

## **Maine Outdoor Heritage Fund Grant Application Guidelines**

Only Natural Resource Agencies may apply for a Maine Outdoor Heritage Fund grant. They may do so independently or in partnership with other entities. Each year proposals submitted must be postmarked by March 1 for the first distribution and September 1 for the second distribution. It is the intent of the Legislature that a grant received from the fund not be considered a substitute for funds previously appropriated or allocated to a natural resources agency.

A complete application from a Natural Resource Agency includes:

- 1. A completed Summary Information Form (as prescribed by the Board);**
- 2. A proposal not to exceed 5 pages that meets the Maine Outdoor Heritage Fund's guiding principles, and includes the following:**
  - a. an identification of the fund-distribution category under which the applicant is applying; if there are multiple categories, please specify which one is most pertinent
  - b. the stated objectives of the project and how they will be accomplished
  - c. evidence of the urgency and need for the project
  - d. literature cited, if appropriate
  - e. the potential outcome of the project and how it will be measured
  - f. the project timeline
  - g. for education projects – target audience clearly identified with a well develop distribution plan.
- 3. A list of key personnel involved in the project including a biography or resume of each (not to exceed 1 page per person); and**
- 4. If this is a collaborative project, letters of understanding between partners that describes the specific respective role of each partner.**
- 5. Budget**

**Expenses:**

**Personnel (By Task or Person):** \_\_\_\_\_

**Project Expenses:**

**Total Expenses:**

**Income:**

**Revenue Sources Secured:**

**Revenue Sources Planned:**

**Inkind Support:**

**MOHF Request:**

**Total Income:**

Funds may be used to support only project-related expenses, including salaries. Monetary match must consist of funds raised specifically for the project proposed and does not include salary costs of natural resource agency staff that are funded by the State General Fund. In-kind contributions that occur 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.

A final report and an executive summary (not to exceed one page) will be due within three months of the completion of the project. Annual progress reports will be required on projects that extend beyond one year. Final reports, progress reports, and executive summaries should be submitted electronically when possible and will include:

- a review of the project's success in meeting the stated objectives
- a detailed accounting of how Maine Outdoor Heritage Fund monies were spent
- color photographs or slides illustrating the project and its results
- copies of any press related to the project