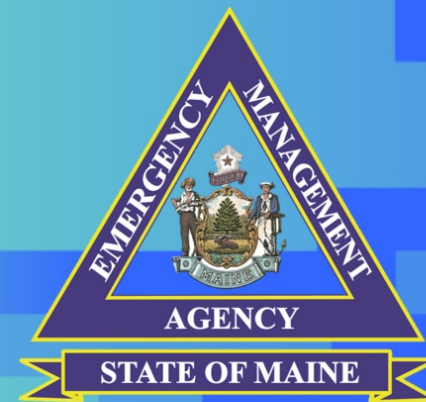


# MEMA NSGP Grant Portal

## Application Submission Instructions



1

Application  
Start

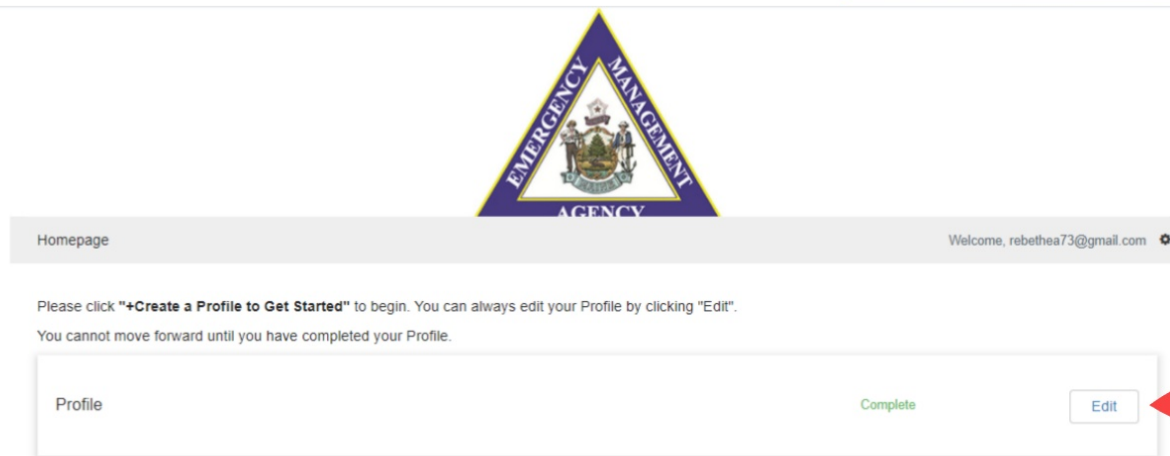
2

Open  
Application

3

Application  
Completion

Once the profile has been created, an application can be prepared and submitted.

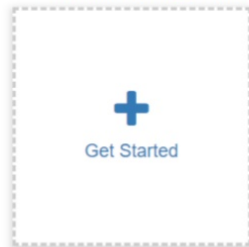


The screenshot shows the homepage of the Emergency Management Agency. At the top center is the agency's logo, a triangle with 'EMERGENCY MANAGEMENT AGENCY' written around it. Below the logo is a navigation bar with 'Homepage' on the left and 'Welcome, rebethea73@gmail.com' on the right. The main content area contains the following text: 'Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.' Below this text is a white box representing the profile status. It contains the word 'Profile' on the left, the word 'Complete' in green in the center, and an 'Edit' button on the right. A red arrow points from a callout box to the 'Edit' button.

**A profile can be edited to update or correct information**

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



**Click on "Get Started" to access the program application**



Order by: Nowest to Oldest

## Any Subrecipient

### FY2022 NSGP Application

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 14 days remaining to submit this.

Submit

### FY2022 NSGP Application

The button will update to reflect how you can interact with this step.

Action Required

Open

Click on "Open"

## FY2022 NSGP Application ▾

Save Draft **Mark Complete** Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Please visit MEMA website at <https://www.maine.gov/mema/grants/nonprofit-security-grant-program> to obtain the 2022 NSGP Investment Justification form

**Organization Name \***

Any Subrecipient

**2022 NSGP Investment Justification Upload \***

+ Select a file

A Mission Statement and any mission implementation policies or practices that may elevate the organization's risk is required.

**Subrecipient Mission Statement Upload (.doc or pdf file only) \***

+ Select a file

The Subrecipient Vulnerability/Risk Assessment, based on the Investment Justification, is required for each applicant. There is no specific form/format for the Vulnerability/Risk Assessment.

**Subrecipient Vulnerability/Risk Assessment Upload (.doc or pdf file only) \***

+ Select a file

Other Supporting Documentation (e.g. letters of explanation, etc.) are not required but are encouraged.

**Other Supporting Documentation**

+ Select a file

By typing your name this acts as your electronic signature:

**Type your name to act as signature \***

When application is complete, click on "Mark Complete"

Enter Subrecipient Organization name

Upload all required documents to complete the application

Type in name of individual su