The Full Grant Proposal Application requires the following information/documents and should be submitted electronically as a single PDF document as well as ten hard copies.

**Part 1. Summary Application Form** Must include applicant signature and the financial section must align with the [Budget Form](link found on MOHF Website). (Leave unstapled from package)

**Part 2: Grant Proposal Application** The document should be no more than 5 pages (not including supporting documents (budget, partnership & support letters, maps, photos, etc). The hard copy should be stapled in the upper left hand corner and not be placed in a binder of any kind. Included should be the following information:

1. **Project Identification** - Project Coordinator Name & Organization, Agency Sponsoring and Project Title.

2. **Funding Category Identification** - Identify the fund distribution category as described in the [MOHF Strategic Plan](MOHF Strategic Plan) and explain how the project best fits the category. ([Choose One Category](MOHF Strategic Plan)). “The Board has the authority to move projects into a different category where deemed appropriate.”

3. **Detailed Project Description and Background** - Detailed description of the project and a brief description of the project’s background.

4. **Project Need** - Describe the organizational, outdoor heritage, and environmental need for the project.

5. **Project Urgency** - Describe the urgency of the project in terms of the timing and funding.

6. **Project Objectives** - List the project objectives and describe how they will be accomplished.

7. **Project Outcome** - Describe the output/outcome of the project and how it will be measured.

8. **Project Timeline** - Provide a timeline of the project’s activities.

9. **Communication Plans & Target Audience** – Describe plans for communicating the results of the project and how the organization will acknowledge MOHF’s role in supporting the project. Refer to [Grant Awardee Funding & Reporting Requirements](MOHF Strategic Plan) for additional communications suggestions.

10. **Key Personnel** - Identify key personnel and a brief description of their background and role in the project.

11. **Climate Change Adaptations (If Applicable)** – Describe how the project contributes to strategies, action areas and/or outcomes outlined in the [Climate Action Plan](MOHF Strategic Plan) and also found in the Implementation Table for Climate Plan. Other Resources can be found at the [Maine Climate Council](MOHF Strategic Plan).

**Attachments:**


13. **Partnership Letters of Understanding** – (If Applicable) Letters of understanding from partners identifying their role and commitment in the project.

14. **Optional Other Supporting Documents (If Applicable):**
   - Letters of support
   - Maps, Photographs, Diagrams
   - Other documentation that might be useful in describing the project.