



Jackson Soil & Water Conservation District
89 Alder Street Central Point OR 97502
Telephone: 541-423-6159 Fax: 541-727-7471
www.jswcd.org

Community Education Funds Request Form

Contact Information:
Applicant Name(s):
Organization:
Project Address:
Mailing Address:
Payee if Awarded:
Phone:
E-Mail:

Processing Information (for official use only):
Application Number: _____
Project Name: _____
Project Manager: _____
District Representative: _____
Date Received: _____
Date Acted On: _____
District Manager: _____
Approved/Denied: _____
W-9 Received

Amount Requested (up to \$1000): _____
In-Kind/Cash Match (must be equal to at least 50%): _____
Total Project Cost: _____

Project Scope

Please check the box for the program through which you will be requesting funds:

- Community Events *(eligible requests include: funds for event volunteer snacks or t-shirts; teacher or instructor appreciation; or similar requests at the discretion of the District)*
- Community Projects *(eligible projects include those with 3 or more community partners)*
- Community Education, Youth or Adult *(circle one)*

Project Information:

1. What is the event, project, or program you are requesting funds for?

2. Please provide a brief description of how your project or event meets a community natural resource need. If you are applying for funds through Community Projects, provide a brief description of how the project meets the needs of the partnership.

3. Please provide an approximate timeline of the proposed project.

4. Use the space below to document estimated and/or known project costs.

Description A.	Responsible Party: (Agency, Organization, School) B.	Units (Hours, quantity, etc.) C.	Cost per Unit D.	In- Kind/Cash (Match) E.	Incentive Funds F.	Total Cost (Incentive Funds + Match) G.
TOTAL \$						

5. Use the space below to document in-kind and cash contributions to the project.

Funding Source (including yourself)	Match (Time, labor, equipment, etc.)	Approximate Dollar Value	Confirmed in writing (attach copy) or signature
TOTAL In-Kind/Cash Match (must be 50% or more of total project cost & be equal to column E above)			

Project Requirements

- Incentive awarded will not exceed the total project cost.
- Projects must comply with any federal, state, local, or other ordinances that may apply.
- Only projects with a maximum cost of \$2000 may apply.
- Incentive funds can be used for community events, community projects, and community education.
- All applicants must complete the application in consultation with JSWCD.
- When necessary, JSWCD staff will perform a site visit to determine project eligibility, specify requirements, and approve the project for incentive funding.
- The applicant permits JSWCD to collect photographs of the education event, if applicable, and appropriate when children are present. Photos may also be used for promotional or educational purposes.
- All incentive projects/events must be completed within 2 years of application approval.
- All approved applicants will complete a W-9 form for tax reporting purposes.
- JSWCD does not endorse any particular manufacturer, contractor or product in funding a program or project. JSWCD does not warranty any materials or services used during the implementation of a project.
- JSWCD offers rebate programs on a first come, first served basis. The approved JSWCD annual budget and JSWCD staff determine the availability of funding.

Authorizing Signatures

_____	_____	_____
Applicant Signature	Print Name	Date
_____	_____	_____
Landowner Signature (if different than Applicant)	Print Name	Date
_____	_____	_____
JSWCD Representative Signature	Print Name	Date
_____	_____	_____
JSWCD District Manager Signature	Print Name	Date