

RTP Application Timeline

By following this timeline you should have ample time to develop your application and support documents. It is best to submit your application during the week of the final due date.

1) First

- a) Download the grant application, application guidance, and program guidance from DACF website and read through all the materials to familiarize yourself with the program and the application.
 - i) Be sure you are downloading the correct application and associated documents as development and SEE applicants are separate.

2) Four months before deadline

- a) Seek agreement or license from landowner if necessary
- b) Write to Maine Historic Preservation Commission request for review for archaeological resources (hard copy letter and map) –
- c) Write to Maine Natural Areas Program request for review for RT&E natural resources (e-mail and shape file preferred) –
- d) Write to Bureau of Resource Management request for review for natural resources (e-mail and shape file preferred) –

3) Three months before deadline

- a) Seek municipal resolution to authorize application for funding
 - i) If non municipal applicant requires board vote, seek that.
- b) Seek commitment for ongoing maintenance (or commitment from other organization(s))
- c) Identify project manager or team –

4) Two months before deadline

- a) Begin writing grant if you haven't already.
- b) Seek statement from Town Planning Department that project has been reviewed and meets local ordinances –
- c) Check with state and local officials regarding the need for permits -
 - i) Environmental
 - ii) Town
- d) Begin developing budget numbers, with realistic numbers regarding matching dollars in-hand and in-kind donations –
- e) Collect documentation for grant match, letters of commitment for dollars or in-kind services –

5) One month before deadline

- a) Create project map(s) –
- b) Copy deed for property if applicable or easement/agreement/license for public trail use –
- c) Collect support documentation –
 - i) Support letters – must have direct relationship to project
 - ii) Partnership letters – only if partner in funding, developing or maintaining the project
 - iii) Town plans or excerpts from SCORP –
 - iv) Photos –
 - v) Newspaper articles –
 - vi) Discuss ideas for trail promotion –
- d) Collect information about previous RTP-funded project(s) including name, number, availability to the public, condition.–
- e) Write descriptive text to answer all questions –
- f) Complete environmental assessment check list –

6) Two weeks before application submission

- a) Create shared folder
- b) Assemble e-documents in shared folder according to protocol outlined in grant guidance

7) Finally & when absolutely ready: Send your transmittal email with a link to the shared folder to doug.beck@maine.gov. This email will serve as the time stamp for the date / time of submission.

RTP Application Checklist

The following documents should be present in your cloud based drive folder for a complete application. Strict adherence to file naming protocol as described below will enable all of your documents to be tracked easily by you and by those on the review committee and within the grants office. However, please abbreviate your sponsor name to keep the overall file name as short as possible.

#	Application Element	File Naming Protocol (substitute name of your project wherever you see "sponsor name")
1	Completed Application	Sponsor name_2019RTP_application
2	Resolution or board action if appropriate	Sponsor name_2019RTP_resolution
3	Land Tenure/Control/Use Permit	Sponsor name_2019RTP_lease Sponsor name_2019RTP_permit
4	Clearance request letters	Sponsor name_2019RTP_clearancereq
5	Clearance responses	Sponsor name_2019RTP_MHPC_clearance Sponsor name_2019RTP_MIFW_clearance Sponsor name_2019RTP_MNAP_clearance
6	Project Maps – Vicinity Project Maps – Site Project Maps – Linkages Project Maps – GIS/GPS	Sponsor name_2019RTP_map_vicinity Sponsor name_2019RTP_map_site Sponsor name_2019RTP_map_linkages Sponsor name_2019RTP_map_data
7	User Fees	Sponsor name_2019RTP_fee_schedule
8	Planning process (if applicable)	Sponsor name_2019RTP_planning_evidence
9	Optional Support documentation You may include a project proximity map, photos, letters of support and or other grant specific support documents as you feel they may add to your effort.	Sponsor name_2019RTP_proximity_docs Sponsor name_2019RTP_project_photos Sponsor name_2019RTP_project_los Sponsor name_2019RTP_project_press Etc, follow above naming protocol for any other documents