



Maine Trails Program

2026 Grant Application

Grants and Community Recreation Program
124 State House Station
Augusta, Maine 04333
(207) 624-6090

Grant Application Checklist

- The Grant Application requires the following information and documents. Please have them prepared before beginning the application.
- Required Supporting Documentation:**
 - 1. [Budget Worksheet](#)** – must be filled out and uploaded to the application.
 - 2. Land Tenure/Control/Use Permit and User Fees** – Land deed, easement, use agreement, whichever is applicable to the project. Include a user fee schedule if one is required for the project. Must be uploaded to the application
 - 3. Review Letters** – Environmental/historic review letters from Maine Inland Fishers & Wildlife, Maine Natural Areas Program, and Maine Historic Preservation Commission are required before submitting the application. It is advised these are requested **at least 30 days** before the application deadline.
 - Maine Inland Fisheries & Wildlife** – To request a project review, send an email to IFWEnvironmentalreview@maine.gov with the following information:
 - A cover letter indicating that MTP funds will be used for the project.
 - The paragraph on the scope of work. Explain the extent of any proposed ground disturbance, approximate dates of construction, and list any heavy machinery or loud equipment use. Describe project details, such as: how the trail will be used; the trail surface (natural, gravel, stone dust, etc.); if any trees need to be removed and to what extent; the trail length and width and if its being rerouted; if any herbicides or pesticides will be used and what kind; and the length and width of any bridges or culverts that will be installed or modified. Please provide pictures of the crossing.
 - A map clearly showing the boundaries of the project, and the location of the project within the state. A GIS shapefile or KMZ file is preferred.
 - Maine Natural Areas Program** – To request a project review, send an email to maine.nap@maine.gov with the following information:
 - A cover letter indicating that MTP funds will be used for the project.
 - The paragraph on the scope of work. Explain the extent of any proposed ground disturbance, approximate dates of construction, and list any heavy machinery or loud equipment use.
 - A map clearly showing the boundaries of the project, and the location of the project within the state. A GIS shapefile or KMZ file is preferred.
 - Maine Historic Preservation Commission** – Review the [Required Information](#) website for more resources, including how to create a topographic quad map and examples of good photos. To request a project review, send an email to MHPCprojectreview@maine.gov with the following required information:
 - A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved.
 - A USGS topographic quad map with the project corridor, or project sites along the corridor, clearly and accurately located.

- Clear, unobstructed photos of river or stream shorelines.
 - Photos of any structures that will be directly impacted (stone walls, bridges, culverts, buildings, etc.) by the project, as well as photos of any buildings over fifty years of age that will have a view of the project. All photos of buildings should be keyed to the USGS topographic quad map, tax map or a site plan. If no buildings over fifty years of age exist in the vicinity, please indicate this in writing.
 - Specifications, plans, concept sketches and/or drawings should be submitted if available.
- **4. Project Maps –**
- **Vicinity Map** – showing where in the state the project is located.
 - **Site Location and Connection Map** – Precise location of the project. Should clearly indicate the trail corridor and identify proposed work on the trail. Should show direct connection to other trail systems, greenways, or conservation lands if applicable.
- **5. CEO/LUPC letter and permits** – Letter from the local Code Enforcement Officer or Land Use Planning Commission about permits needed for the project. Include those permits in the application.
- **8. Optional Supporting Documentation –**
- Project design/construction/build experience (e.g., resume, CV, examples of past projects)
 - Project timeline
 - Project maintenance plan
 - GIS/GPS shapefile of the project boundaries or lat/long of project location
 - Letters of support from the community
 - Additional maps, photographs, and diagrams
 - Other documentation that might be useful in describing the project