



## MAINE OUTDOOR HERITAGE FUND (MOHF) GRANT PROPOSAL APPLICATION REQUIREMENTS

- MOHF grant proposals must meet the Guiding Principles for the Maine Outdoor Heritage Fund found in the [MOHF Strategic Plan](#).
- Grant applicants must submit proposal applications through a qualified Sponsoring Agency. *(see contact list on page 2)*
- There are two grant funding cycles per year, one in the spring and one in the fall. *(see submittal schedule on page 2)*
- Proposal applications are reviewed and awards determined at the MOHF Board meetings which are generally held approximately the first week in November for the fall grant cycle and the approximately the first week in May for the spring grant cycle. Check <http://www.maine.gov/ifw/MOHF.html> or contact the MOHF Secretariat for exact dates. MOHF Board meetings are open to the public and grant applicants are encouraged to attend.

### **Pre- Application:**

1. Applicants must review the following documents posted at [www.maine.gov/ifw/MOHF.html](http://www.maine.gov/ifw/MOHF.html).
  - [MOHF Strategic Plan](#)
  - [Summary Application Form](#)
  - [Budget Form](#)
  - [Grant Evaluation Form](#)

A list of grants awarded and a [sample MOHF proposal](#) is provided at <http://www.maine.gov/ifw/MOHF.html>.

2. Applicants should contact a qualified Sponsoring Agency Rep *(see contact list on page 2)* **by January 15 for the spring round or by July 15 for the fall round** to provide the following project details and discuss the possibility of sponsorship:
  - Summary of the project and how the project meets MOHF Guiding Principles found in [MOHF Strategic Plan](#).
  - Funding category and why the project best fits in this category (see [MOHF Strategic Plan](#)).
  - Project partners. *(Note: partners help plan or implement the project and letters of understanding must be included with the final proposal. Partnership levels are also reflected in the grant evaluation process)*
3. Applicant should be notified of preliminary sponsorship prior to the summary application form submittal deadline.

### **Summary Application Form Submittal:**

1. Applicant must submit the one-page [Summary Application Form](#) to Sponsoring Agency Rep. **by February 1** for the spring round or **August 1** for the fall round. Applicants must ensure that:
  - The [Summary Application Form](#) is filled out completely and accurately and signed by the applicant indicating that they have reviewed the MOHF grant submittal documentation identified in Section #1 of the Pre-Application Requirements section.
  - The appropriate Funding Category is selected (1,2,3,or 4). *If uncertain of the category selection, please contact the Sponsoring Agency Rep. or MOHF Secretariat for further guidance.*
  - Project partners are identified. *Note: Partnership letters must be submitted with the full grant application. Individuals or organizations supporting but not participating in project planning or implementation are not considered partners.*
2. Applicant should be notified of permission to proceed with submittal of full proposal application.

## Full Proposal Submittal:

1. Proposals must include the information outlined in the **Grant Proposal Application Submittal Checklist**. (see page 3)
2. Partnership letters indicating the partner's role in planning or implementing the project must be prepared and submitted with the final proposal. **Letters indicating support but not clearly indicating the partner's role will not be accepted as a partnership.**
3. Applicant must submit ten copies of the final proposal application including all partner letters and supporting documentation **by February 20** (for the spring round) **and August 20** (for the fall round) to the Sponsoring Agency Rep. Applicant must submit one final Summary Application Form per project application (not stapled to the full proposal).
4. Sponsoring Agency Rep. will secure agency authorized signatures on the Summary Application Forms indicating partnership if applicable and endorsement status. They will submit nine copies of the proposals including nine copies of signed summary application forms to MOHF postmarked by the **March 1 or September 1** deadline.
5. MOHF Secretariat will follow up with all applicants confirming receipt of the proposal.

