



# Small Grant Team Contact

## PROGRAM OVERVIEW AND GUIDANCE

*Oregon Watershed Enhancement Board*

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### Introduction

The Small Grant Team Contact grant offering provides grant funding for the administration of one Small Grant Team in each of the 28 OWEB Small Grant Areas around the state. This grant funding supports outreach efforts to engage new Small Grant Team members and potential applicants for program funding. Grant funding also supports facilitation of application review processes as Small Grant Teams accept, review, and recommend or deny funding of application for Small Grant projects.

### Eligibility

One Small Grant Team Contact grant may be awarded in each of OWEB's 28 Small Grant Areas. Applicants must work in cooperation with other eligible applicant organizations to secure an agreement to administer the Small Grant Team for a biennium. Submitted applications must include support letters from other eligible Small Grant Team member organizations approving of applicant lead status.

**Eligible applicants:** A grant applicant may be any tribe, watershed council, soil and water conservation district, not-for-profit corporation, school, Oregon institution of higher education, independent not-for profit institution of higher education, or political subdivision of this state that is not a state agency. A state agency or federal agency may partner with an eligible entity.

**The project location:** One Small Grant Team Contact grant may be awarded in each of the OWEB Small Grant Areas. A [map of Small Grant Areas](#) can be found on OWEB's Small Grant Program website page.

### Program Structure

**Project Type:** This grant offering will provide funding for administration of one Small Grant Team, per Small Grant Area for a biennium. Applications must demonstrate how eligible organizations will be engaged to participate as Small Grant Team members *and* as Small Grant project applicants.

**Budget Guidance:** Match for the Small Grant Team Contact offering is **5%**. For information about eligible costs and budget development, refer to OWEB's [GoBIGdocument](#).

**Grant Agreement Conditions:** Awarded recipients will be required to submit Operating Procedures and Bylaws approved by each participating Small Grant Team member prior to release of any grant funds. Project Completion Reporting will include summarizing Small Grant Team operations and results.

**Reporting Requirements:** Reporting requirements will include a Project Completion Report summarizing Small Grant Team activities over the biennium and evaluating internal and external interactions.

### Grant Cycles and Application Process

**Evaluation Process** Grant applications will be reviewed by a review team comprised of OWEB staff with knowledge about restoration practitioners within each Small Grant Area who have experience with organizational capacity, coordination, and partnership considerations related to planning and implementation of successful Small Grant Team.

**Evaluation Criteria** Evaluation of applications will include a review of methods proposed for engaging new and returning Small Grant Team participants. A successful application will adequately describe a robust outreach plan to engage all interested parties in Team participation and project application submission.

Timeline The Small Grant Team Contact grant offering will be timed as follows.

*Offering Announced*  
*Application Deadline*

*July 24, 2025*  
*Applications accepted on a rolling basis through*  
*September 15, 2025*

*Technical review of applications*  
*Review determination*

*Within two weeks of application submission*  
*Within one month of application submission*

**Application Requirements:** Applications must include evidence that the applicant organization is supported by a plurality of eligible Small Grant Team member organizations in the Small Grant Area. Support letters must be obtained from at least two eligible Team member categories, i.e. watershed council, soil and water conservation district, tribe, other eligible group (not-for-profit corporation, school, Oregon institution of higher education, independent not-for-profit institution of higher education, or political subdivision of this state that is not a state agency).

A successful application will articulate actions that will be taken to engage all eligible organizations as Small Grant Team members and Small Grant project application processes.

**Application Submission:** Upon approval of program funding by the OWEB Board at the beginning of a biennium, online grant applications will be available. While applications for Small Grant Team Contact grants will be accepted through September 15, 2025, it is advisable to apply as early as possible for a successful biennium of accepting Small Grant project applications. All applications must be successfully submitted through OWEB's online grant application system. No exceptions will be made.

Applicants should carefully review all guidance materials on the [program webpage](#) and information (including iButtons) in the online grant applications. This review will help applicants confirm before submitting their application that all questions are answered completely, based on the guidelines included in the application, and all required uploads are provided.

### **Additional Resources for Applicants**

For additional information about applying for OWEB grants, see [OWEB's Online Application Guidance](#). While not specific to the Small Grant Team Contact offering, this general guidance may provide helpful tips.

For information about grant budgets, getting access to OWEB's Grant Management System, understanding insurance requirements, or using OWEB's online applications, see the [video resources](#) on the OWEB website.

**For eligibility questions or other questions** about the Small Grant Team Engagement offering, please contact: Theresa DeBardelaben, Small Grant Program Coordinator, [Theresa.M.DeBardelaben@oweb.oregon.gov](mailto:Theresa.M.DeBardelaben@oweb.oregon.gov), or (971) 701-3175