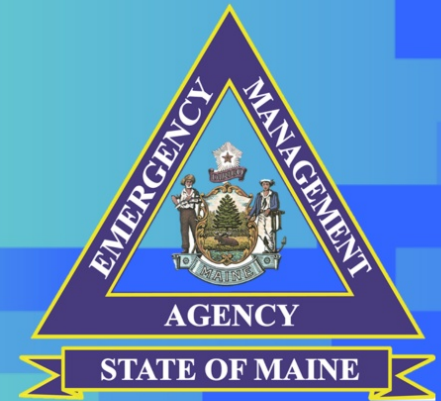


MEMA NSGP Grant Portal

Application Submission Instructions



1

Application
Start

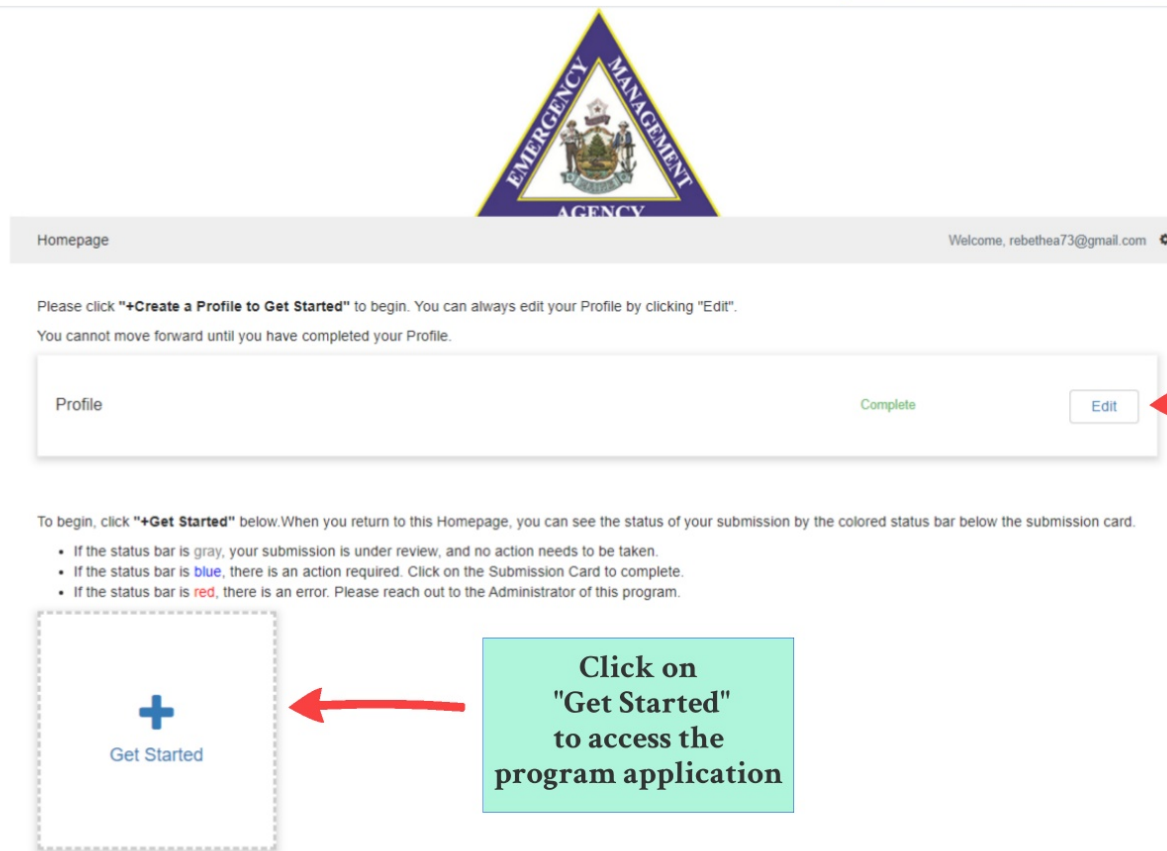
2

Open
Application

3

Application
Completion

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



The screenshot displays the Emergency Management Agency homepage. At the top center is the agency's logo, a triangle with 'EMERGENCY MANAGEMENT AGENCY' text and a central emblem. Below the logo is a navigation bar with 'Homepage' on the left and a welcome message 'Welcome, rebethea73@gmail.com' with a settings icon on the right. The main content area contains instructions: '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 is a 'Profile' status bar with a green 'Complete' indicator and an 'Edit' button. Further down, instructions state: '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.' A list of status bar colors and their meanings follows: gray (under review), blue (action required), and red (error). At the bottom, a 'Get Started' button with a blue plus icon is highlighted by a red arrow.

Homepage Welcome, rebethea73@gmail.com

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.

Profile Complete Edit

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.

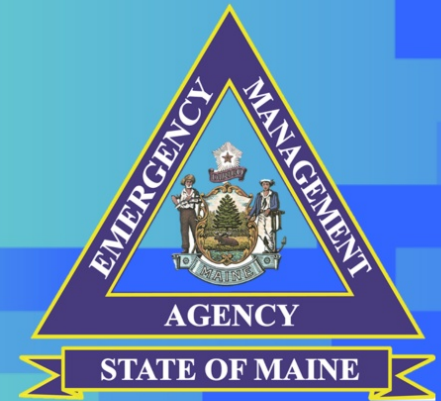
+
Get Started

A profile can be edited to update or correct information

Click on "Get Started" to access the program application

