



## **MOHF Grant Awardee Funding & Reporting Requirements**

### **Funding:**

- **All Awards:**
  - Funds awarded are intended to support only project-related expenses, including salaries.
  - Funds awarded are not intended to supplement salaries provided by the State General Fund.
  - In-kind contributions received during the duration of the project will be considered matching funds.
  - Proposals that are funded will receive funds according to a schedule determined by the Board.
  - Funds are not fully approved until State Purchases has authorized all proposals, and therefore, no monies should be spent until further instruction is received. *(This full funding approval generally takes approximately 30-90 days from the initial award).*
  
- **Pass-Thru Awards:** *(Projects where the funding is going directly to the applicant, not a state agency and/or requires a Special Services Contract to be administered by the MOHF Secretariat):*
  - Applicant must establish a vendor code with the State of Maine. Secretariat will coordinate this effort.
  - Applicant must be able to produce proof of liability insurance to be included in the “special services” contract.
  - Invoices may be submitted after notification from Secretariat that Special Services Contract has been approved.
    - Invoice should include:
      - Organization’s contact information as reported in Special Services Contract
      - Project #
      - Project Title
      - Invoice Amount
  
- **Agency Awards:** *(Projects where the funding is going directly to the State Sponsoring Agency):*
  - Applicant must work with their state agency’s financial representative in processing the funding portion of the award.
  - Prior to submitting final report, applicant must contact financial representative to ensure monies have been allocated appropriately.

### **Communications:**

Awardees must communicate that MOHF participated in funding their project and communication plans should be described in the **Full Grant Proposal** as well as results reported in the Final Report.

- **Required Communications:**
  - The MOHF logo should be displayed on printed materials, signs, or other applications related to the project when appropriate.
  - Press release (one at minimum). Include the MOHF logo along with the following statement: *“This project was funded in part by the Maine Outdoor Heritage Fund, in which proceeds from the sale of a dedicated instant lottery ticket currently (fill in current ticket) are used to support outdoor recreation and natural resource conservation. For more information about MOHF, go to [www.maine.gov/ifw/mohf](http://www.maine.gov/ifw/mohf)”.*



- **Suggested Communications:**

- Describe plans to communicate project results, both to the conservation community, the public and non-traditional audiences. *Explain how this will be done and how the recipient will benefit.*
- Post project results to websites, social media, and mobile applications. *Describe which media and what will be posted and how this will be announced so people are aware of the information.*
- Describe how the results of your project will be used or communicated in addition to those listed above.
- Describe how this project will increase presence on the Internet and accessibility and GIS applications". *Describe how this will be used and how users will be informed of it.*
- Describe if this project will increase synergy between programs, agencies, and user groups, and how it could increase potential funding for MOHF program.
- Provide MOHF Secretariat with any videos, press, social media posts about the project.

## Reporting:

- A final report must be submitted electronically to the **MOHF Secretariat** three months from contract completion date and must include:
  - Review of the project's success in meeting the stated objectives.
  - Detailed accounting of the following: (Use the budget form to submit this information)
  - How Maine Outdoor Heritage Fund monies were spent, matching funds requested, secured and spent and in-kind services.
  - Amount of dollars leveraged for the project.
  - Identification of communication efforts including any press related materials.
  - Photographs or illustrations of the project and its results.
  - An explanation of any follow-up work planned with a list of potential partners and funders; and
  - Feedback on the clarity of MOHF's guiding principles, usability of the application materials, and responsiveness of the MOHF staff in working on the application and project.
  - Brief write-up for upcoming MOHF newsletter and/or social media posts
  - Annual progress reports will be required on projects that extend beyond one year. This report should be a brief explanation of where the project is at in terms of objectives and funds spent.