## Qualified Sponsoring Agencies and Staff Contacts for MOHF Sponsorship:

<b>Baxter State Park Authority</b> Jean Hoekwater Telephone: (207) 723-9616 Email: <a href="mailto:jean.hoekwater@maine.gov">mailto:jean.hoekwater@maine.gov</a>	<b>Maine Department of Inland Fisheries and Wildlife</b> Bethany Atkins Telephone: (207) 287-5878 Email: <a href="mailto:Bethany.Atkins@maine.gov">Bethany.Atkins@maine.gov</a>
<b>Maine Department of Environmental Protection</b> Mark Margerum Telephone: (207) 287-7842 Email: <a href="mailto:Mark.T.Margerum@maine.gov">mailto:Mark.T.Margerum@maine.gov</a>	<b>Maine Department of Marine Resources</b> Rochelle Nutting Telephone: (207) 624-6556 Email: <a href="mailto:rochelle.nutting@maine.gov">mailto:rochelle.nutting@maine.gov</a>
<b>Maine Dept. of Agriculture, Conservation, and Forestry</b> Tom Gordon Telephone: (207) 287-4986 Email: <a href="mailto:Tom.Gordon@Maine.gov">Tom.Gordon@Maine.gov</a>	<b>Saco River Corridor Commission</b> Dennis Finn Telephone: (207) 625-8123 Email: <a href="mailto:src@srcc-maine.org">mailto:src@srcc-maine.org</a>
<b>Soil and Water Conservation Districts</b> Carol Weymouth Telephone: (207) 852-8184 Email: <a href="mailto:cweymouth@maineconservationdistricts.com">cweymouth@maineconservationdistricts.com</a>	<b>Saint Croix International Waterway Commission</b> Karen Ouellette Telephone: (506) 466-7550 Email: <a href="mailto:staff@stcroix.org">staff@stcroix.org</a>
	<b>Wells National Estuarine Research Reserve</b> Paul Dest Telephone: (207) 646-1555 Email: <a href="mailto:pdest@wnerr.org">mailto:pdest@wnerr.org</a>

## Summary of Grant Application Deadlines:

- **Jan 15 (Spring Round) & July 15 (Fall Round)** Grant Applicant to contact Sponsoring Agency Rep.
- **Feb 1 (Spring Round) & Aug 1 (Fall Round)** Grant Applicant to submit Summary Application Form to Sponsoring Agency Rep.
- **Feb 20 (Spring Round) & Aug 20 (Fall Round)** Grant Applicant to submit 10 copies of the full proposal and one copy of Summary Application Form to Sponsoring Agency Rep.
- **Mar 1 (Spring Round) & Sep 1 (Fall Round)** Sponsoring Agency Rep will submit nine copies of the full proposal and nine copies of signed Summary Application Form to MOHF.

## **Grant Proposal Requirements Checklist:**

- Grant Applicant has reviewed MOHF documentation listed in Section #1 of Pre-Applications Requirements.
- Grant Applicant has received approval from Sponsoring Agency Rep. to submit grant application.

### **Grant Proposal Required Information (must be provided in the order listed below):**

- 1. Project Identification**
    - Include: 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](#) and provide an explanation as to how this project best fits this category designation. **(CHOOSE ONE CATEGORY)**. “The Board has the authority to move projects into a different category where deemed appropriate.”
  - 3. Detailed Project Description and Background**
    - Provide a 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 all plans for communicating the results of the project and how the organization will acknowledge MOHF’s role in supporting the project. *(Refer to Suggested Communications on page 3)*
  - 10. Key Personnel**
    - Identify key personnel and provide a brief description of their background and role in the project.
  - 11. Budget**
    - [Budget Form](#) must be filled out and attached to the grant proposal.
  - 12. Partnership Letters of Understanding – (If Applicable)**
    - Include letters of understanding from partners identifying their role and commitment in the project.
  - 13. Optional Documents:**
    - Letters of support, maps, photographs, diagrams, and other documentation that might be useful in describing the project.
- [Summary Application Form](#) should be detached from the grant application proposal and only one copy provided. Ensure that data is accurate and budget information matches the budget form included with grant proposal.
  - Please note grant application is not to exceed five pages in length excluding budget form and optional documents. Additional documentation and partnership letters will not be accepted after September 1<sup>st</sup> for the fall round and March 1<sup>st</sup> for the spring round. Proposals should be stapled in the upper left corner and should not be bound.

## Grant Awardee Requirements:

### 1. Funding:

- **Pass-Thru Awards:** (*Projects where the funding is going directly to the applicant, not a state agency and/or requires a BP54 special services contract to be administered by the MOHF Secretariat*):
  - Must establish a vendor code with the state immediately. Secretariat will coordinate this effort.
  - Must be able to produce proof of liability insurance to be included in the “special services” contract.
- **Agency Awards:** (*Projects where the funding is going directly to the agency*):
  - Work with the agency’s financial representative in processing the funding portion of the award.
- **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 all proposals have been authorized by State Purchases and therefore no monies should be spent until this notification is received. (*This full funding approval generally takes approximately 30-90 days*).

### 2. Communications: Awardees must communicate that MOHF participated in funding their project and communication plans should be described in the proposal as well as results reported in the final report.

- **Required Communications:**
  - MOHF logo and description on printed materials, signs, or project (if applicable).
  - 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.html](http://www.maine.gov/ifw/MOHF.html)”.*
  - Information can be found on the website. MOHF Secretariat can provide assistance if needed.
- **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.

### 3. Reporting Requirements:

- A final report is due to **MOHF Secretariat** three months from proposal 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.
  - 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.
- Reports must be submitted electronically as well as mailed hard copy to MOHF Secretariat.
- Annual progress reports will be required on projects that extend beyond one year.