



Maine Conservation Corps Sustainable Trails Program Project Application Instructions



Organizations are encouraged to discuss project applications with MCC staff.

Submission of project applications, even at the specific request of MCC, does not constitute or imply a commitment to accept the application.

Contact Information

- Enter the name of the project, the organization submitting the application, and up to two primary points of contact.

Field Team Preferences

- Select the type of service you are requesting. Projects between 2-16 weeks in duration are preferred. Hosting a team for an entire season would consist of 16 project weeks (without chainsaw training) or 15 project weeks (if chainsaw training is needed).
 - A project week is 40 hours and includes travel time (driving from MCC HQ or basecamp and hiking to/from the project site), camp setup, project time, and professional development events (~2 hours per week).
 - Many teams serve on 9-day hitches (80 hours) followed by 5 days off. Some teams serve on 5-day hitches (40 hours) with weekends off. If the project is selected, MCC staff will draft a schedule for review and approval prior to the team's arrival.
- Enter the preferred months and year for the project to take place. The typical season runs from June through October, though some projects may take place in April or May. MCC receives the most requests for June, July, and August. Please consider the fall months for your project. MCC prefers not to schedule backcountry/high elevation projects after the end of September. MCC will try to accommodate preferences, especially those due to grant requirements or environmental factors.
- **MCC offers 3 service options:**
 - *All teams are equipped with a vehicle, cargo trailer, camping equipment, PPE, and hand tools. Chainsaws and brush saws, rigging equipment, rock drills, and other equipment may also be provided depending on the nature of the project and equipment available.
 - **6-person team (Full Team):** Consists of 4-6 members, including a Team Leader, Assistant Team Leader and Team Members. These teams welcome local volunteers and agency assistance but are able to complete projects with basic level support and oversight.
 - **3-person team (Mini Team):** Consists of 3 members including a Team Leader and Team Members. These teams are a good choice for smaller



- projects or to act as a facilitator for a project that can be substantially completed by local volunteers. These teams will assure your project makes progress – with or without volunteers.
- **3-person team (Advanced Technical Team):** Consists of 3 members including a Senior Trail Leader and Team Members. These teams are led by a Senior Trail Leader who has advanced leadership and field skills and is a good choice for technical projects requiring additional leadership and project management.
 - **Team Leader Training projects:** MCC Team Leaders participate in a 12-week leadership and field training program from March to June, including chainsaw safety training and practice, rock work, carpentry, invasive species removal, and trail maintenance/construction. MCC has a limited number of project weeks available during Team Leader Training for projects that can double as training opportunities. Depending on the type of project and training time required, these projects will be charged at a discounted rate to account for training needs.
 - Enter any helpful notes on preferences (ex. grant requirements, flexibility in team size, specific dates preferred, flexibility on number of teams or type of team, interest in Team Leader Training projects, etc.).

Please understand that you are requesting to have an MCC team serve on your project for a specific number of weeks. It is possible that your MCC team may not be able to complete your project due to inclement weather, equipment failures, inaccurate estimates, and other unforeseen events. MCC teams try their best to meet your expectations, and MCC staff will do everything we can to work with you to complete your project.

Funding

- Indicate the source of project funding and/or if funding is secured or pending. If pending, provide an outline of when you expect funding to be determined. If funding is not secured in the calendar year, MCC will hold proposals for a period of one year upon request. If selected, the partnering agency will be responsible for payment upon receipt of an invoice.
- Invoices are typically sent upon completion of the project weeks unless otherwise requested by the partner.

Project Details and Scope

- Enter the town and/or other relevant information to explain the location of the project.
- Enter who owns and manages the land. **MCC is limited to making improvements to public lands or lands managed by public or nonprofit organizations.**

- Select the type of project you are applying for. Select all categories that apply. You may enter a category not listed or make relevant notes in the “other” category.
- Provide a general description of the work to be accomplished, including measurable outcomes and specific goals. Be sure to attach maps, bridge designs, sketches, trail plans, or specifications. **It is critical that you provide enough information so that MCC can understand the nature of your project and what skills and equipment will be required to complete the work.**
- List any Federal ([Army Corps of Engineers](#)), State ([DEP](#), [LUPC](#)), and Municipal (Code Enforcement) permits that are required for your project, and when you expect to receive them. **It is the partners responsibility to acquire all permits for your project.** [Generally, you will need a permit if you are working in, on, over, or within 75 feet of a protected natural resource.](#) Some permits can require 3 or more months to obtain. **Also, include any pending leases that are required for you and MCC to gain access to the property.**
- Describe the environmental and/or community need. Why is this project important? Relay the determined need for this project and any evidence that backs this determination. Studies, land management plans, user surveys, and SCORP are examples of supporting documents. Who will benefit? What population area will this project serve (e.g. local community, region, statewide, etc.)? How many people do you estimate will benefit from the project? You may share public use data collected at your location or present your best estimate of future use.

