apply to update charters, operating guidelines, declarations of cooperation, strategic plans, 501(c)3 incorporation documents, engagement strategies, or similar organizational structural document deliverables

## Zones of Agreement Activity

Collaboratives that wish to apply should demonstrate that they have established agreements and/or guidelines on membership, leadership structure, decision-making procedures, and a mission or shared purpose. These elements of organizational structure demonstrate baseline capacity to sustain collaborative dialogue among diverse perspectives. Charters, operating guidelines, declarations of cooperation, or other forms of documentation should be submitted at the time of application.

## Collective Action Support Activity

Groups that wish to apply should demonstrate that they have established agreements and/or guidelines on membership, leadership structure, decision-making procedures, and a mission or shared purpose. Charters, operating guidelines, declarations of cooperation, or other forms of documentation should be submitted at the time of application.

## Applying for more than one activity type

Established collaborative or partnership groups that already have a formal organizational structure may seek funding for more than one activity type. For example, a group may apply for Collaborative Governance to update its organizational structure and also apply for either Zones of Agreement or

Collective Action Support activity types.

**A group may not apply for a Zones of Agreement and Collective Action Support activity type within the same application; these must be submitted as separate applications.**

Applicants seeking funding for more than one activity type should complete the relevant section(s) of the application for each activity type requested.

## Evaluation Process

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Evaluation of grant applications will be based on the Oregon Watershed Enhancement Board (OWEB) Technical Assistance (TA) evaluation criteria established by [Oregon Administrative Rule \(OAR\) 695-005-0045 and 695-030-0045\(3\)a-j](#). Supplemental criteria were added to tailor this process to forest collaborative grants.

The evaluation criteria are broken into four equally weighted categories: proposal clarity, technical soundness, organizational capacity, and engagement. The evaluation criteria within the four categories are shown below.

### Proposal Clarity

- Clearly describes partner roles and responsibilities
- Timeliness of the proposed work
- Budget aligns with proposed work
- Identifies a common vision of success and potential barriers to success

### Technical Soundness

- Qualifications of the technical staff or consultants
- Likelihood project will succeed and lead to future restoration or acquisition projects
- Incorporates changing climate conditions into the objectives to be implemented, and describes how the project will contribute to durable adaptation and resilience for ecosystems.

### Organizational Capacity

- Engages appropriate partners
- Supplemental: Composed of balanced and diverse collaborators necessary to develop an agreement. Including but not limited to representation from the forest industry, environmental organization, and local government
- Performance history and composition of the partnership

### Engagement

- Effectiveness of communication among applicant and partners
- Demonstrates support and engagement from appropriate interested parties
- Supplemental: Demonstrated engagement of collaborative group with federal agency

## Documents and Guidance

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Forest Collaborative grant program information and other items referred to in this document are available at on the [Forest Collaborative grant program website](#) unless otherwise indicated.

## How to Apply

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Forest Collaborative grant program applications are available via [OWEB's online application website](#).

An OWEB Online Grant Management System (OGMS) login is required to access the online grant application. Only one login per organization is allowed. If no login exists for the applicant's organization, please email [Leilani Sullivan](#) to request one. Include the following in your email:

- Organization name and address.
- Grantee Contact information: name, title, email address, and phone number for the person who will receive all communication from OWEB and sign any grant agreements.
- Payee Contact Information: name, email address, and phone number for the person who keeps records and submits payment requests and documentation.
- FEIN (Federal Employer Identification Number). OWEB may enter into agreements only with legally established entities. OWEB will review potential applicants prior to creating an OGMS login.

## Application Requirements, Cycles and Deadlines

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All deadlines referred to in this Guidance are **5:00 pm Pacific Time for each grant cycle**. Cycle information will be posted on the [Forest Collaborative website](#) and will be announced by email in advance.

### Required Uploads

**Applications must include ALL REQUIRED uploads.** Other listed items may be required later, if your project is funded.

#### Maps

Attach at least one COLOR project location map, showing watershed context and proximity to the nearest town.

#### Formal Organizational Structure Documentation

This documentation must contain a:

- List of collaborative membership (active and inactive), leadership structure, decision-making processes, and group bylaws.
- Statement of commitment or memorandum of understanding signed by collaborative members.
- Stated mission or shared purpose for the collaborative group.

Forest collaboratives applying for Collaborative Governance funds may not have all the required attachments; please attach any of the documents your collaborative has already developed.

### **Proof of Engagement with USFS and BLM**

Upload documents that demonstrate the forest collaborative has directly engaged with USFS and/or BLM line officers or staff during the project planning or National Environmental Policy Act (NEPA) process. Examples are:

- NEPA scoping comment letters
- Memorandum of Understanding or other agreement with a federal agency
- Written letters or other correspondence with the federal agency

Forest collaboratives applying for Collaborative Governance funds may not have engaged with USFS and/or BLM line officers or staff; please attach any of the documents your collaborative has already developed.

### **Meeting Minutes**

Upload meeting minutes from 3 previous meetings.

### **USFS and/or BLM Letter of Support**

Applicants are required to submit a letter of support from the appropriate Line Officer for the USFS or BLM.

## **Optional Uploads**

### **Federally Negotiated Indirect Cost Rate (FNICR)**

Organizations that have previously negotiated or currently have an approved indirect cost rate with a Federal (cognizant) agency must use the approved rate for their grants. Attach a copy of your organization's most recent FNICR agreement, if applicable.

### **Other**

You may attach other documents to further the explanation and understanding of the Problem Statement and Proposed Solution.

### **Secured Match Forms**

If you have secured a match for the project, you may attach the match funding form or upload signed letters or agreements documenting the secured match. The letters should state the nature of the match (cash or in-kind) and the dollar value. The letters must be signed by authorized representatives of the organizations contributing the match.

## **Questions?**

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For a pre-application consultation or project eligibility questions, please contact: [Kyle Sullivan-Astor](#) at 541-285- 8685.

For administrative questions or assistance with your application, please contact: [Heidi Hartman](#) at 971-707-0026.