



# SMALL GRANT PROGRAM

## Operating Procedures/Bylaws

### 2011-13 Biennium

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 2011-2013 biennium. Member organizations may be watershed councils (councils), soil and water conservation districts (districts) or tribes only and **all such organizations within the team area must be invited to join.** Teams are required to have at least one council and one district member.

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):
  - A unanimous decision by all the team members.
  - A decision where the concerns of all members have been addressed.
  - An agreement without any objections that blocks 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 district, 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 council, district, or tribe will not be removed from the Small Grant Team.
- Representatives of a council, 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 districts, 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 districts, 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  
\_\_\_\_\_ (name) 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: THIS PERSON MUST BE WILLING TO RESPOND TO OWEB QUERIES IN A TIMELY MANNER VIA EMAIL.

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 district and 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 district, council or tribe resigns, then their alternate or another representative from that same organization will be appointed to serve on the Project Evaluation Committee.

The following district or council 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.

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

An agreement without any objections that blocks 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): \_\_\_\_\_

**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

The following member of the team will initiate email reviews or call and arrange committee meetings:

Name
Org.
Phone
Email

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 \_\_\_\_\_ (name) 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**

Packets for public distribution must consist of the following information as applicable. All forms can be found on the OWEB website:

[www.oregon.gov/OWEB/GRANTS/smgrant\\_forms.shtml](http://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 website and in informational materials.

Name
Org.
Phone
Email

**B. Application Deadlines**

The Oregon 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 when funding is available.

Column 1 below shows the team’s windows for receipt of applications through the end of the OWEB biennium (June 30, 2013). 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, 2013.



Name
Org.
Phone
Email

## VI. Project Evaluation Criteria and Conflict of Interest Policy

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.

1. **Conflicts of Interest:** OWEB policy is that grant reviewers will not rank or vote on project(s) for which they have a financial conflict of interest. Reviewers are encouraged, however, to participate fully in all project discussions. OWEB's conflict of interest criteria are listed below. Teams may add additional criteria to their decision making policy and attach it to the end of this document.
  - a. The reviewer is related to the applicant, or the work will be done on a relative's property, or a relative will benefit financially from the award of the application (i.e., a relative will be paid to work on the project).
  - b. The reviewer or a member of the reviewer's family will benefit financially from the award of the application.
  - c. The reviewer is a staff or board member of the organization applying for the grant or of an organization that will financially benefit from the grant.
  
2. **Not Considered Conflicts of Interest:**
  - a. The reviewer is a staff or board member of the council, district, tribe, agency or organization that is donating time or services to the project.
  - b. The reviewer advised the applicant on project development and/or provided feedback on the grant application prior to submittal.
  - c. The reviewer wrote the application.
  - d. The reviewer sits on a technical review team that reviewed the project prior to the application being submitted.
  - e. The reviewer is a volunteer (non-board member) of the council, district or tribe applying for the grant
  - f. The reviewer participated in the design of the project.
  - g. The reviewer's council, district, tribe, agency or organization is helping to fund the project described in the application.

## 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’s 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’s 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

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## 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 (examples can be found on the OWEB website), information on local organizational websites, 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 website. The following member(s) is responsible for compiling and submitting the report to OWEB:

Name
Org.
Phone
Email

Name
Org.
Phone
Email

## **X. Member Organization Authorized Signatures**

**Adopted:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Organization

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Date

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Signature

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Organization

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Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

## **Requirements**

Teams are required to provide OWEB with a Biennial Report for the recently completed 2009-11 biennium no later than **August 30, 2011**.

In addition, to be granted use of team funds for the 2011-13 biennium, the following documents (also known as the Small Grant Team Application) should be submitted to OWEB as soon as possible after the start of the new biennium:

- New Operating Procedures/Bylaws, Exhibit A (this form)
- New Local Priorities/Eligible Project Types, Exhibit 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 website:

[http://www.oregon.gov/OWEB/GRANTS/smgrant\\_forms.shtml](http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml)