



# Forest Collaborative Grant Program Guidance

Oregon Watershed Enhancement Board  
775 Summer Street NE, Suite 360  
Salem OR 97301-1290  
503-986-0178  
[www.oregon.gov/OWEB](http://www.oregon.gov/OWEB)

---

Forest Collaborative Grant application forms and other items referred to in this document are available via [OWEB's website](http://www.oregon.gov/OWEB), 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.

July 2025

## TABLE OF CONTENTS

Oregon Watershed Enhancement Board.....	3
OWEB’s Definition of a Project.....	3
Goals and Priorities of Forest Collaborative Grant Program.....	3
Available Funding, Timing and Match Requirement.....	4
Definitions .....	4
<b>Collaborative Governance</b> .....	4
<b>Zones of Agreement</b> .....	4
Eligible Project Activities .....	5
Eligible Geography .....	6
Eligible Applicants.....	6
<b>Collaborative Governance Activity</b> .....	6
<b>Zones of Agreement Activity</b> .....	6
<b>Applying for both activity types</b> .....	7
Evaluation Process.....	7
Documents and Guidance .....	8
How to Apply .....	8
Application Requirements, Cycles and Deadlines .....	8
Questions .....	9

## Oregon Watershed Enhancement Board

---

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

---

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

---

The purpose of Forest Collaborative Grants is to increase the number, acreage, and complexity of forest restoration projects on United States Forest Service (USFS) and Bureau of Land Management (BLM)-managed forest lands in Oregon by providing funding for Collaborative Governance projects and for developing, expanding, or advancing Zones of Agreement (ZOA) for restoration that includes vegetation management.

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. It is a priority of this grant program to invest in Collaborative Governance projects to ensure that Oregon's forest collaborative organizations are robust and can effectively develop agreements 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.

Development and expansion of ZOA by forest collaboratives has reduced conflict around forest management and allowed active restoration on tens of thousands of acres of federal forest to move forward in Oregon. Another priority of this grant program is to develop, expand or advance collaborative ZOA. In different regions of Oregon, different actions are needed to advance ZOA. **Eligible 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 and learn from the implementation of ZOA; or advance ZOA in other ways specified by the applicant. Proposals that identify an all-lands restoration approach will be given priority consideration during review.

## Available Funding, Timing and Match Requirement

---

There is \$350,000 available for both Collaborative Governance and Zones of Agreement applications for this cycle. **Collaborative Governance proposals may request up to \$20,000. Zones of Agreement proposals may request up to \$65,000. If applying for both project types, up to \$85,000 may be requested.**

Grantees can complete work over an 18-month period. 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

---

### 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 for project-level restoration work on National Forest and/or Bureau of Land Management lands.**

Zones of Agreement projects will 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 and learn from the implementation of ZOA; or advance ZOA in other ways specified by the applicant.

Applicants may seek ZOA grants not just to develop or expand ZOA but also to support implementation of ZOA on-the-ground. For example, a collaborative group may agree on the type of treatments they would like to see in a landscape but the economics of implementation of the treatments may be challenging so a ZOA project focused on implementation efficiencies would be appropriate. In another example, a collaborative group may agree on the need to increase use of prescribed fire in a specific project area but public concerns about prescribed fire smoke or impacts to adjacent lands may necessitate intensive communications and outreach work for implementation to proceed.

Zones of Agreement (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 grant application must identify the ZOA to be developed, expanded or advanced as the primary deliverable for the grant activities. Applicants should describe how advancing the ZOA contributes to an increased pace, scale and quality of local restoration efforts. Examples of the detail suggested for ZOAs include (these are not provided as a menu only as an example of the level of detail expected at the outset of this work):

- Refinement of existing ZOA for dry forest types
- Restoration treatments in riparian areas or Restoration treatments in oak woodlands
- Agreement on the Road 13 Project
- Commercial vegetation removal treatments in moist, mixed conifer stands
- Restoration priorities (issues and/or planning areas) for the Middle Fork Ranger District
- Aspen restoration principles for the Malheur National Forest
- Rogue Basin Cohesive Forest Restoration Strategy

Other grant deliverables will include social, economic and ecological goals defined by each collaborative applicant.

## Eligible Project Activities

---

### 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 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 supports 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 with the project for which grant activities are proposed to advance. **\*Note:** *All travel expenses should be calculated using State per-diem rates.*

## Eligible Geography

---

The eligible geography for this grant program is for collaboration on **National Forests and BLM-managed forests statewide**. 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

---

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

### Collaborative Governance Activity

1. Collaborative groups that have operated for at least 6 months who 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 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 who wish to apply should demonstrate that they have established agreements and/or guidelines on membership, leadership structure, decision-making procedures, and their 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.

### **Applying for both activity types**

Established collaborative groups that already have formal organizational structure may seek funding to support both Collaborative Governance work to update their organizational structure and a Zones of Agreement to advance Zones of Agreement work. If seeking funding for both activity types in this funding cycle, please provide responses to each section of the application.

## **Evaluation Process**

---

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 agreement. Including but not limited to representation from 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

---

Forest Collaborative Grant Program information and other items referred to in this document are available at <https://www.oregon.gov/oweb/grants/Pages/forest-collaboratives.aspx> unless otherwise indicated.

## How to Apply

---

Forest Collaborative Grant Program applications are available via OWEB's online application website: <https://apps.wrd.state.or.us/apps/oweb/oa/>.

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 at [leilani.sullivan@oweb.oregon.gov](mailto:leilani.sullivan@oweb.oregon.gov) 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

---

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 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 support further the explanation and understanding of the Problem Statement and Proposed Solution.

### **Secured Match Forms**

If you have secured match for the project, you may attach the match funding form or upload signed letters or agreements documenting 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?**

---

For project eligibility questions or an optional pre-application consultation, please contact: Kyle Sullivan-Astor at 541-285- 8685 or [kyle.m.sullivan-astor@odf.oregon.gov](mailto:kyle.m.sullivan-astor@odf.oregon.gov).

For administrative questions or assistance with your application, please contact: Heidi Hartman at 971-707-0026 or [heidi.hartman@oweb.oregon.gov](mailto:heidi.hartman@oweb.oregon.gov).