MEMA NSGP Grant Portal

Application Submission Instructions



1

Application
Start

2

Open
Application

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Application
Completion



Homepage > Any Subrecipient

Welcome, rebetha73@gmail.com

Any Subrecipient

Order by: Newest to Oldest

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.

Submit

NSGP Application

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

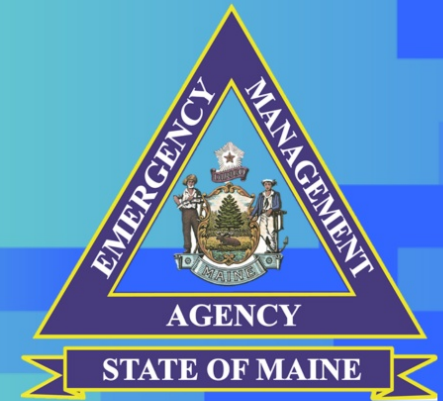
Action Required

Open

Click on "Open"

MEMA NSGP Grant Portal

Application Submission Instructions



1

Application
Start

2

Open
Application

3

Application
Completion

AGENCY
STATE OF MAINE

Homepage > Any Subrecipient > NSGP Application **Draft**

Welcome, rebethea73@gmail.com

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 2021 NSGP Investment Justification and Sub-Recipient Grant Worksheet

Organization Name *

2021 NSGP Investment Justification Upload *

+ Select a file

2021 NSGP Sub-Recipient Grant Worksheet 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

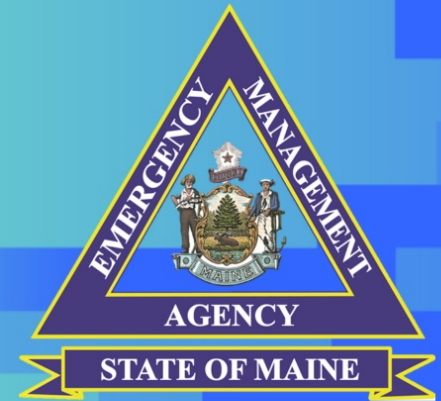
When application is complete, click on "Mark Complete"

Enter Subrecipient Organization name

Upload all required documents to complete the application

MEMA NSGP Grant Portal

Application Submission Instructions



1

Application
Start

2

Open
Application

3

Application
Completion