Project Tools and Materials

- While MCC has a supply of tools, we frequently rely on the sponsor to provide tools that we cannot supply. Electric power tools, ATVs, tractors, track-steer loaders, dump trucks, and other heavy equipment are things that MCC cannot provide. In many cases, project sponsors rent this equipment for the duration of the project. Please describe what tools you can provide, and what tools you’d expect MCC to provide.
- List any materials needed, as well as a means for procuring materials. **All project materials are the responsibility of your organization.** It is requested that all lumber, gravel, stone dust, quarry stone, crushed stone, geotextile, etc. be delivered to the site **before the team starts the project.** If a team must wait for materials, they may not be able to complete the project for you. Please reach out if you have questions about material choices.

Team Camping Logistics

- Describe where the team will stay and how those arrangements will be made.
- MCC teams typically camp out at the project site each hitch. MCC has tents and cooking equipment available for team use. Your organization must, at a minimum, provide a source of water for drinking, cooking and dishwashing, as well as a means of safe disposal of human waste. A reasonable area to pitch tents is usually all that the team will need. Shelter in a shed or building (i.e. church basement or community center) are common arrangements.

- State Parks have limited camping capacity and are typically reserved for BPL projects. For this reason, non-state park camping options are preferred.
- MCC supplies teams with camping gear, such as kitchen kits, stoves, propane tanks, tarps, and tents for shelter. Please indicate whether it is both safe and allowable for teams to stay at or store gear at the basecamp during time off.
- Describe the nearest facilities that the team can access, including grocery stores, showers, laundry, community centers, internet/Wi-Fi, and indoor shelters. Most members are from out of state and depend on camping arrangements during their time off.

Community Engagement and AmeriCorps Experience

- MCC encourages volunteer involvement on projects. We are open to engaging volunteers on any project and will actively help you recruit volunteers for your project. Describe how your organization will help recruit volunteers, promote the project, and enhance community engagement.
- In addition to accomplishing projects, MCC facilitates professional development through dedicated training and education time. In addition to required MCC training events, two hours each week is reserved for education time. These hours predominantly consist of job readiness training implemented by Team Leaders. Please indicate your ability to provide any education or training to the team. This can take the form of presentations about your organization, guest speakers, specific training (e.g., invasive species identification, tribal land history), or field trips to educational sites in the area.
- How will the team be introduced and integrated into the community? How can your organization facilitate connections to the local community? Are there local clubs that could visit the project, town meetings the members could attend, or community dinners?

Operations

- Projects should include a primary contact (aka project liaison) to complete a brief project sponsor orientation, conduct a pre-project site visit, develop a communication plan with the Team Leader, and be available for regular check-ins and to provide feedback to the team. Describe the level of involvement the liaison(s) will have before and during the project. At a minimum, MCC expects the liaison to check in with the Team Leader at least once per hitch.
- Partners are encouraged to contact local media and use social media to promote the service of MCC. Describe what efforts will be made to promote the project/team.
- Partners are required to complete all necessary paperwork upon request. Examples include a cooperative agreement and partner project close out survey. Who will be the designated liaison for these types of administrative tasks?

Signatures

- Both the person authorized to submit this application, and the designated project liaison should sign the form. Include your names, titles, signatures, and dates.

To submit your application

Forward the completed Project Application and any supporting documentation to Taylor Deely, Sustainable Trails Program Manager, at

ProjectApplication.MCC@maine.gov or via one of the methods below:

MAILING ADDRESS

Maine Conservation Corps
124 State House Station
Augusta, Maine 04333-0124

HAND DELIVERY LOCATION

Maine Conservation Corps
54 Independence Drive
Augusta, ME 04330

FACSIMILE TRANSMISSION

Fax: (207) 287-3342

E-MAIL SUBMISSION

ProjectApplication.MCC@maine.gov