



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
 - Contract Service Dates

- **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”.*



- **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:

- **Final Reports**

A Final Report must be submitted electronically as a single pdf document to the MOHF Secretariat three months from the contract completion date and must include:

1. A review of the project's success in meeting the stated objectives.
2. Detailed accounting of the project.
 - a. Use the same budget form that was used in the grant application to provide actual dollars spent.
 - indicate how monies were spent, matching funds, and in-kind services.
 - b. Provide the amount of dollars leveraged for the project.
3. Identification of communication efforts including any press related materials.
4. Photographs or illustrations of the project and its results.
5. An explanation of any follow-up work planned with a list of potential partners and funders.
6. 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.
7. Brief write-up for upcoming MOHF newsletter and/or social media posts

- **Annual Reports**

An annual 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.